

December 7, 2015

Board of Trustees

Proceedings by Authority

State of New York
Village of Celoron
Community Center

ss:

A reorganizational meeting of the Board of Trustees of the Village of Celoron, New York was held on Monday, December 7, 2015 at 10:00 A.M.

Members Present: Mayor Schrecengost, Trustees Keeney, Mattison and Young

Members Absent: Trustee Kogut

Others Present: Village Clerk-Treasurer Shirley A. Sanfilippo, MMC/CMFO, Village Attorney John D. Vanstrom and Highway Superintendent Terry Schrecengost

Mayor Schrecengost called the meeting to order, asked the Clerk to call the roll and led the Pledge of Allegiance.

Village Clerk-Treasurer Sanfilippo administered the Oath of Office to Mayor Scott Schrecengost and Trustees Mary Keeney and Norman Mattison.

MAYOR'S COMMENTS:

None

OPPORTUNITY FOR PUBLIC COMMENT:

None

SUBMISSION OF MAYOR'S APPOINTMENTS:

Mayor's Office
To the Board of Trustees of the Village of Celoron, New York

Trustees:

In pursuance of the authority vested in me by the Village Law of the State of New York, I do hereby nominate

Robert J. Burkholder
2520 Panama-Stedman Road
Ashville, NY 14710

to be re-appointed as Code Enforcement Officer in and for the Village of Celoron, New York.

Becky Holmstrom
11 Melvin Avenue, PO Box 422
Celoron, NY 14720-0422

to be re-appointed Historian in and for the Village of Celoron, New York.

Pamela Piazza

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218 N. Alleghany Ave. WE
Jamestown, NY 14701

to be re-appointed as Animal Control Officer in and for the Village of Celoron, New York.

Shirley A. Sanfilippo, MMC/CMFO
11 Chapel Street
Jamestown, NY 14701

to be re-appointed Village Clerk/Treasurer and Registrar of Vital Statistics in and for the Village of Celoron, New York.

John D. Vanstrom
395 E. Fairmount Ave.
P.O. Box 75
Lakewood, New York 14750

to be re-appointed Village Attorney in and for the Village of Celoron, New York.

Jetta L. Wilson
14 Rowley Court WE
Jamestown, NY 14701

to be re-appointed Deputy Village Clerk in and for the Village of Celoron, New York.

The terms for which said appointments are to be made will expire on December 4, 2017.

Dated: December 7, 2015

Scott D. Schrecengost
Mayor of the Village of Celoron, New York

Mayor's Office
To the Board of Trustees of the Village of Celoron, New York

Trustees:

In pursuance of the authority vested in me by the Village Law of the State of New York, I do hereby nominate:

Sue Ellen Nelson
235 Dunham Avenue WE
Jamestown, NY 14701

to be re-appointed a member of the Zoning Board of Appeals in and for the Village of Celoron, New York.

Paul Shanahan
15 Maple Street
P.O. Box 163
Celoron, New York 14720-0163

to be re-appointed a member of the Planning Board in and for the Village of Celoron, New York.

The term for which said appointments are to be made will expire on December 7, 2020.

December 7, 2015

Dated: December 7, 2015

Scott D. Schrecengost
Mayor of the Village of Celoron, New York

Trustee Young moved, seconded by Trustee Keeney to vote collectively on the appointments.

Carried: 4 ayes

Trustee Keeney moved, seconded by Trustee Mattison to approve the appointments.

Carried: 4 ayes

SUBMISSION OF MAYOR'S COMMITTEE APPOINTMENTS:

Mayor's Office
To the Board of Trustees of the Village of Celoron, New York

Trustees:

In pursuance of the authority vested in me, I do hereby appoint the following to standing committees in and for the Village of Celoron, New York:

Deputy Mayor	Trustee Mattison
Public Safety	Trustee Kogut
Animal Control	Trustee Young
Parks	Trustee Young
Highway and Equipment	Trustee Mattison
Planning	Trustee Keeney
Sanitation	Trustee Mattison
Correspondence	Mayor Schrecengost/Clerk
Finance	Entire Board/Clerk
Audit	Trustee Mattison
Insurance	Trustee Young
Building	Trustee Young
Recreation	Trustee Keeney
Special Events	Trustee Keeney
Zoning	Trustee Kogut

The term for which said appointments are to be made will expire on December 5, 2016.

Dated: December 7, 2015

Scott D. Schrecengost
Mayor of the Village of Celoron, New York

APPROVAL OF MINUTES:

Trustee Mattison motioned, seconded by Trustee Young to approve the minutes of the Regular Meeting of November 9, 2015.

Carried: 4 ayes

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COMMITTEE REPORTS

FINANCE – Entire Board/Clerk

Clerk-Treasurer Sanfilippo asked for approval of Abstract #12 in the amount of \$13,920.16, check #2806 thru 2820, dated November 10-30, 2015; Trust & Agency Abstract #6 in the amount of \$13,758.81; check #5084 thru 5086, dated November 30, 2015.

Trustee Mattison moved, seconded by Trustee Keeney to approve payment of the abstracts.

Carried: 4 ayes

OLD BUSINESS

None

NEW BUSINESS

None

RESOLUTIONS:

Resolution #1 – 2015-16

RESOLVED, That Five Star Bank, be and hereby is designated as the depository of the Village of Celoron and that they be and hereby are requested, authorized and directed to honor checks, drafts, or other orders for payment of money drawn in the Village's name, including those payable to the individual order of any person or persons whose name or names appear thereon as a signer or signore thereof, when bearing or purporting to bear the facsimile signatures of any two (2) of the following: the Mayor; Deputy Mayor; Clerk-Treasurer or Deputy Treasurer and the above mentioned banks shall be entitled to honor and charge this village for such checks, drafts or other orders, regardless of by whom or by what means the actual or purposed facsimile signatures or signature thereon may have been affixed thereto, if such signature or signatures resemble the facsimile specimen duly certified to or filed with the above mentioned banks by the Clerk-Treasurer of the Village of Celoron, and be it further

RESOLVED, That all transfer of funds from one account to another shall be done in writing, signed by two of the aforementioned designated signers.

Trustee Mattison moved, seconded by Trustee Young to approve the resolution.

Carried: 4 yes

Resolution #2 – 2015-16

RESOLVED, That the Jamestown Post-Journal be and it hereby is designated as the official newspaper for the publications of proceedings and official notices for the Village of Celoron, New York for the period December 7, 2015 through December 5, 2016.

Trustee Keeney moved, seconded by Trustee Young to approve the resolution.

Carried: 4 ayes

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Resolution #3 – 2015-16

RESOLVED, That the regular meetings of the Board of Trustees of the Village of Celoron shall be held on the second Monday of each month in the Community Center, 47 Dunham Avenue, Celoron, New York at 10:00 a.m., preceded by a 9:30 a.m. work session, beginning the evening of December 14, 2015 and on scheduled Monday evenings thereafter in the year 2015-2016, at the same time and place. If the regular meeting date falls on a holiday, the meeting will be held on the following Tuesday.

December 14, 2015	July 11, 2016
January 11, 2016	August 8, 2016
February 8, 2016	September 12, 2016
March 14, 2016	Tuesday, October 11, 2016
April 11, 2016	November 14, 2016
May 9, 2016	December 5, 2016, Reorganizational Meeting
June 14, 2016	

Trustee Mattison moved, seconded by Trustee Keeney to approve the resolution.

Carried: 4 ayes

Resolution #4 – 2015-16

RESOLVED, That Mayor Scott D. Schrecengost and Board of Trustee members be, and they hereby are, authorized to attend meetings, training sessions and conferences of the Chautauqua County Conference of Mayors, the New York State Conference of Mayors, and any other job related conferences during 2015-16, with expenses paid pursuant to Section 77-b of the General Municipal Law.

Trustee Keeney moved, seconded by Trustee Young to approve the resolution.

Carried: 4 ayes

Resolution #5 – 2015-16

RESOLVED, That the following salaries and wages be and hereby are approved for 2015-16:

Mayor	\$1,600.00	Annual
Trustees (4)	\$700.00	Annual
Clerk-Treasurer	\$32,500.00	Annual
Attorney	\$7,000.00	Annual
Historian	\$300.00	Annual
Deputy Clerk	\$10.30	Per Hour
Code Enforcement Officer	\$600.00	Per Month
Highway Supervisor	\$41,905.55	Annual
Motor Equipment Operator	\$13.52	Per Hour
Utility Worker	\$10.00	Per Hour
Animal Control	\$800.00	Annual + mileage

Trustee Mattison moved, seconded by Trustee Keeney to approve the resolution.

Carried: 4 ayes

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Resolution #6 – 2015-16

WHEREAS, Chautauqua County annually seeks bids and proposals for various supplies, and

WHEREAS, it is advantageous to the Village of Celoron to utilize the results of the Chautauqua County bids for the purchase of fuel and highway materials; now, therefore, be it

RESOLVED, That the Village of Celoron will utilize the Chautauqua County bids for the purchase of fuel and highway materials.

Trustee Young moved, seconded by Trustee Keeney to approve the resolution.

Carried: 4 ayes

Resolution #7 – 2015-16

RESOLVED, That the Mayor be and he hereby is authorized to enter into an agreement with the County of Chautauqua for Snow Removal and Ice Control in the following amounts: 2015-16 - \$4,916.00 per centerline mile (\$21,187.96); 2016-17 - \$5,162.00 per centerline mile (\$22,248.22); and 2017-17 - \$5,420.00 per centerline mile (\$23,360.20).

Trustee Mattison moved, seconded by Trustee YOUNG to approve the resolution.

Carried: 4 ayes

Resolution # 8 – 2015-16

RESOLVED, That the attached Workplace Violence Prevention Policy Statement for the Village of Celoron be and hereby is adopted.

**VILLAGE OF CELORON
WORKPLACE VIOLENCE PREVENTION
POLICY STATEMENT**

The Village of Celoron is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Village of Celoron property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and authorized employee representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

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The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The Village of Celoron has identified response personnel that include a member of management and an employee representative. If appropriate, the Village of Celoron will provide counseling services, or referrals, for employees. All Village of Celoron personnel are responsible for notifying the designated contact person of any violent incidents, or threatening behavior, including threats they have witnessed, received or have been told that another person has witnessed or received.

DESIGNATED CONTACT PERSON:

Scott Schrecengost, Mayor
Celoron Village Hall
21 Boulevard Avenue
P. O. Box 577
Celoron, NY 14720-0577
(716) 487-4175

Trustee Young moved, seconded by Trustee Mattison to approve the resolution.

Carried: 4 ayes

Resolution #9 – 2015-16

RESOLVED, That the Village of Celoron Rules for Employees be and hereby are amended to delete the Employee's Birthday/Floating Holiday as a paid holiday for full-time employees and add Columbus Day as a paid holiday for full-time and part-time employees.

Trustee Keeney moved, seconded by Trustee Young to approve the resolution.

Carried: 4 ayes

MAYOR'S COMMENTS:

Mayor Schrecengost discussed the increased cost of constructing the boardwalk and replacing the break wall. He stated that due to the proposed cost of living increases, the employee salaries would have to be increased. He advised that it was very likely that the Board would not be able to stay within the tax cap for the next budget year.

OPPORTUNITY FOR PUBLIC COMMENT:

None

Trustee Young motioned to adjourn the meeting. Trustee Mattison seconded the motion.

Carried: 4 ayes

The meeting was adjourned at 10:21 a.m.

Shirley A. Sanfilippo, MMC/CMFO
Village Clerk-Treasurer