

December 6, 2021

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 6, 2021 at 6:00 P.M.

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

Members Excused: Trustee Burnett

Others Present: Village Clerk-Treasurer Shirley A. Sanfilippo, MMC/CMFO, Highway Supervisor Terry W. Schrecengost

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 Berland, Burley 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;

Sheryl A. Brightman  
303 W. 5<sup>th</sup> St., Apt. 807  
Jamestown, NY 14701

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

December 6, 2021

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

to be re-appointed Village Attorney;

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

to be re-appointed Dog Control Officer;

Michael A. 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 4, 2023.

Larry Muntz  
106 E. Duquesne St.  
P.O. Box 372  
Celoron, NY 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 appointment is to be made will expire on December 7, 2026.

Dated: December 6, 2021

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

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

Carried: 4 ayes

Trustee Burley moved, seconded by Trustee Moss 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:

December 6, 2021

Deputy Mayor	Trustee Moss
Public Safety	Trustee Berlund
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 Berlund
Building	Trustee Moss
Recreation	Trustee Burley
Special Events	Trustee Burley
Zoning	Trustee Berlund

The term for which said appointments are to be made will expire on December 4, 2022.

Dated: December 6, 2021

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

**APPROVAL OF MINUTES:**

Trustee Burley motioned, seconded by Trustee Berland to approve the minutes of the Regular Meeting of November 8, 2021.

Carried: 4 ayes

**COMMITTEE REPORTS**

FINANCE – Entire Board/Clerk

Clerk-Treasurer Sanfilippo asked for approval of Abstract #12 in the amount of \$59,937.73, check #5329 thru #5342, dated November 9-30, 2021 and Trust & Agency Abstract #6 in the amount of \$1,897.62, check #5327 and #5328, dated November 29, 2021.

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

Carried: 4 ayes

**OLD BUSINESS**

None

**NEW BUSINESS**

The Board reviewed an employment application from Jay E. Lauffenburger for the Utility Worker position.

Trustee Berland moved, seconded by Trustee Moss to hire Jay E. Lauffenburger as a Utility Worker at the rate of \$15.00 per hour.

Carried: 4 ayes

**RESOLUTIONS:**

**Resolution #1 – 2021-22**

RESOLVED, That Community Bank and NYCLASS 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 approved by two of the aforementioned designated signers.

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

Carried: 4 ayes

**Resolution #2 – 2021-22**

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, 2021 through December 5, 2022.

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

Carried: 4 ayes

**Resolution #3 – 2021-22**

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 13, 2021 and on scheduled Monday evenings thereafter in the year 2021-2022, 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 6, 2021

December 13, 2021  
January 10, 2022  
February 14, 2022  
March 14, 2022  
April 11, 2022  
May 9, 2022  
June 13, 2022

July 11, 2022  
August 8, 2022  
September 12, 2022  
**Tuesday**, October 11, 2022  
November 14, 2022  
December 5, 2022, Reorganizational Meeting

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

Carried: 4 ayes

**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 2021-22, with expenses paid pursuant to Section 77-b of the General Municipal Law.

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

Carried: 4 ayes

**Resolution #5 – 2021-22**

RESOLVED, That the following salaries and wages be and hereby are approved for 2021-2022:

Mayor	\$3,000.00	Annual
Trustees (4)	\$1,000.00	Annual
Clerk-Treasurer	\$38,500.00	Annual
Attorney	\$7,000.00	Annual
Historian	\$300.00	Annual
Deputy Clerk	\$14.00	Per Hour
Code Enforcement Officer	\$8,500.00	Annual
Animal Control	\$800.00	Annual + mileage
Highway Supervisor	\$24.00	Per Hour
Motor Equipment Operator	\$17.92	Per Hour
Utility Worker	\$15.00	Per Hour
Temporary as needed Laborer	\$13.20	Per Hour
Clerk II – part time	\$13.20	Per Hour

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

Carried: 4 ayes

**Resolution #6 – 2021-22**

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

December 6, 2021

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

Carried: 4 ayes

**Resolution #7 - 2021-22**

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

December 6, 2021

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

Carried: 4 ayes

**Resolution #8 – 2021-22**

RESOLVED, That the Clerk Treasurer be and she hereby is authorized to make the following amendments to the 2021-2022 General Operating Budget:

REVENUES

INCREASE: A2770, MISCELLANEOUS REVENUES \$ 45,400.00

APPROPRIATIONS

INCREASE: A9710.6, SERIAL BONDS, Capital Projects \$15,400.00  
A5110.4, Streets, Contractual \$30,000.00

TOTAL \$45,400.00

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

Carried: 4 ayes

**OPPORTUNITY FOR PUBLIC COMMENT:**

None

**MAYOR’S COMMENTS:**

Mayor Schrecengost reminded the Trustees of the regular meeting next Monday night.

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

Carried: 4 ayes

The meeting was adjourned at 6:26 p.m.

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