

December 7, 2020

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, 2020 at 6:00 P.M.

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

Members Excused: Trustee Mattison

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 Trustees Burley and Burnett.

MAYOR'S COMMENTS:

None

OPPORTUNITY FOR PUBLIC COMMENT:

None

MAYOR'S 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 nominate:

Michael A. Dietzen
15 W. Lake St.
P.O. Box 534
Celoron, New York 14720-0534

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 1, 2025.

Dated: December 7, 2020

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

December 7, 2020

Trustee Moss 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 Moss
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 Burley
Special Events	Trustee Burley
Zoning	Trustee Mattison

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

Dated: December 7, 2020

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

APPROVAL OF MINUTES:

Trustee Burnett motioned, seconded by Trustee Moss to approve the minutes of the Regular Meeting of November 9, 2020.

Carried: 4 ayes

COMMITTEE REPORTS

FINANCE – Entire Board/Clerk

Clerk-Treasurer Sanfilippo asked for approval of Abstract #12 in the amount of \$39,609.21, check #4832 thru #44845, dated November 10-30, 2020 and Trust & Agency Abstract #6 in the amount of \$3,354.14, check #5271 and #5272, dated November 23, 2020.

December 7, 2020

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

Carried: 4 ayes

OLD BUSINESS

None

NEW BUSINESS

None

RESOLUTIONS:

Resolution #1 – 2020-21

RESOLVED, That Five Star Bank and Community Bank, be and hereby are designated as depositories 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 Burley moved, seconded by Trustee Burnett to approve the resolution.

Carried: 4 ayes

Resolution #2 – 2020-21

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, 2020 through December 6, 2021.

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

Carried: 4 ayes

December 7, 2020

Resolution #3 – 2020-21

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 14, 2020 and on scheduled Monday evenings thereafter in the year 2020-2021, 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, 2020	July 12, 2021
January 11, 2021	August 9, 2021
February 8, 2021	September 20, 2021, 3 rd Monday
March 8, 2021	Tuesday , October 12, 2021
April 12, 2021	November 8, 2021
May 10, 2021	December 6, 2021, Reorganizational Meeting
June 14, 2021	

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

Carried: 4 ayes

Resolution #4 – 2020-21

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 2020-21, with expenses paid pursuant to Section 77-b of the General Municipal Law.

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

Carried: 4 ayes

Resolution #5 – 2020-21

RESOLVED, That the following salaries and wages be and hereby are approved for 2020-2021:

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	\$8,500.00	Annual
Animal Control	\$800.00	Annual + mileage
Highway Supervisor	\$23.00	Per Hour
Motor Equipment Operator	\$16.92	Per Hour
Laborer	\$13.00	Per Hour
Temporary as needed Laborer	\$11.80	Per Hour
Substitute Laborer	\$12.50	Per Hour

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

Carried: 4 ayes

December 7, 2020

Resolution #6 – 2020-21

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 Burnett to approve the resolution.

Carried: 4 ayes

Resolution #7 - 2020-21

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

December 7, 2020

P. O. Box 577
Celoron, NY 14720-0577
(716) 487-4175

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

Carried: 4 ayes

Resolution #8 – 2020-21

WHEREAS, the Village of Celoron requested financial assistance from USDA rural Development for the reconstruction of the parking lot in Lucille Ball Memorial Park and the reconstruction of the adjacent portion of Dunham Avenue; and

WHEREAS, the Village of Celoron was approved for a USDA Rural Development Loan of \$282,000 and a Grant not to exceed \$135,000; and

WHEREAS, the Village of Celoron contracted with Lake Shore Paving, Inc. to reconstruct the parking lot in Lucille Ball Memorial Park and the adjacent portion of Dunham Avenue; and

WHEREAS, the Village of Celoron has reviewed the reconstruction of the parking lot and the adjacent portion of Dunham Avenue and found it to be complete and meet the Village's specifications;

Now therefore be it

RESOLVED, That the Mayor be and he hereby is authorized to execute the Loan Resolution Form RD1942-47 and payment of the final invoice to Lake Shore Paving, Inc.

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

Carried: 4 ayes

OPPORTUNITY FOR PUBLIC COMMENT:

None

MAYOR'S COMMENTS:

Mayor Schrecengost congratulated Trustees Burley and Burnett on their election.

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

Carried: 4 ayes

The meeting was adjourned at 6:19 p.m.

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