



## **VILLAGE OF CHITTENANGO**

222 Genesee Street  
Chittenango, New York 13037

***Minutes***  
***December 16, 2021***

### **Meeting Call to order/Pledge of Allegiance**

The meeting was held virtually, at 7:00pm all attending stood and recited the Pledge of Allegiance. The regular Board of Trustees Monthly Meeting came to order. Members of the Board attending were Mayor Elizabeth Bough Martin, Trustee Melinda Kopp, Trustee Wayne Horning, Trustee Colleen Baldwin, and Trustee Russell Wehner with Administrator Paul Gregory and Debra Thayer taking minutes. Also in attendance virtually were Robert Freunsch, Paul Gloska and Dana Kent.

**The Mayor stated that there were no Honorariums, Memoriams or Proclamations.**

### **Minutes**

The November 18, 2021 Minutes were submitted by the clerk to the Board of Trustees. Trustee Kopp made a motion to accept the minutes as written. Trustee Horning seconded the motion. All were in favor. The motion was approved.

### **Reports**

The following departments had submitted a report to the Board for the month of December, the DPW Village Administrator, Codes, Courts and the Clerk. There were no Sewer or Police reports. The Board of Trustees had no comments. Trustee Kopp made a motion to accept the reports as written. Trustee Horning seconded the motion. All were in favor. The motion was approved.

### **Mayor- SRO Contract**

The Mayor explained that Police Chief Broton had negotiated with the school district, changes to the SRO contract including a \$46,000 annual salary with five personal days; the Village would do it's best to cover the SRO while he takes time. Trustee Kopp asked about the salary limit that Officer Thomas could make. Mayor Bough Martin said that the clerk had submitted for a waiver up to \$50,000. Trustee Horning commented that countywide an SRO gets paid at a much higher rate, up to \$60,000. He said that the position is filled by retired Police personnel and that the Village was lucky to have Officer Thomas. He said SRO Thomas likes what he is doing but can't do it for free. He continued, we are stealing him at this price, he is respected by the Superintendent and others at the high school. He said that we have an advantage because when the Village needs assistance, Officer Thomas is there to help. The Mayor thanked Trustee Horning and asked if there were any questions. Trustee Horning made a motion to authorize the Mayor to sign the SRO contract as presented and forward it to the Chittenango School District for their approval. Trustee Kopp seconded the motion. Trustee Wehner abstained because of his relationship with the school district. All others were in favor. The motion carried.

### **Administrator-Annual Village Policy Updates Approval**

Mayor Bough Martin and the Administrator Paul Gregory, had prepared and given policies to each of the Board members for review at a policy workshop. The policies under review were as follows: Claims Review Policy, Bank Reconciliation Policy, Credit Card Policy, Fund Balance Policy, Investment Policy, Procurement Policy, Sexual Harassment Prevention Policy, Social Media and Internet Usage Policy, Social Media Policy, Travel Reimbursement Policy, Workplace Violence Policy, Weekly Payroll Policy and the Hiring Policy. The Board members would also reaffirm the Code of Ethics Law.

Mayor Bough Martin said that the credit card policy was changing. The Sunoco card was to be closed due to the company's cumbersome internet policies and inflexibility with due dates and late charges. The Deputy Administrator and the Police Chief will each have a credit card. The Police would always have a card available for an Officer to use if necessary for traveling outside the Village. The Administrator Paul Gregory will also be issued a card in addition to the Clerk.

The Mayor said that the Administrator Paul Gregory and Trustee Kopp worked together to give the workplace violence policy its annual update.

She said that the Payroll policy was updated to include an additional signature and review of the certification from the Mayor or Deputy Mayor.

A new policy for Hiring was introduced. Mayor Bough Martin said that she and trustee Baldwin had discussed new language to update it further. The update included a form that new employees will sign, indicating any relationship with a current employee that they may have. The department head and or the clerk will notify the Mayor of the relationship if it falls within the same department. She continued to say that the Mayor will work with the ethic committee asking if the relationship violates the Village nepotism clause as written in the code. The ethic committee would then give a recommendation on final proceeding, the decision to hire will be made by the Mayor and approved by the Board. There may be conditions set so that there are no violations to the nepotism clause. Trustee Baldwin added that it was important that if anyone knows of a relationship of any kind to inform staff prior to hiring.

Mayor Bough Martin added that the policies are only good if they are put into place and followed. She said that once they are adopted the clerk would distribute them and the administrator would train. Trustee Kopp made a motion to adopt the policies as written. Trustee Baldwin seconded the motion. All were in favor. The motion passed.

The following item came out of the order of the agenda.

#### **Sewer- Sewer Reduction Requests**

Trustee Baldwin said that she would recommend the approval for the reduction of 17,000 gallons as a pool was filled at 406 Genesee Street.

Trustee Baldwin stated that she was astonished with the amount of water that was wasted into the basement of the home at 121 Pebblestone Dr., because of a hot water heater leak. She said that OCWA gave credit for the majority of the water and that she recommended that Village do the same, as a one time adjustment of 236,000 gallons. The adjustment was equal to a \$880 reduction in the home's sewer bill.

Trustee Baldwin made a motion to approve both requests and Trustee Horning seconded the motion. All were in favor. The motion was approved. Trustee Baldwin would write letters to inform the home owners of the approval.

#### **Court - Request for Jury Trial**

Judge John Button has given the clerk a letter in which an attorney formally requested that the Village court grant his client trial by jury. This has only happened three times in the Judges tenure. No other details were provided. As the Village court room is not conducive to a jury trial the trial would have to be held at the town court. Trustee Kopp made a motion to approve the jury trial. Trustee Horning seconded the motion. All were in favor. The motion carried.

**There was no unfinished Business**  
**2021-2022 FY Budget Modifications**

Mayor Bough Martin mentioned that she had forgotten to add the Christmas Street light replacements in the budget, which is the reason for the increase to the downtown revitalization line. The following modifications to the budget were requested:

**General Budget Mod**

- \$4677.11 From A1990.4 Contingency account to A8510.46 Downtown Revitalization to pay for Pre-lit Christmas Garland to wrap light posts.
- \$650 From A1990.4 Contingency account to A1410.42 Village Clerk Publications/Software to cover unanticipated costs of publicizing Local Laws and the Bonding Resolution.
- \$8000.00 from A.3120.15 Personnel Services - PD Staff Training to A.3120.43 Training/Benefits because A.3120.15 is a new line and we're figuring out how best to allocate the training budget between the paying officers to attend training and paying the trainers this first year. This modification does not increase the PD budget for FY20-21

Trustee Kopp made the motion to approve the budget modifications. Trustee Wehner seconded the motion. All were in favor. The motion was approved.

**Abstract** - Trustee Russ Wehner made motion to approve the General Abstract #007 - Vouchers #319 - #375 in the amount of \$107,137.36 and the Sewer Abstract #007 - Vouchers #72 - #79 in the amount of \$23,217.47 Trustee Kopp seconded the motion. All were in favor. The motion carried.

**Audit Team**

The audit team for the month of January would be Trustee Melinda Kopp and Trustee Russel Wehner. The clerk is to remind all department heads of the due date of January 21st for vouchers.

**Events**

Mayor Bough Martin reminded the Board that the Capital Planning workshop was to be on January 12, 2021 at 10:00 am and would be held as a hybrid meeting. The Mayor and the Administrator would be prepared to speak.

She also reminded everyone of the countdown to the June 3-5, 2022 Ozstravaganza. Robert Freunscht added that several guests had already committed and he was looking forward to it's return.

**Executive Session**

At 7:34 Trustee Wehner made a motion to move into executive session for discussions regarding negotiations with possible action to follow. Trustee Horning seconded the motion.

Trustee Kopp made a motion to come out of executive session. Trustee Horning seconded it. The Board came out of executive session at 9:06pm.

Meeting adjourned at 9:07pm

**Next Meeting to be held January 27, 2022 which is a correction to the agenda.**