

December 2, 2019

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 2, 2019 at 6:00 P.M.

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

Others Present: Village Clerk-Treasurer Shirley A. Sanfilippo, MMC/CMFO, Village Attorney John D. Vanstrom

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 Mayor Schrecengost and Trustees Keeney and Moss.

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 the following:

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

to be re-appointed Village Clerk/Treasurer and Registrar of Vital Statistics;

John D. Vanstrom
P.O. Box 75
Lakewood, NY 14750

to be re-appointed Village Attorney;

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Eric B. Yager
16 Waldemeere Avenue
Falconer, NY 14733

to be re-appointed Code Enforcement Officer;

Pamela Piazza
218 N. Alleghany Ave. WE
Jamestown, NY 14701

to be re-appointed Dog Control Officer;

Michael Dietzen
P.O. Box 534
Celoron, NY 14720-0534

to be re-appointed Historian;

The terms for which said appointments are to be made will expire on December 6, 2021.

Mark R. Sanderson
P.O. Box 294
Celoron, NY 14720-0294

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

The term for which said appointment is to be made will expire on December 2, 2024.

Dated: December 2, 2019

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: 5 ayes

Trustee Moss moved, seconded by Trustee Mattison 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:

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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 7, 2020.

Dated: December 2, 2019

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

APPROVAL OF MINUTES:

Trustee Mattison motioned, seconded by Trustee Moss to approve the minutes of the Regular Meeting of November 12, 2019.

Carried: 5 ayes

COMMITTEE REPORTS

FINANCE – Entire Board/Clerk

Clerk-Treasurer Sanfilippo asked for approval of Abstract #12 in the amount of \$35,924.44, check #4462 thru #4473, dated November 13-30, 2019 and Trust & Agency Abstract #6 in the amount of \$2,132.17, check #5239 and #5240, dated November 26, 2019.

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

Carried: 5 ayes

The Board reviewed the fee schedule and made no changes.

The Board reviewed the Procurement Policy.

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

Carried: 5 ayes

OLD BUSINESS

None

NEW BUSINESS

None

RESOLUTIONS:

Resolution #1 – 2019-20

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

Carried: 5 ayes

Resolution #2 – 2019-20

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 2, 2019 through December 7, 2020.

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

Carried: 5 ayes

Resolution #3 – 2019-20

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 9, 2019 and on scheduled Monday evenings thereafter in the year 2019-2020, 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 9, 2019 | July 13, 2020 |
| January 13, 2020 | August 10, 2020 |
| February 10, 2020 | September 14, 2020 |
| March 9, 2020 | Tuesday , October 13, 2020 |
| April 13, 2020 | November 9, 2020 |
| May 11, 2020 | December 7, 2020, Reorganizational Meeting |
| June 15, 2020 | |

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

Carried: 5 ayes

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Resolution #4 – 2019-20

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 2019-20, with expenses paid pursuant to Section 77-b of the General Municipal Law.

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

Carried: 5 ayes

Resolution #5 – 2019-20

RESOLVED, That the following salaries and wages be and hereby are approved for 2019-2020:

Mayor	\$3,000.00	Annual
Trustees (4)	\$1,000.00	Annual
Clerk-Treasurer	\$36,500.00	Annual
Attorney	\$7,000.00	Annual
Historian	\$300.00	Annual
Deputy Clerk	\$13.00	Per Hour
Code Enforcement Officer	\$7,200.00	Annual + mileage
Highway Supervisor	\$22.20	Per Hour
Motor Equipment Operator	\$16.22	Per Hour
Laborer	\$11.80	Per Hour
Utility Worker	\$12.50	Per Hour
Animal Control	\$800.00	Annual + mileage

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

Carried: 5 ayes

Resolution #6 – 2019-20

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

Carried: 5 ayes

Resolution #7 - 2019-20

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

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

Carried: 5 ayes

OPPORTUNITY FOR PUBLIC COMMENT:

None

MAYOR'S COMMENTS:

Mayor Schrecengost reminded the Board of the Children's Christmas Party to be held tomorrow night at The Resource Center at 6:30 p.m. He apprised the Board of the difficulties that are being

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encountered with repairs to the boat launch. The Board discussed the status of the case against the individual who had damaged the restroom wall and Lucy statues in the park.

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

Carried: 5 ayes

The meeting was adjourned at 6:25 p.m.

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