Board of Trustees --- Proceedings by Authority

State of New York

Village of Celoron ss:

Community Center

A reorganizational meeting of the Board of Trustees of the Village of Celoron, New York was held on Monday, December 5, 2022 at 6:00 P.M.

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

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 Burnett and Murphy.

**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:

Charles A. Ellis, Jr.

22 E. Burtis St., P.O. Box 443

Celoron, NY 14720-0443

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 6, 2027.

Dated: December 5, 2022

Scott D. Schrecengost

Mayor of the Village of Celoron, New York

Trustee Burnett moved, seconded by Trustee Burley 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 Trustee Moss

Public Safety Trustee Murphy

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 Murphy

Building Trustee Moss

Recreation Trustee Burley

Special Events Trustee Burley

Zoning Trustee Murphy

The term for which said appointments are to be made will expire on December 4, 2023.

Dated: December 5, 2022

Scott D. Schrecengost

Mayor of the Village of Celoron, New York

**APPROVAL OF MINUTES:**

Trustee Burley motioned, seconded by Trustee Murphy to approve the minutes of the Regular Meeting of November 14, 2022.

Carried: 5 ayes

**COMMITTEE REPORTS**

FINANCE – Entire Board/Clerk

Clerk-Treasurer Sanfilippo asked for approval of Abstract #12 in the amount of $36,600.33, check #5702 thru #5715, dated November 15-30, 2022 and Trust & Agency Abstract #6 in the amount of $3,649.32, check #5356 and #5359, dated November 29, 2022.

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

Carried: 5 ayes

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**RESOLUTIONS:**

**Resolution #1 – 2022-23**

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

Carried: 5 ayes

**Resolution #2 – 2022-23**

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 5, 2022 through December 4, 2023.

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

Carried: 5 ayes

**Resolution #3 – 2022-23**

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, 2022 and on scheduled Monday evenings thereafter in the year 2022-2023, 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, 2022 July 10, 2023

January 9, 2023 August 14, 2023

February 13, 2023 September 11, 2023

March 13, 2023 **Tuesday**, October 10, 2023

April 10, 2023 November 13, 2023

May 8, 2023 December 4, 2023, Reorganizational Meeting

June 12, 2023

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

Carried: 5 ayes

**Resolution #4 – 2022-23**

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 2022-23, with expenses paid pursuant to Section 77-b of the General Municipal Law.

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

Carried: 5 ayes

**Resolution #5 – 2022-23**

RESOLVED, That the following salaries and wages be and hereby are approved for 2022-2023:

Mayor $3,000.00 Annual

Trustees (4) $1,000.00 Annual

Clerk-Treasurer $40,000.00 Annual

Attorney $7,000.00 Annual

Historian $300.00 Annual

Deputy Clerk $19,500.00 Annual

Code Enforcement Officer $9,000.00 Annual

Animal Control $800.00 Annual + mileage

Highway Supervisor $25.00 Per Hour

Motor Equipment Operator $19.00 Per Hour

Utility Worker $16.00 Per Hour

Laborer $15.00 Per Hour

Temporary as needed Laborer $14.20 Per Hour

Clerk II – part time $14.20 Per Hour

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

Carried: 5 ayes

**Resolution #6 – 2022-23**

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

Carried: 5 ayes

**Resolution #7 - 2022-23**

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

Carried: 5 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 Burnett seconded the motion.

Carried: 5 ayes

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

Shirley A. Sanfilippo, MMC/CMFO

Village Clerk-Treasurer