

Special Meeting, Monday, April 30, 2018

Notice having been given to the Eagle Observer and having posted the same on Thursday, April 26, 2018, a Special Meeting of the Village of Elbridge Board of Trustees was called to order at 5:30 p.m. in the Municipal Offices, 210 West Main Street. Trustees present were Murray, Ely, Harris, and DeMarco with Mayor DeCola presiding. Clerk-Treasurer Caron was absent.

A motion was offered by Mayor DeCola, seconded by Trustee Murray, and carried unanimously, to enter into executive session at 5:31 p.m. to discuss a personnel matter.

Trustee Harris offered a motion, seconded by Trustee Murray, and carried unanimously, to exit executive session at 5:41 p.m.

Trustee Ely offered a motion, seconded by Trustee DeMarco, and carried unanimously, to hire Timothy Bell as a part time laborer at a rate of twelve dollars (\$12.00) per hour not to exceed forty-eight (48) hours per pay period, effective May 1, 2018.

A motion was offered by Mayor DeCola, seconded by Trustee Ely, and carried unanimously, to change Duane Milton's status to seasonal laborer, from April 1, 2018 to October 31, 2018, not to exceed thirty-two (32) hours per pay period.

The meeting was adjourned at 5:58 p.m. on a motion made by Trustee Harris, seconded by Trustee Murray and carried unanimously.

Respectfully submitted,

Stephanie A. Harris  
Trustee

Having given notice to The Eagle Observer and posted said notice, the annual, organizational meeting of the Board of Trustees of the Village of Elbridge was held in the Municipal Offices, 210 West Main Street, commencing at 7:00 p.m. Trustees present were Harris, Murray, Ely and DeMarco with Mayor DeCola presiding. Clerk-Treasurer Caron was also present.

Resident Terrance Marren was present. Maintenance Worker I Bradley Milton was also in attendance. Mayor DeCola led everyone in the Pledge of Allegiance.

Trustee DeMarco was appointed Deputy Mayor.

The following term appointments were offered: Dennis Pelmear, Planning Board Member (five years); Timothy Gannon, Zoning Board of Appeals Member (five years).

Also offered were the following annual appointments: Deputy Clerk, Melissa L. Godfrey; Planning Board Chairman, Dennis Pelmear; Planning Board Secretary, Renee M. Caron; Zoning Board of Appeals Chairman, Timothy Gannon; Street Crossing Guard, Jeanine R. Nolte; Alternate Street Crossing Guard, Terrie Fancher; Village Historian, Myrna L. Sullivan; Deputy Village Historian, vacant; Attorney to the Village Board, Planning Board and Zoning Board of Appeals, Harry V. Armani & Associates; Marriage Officer, Gale Mitchell; Budget Officer, Frederick Weisskopf; Records Access Officer, Deputy Clerk Melissa L. Godfrey; Mayor DeCola, Trustee Harris, RMO Caron, RAO Godfrey, Fire Department Secretary and Historian Sullivan as the Records Management Advisory Committee; Housing Authority Chairman, Mayor DeCola. The Board of Ethics Committee: Linda Burton, Mayor DeCola, Clerk Caron, Deputy Clerk Godfrey; Ethics Board Chairman, Linda Burton.

Trustee assignments are as follows: Trustee Harris – Municipal Water, Library, Codes Enforcement, Parks, Streets & Street Lighting; Trustee Murray – Department of Public Works, Personnel, Buildings/Grounds, Sidewalks, Planning Board; Trustee DeMarco – Garbage & Recyclables, Construction, Brush; Trustee Ely – Fire Department, Financials and Insurance. The Drainage Committee will consist of Mayor DeCola and Trustee DeMarco; Mayor DeCola and Trustee DeMarco will also serve on the Intermunicipal Water Committee.

The above appointments were approved on a motion made by Trustee Murray, seconded by Trustee Harris, and carried unanimously.

A motion was offered by Trustee Ely, seconded by Trustee Murray, and carried unanimously, to set the Surety Bond for the Clerk-Treasurer and Mayor at \$100,000 each, and all other employees at \$10,000 each.

A motion was offered by Trustee Harris, seconded by Trustee Murray, and carried unanimously, to designate Clerk-Treasurer Caron as the licensing officer.

A motion was offered by Trustee Murray, seconded by Trustee Harris, and carried unanimously, to designate the first Monday of every month as the Board's regular meeting dates beginning at 7:00 p.m. in the Municipal Offices, 210 West Main Street, Elbridge; in case of a holiday, the regular meeting will be scheduled for the next business day (ex. September's meeting will be held on Tuesday, Sept. 4<sup>th</sup>).

A motion was offered by Trustee DeMarco, seconded by Trustee Murray, and carried unanimously, to hold next year's annual meeting on Monday, April 1, 2019, at 7:00 p.m., in the Municipal Offices, 210 West Main Street.

A resolution was offered by Trustee Harris, seconded by Trustee Murray, and duly carried on roll call vote, establishing standard work days for elected and appointed officials. (See Resolution #8-18 attached.)

A resolution was offered by Trustee Murray, seconded by Trustee Ely, and duly carried on roll call vote, designating M&T Trust Co., Elbridge Office, as its official depository. (See Resolution #9-18 attached.)

A resolution was offered by Trustee Murray, seconded by Trustee Harris, and duly carried on roll call vote, approving the Investment Policy, as presented, following its annual review. (See Resolution #10-18 attached.)

A resolution was offered by Trustee Harris, seconded by Trustee Ely, and duly carried on a roll call vote, approving the Procurement Policy, as presented, following its annual review. (See Resolution #11-18 attached.)

A resolution was offered by Trustee Murray, seconded by Trustee DeMarco, and duly carried on roll call vote, approving the Records Management Policy, as presented, following their annual review. (See Resolution #12-18 attached.)

A resolution was offered by Trustee Ely, seconded by Trustee Harris, and duly carried on roll call vote, approving the Employees Handbook, as presented, following its annual review. (See Resolution #13-18 attached.)

A motion was offered by Trustee DeMarco, seconded by Trustee Murray, and carried unanimously, naming The Eagle Observer as the official newspaper.

No one has filed a Disclosure for Conflicts of Interest.

A resolution was offered by Trustee DeMarco, seconded by Trustee Murray, and duly carried on roll call vote, to set the travel reimbursement rate at the current rate set by the Internal Revenue Service, with adjustments provided periodically by the IRS, pursuant to the 2018 IRS allowance and Village Law 5-524 7. (See Resolution #14-18 attached.)

A resolution was offered by Trustee Harris, seconded by Trustee Murray, and duly carried on roll call vote, to authorize payment of claims for utilities, postage and payroll in advance of audit, as provided under Section 5-524 5. and 6. of Village Law. (See Resolution #15-18 attached.)

Annual Organizational Meeting Cont.

A resolution was offered by Trustee Ely, seconded by Trustee Murray, and duly carried on roll call vote, authorizing the following expenses to be paid or reimbursed by the Village of Elbridge pursuant to the provisions of Section 77-b of General Municipal Law: Board members, Clerks, and Attorney to attend the Onondaga County Association of Mayors monthly dinner meetings, local government seminars offered by the Department of State and Cooperative Extension Services, and other related professional meetings; Clerk-Treasurer and/or Deputy to attend the CNY Clerk-Treas. Assn. And Tax Collectors bimonthly dinner meetings and seminars for their benefit, and NYCOM Training Schools; Public Works personnel to attend appropriate seminars; Zoning Board and Planning Board Members to attend SOCPA and regional planning and zoning seminars; Fire Chiefs to attend Chiefs' Convention; and Historian and Deputy Historian to attend County meetings and spring and fall State conferences. (See Resolution #16-18 attached.)

A motion was offered by Trustee DeMarco, seconded by Trustee Ely, and carried unanimously, authorizing the Mayor to apply to the County for financial assistance through the Village Public Improvement Project.

The annual, organizational meeting was closed at 7:23 p.m. on a motion offered by Trustee Ely, seconded by Trustee Harris, and carried unanimously.

VILLAGE OF ELBRIDGE  
TREASURER'S REPORT  
April 2, 2018

|                   | <u>GENERAL</u>  | <u>WATER</u>    | <u>T &amp; A</u> | <u>CAP FUNDS</u> |
|-------------------|-----------------|-----------------|------------------|------------------|
| Bal 1/31/18       | 562120.30       | 589919.68       | 4930.60          | 0.00             |
| February Receipts | <u>2151.84</u>  | <u>19630.30</u> | <u>16644.41</u>  | <u>0.00</u>      |
| Total             | 564272.14       | 609549.98       | 21575.01         | 0.00             |
| February Disb     | <u>37162.39</u> | <u>20110.19</u> | <u>17424.94</u>  | <u>0.00</u>      |
| Bal 02/28/18      | 527109.75       | 589439.79       | 4150.07          | 0.00             |

These balances HAVE been confirmed by bank statements.

Regular Meeting, Monday, April 2, 2018

The regular meeting of the Village of Elbridge Board of Trustees was called to order at 7:23 p.m. in the Municipal Offices, 210 West Main Street. Trustees present were Harris, Murray, Ely and DeMarco with Mayor DeCola presiding. Clerk-Treasurer Caron was also present.

Resident Terrance Marren was present. Maintenance Worker I Bradley Milton was also in attendance.

2018-2019 BUDGET HEARING

A motion was offered by Trustee Ely, seconded by Trustee Murray, and carried unanimously to open the Public Hearing for the 2018-2019 Budget at 7:24 p.m.

The legal notice was published in the March 28th issue of the Eagle Observer.

A motion was offered by Trustee Ely, seconded by Trustee DeMarco, and carried unanimously to forgo the reading of the legal notice.

Mayor DeCola asked once if anyone present wished to speak in favor of the budget.

Mayor DeCola asked twice more if anyone present wished to speak in favor of the budget; there was no one.

Mayor DeCola then asked three times if anyone present wished to speak against the Budget; there was no one.

Mr. Marren; 107 North Street asked what the tax rate increase will be. He has lost several feet of his property due to erosion along the creek. He was referred to the Assessor's office to address his assessment. It was also suggested that he contact the DEC and the Army Corp. of Engineers. He questioned who would be responsible for installing a retaining wall.

Attorney Harry Armani joined the meeting at 7:26 p.m.

Resident Thomas LaPairie arrived at 7:28 p.m.

All who wished to be heard were heard.

The hearing was closed at 7:37 p.m. on a motion made by Trustee Ely, seconded by Trustee DeMarco, and carried unanimously.

A motion was offered by Trustee Ely, seconded by Trustee Murray, and carried unanimously to forgo the reading of the minutes from the last regular meeting on March 5, 2018 and special meeting on March 28, 2018.

The minutes of the last regular meeting of March 5<sup>th</sup> and special meeting on March 28<sup>th</sup>, were accepted on a motion made by Trustee Harris, seconded by Trustee DeMarco and carried unanimously.

April 2, 2018 Village Board Meeting Cont.

### **Reports of Officers and Committees –**

The Board reviewed the Treasurer's report and approved it on a motion made by Trustee Murray, seconded by Trustee DeMarco and carried unanimously.

Trustee Harris presented the Code Enforcement Report for March, who moved for its acceptance, seconded by Trustee Murray and carried unanimously.

Brad Milton presented the Public Works Report for March. Trustee Murray moved for its acceptance, seconded by Trustee Ely and carried unanimously.

Trustee Murray presented the Historian's Report for March, who moved for its acceptance, seconded by Trustee DeMarco and carried unanimously.

### **Trustee, Mayor and Attorney Reports**

Trustee Harris – She received a request from water customer Nancy Hourigan to waive water penalties as she has never been late before.

There was some discussion. The Board feels that customers know when payment is due and are not inclined to waive the penalties. They do not want to set a precedent.

She also received an inquiry/request from Mary Desimone; 101 MacCollum Road regarding repair of the street in front of her driveway. Brad Milton took a picture for Board review. She will contact the homeowner.

Trustee Murray – He was approached by the American Legion regarding a donation from the Village to help with food following the Memorial Day Parade.

Board Members do not feel that it would be appropriate as it is not a Village event.

Trustee Ely – He has received three quotes for a fire alarm system and monitoring service at the fire house. The current system is antiquated and can't be repaired.

There was some discussion. The Board would like to explore options and look into leased equipment and service contract packages.

Trustee DeMarco – He has been in contact with dealerships regarding cost figures for the purchase of a new plow truck. Those figures are not available yet. Discussion was tabled until the May meeting.

Mayor DeCola – He is still awaiting a reply from NYSDOT regarding the work permit for the Wayside Inn's trees.

He has been in contact with Michele Sardo; Commissioner of Elections at the Board of Elections regarding moving the Village Election to November to coincide with the General Election. By moving the elections to November the Village would save all costs associated with the election and hopefully increase voter participation. The term of office for elected officials would begin January 1 and end December 31. The Board of Trustees would need to adopt resolutions, subject to permissive referendums. Clerk-Treasurer Caron was instructed to contact the Board of elections to begin the process.

### **Old Business**

The Proposition to exclude the Alpha property from the Village of Elbridge was put to the qualified voters on March 20, 2018 and defeated. Attorney Armani spoke with Mr. Alpha regarding the Diminution Proposition's defeat. He will inform Clerk-Treasurer Caron of any official notification requirements.

### **New Business**

A motion was offered by Trustee DeMarco, seconded by Trustee Murray, and carried unanimously, to amend the budget with Appropriations/Budget Amendments:

\$454.74 from A1010.4 Board of Trustees-Contractual to A5110.40 Street Maint.-Contractual; \$51.88 from A1010.4 Board of Trustees-Contractual to A5110.41 Street Maint.-Supplies & Mat'ls; \$398.20 from A1010.4 Board of Trustees-Contractual to A7110.44 Parks-Contractual; \$262.94 from A1010.4 Board of Trustees-Contractual to A1325.4 Clk/Treas.-Contractual; \$910.76 from A1010.4 Board of Trustees-Contractual to A5142.1 Snow Removal-Personal Services; \$171.80 from A1620.44 Bldgs.-Maint. & Repairs to A1620.41 Bldgs.-Supplies & Mat'ls; \$169.50 from A3120.41 Police-Contractual/Supplies & Mat'ls to A3120.40 Police-Contractual; \$399.00 from F8340.411 Distribution Supplies & Mat'ls to F8340.410 T&D-Supplies & Mat'ls.

After review of the bills by the Board of Trustees, a motion was offered by Trustee Harris, seconded by Trustee DeMarco, and carried unanimously, to approve payment of April Abstract #11 in the amount of \$29,990.95 for General Fund Vouchers A328-A356, Checks 12991-13019, and \$11,280.94 for Water Fund Vouchers F146-F159, Checks 4527-4540.

April 2, 2018 Village Board Meeting Cont.

A resolution was offered by Trustee Ely, and seconded by Trustee Harris, WHEREAS, the tentative budget for the fiscal year 2018-2019 was duly prepared and presented to the Board by the Clerk on March 28<sup>th</sup>, and a duly advertised public hearing was thereon held April 2<sup>nd</sup>, RESOLVED, pursuant to Section 5-508, Subdivision 4 of the Village Law, the said tentative budget, as changed, altered and revised, be and hereby is adopted as the budget of the Village of Elbridge for the year 2018-2019 in the amount of \$633,506.00 for General fund and \$384,970.00 for Water fund for a grand total of \$1,018,476.00 with wages and salaries adopted as shown in Schedule 6 of the budget document. Upon roll call vote each voted as follows: Mayor DeCola, Yes; Trustee Ely, Yes; Trustee DeMarco, Yes; Trustee Murray, Yes; Trustee Harris, Yes. The question of the resolution was thereupon duly adopted.

Terrance Marren left the meeting at 8:24 p.m.

Fire Chief Paul Czarnecki and Asst. Chief Gordy Franz arrived at 8:24 p.m.

Chief Czarnecki presented the Fire Department Report for March. Trustee Ely moved for its acceptance, seconded by Trustee Murray and carried unanimously.

The Elbridge Volunteer Fire Company's Annual Installation Banquet will be held on Saturday, April 14, 2018. The venue has changed to the Red Mill Inn; Baldwinsville.

Fire Department elections will be held tomorrow Tuesday, April 3, 2018.

Chief Czarnecki reported that the Department has three new members; Laurie, Tim and Tyler Downing, a 180 day probationary member; Jason Whiteside and a possible transfer from the Weedsport Fire Department in the coming months.

A motion was offered by Trustee Ely, seconded by Trustee Murray, and carried unanimously to accept new EFD members Laurie, Tim and Tyler Downing and add them to the roster.

The Elbridge Fire Department will hold an open house for Recruit NY at the end of the month.

Chief Czarnecki informed the Board that they are re-submitting grant applications for air packs and a new truck.

The Department is looking to host a Firematic Course at no cost for EFD.

The Chief would like to remove the slideout bed from Rescue 4 and install a tank and pump to bring the vehicle back to brush truck status. The Board will look into disposing of surplus materials through Auctions International.

Chiefs Czarnecki and Franz left the meeting at 8:50 p.m.

A motion was offered by Trustee Harris, seconded by Trustee DeMarco, and carried unanimously, to enter into executive session at 8:52 p.m. to allow Attorney Armani to advise the Board regarding legal issues associated with accepting/rejecting bids, as well as, to discuss a personnel matter.

Mr. LaPrairie and Bradley Milton left the meeting.

Trustee Murray offered a motion, seconded by Trustee Ely, and carried unanimously, to exit executive session at 9:50 p.m.

A motion was offered by Trustee Ely, and seconded by Trustee Murray, to award a one (1) year Garbage Contract Bid to lowest bidder "WeCare" contingent upon compliance with all bid specifications and contract specs and contingent upon compliance with contract specs Paragraph 3A requiring agreement that WeCare pick up the garbage on one day per week and agree with the Village which day pickup shall occur on, specifically the Village designates in the award which day shall be Monday, to which all residents are accustomed to for the past several years and if unacceptable to WeCare then alternatively the Village of Elbridge will reject all bids and shall re-bid this matter. Upon roll call vote each voted as follows: Mayor DeCola, Yes; Trustee Ely, Yes; Trustee DeMarco, Yes; Trustee Murray, Yes; Trustee Harris, Yes; carried.

The meeting was adjourned at 9:55 p.m. on a motion made by Trustee Murray, seconded by Trustee Ely and carried unanimously.

Respectfully submitted,

Renee M. Caron  
Clerk-Treasurer

Village of Elbridge  
Board of Trustees  
April 2, 2018  
RESOLUTION #8-18  
Standard Work Day

The following resolution was offered by Trustee Harris, who moved for its adoption, seconded by Trustee Murray, to wit:

BE IT RESOLVED, that the Village of Elbridge hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

| Appointed Officials             |   | Standard Work Day | Term Begins/Ends    | Employer Record of Time Worked |
|---------------------------------|---|-------------------|---------------------|--------------------------------|
| Title Days/Month                | Name  | (Hrs/day)         |                     | (Y/N)                          |
| Deputy Clerk<br>N/A             | Melissa L. Godfrey<br><br>6105942-4/XXX-XX-8860 | 7                 | 04/02/18 – 04/01/19 | Y                              |
| Alternate Crossing Guard<br>N/A | Terrie R. Fancher<br><br>1402946-6/XXX-XX-9519  | 8                 | 04/02/18 – 04/01/19 | Y                              |

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

|                                    |           |
|------------------------------------|-----------|
| CHRISTOPHER A. DECOLA, MAYOR _____ | Voted Yes |
| PATRICK V. ELY, TRUSTEE _____      | Voted Yes |
| ANTHONY W. DEMARCO, TRUSTEE _____  | Voted Yes |
| STEPHANIE A. HARRIS, TRUSTEE _____ | Voted Yes |
| JOHN F. MURRAY, TRUSTEE _____      | Voted Yes |

The resolution was thereupon declared to be duly adopted.

RESOLUTION # 9-18  
Village of Elbridge Board of Trustees  
OFFICIAL DEPOSITORY  
April 2, 2018

At the annual meeting of the Board of Trustees of the Village of Elbridge, held at the Municipal Offices, 210 West Main Street, in said Village of Elbridge, Onondaga County, New York, on Monday, the 2nd day of April, 2018, commencing at 7:00 p.m., the following resolution was offered by Trustee Murray, who moved for its adoption, seconded by Trustee Ely, to wit:

WHEREAS Village Law 4-408 states that the Treasurer of each village shall be the chief fiscal officer of the village and it shall be his/her responsibility to "d. payout monies in the village treasury as authorized by Sections 5-524 and 5-526 of this chapter, unless in pursuance of a judgment or order of a court. All such payments, except as authorized by Section 5-526 shall be by check"; and

WHEREAS under opinions issued by the State Comptroller (7 Op. State Compt. 110, 1951), checks drawn by the village treasurer need not be countersigned, and (7 Op. State Compt. 95, 1951) ONLY the village treasurer may sign checks drawn on village funds, EXCEPT in case of his/her absence or inability; and

WHEREAS Village Law 4-412 3. (2), requires the Village Board to designate a bank or trust company as its official depository for Village funds by written resolution duly adopted by a majority vote;

NOW THEREFORE BE IT RESOLVED, that the Village of Elbridge duly designates M&T Trust Co., Elbridge Office, as its official depository for Village funds; and further

RESOLVES that checks drawn by the village treasurer need not be countersigned; and further

RESOLVES that only the village treasurer may sign checks drawn on village funds except in the case of his/her absence or inability.

The question of adoption of the foregoing resolution was duly put to roll call vote, which resulted as follows:

|                                    |           |
|------------------------------------|-----------|
| CHRISTOPHER A. DECOLA, MAYOR _____ | Voted Yes |
| PATRICK V. ELY, TRUSTEE _____      | Voted Yes |
| ANTHONY W. DEMARCO, TRUSTEE _____  | Voted Yes |
| STEPHANIE A. HARRIS, TRUSTEE _____ | Voted Yes |
| JOHN F. MURRAY, TRUSTEE _____      | Voted Yes |

The resolution was thereupon declared to be duly adopted.

RESOLUTION #10-18  
Village of Elbridge Board of Trustees  
INVESTMENT POLICY  
April 2, 2018

At the annual meeting of the Board of Trustees of the Village of Elbridge, held at the Municipal Offices, 210 West Main Street, in said Village of Elbridge, Onondaga County, New York, on Monday, the 2nd day of April, 2018, commencing at 7:00 p.m., the following resolution was offered by Trustee Murray, who moved its adoption, seconded by Trustee Harris, to wit:

WHEREAS, General Municipal Law (GML) Section 39 requires every village to adopt a written investment policy; and

WHEREAS, comments have been solicited from those officers of the Village involved with investment;

NOW THEREFORE BE IT RESOLVED: that the Village of Elbridge does hereby adopt the following Investment Policy:

The Clerk-Treasurer, as the Chief Fiscal Officer of the Village of Elbridge, is hereby authorized by the Village of Elbridge Board of Trustees to invest idle funds received from real property taxes, water rents, sales tax distributions, and miscellaneous revenues of all funds, including proceeds of obligations and reserve funds, in regular savings, NOW, Super NOW accounts, and in certificates of deposit, so that monies are available when needed and yet earn the greatest amount of interest for the time invested.

This money may be invested in M&T Trust Co., Elbridge Office, authorized to do business in the State of New York, and named the official bank of depository at the Annual Meeting of the Board of Trustees on April 2, 2018. A survey of banks will be undertaken to determine the best rate of return for large investments when appropriate.

The Village of Elbridge, as stated in New York State law, requires that the bank holding the monies or CD's provide, in writing, a statement of pledged collateral and where the collateral is being held for the amounts exceeding the \$100,000 limit insured by the Federal Deposit Insurance Corporation.

Any monies exceeding \$100,000 will require the bank to pledge security in an amount to safeguard these monies.

This Policy shall be reviewed annually by the Village of Elbridge Board of Trustees at its organizational meeting.

The question of adoption of the foregoing resolution was duly put to roll call vote, which resulted as follows:

|                                    |           |
|------------------------------------|-----------|
| CHRISTOPHER A. DECOLA, MAYOR _____ | Voted Yes |
| PATRICK V. ELY, TRUSTEE _____      | Voted Yes |
| ANTHONY W. DEMARCO, TRUSTEE _____  | Voted Yes |
| STEPHANIE A. HARRIS, TRUSTEE _____ | Voted Yes |
| JOHN F. MURRAY, TRUSTEE _____      | Voted Yes |

The resolution was thereupon declared to be duly adopted.



RESOLUTION #11-18  
Village of Elbridge Board of Trustees  
PROCUREMENT POLICY ANNUAL REVIEW & APPROVAL  
April 2, 2018

At the annual meeting of the Board of Trustees of the Village of Elbridge, held at the Municipal Offices, 210 West Main Street, in said Village of Elbridge, Onondaga County, New York, on Monday, the 2nd day of April, 2018, commencing at 7:00 p.m., the following resolution was offered by Trustee Harris, who moved its adoption, seconded by Trustee Ely, to wit:

WHEREAS, the Village of Elbridge Board of Trustees has reviewed the current Purchasing Policy, as required under Section 104-b of the General Municipal Law, adopted originally on December 2, 1991, and

WHEREAS, comments have been solicited from all officers in the Village of Elbridge involved in the procurement process,

NOW THEREFORE BE IT RESOLVED, that the Village of Elbridge Board of Trustees does hereby approve the procurement policy, which is intended to apply to all goods and services which are not required by law to be publicly bid; and be it further

RESOLVED that this Policy shall be reviewed annually by the Village of Elbridge Board of Trustees at its organizational meeting.

The question of adoption of the foregoing resolution was duly put to roll call vote, which resulted as follows:

|                                    |           |
|------------------------------------|-----------|
| CHRISTOPHER A. DECOLA, MAYOR _____ | Voted Yes |
| PATRICK V. ELY, TRUSTEE _____      | Voted Yes |
| ANTHONY W. DEMARCO, TRUSTEE _____  | Voted Yes |
| STEPHANIE A. HARRIS, TRUSTEE _____ | Voted Yes |
| JOHN F. MURRAY, TRUSTEE _____      | Voted Yes |

The resolution was thereupon declared to be duly adopted.

RESOLUTION #12-18  
Village of Elbridge Board of Trustees  
ANNUAL REVIEW OF THE RECORDS MANAGEMENT POLICY  
April 2, 2018

At the annual meeting of the Board of Trustees of the Village of Elbridge, held at the Municipal Offices, 210 West Main Street, in said Village of Elbridge, Onondaga County, New York, on Monday, the 2nd day of April, 2018, commencing at 7:00 p.m., the following resolution was offered by Trustee Murray, who moved for its adoption, seconded by Trustee DeMarco, to wit:

WHEREAS, the Village of Elbridge Board of Trustees adopted the Records Management Policy as revised on April 3, 2017, on the recommendation of the Records Management Committee;

NOW THEREFORE BE IT RESOLVED, that the Village of Elbridge Board of Trustees does hereby approve the Records Management Policy; and be it further

RESOLVED that the Records Management Policy shall be reviewed annually by the Village of Elbridge Board of Trustees at its annual organizational meeting.

The question of adoption of the foregoing resolution was duly put to roll call vote, which resulted as follows:

|                                    |           |
|------------------------------------|-----------|
| CHRISTOPHER A. DECOLA, MAYOR _____ | Voted Yes |
| PATRICK V. ELY, TRUSTEE _____      | Voted Yes |
| ANTHONY W. DEMARCO, TRUSTEE _____  | Voted Yes |
| STEPHANIE A. HARRIS, TRUSTEE _____ | Voted Yes |
| JOHN F. MURRAY, TRUSTEE _____      | Voted Yes |

The resolution was thereupon declared to be duly adopted.

RESOLUTION #13-18  
Village of Elbridge Board of Trustees  
ANNUAL REVIEW OF VILLAGE OF ELBRIDGE EMPLOYEE HANDBOOK  
(including Work Rules & Regulations and the Code of Ethics)  
April 2, 2018

At the annual meeting of the Board of Trustees of the Village of Elbridge, held at the Municipal Offices, 210 West Main Street, in said Village of Elbridge, Onondaga County, New York, on Monday, the 2nd day of April, 2018, commencing at 7:00 p.m., the following resolution was offered by Trustee Ely, who moved for its adoption, seconded by Trustee Harris, to wit:

WHEREAS, the Village of Elbridge Board of Trustees adopted the Village of Elbridge Employee Handbook (including Work Rules and Regulations, and the Code of Ethics) on May 7, 2001; and

WHEREAS, the Village of Elbridge Employee Handbook took effect on May 7, 2001; and

WHEREAS, the Village of Elbridge Board of Trustees has conducted its annual review of the Village of Elbridge Employee Handbook;

NOW THEREFORE BE IT RESOLVED, that the Village of Elbridge Board of Trustees does hereby approve the Village of Elbridge Employee Handbook (including the Code of Ethics and the Work Rules and Regulations) as revised; and be it further

RESOLVED that the Village of Elbridge Employee Handbook (including the Code of Ethics and the Work Rules and Regulations) shall be reviewed annually by the Village of Elbridge Board of Trustees at its annual organizational meeting.

The question of adoption of the foregoing resolution was duly put to roll call vote, which resulted as follows:

|                                    |           |
|------------------------------------|-----------|
| CHRISTOPHER A. DECOLA, MAYOR _____ | Voted Yes |
| PATRICK V. ELY, TRUSTEE _____      | Voted Yes |
| ANTHONY W. DEMARCO, TRUSTEE _____  | Voted Yes |
| STEPHANIE A. HARRIS, TRUSTEE _____ | Voted Yes |
| JOHN F. MURRAY, TRUSTEE _____      | Voted Yes |

The resolution was thereupon declared to be duly adopted.

RESOLUTION #14-18  
Village of Elbridge Board of Trustees  
MILEAGE ALLOWANCE  
April 2, 2018

At the annual meeting of the Board of Trustees of the Village of Elbridge, held at the Municipal Offices, 210 West Main Street, in said Village of Elbridge, Onondaga County, New York, on Monday, the 2nd day of April, 2018, commencing at 7:00 p.m., the following resolution was offered by Trustee DeMarco, who moved for its adoption, seconded by Trustee Murray, to wit:

WHEREAS, the Board of Trustees of the Village of Elbridge has determined to pay a fixed rate for mileage as reimbursement to officers and 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 shall approve reimbursement to such officers and employees at the current rate set by the Internal Revenue Service (IRS), with adjustments provided periodically by the IRS.
2. That this resolution shall take effect immediately.

The question of adoption of the foregoing resolution was duly put to roll call vote, which resulted as follows:

|                                    |           |
|------------------------------------|-----------|
| CHRISTOPHER A. DECOLA, MAYOR _____ | Voted Yes |
| PATRICK V. ELY, TRUSTEE _____      | Voted Yes |
| ANTHONY W. DEMARCO, TRUSTEE _____  | Voted Yes |
| STEPHANIE A. HARRIS, TRUSTEE _____ | Voted Yes |
| JOHN F. MURRAY, TRUSTEE _____      | Voted Yes |

The resolution was thereupon declared to be duly adopted.

RESOLUTION #15-18  
Village of Elbridge Board of Trustees  
ADVANCE APPROVAL OF CLAIMS  
April 2, 2018

At the annual meeting of the Board of Trustees of the Village of Elbridge, held at the Municipal Offices, 210 West Main Street, in said Village of Elbridge, Onondaga County, New York, on Monday, the 2nd day of April, 2018, commencing at 7:00 p.m., the following resolution was offered by Trustee Harris, who moved for its adoption, seconded by Trustee Murray, to wit:

WHEREAS, the Board of Trustees has determined to authorize payment in advance of audit of claims for fixed salaries, debt service, amounts becoming due upon lawful contracts for periods exceeding one year, and the compensation for services of employees or officers regularly engaged by the Village at agreed wages by the hour, day, week, month or year, upon the certification that the appointment or employment of such officers and employees has been made in accordance with the civil service law and rules; also the payment of public utility services (i.e., electric, gas, water, and telephone services), postage, freight and express charges, credit card charges pursuant to Village Law 5-524 5. and 6. and

WHEREAS, all such claims shall be presented at the next regular meeting for audit, and

WHEREAS, the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

NOW THEREFORE BE IT RESOLVED:

- Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for fixed salaries, debt service, amounts becoming due upon lawful contracts for periods exceeding one year, and the compensation for services of employees or officers regularly engaged by the Village at agreed wages by the hour, day, week, month or year, upon the certification that the appointment or employment of such officers and employees has been made in accordance with the civil service law and rules; also the payment of public utility services (i.e., electric, gas, water, and telephone services), postage, freight and express charges, credit card charges, pursuant to Village Law 5-524 5. And 6., and
- Section 2. That all such claims shall be presented at the next regular meeting for audit, and
- Section 3. That the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees, and
- Section 4. That this resolution shall take effect immediately.

The question of adoption of the foregoing resolution was duly put to roll call vote, which resulted as follows:

|                                    |           |
|------------------------------------|-----------|
| CHRISTOPHER A. DECOLA, MAYOR _____ | Voted Yes |
| PATRICK V. ELY, TRUSTEE _____      | Voted Yes |
| ANTHONY W. DEMARCO, TRUSTEE _____  | Voted Yes |
| STEPHANIE A. HARRIS, TRUSTEE _____ | Voted Yes |
| JOHN F. MURRAY, TRUSTEE _____      | Voted Yes |

The resolution was thereupon declared to be duly adopted.

RESOLUTION #16-18  
Village of Elbridge Board of Trustees  
ATTENDANCE AT MEETING/WORKSHOP/SEMINAR/CONFERENCE/SCHOOL ETC.  
April 2, 2018

At the annual meeting of the Board of Trustees of the Village of Elbridge, held at the Municipal Offices, 210 West Main Street, in said Village of Elbridge, Onondaga County, New York, on Monday, the 2nd day of April, 2018, commencing at 7:00 p.m., the following resolution was offered by Trustee Ely, who moved for its adoption, seconded by Trustee Murray, to wit:

WHEREAS General Municipal Law 77-b authorizes municipal officials and employees to attend schools, conference, seminars, workshops, professional dinner meetings, etc. conducted for the benefit of the local government at the expense of that government; and

WHEREAS there is to be held during the coming official year the annual meetings, local government programs, seminars, conferences, workshops, training schools, etc. to be conducted by the OSC, New York Conference of Mayors and Other Municipal Officials, Department of State, NYS Archives and Records Administration (SARA), Cornell University, CNY Regional Planning Agency, SOCPA, and Onondaga County Cooperative Extension (designed specifically for municipal officials, fiscal officers, municipal clerks, planning and zoning members), and monthly dinner meetings conducted by the Onondaga County Association of Mayors and Village Officials, and bimonthly dinner meetings conducted by the Central New York Clerk-Treasurers' Association; and

WHEREAS it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, seminars, workshops, conferences, training schools, dinner meetings, etc. benefits the municipality;

NOW THEREFORE BE IT RESOLVED, that the following officers and employees are hereby authorized to attend the following at the expense of the Village of Elbridge:

|   |                                     |
|---|-------------------------------------|
| Mayor/Trustees, C-T/Deputy, PB/ZBA/Atty | - Local Government Program Cornell  |
| Mayor/Trustees, C-T/Deputy, PB/ZBA/Atty | - Onondaga County Cooperative Ext.  |
| Mayor/Trustees, C-T/Deputy, PB/ZBA/Atty | - Onondaga County Assoc. of Mayors  |
| Mayor/Trustees, C-T/Deputy, PB/ZBA/Atty | - Central NY Clk-Treasurers' Assoc  |
| Mayor/Trustees, C-T/Deputy, PB/ZBA/Atty | - NY SARA Workshops                 |
| Mayor/Trustees, C-T/Deputy, PB/ZBA/Atty | - Department of State Workshops     |
| Mayor/Trustees, C-T/Deputy, PB/ZBA/Atty | - All Other Professional Meetings   |
| Clerk-Treasurer and/or Deputy           | - NYCOM/OSC Fall Training School    |
| Planning & Zoning Board Members & Atty  | - Syracuse-Onon Cty Planning Agency |
| Public Works Employees                  | - Local Government Program Cornell  |
| Chairman of Election Inspectors         | - NYCOM Election Seminar            |
| Fire Chief and/or Assistants            | - Fire Chiefs' Convention           |
| Historian/Deputy Historian              | - County Meetings/State Conferences |

And be it further

RESOLVED, that this resolution shall take effect immediately.

The question of adoption of the foregoing resolution was duly put to roll call vote, which resulted as follows:

|                                    |           |
|------------------------------------|-----------|
| CHRISTOPHER A. DECOLA, MAYOR _____ | Voted Yes |
| PATRICK V. ELY, TRUSTEE _____      | Voted Yes |
| ANTHONY W. DEMARCO, TRUSTEE _____  | Voted Yes |
| STEPHANIE A. HARRIS, TRUSTEE _____ | Voted Yes |
| JOHN F. MURRAY, TRUSTEE _____      | Voted Yes |

The resolution was thereupon declared to be duly adopted.