

December 2, 2019

Mayor McDowell called the **Organizational Meeting** to order at 4:00 PM.

Present: Mayor McDowell, Trustee DeWolf, Trustee Appleby, Trustee Kallusch, Trustee Evans

Absent: none

Public Present: 3

Business conducted as follows:

Oath of Office

William Kallusch – Trustee

Jennifer Evans - Trustee

MOTION by Trustee Kallusch seconded by Trustee DeWolf approving the attached list of Mayoral appointments as amended.

Motion carried,

Kallusch, DeWolf and Evans voted aye.

Appleby voted nay

MOTION by Trustee Kallusch and seconded by Trustee Evans to approve

The following Emergency Command Structure was established, 1<sup>st</sup> Mayor McDowell, 2<sup>nd</sup> Deputy Mayor Kallusch, 3<sup>rd</sup> Trustee DeWolf.

Motion carried all voting aye.

MOTION by Trustee Appleby, seconded by Trustee Kallusch, 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 Appleby, seconded by Trustee DeWolf 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 **6:30 PM** in the Village Hall.

<b>2020</b>	Board Meeting	Material due to Clerk by 3pm
January	16	10
February	20	14
March	19	13
April	16	10
May	21	15
June	18	12
July	16	10
August	20	14
September	17	11
October	15	9
November	19	13
December	17	11

Motion carried, all voting aye.

MOTION by Trustee DeWolf, seconded by Trustee Appleby, 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 DeWolf, seconded by Trustee Evans, 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>) Monday of each month at 7:00 PM in the Village Hall. Motion carried, all voting aye.

MOTION by Trustee Kallusch, seconded by Trustee Appleby 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 Kallusch, seconded by Trustee DeWolf, 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 DeWolf, seconded by Trustee Kallusch, December 24, 2020 as floating holiday for full time Village employees.

An additional floating holiday will be set by each department by January 1, 2020

Motion carried all voting aye.

MOTION by Trustee Kallusch, seconded by Trustee DeWolf to authorize the Clerk-Treasurer to pay prior to board/audit meeting the following (but not limited to) in order to prevent assessment of late fees or additional charges such as freight.

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

Motion carried, all voting aye.

MOTION by Trustee Appleby, seconded by Trustee Evans, 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 DeWolf, seconded by Trustee Appleby 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 2016 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 Kallusch seconded by Trustee DeWolf that all bid specifications must be reviewed by Village Attorney.

Motion carried

MOTION by Trustee Appleby, seconded by Trustee DeWolf, 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 2020-2021 year Village taxes due June 2020 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 DeWolf, 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 2020-2021 year due June 2020 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 Appleby, seconded by Trustee Evans that the next Village Organizational Meeting will be held on December 7, 2020 at 4:00 PM in the Village Hall. Motion carried, all voting aye.

**MOTION** by Trustee Appleby, seconded by Trustee Kallusch to continue with the Code of Ethics for the Village of Sodus Point as adopted by the Village Board on September 20 2012.

Motion carried all voting aye.

**MOTION** by Trustee DeWolf, seconded by Trustee Kallusch 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 Kallusch, seconded by Trustee Evans to continue with the Drug Free Workplace Policy as adopted by the Village Board on December 21 2017.

Motion carried all voting aye.

**MOTION** by Trustee Kallusch, seconded by Trustee DeWolf to continue with the Asset Disposal policy along with a required asset disposal form as adopted by the Village Board on December 21 2017

Motion carried all voting aye.

**MOTION** by Trustee DeWolf, seconded by Trustee Kallusch to adopt NYS mandated Sexual Harassment Prevention Policy and Training effective October 2018.

Motion carried all voting aye.

**MOTION** by Trustee Appleby seconded by Trustee Kallusch to approve the flooring quote from D & R Carpet Flooring for the Contrax carpet tile in the amount of \$3,845.00

Trustee Kallusch will ask if this carpet is stain resistance which would be preferred by the Board.

Motion carried all voting aye.

**MOTION** by Trustee DeWolf, seconded by Trustee Evans, to adjourn the Organizational Meeting at 5:08 PM.

Motion carried, all voting aye.

Tracy B. Durham, Clerk/Treasurer

Position	Term	Appointed	Expires	Name
Budget & Finance Officer	1 yr.	12/2/19	12/7/20	David McDowell
Village Hall & Personnel Comm.	1 yr.	12/2/19	12/7/20	David McDowell
Public Relations Commissioner	1 yr.	12/2/19	12/7/20	David McDowell
Union Negotiator	1 yr.	12/2/19	12/7/20	David McDowell
Code Enforcement Commissioner	1 yr.	12/2/19	12/7/20	David McDowell
Docks & Moorings Commissioner	1 yr.	12/2/19	12/7/20	David McDowell
Water Department Commissioner	1 yr.	12/2/19	12/7/20	Robert DeWolf
Highway Department Commissioner	1 yr.	12/2/19	12/7/20	Robert DeWolf
Sewer Department Commissioner	1 yr.	12/2/19	12/7/20	Robert DeWolf
Deputy Mayor	1 yr.	12/2/19	12/7/20	William Kallusch
Building Maintenance Commissioner	1 yr.	12/2/19	12/7/20	William Kallusch
Insurance Commissioner	1 yr.	12/2/19	12/7/20	William Kallusch
Zoning Board of Appeals Commissioner	1 yr.	12/2/19	12/7/20	William Kallusch
Police Commissioner	1 yr.	12/2/19	12/7/20	William Kallusch
Planning Board Commissioner	1 yr.	12/2/19	12/7/20	William Kallusch
Ambulance Commissioner	1 yr.	12/2/19	12/7/20	Jennifer Evans
Youth & Recreation Commissioner	1 yr.	12/2/19	12/7/20	Jennifer Evans
Fire Protection Commissioner	1 yr.	12/2/19	12/7/20	Jennifer Evans
Fire Inspection Commissioner	1 yr.	12/2/19	12/7/20	Jennifer Evans
Public Communication Commissioner	1 yr.	12/2/19	12/7/20	Jennifer Evans
Parks&Trails Commissioner	1 yr.	12/2/19	12/7/20	Maxine Appleby
Tourism Commisioner	1 yr.	12/2/19	12/7/20	Maxine Appleby
Street Lighting Commissioner	1 yr.	12/2/19	12/7/20	Maxine Appleby
Energy Commisioner	1 yr.	12/2/19	12/7/20	Maxine Appleby
Waterfront Revitalization Chairman	3 yrs.	12/4/17	12/7/20	Maxine Appleby
Building Inspector	1 yr.	12/2/19	12/7/20	Kevin Druschel
Code Enforcement Officer	1 yr.	12/2/19	12/7/20	Kevin Druschel
Zoning Enforcement Officer	1 yr.	12/2/19	12/7/20	Kevin Druschel
Docks & Moorings Enforcement Officer	1 yr.	12/2/19	12/7/20	Kevin Druschel
Fire Marshall	1 yr.	12/2/19	12/7/20	Kevin Druschel
Safety Officer	1 yr.	12/2/19	12/7/20	Kevin Druschel
Flood Plain Coordinator	1 yr.	12/2/19	12/7/20	Kevin Druschel
Fair Housing Officer	1 yr.	12/2/19	12/7/20	Kevin Druschel
Sign Content Coordinator	1 yr.	12/2/19	12/7/20	Kevin Druschel
Environmental Certification Officer	1yr.	12/2/19	12/7/19	Kevin Druschel
Village Clerk Treasurer	2 yrs	12/2/19	12/6/21	Tracy B Durham
Deputy Clerk Treasurer	1 yr.	12/2/19	12/7/20	Melanie DeBadts
Village Attorney	1 yr.	12/2/19	12/7/20	Art Williams
Village Assessor	1 yr.	12/2/19	12/7/20	Town of Sodus

Village Auditor	1 yr.	12/2/19	12/7/20	Lee Walter
Village Bank	1 yr.	12/2/19	12/7/20	Lyons National Bank
Official Newspaper	1 yr.	12/2/19	12/7/20	Sun & Record
Health Officer	4 yrs.	12/4/17	12/6/21	Village Board
Historian	5 yrs.	12/2/19	12/2/24	Tom Lightfoot
Dog Enforcement Officer	1 yr.	12/2/19	12/7/20	Town of Sodus
Parking Enforcement Officer	1yr.	12/2/19	12/7/20	open
Planning Board Chairman	1 yr.	12/2/19	12/7/20	Ann Hayslip
Planning Board Member	5 yrs.	12/5/16	12/6/21	Ann Hayslip
Planning Board Member	5 yrs.	12/3/18	12/1/23	Daryl Walker
Planning Board Member	5 yrs.	12/2/19	12/2/24	Bruce Evener
Planning Board Member	5 yrs.	12/5/16	12/6/21	Tim Jones
Planning Board Member	5 yrs.	12/7/15	12/7/20	Kathy Beretta
Planning Board Ad-hoc Member	1 yr	12/2/19	12/7/20	Larry VanGee
Planning Board Ad-hoc Member	1 yr	12/2/19	12/7/20	William Kedley
Planning Board Clerk	1 yr.	12/2/19	12/7/20	Heather Perce
Zoning Board of Appeals Chairman	1 yr.	12/2/19	12/7/20	Tom Johns
Zoning Board of Appeals Member	5 yrs.	12/7/15	12/7/20	Tom Johns
Zoning Board of Appeals Member	5 yrs.	12/2/19	12/2/24	Laurie Hayden
Zoning Board of Appeals Member	5 yrs.	12/3/18	12/1/23	Lynn Carlisle
Zoning Board of Appeals Member	5 yrs.	12/4/17	12/5/22	Vic Hill
Zoning Board of Appeals Member	5 yrs.	12/5/16	12/6/21	Sue Bassage
Zoning Board of Appeals Ad-hoc Mbr.	1 yr.	12/2/19	12/7/20	Steve Nesspor
Zoning Board of Appeals Ad-hoc Mbr.	1 yr.	12/2/19	12/7/20	Joseph Pitti
Zoning Board of Appeals Clerk	1 yr.	12/2/19	12/7/20	Heather Perce
Economic Development Committee		12/2/19	12/7/20	Mike Healy
Economic Development Committee		12/2/19	12/7/20	Devon Holdraker
Economic Development Committee		12/2/19	12/7/20	Guy Berretta
Economic Development Committee		12/2/19	12/7/20	John Reynolds
Economic Development Committee		12/2/19	12/7/20	Claudia Karasinski
Economic Development Committee		12/2/19	12/7/20	Brian Pincelli