

December 7, 2015

Mayor Tertinek called the **Organizational Meeting** to order at 4:10 PM.

Present: Mayor Tertinek, Trustee McDowell and Trustee Kallusch

Absent: Trustee Eckberg and Trustee Kennedy

Public Present: zero

Business conducted as follows:

MOTION by Trustee Kallusch, seconded by Trustee McDowell approving the following list of Mayoral appointments. Motion carried, all voting aye

Position	Term	Appointed	Expires	Name
Budget & Finance Officer	1 yr.	12/7/2015	12/5/2016	Christian Tertinek
Village Hall & Personnel Commissioner	1 yr.	12/7/2015	12/5/2016	Christian Tertinek
Public Relations Commissioner	1 yr.	12/7/2015	12/5/2016	Christian Tertinek
Union Negotiator	1 yr.	12/7/2015	12/5/2016	Christian Tertinek
Code Enforcement Commissioner	1 yr.	12/7/2015	12/5/2016	Christian Tertinek
Police Commissioner	1 yr.	12/7/2015	12/5/2016	Christian Tertinek
Docks & Moorings Commissioner	1 yr.	12/7/2015	12/5/2016	Sean Kennedy
Water Department Commissioner	1 yr.	12/7/2015	12/5/2016	Sean Kennedy
Highway Department Commissioner	1 yr.	12/7/2015	12/5/2016	Sean Kennedy
Street Lighting Commissioner	1 yr.	12/7/2015	12/5/2016	Sean Kennedy
Sewer Department Commissioner	1 yr.	12/7/2015	12/5/2016	David McDowell
Zoning Board of Appeals Commissioner	1 yr.	12/7/2015	12/5/2016	David McDowell
Deputy Mayor	1 yr.	12/7/2015	12/5/2016	William Kallusch
Building Maintenance Commissioner	1 yr.	12/7/2015	12/5/2016	William Kallusch
Insurance Commissioner	1 yr.	12/7/2015	12/5/2016	William Kallusch
Fire Protection Commissioner	1 yr.	12/7/2015	12/5/2016	William Kallusch
Fire Inspection Commissioner	1 yr.	12/7/2015	12/5/2016	William Kallusch
Ambulance Commissioner	1 yr.	12/7/2015	12/5/2016	Joan Eckberg
Parks Commissioner	1 yr.	12/7/2015	12/5/2016	Joan Eckberg
Youth & Recreation Commissioner	1 yr.	12/7/2015	12/5/2016	Joan Eckberg
Planning Board Commissioner	1 yr.	12/7/2015	12/5/2016	Joan Eckberg
Village Clerk Treasurer	2 yrs	12/7/2015	12/4/2017	Tracy B Durham
Deputy Clerk Treasurer	1 yr.	12/7/2015	12/5/2016	Melanie Switzer-DeBadts
Safety Officer	1 yr.	12/7/2015	12/5/2016	Michael Perce
Village Attorney	1 yr.	12/7/2015	12/5/2016	Art Williams
Village Assessor	1 yr.	12/7/2015	12/5/2016	Town of Sodus

Village Auditor	1 yr.	12/7/2015	12/5/2016	Paul Wagner
Village Bank	1 yr.	12/7/2015	12/5/2016	First Niagara
Official Newspaper	1 yr.	12/7/2015	12/5/2016	Sun Record
Health Officer	4 yrs.	12/2/2013	12/4/2017	Rebecca Wadsworth
Building Inspector	1 yr.	12/7/2015	12/5/2016	Al Hendrikse III
Zoning Enforcement Officer	1 yr.	12/7/2015	12/5/2016	Al Hendrikse III
Docks & Moorings Enforcement Officer	1 yr.	12/7/2015	12/5/2016	Al Hendrikse III
Fire Code Enforcement Officer	1 yr.	12/7/2015	12/5/2016	Al Hendrikse III
Historian	5 yrs.	12/2/2013	12/3/2018	Bruce Farrington
Dog Enforcement Officer	1 yr.	12/7/2015	12/5/2016	Pat Allen
Planning Board Chairman	1 yr.	12/7/2015	12/5/2016	Todd DeWispelare
Planning Board Member	5 yrs.	12/5/2011	12/5/2016	Todd DeWispelare
Planning Board Member	5 yrs.	12/2/2013	12/3/2018	Scott Neal
Planning Board Member	5 yrs.	12/1/2014	12/2/2019	Michael Jenis
Planning Board Member	5 yrs.	12/5/2011	12/5/2016	Ann Hayslip
Planning Board Member	5 yrs.	12/7/2015	12/7/2020	Kathy Beretta
Planning Board Ad-hoc Member	1 yr.	12/7/2015	12/5/2016	Tim Jones
Planning Board Ad-hoc Member	1 yr.	12/7/2015	12/5/2016	Rusty Schryer
Planning Board Clerk	1 yr.	12/7/2015	12/5/2016	Scott Neal
Zoning Board of Appeals Chairman	1 yr.	12/7/2015	12/5/2016	John Love
Zoning Board of Appeals Member	5 yrs.	12/7/2015	12/7/2020	John Love
Zoning Board of Appeals Member	5 yrs.	12/1/2014	12/2/2019	Erich Pfiffner
Zoning Board of Appeals Member	5 yrs.	12/2/2013	12/3/2018	David Litzinger
Zoning Board of Appeals Member	5 yrs.	12/3/2012	12/4/2017	Vic Hill
Zoning Board of Appeals Member	5 yrs.	12/1/2014	12/5/2016	Tom Johns
Zoning Board of Appeals Ad-hoc Mbr.	1 yr.	12/7/2015	12/5/2016	Sue Bassage
Zoning Board of Appeals Ad-hoc Mbr.	1 yr.	12/7/2015	12/5/2016	Laurie Hayden
Zoning Board of Appeals Clerk	1 yr.	12/7/2015	12/5/2016	Al Hendrikse III
Waterfront Revitalization Chairman	3 yrs.	12/1/2014	12/4/2017	David McDowell
Intermunicipal Committee Mbr.			12/4/2017	Maxine Appleby
Intermunicipal Committee Mbr.			12/4/2017	Ann Hayslip
Intermunicipal Committee Mbr.			12/4/2017	Albert Hendrikse III
Ethics Board	3 yrs.	12/2/2013	12/5/2016	Tracy Durham, Chair
Ethics Board	3 yrs.	12/7/2015	12/4/2017	Tracy Carlyle
Ethics Board	3 yrs.	12/7/2015	12/5/2018	David Cooper
Ethics Board, Alternate	1 yr.	12/7/2015	12/5/2016	Thomas Knapp

MOTION by Trustee McDowell and seconded by Trustee Kallusch to approve  
The following Emergency Command Structure was established, 1<sup>st</sup> Mayor Tertinek, 2<sup>nd</sup> Deputy Mayor Kallusch, 3<sup>rd</sup> Trustee Kennedy.  
Motion carried all voting aye.

MOTION by Trustee Kallusch, seconded by Trustee McDowell, that all meetings of the Sodus Point Village Board of Trustees will be conducted in accordance with Roberts Rules of Order. Motion carried, all voting aye.

MOTION by Trustee McDowell, seconded by Trustee Kallusch, that the regular meetings of the Sodus Point Village Board of Trustees will be held the third (3<sup>rd</sup>) Thursday of each month at 7:00 PM in the Village Hall. Motion carried, all voting aye.

MOTION by Trustee Kallusch, seconded by Trustee McDowell, that the meetings of the Village of Sodus Point Planning Board will be held on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Monday of each month at 7:00 PM in the Village Hall. Motion carried, all voting aye.

MOTION by Trustee McDowell, seconded by Trustee Kallusch, that the meetings of the Village of Sodus Point Zoning Board will be held on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday of each month at 7:00 PM in the Village Hall. Motion carried, all voting aye.

MOTION by Trustee Kallusch, seconded by Trustee McDowell, granting approval for the Mayor to authorize Village employees to attend dinners and meetings, seminars, conferences and training in connection with Village business, all reasonable expenses to be paid by the Village. Motion carried, all voting aye.

MOTION by Trustee McDowell, seconded by Trustee Kallusch, the following resolution was adopted

WHEREAS the board of trustees has determined to pay mileage reimbursement to officers or employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village.

NOW THEREFORE BE IT RESOLVED

1. That the board of trustees will approve reimbursement to such employees at the federal rate per mile.
2. That this resolution is effective immediately.

Motion carried, all voting aye.

MOTION by Trustee Kallusch, seconded by Trustee McDowell, setting July 5, 2016 and December 23, 2016 as floating holidays for full time Village employees.

Motion carried all voting aye.

MOTION by Trustee McDowell, seconded by Trustee Kallusch, to authorize the Clerk-Treasurer to pay prior to board/audit meeting the following in order to prevent assessment of late fees:

- Debt service
- Deposits for schools and conferences
- Utilities bills
- Medical/dental insurance
- Paychex, Inc.

Motion carried, all voting aye.

MOTION by Trustee McDowell, seconded by Trustee Kallusch, authorizing the Mayor and Village Clerk Treasurer to apply for the following:

- State Aid
- Consolidated Highway Aid (CHIPS)
- Any other grant monies that should become available at no cost to the Village of Sodus Point.

Motion carried, all voting aye.

MOTION by Trustee McDowell, seconded by Trustee Kallusch, the following resolution was adopted

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are now required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Village involved in the procurement process, now therefore be it

RESOLVED, that the Village of Sodus Point does hereby adopt the procurement policy which was updated in January 2013 and is intended to apply to all goods and services which are not required by law to be publicly bid.

Motion carried all voting aye.

MOTION by Trustee McDowell, seconded by Trustee Kallusch, the following resolution was adopted

WHEREAS, Section 452 of the General Municipal Law and Section 11-1118 of Village Law requires Villages to relevy unpaid water and sewer rents plus penalties to the annual tax levy

SO BE IT RESOLVED, that the Village of Sodus Point Mayor and Board of Trustees authorize the Village Clerk Treasurer to relevy unpaid water and sewer rent accounts plus accrued penalty on the 2016-2017 year Village taxes due June 2016 pursuant to New York State Village Law section 11-1118 and New York State General Municipal Law section 452

Motion carried all voting aye.

MOTION by Trustee Kallusch, seconded by Trustee McDowell, the following resolution was adopted

SO BE IT RESOLVED, that the Village of Sodus Point Mayor and Board of Trustees request the collection of delinquent Village Taxes for the 2016-2017 year due June 2016 by the County of Wayne pursuant to Wayne County Local Law #4-1978 and section 1442 of the Real Property Tax Law; and be it further,

RESOLVED, that the Village Clerk/Treasurer is hereby authorized and directed to send a certified copy of the resolution together with the account and certification described in Subdivision 3, Section 1436, of the Real Property Tax Law to the Wayne County Treasurer in accordance with the provisions of Section 2 of Wayne County Law 4-1978.

Motion carried all voting aye.

**MOTION** by Trustee McDowell, seconded by Trustee Kallusch to adopt the following resolution

SO BE IT RESOLVED, that the Village of Sodus Point, Location code 40470, hereby establishes the following as standard work days for its elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body: Tracy B. Durham, Clerk-Treasurer 6.00 hour standard work day and Melanie E.DeBadts, Deputy Clerk-Treasurer, 6.00 hour standard work day and Maxine Appleby, webmaster 6.5 hour standard work day and Albert Hendrikse, Building Inspector 7.00 hour standard work day and Art Williams, Attorney 6.00 hour standard work day, Christian Tertinek, Mayor 6.5 and William Kallusch and Michael Sean Kennedy, Trustees 6.5 hour standard work days.

Motion carried all voting aye.

The current pay rates have been established as listed below;

<b>Title of Position</b>	<b>Pay rate/hour unless otherwise noted</b>
Village Clerk/ Treasurer	23.79
Deputy Clerk/ Treasurer	17.18
Webmaster	12.00
Grounds Keeper	21.84
Highway Superintendent	20.34
Highway Laborer	18.34
Water Superintendent	20.34
WWTP Chief Operator	20.34
WWTP Operator	18.34
Officer in Charge	18.12
Police Officer	15.00
Village Attorney	12000/yr.
Planning Board Secretary	70/month
Planning Board Chairman	60/month
Planning Board member	40/month
Planning Board Ad Hoc member	20/meeting attended
Building Inspector	1064.24/month
Zoning Board Secretary	300/month
Zoning Board Chairman	50/month
Zoning Board member	25/month
Zoning Board Ad Hoc member	25/meeting attended max 3
Dock Inspector	192/month
Recreation Director	12.85
Recreation Assistant	10.71

Mayor	1500/quarter
Deputy Mayor	900/quarter
Trustee	750/quarter
Willow Park bathroom cleaner	125/week
Tourism Director	9.25
Tourism booth attendant	8.75
Cleaner	11.33

MOTION by Trustee McDowell, seconded by Trustee Kallusch to approve the following changes to the Planning Board. The Planning Board members will now be paid at a monthly rate instead of per meeting rate. The ADHOC members will continue to be paid a per meeting rate of \$20per mtg.  
Motion carried all voting aye.

MOTION by Trustee McDowell, seconded by Trustee Kallusch that the next Village Organizational Meeting will be held on December 5, 2016 at 4:00 PM in the Village Hall. Motion carried, all voting aye.

MOTION by Trustee Kallusch and seconded by Trustee McDowell to continue with the Workplace Violence Prevention Program as adopted by the Village Board on March 21, 2013.  
Motion carried all voting aye.

MOTION by Trustee McDowell, seconded by Trustee Kallusch, to adjourn the Organizational Meeting at 5:08PM. Motion carried, all voting aye.  
Tracy B. Durham, Clerk/Treasurer