

December 5, 2016

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 5, 2016 at 6:00 P.M.

Members Present: Mayor Schrecengost, Trustees Keeney, Moss, Shanahan and Young

Others Present: Village Clerk-Treasurer Shirley A. Sanfilippo, two members of the public

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

MAYOR'S COMMENTS:

Mayor Schrecengost accepted with regret the resignations of Trustee Norman L. Mattison and Planning Board member Paul Shanahan.

He presented the following appointment:

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 appoint the following:

Michael P. Moss
7 Boulevard Ave.
P.O. Box 457
Celoron, NY 14720-0457

as a member of the Board of Trustees in and for the Village of Celoron, New York. (To fill the unexpired term of Norman L. Mattison, resigned.)

The term for which said appointment is to be made will expire on December 4, 2017.

Dated: December 5, 2016

Scott Schrecengost
Mayor of the Village of Celoron, New York

Clerk-Treasurer Sanfilippo administered the Oath of Office to Trustees Michael P. Moss, Paul Shanahan and Robin A. Young.

OPPORTUNITY FOR PUBLIC COMMENT:

None

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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:

Jay Matteson
61 W. Chadakoin Ave.
P.O. Box 89
Celoron, New York 14720-0089

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

Larry Muntz
106 E. Duquesne St.
P.O. Box 372
Celoron, New York 14720-0372

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

The term for which said appointments are to be made will expire on December 5, 2021.

Dated: December 5, 2016

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

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

Carried: 5 ayes

Trustee Young moved, seconded by Trustee Moss to approve the appointments.

Carried: 5 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
Public Safety

Trustee Keeney
Trustee Shanahan

December 5, 2016

Animal Control	Trustee Young
Parks	Trustee Young
Highway and Equipment	Trustee Moss
Planning	Trustee Shanahan
Sanitation	Trustee Moss
Correspondence	Mayor Schrecengost/Clerk
Finance	Entire Board/Clerk
Audit	Trustee Moss
Insurance	Trustee Young
Building	Trustee Moss
Recreation	Trustee Keeney
Special Events	Trustee Keeney
Zoning	Trustee Shanahan

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

Dated: December 5, 2016

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

APPROVAL OF MINUTES:

Trustee Keeney motioned, seconded by Trustee Young to approve the minutes of the Regular Meeting of November 14, 2016.

Carried: 4 ayes; 1 abstain - Shanahan

COMMITTEE REPORTS

FINANCE – Entire Board/Clerk

Mayor Schrecengost asked for approval of Abstract #12 in the amount of \$18,816.63, check #3167 thru 3174, dated November 15-30, 2016; and Trust & Agency Abstract #6 in the amount of \$2,782.53, check #5128 thru 5130, dated November 29, 2016.

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

Carried: 5 ayes

OLD BUSINESS

None

NEW BUSINESS

None

RESOLUTIONS:

Resolution #1 – 2016-17

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

Carried: 5 ayes

Resolution #2 – 2016-17

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 6, 2016 through December 4, 2017.

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

Carried: 5 ayes

Resolution #3 – 2016-17

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 6:00 p.m., preceded by a 5:30 p.m. work session, beginning the evening of December 12, 2016 and on scheduled Monday evenings thereafter in the year 2016-2017, 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 12, 2016 | July 10, 2017 |
| January 9, 2017 | August 14, 2017 |
| February 13, 2017 | September 11, 2017 |
| March 13, 2017 | Tuesday, October 10, 2017 |
| April 10, 2017 | November 13, 2017 |
| May 8, 2017 | December 4, 2017, Reorganizational Meeting |
| June 12, 2017 | |

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

Carried: 5 ayes

December 5, 2016

Resolution #4 – 2016-17

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 2016-17, with expenses paid pursuant to Section 77-b of the General Municipal Law.

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

Carried: 5 ayes

Resolution #5 – 2016-17

RESOLVED, That the following salaries and wages be and hereby are approved for 2016-2017:

Mayor	\$1,600.00	Annual
Trustees (4)	\$700.00	Annual
Clerk-Treasurer	\$33,750.00	Annual
Attorney	\$7,000.00	Annual
Historian	\$300.00	Annual
Deputy Clerk	\$11.30	Per Hour
Code Enforcement Officer	\$600.00	Per Month + mileage
Highway Supervisor	\$20.50	Per Hour
Motor Equipment Operator	\$14.52	Per Hour
Utility Worker	\$10.00	Per Hour
Animal Control	\$800.00	Annual + mileage

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

Carried: 5 ayes

Resolution #6 – 2016-17

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

Carried: 5 ayes

December 5, 2016

Resolution #7 - 2016-17

Resolved, That the following 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.

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 Moss to approve the resolution.

Carried: 5 ayes

OPPORTUNITY FOR PUBLIC COMMENT:

None

December 5, 2016

Trustee Shanahan said that it was an honor to serve the Village of Celoron as a Trustee. He asked that \$25 per month of his salary be donated to the Flag Fund which was established as a pet project of former Trustee Richard Kogut.

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

Carried: 5 ayes

The meeting was adjourned at 6:17 P.M.

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