

December 3, 2018

Board of Trustees

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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 3, 2018 at 6:00 P.M.

Members Present: Mayor Schrecengost, Trustees Burnett, Keeney and Moss

Members Absent: Trustee Mattison, excused

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

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

The clerk administered the Oath of Office to Trustee Kate Burnett.

**MAYOR'S COMMENTS:**

None

**OPPORTUNITY FOR PUBLIC COMMENT:**

None

**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:

James Work  
P.O. Box 278  
Celoron, NY 14720-0278

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

Becky Holmstrom  
P.O. Box 422  
Celoron, New York 14720-0422

December 3, 2018

to be re-appointed a member of and Chairman 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 4, 2023.

Dated: December 3, 2018

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

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

Carried: 4 ayes

Trustee Keeney moved, seconded by Trustee Burnett 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 Keeney           |
| Public Safety         | Trustee Mattison         |
| Animal Control        | Trustee Burnett          |
| Parks                 | Trustee Burnett          |
| Highway and Equipment | Trustee Moss             |
| Planning              | Trustee Burnett          |
| Sanitation            | Trustee Moss             |
| Correspondence        | Mayor Schrecengost/Clerk |
| Finance               | Entire Board/Clerk       |
| Audit                 | Trustee Moss             |
| Insurance             | Trustee Mattison         |
| Building              | Trustee Moss             |
| Recreation            | Trustee Keeney           |
| Special Events        | Trustee Keeney           |
| Zoning                | Trustee Mattison         |

The term for which said appointments are to be made will expire on December 2, 2019.

Dated: December 3, 2018

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

December 3, 2018

**APPROVAL OF MINUTES:**

Trustee Moss motioned, seconded by Trustee Keeney to approve the minutes of the Public Hearing and Regular Meeting of November 13, 2018.

Carried: 4 ayes

**COMMITTEE REPORTS**

FINANCE – Entire Board/Clerk

Clerk-Treasurer Sanfilippo asked for approval of Abstract #12 in the amount of \$34,750.70, check #3878 thru #3888, dated November 14-30, 2018 and Trust & Agency Abstract #5 in the amount of \$229.55, check #5207 and #5208, dated November 30, 2018.

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

Carried: 4 ayes

The Board reviewed the fee schedule and made no changes.

The Board reviewed the Procurement Policy.

Trustee Keeney moved, seconded by Trustee Moss to approve the Procurement Policy as written.

Carried: 4 ayes

The Board reviewed the options for health insurance coverage.

Trustee Keeney moved, seconded by Trustee Moss to renew the Independent Health Policy.

Carried: 4 ayes

The Board reviewed options to replace the sink and cabinet in the Community Center.

Trustee Keeney moved, seconded by Trustee Burnett to approve the replacement of the sink and cabinet in the Community Center in an amount not to exceed \$860.00.

Carried: 4 ayes

**OLD BUSINESS**

None

**NEW BUSINESS**

None

December 3, 2018

**RESOLUTIONS:**

**Resolution #1 – 2018-19**

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

Carried: 4 ayes

**Resolution #2 – 2018-19**

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 4, 2018 through December 2, 2019.

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

Carried: 4 ayes

**Resolution #3 – 2018-19**

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 10, 2018 and on scheduled Monday evenings thereafter in the year 2018-2019, 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 10, 2018 | July 8, 2019                               |
| January 14, 2019  | August 12, 2019                            |
| February 11, 2019 | September 9, 2019                          |
| March 11, 2019    | <b>Tuesday</b> , October 15, 2019          |
| April 8, 2019     | <b>Tuesday</b> , November 12, 2019         |
| May 13, 201       | December 2, 2019, Reorganizational Meeting |
| June 17, 2019     |  |

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

Carried: 4 ayes

December 3, 2018

**Resolution #4 – 2018-19**

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 2018-19, with expenses paid pursuant to Section 77-b of the General Municipal Law.

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

Carried: 4 ayes

**Resolution #5 – 2018-19**

RESOLVED, That the following salaries and wages be and hereby are approved for 2018-2019:

|                          |             |                  |
|--------------------------|-------------|------------------|
| Mayor                    | \$1,600.00  | Annual           |
| Trustees (4)             | \$700.00    | Annual           |
| Clerk-Treasurer          | \$35,000.00 | Annual           |
| Attorney                 | \$7,000.00  | Annual           |
| Historian                | \$300.00    | Annual           |
| Deputy Clerk             | \$11.55     | Per Hour         |
| Code Enforcement Officer | \$8,500.00  | Annual + mileage |
| Highway Supervisor       | \$21.50     | Per Hour         |
| Motor Equipment Operator | \$15.52     | Per Hour         |
| Laborer                  | \$10.40     | Per Hour         |
| Utility Worker           | \$11.50     | Per Hour         |
| Animal Control           | \$800.00    | Annual + mileage |

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

Carried: 4 ayes

**Resolution #6 – 2018-19**

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 Moss to approve the resolution.

Carried: 4 ayes

**Resolution #7 - 2018-19**

Resolved, That the following Workplace Violence Prevention Policy Statement for the Village of Celoron be and hereby is re-affirmed.

December 3, 2018

**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 Keeney moved, seconded by Trustee Moss to approve the resolution.

Carried: 4 ayes

**OPPORTUNITY FOR PUBLIC COMMENT:**

None

**MAYOR'S COMMENTS:**

Mayor Schrecengost stated that the Basketball Court will be completed in the spring. He welcomed Trustee Kate Burnett to the Board of Trustees.

December 3, 2018

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

Carried: 4 ayes

The meeting was adjourned at 6:33 p.m.

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