

MINUTES OF A BOARD MEETING OF THE VILLAGE OF WELLSVILLE BOARD OF TRUSTEES  
HELD ON DECEMBER 3, 2018, AT 6:00 PM IN THE DAVID A. HOWE LIBRARY, MONDAY  
CLUB ROOM, 155 MAIN STREET, ALLEGANY COUNTY, WELLSVILLE, NEW YORK.

PRESENT: Mayor: Randy Shayler  
Deputy Mayor: Jeremy Cole  
Trustees: Jeff Monroe, Michael Roeske  
Dir. DPW: Bill Whitfield  
Police Chief: Tim O'Grady  
Treasurer: Earl Johnson  
Attorney: Dan Synakowski

ABSENT: Trustee: Ed Fahs  
Fire Chief: Bill Cavanaugh

VISITORS: Dawn Ketchner; Students: Olivia Hart, Rebecca Clark;  
Chris Potter, The Spectator

The meeting opened with the pledge to the flag led by former Trustee Dawn Ketchner.

Mayor Shayler requested acceptance of the minutes from the Regular Meeting held on November 26, 2018. Trustee Cole made the motion to accept the minutes and Trustee Monroe seconded the motion. Carried.

Mayor Shayler welcomed the visitors and asked if anyone wished to speak. He noted it was fine for them to just listen too.

MAYOR'S BUSINESS:

1. Mayor Shayler presented a plaque to former Deputy Mayor Dawn Ketchner in appreciation for her years of service to the Village Board. He stated the Village owes her a lot and noted he, personally, has enjoyed working with her. A photograph was taken of all members present for the newspaper.

TRUSTEES' BUSINESS:

COLE:

1. Trustee Cole made a motion to accept and approve the vouchers as listed in the Abstract of Vouchers dated December 3, 2018. Trustee Roeske seconded the motion. Carried.

MONROE:

1. Nothing to report.

ROESKE:

1. Nothing to report.

FAHS:

1. Trustee Fahs was not present.

POLICE DEPT:

1. Nothing to report.

FIRE DEPT:

1. Chief Cavanaugh was not present.

DPW:

1. DPW Director Whitfield gave an update on the Madison Creek Culvert, noting it's moving along. Weather permitting, it will be done next week, with plans for the road to be open before the end of the year.

ATTY:

1. Attorney Dan Synakowski noted the deed with the Toney's has yet to be signed, that he hasn't seen it yet. Trustee Cole will check with Mr. Toney at work tomorrow.

TREASURER:

1. Treasurer Earl Johnson indicated there will be an additional brief meeting at the end of the month to approve some bills and to finish approvals for the Culvert Project. Mayor Shayler shared that the other Board members have already indicated that they will be around to attend that meeting.

Mayor Shayler proceeded to present the Annual Organizational Meeting, noting that our newly elected Trustee has signed his Oath of Office and has filed it with the Village Clerk as required. The Village Attorney will now publically swear in the elected official for ceremonial purposes.

**MAYOR'S APPOINTMENTS (must be approved by Board majority, except Village Clerk & Deputy Mayor)**

Trustee Cole was appointed Deputy Mayor with a term expiring December 2019 (first Monday, noon).

Shaun Walsh was appointed Village Acting Justice with a term ending December 2019 (first Monday, noon).

Linda Pullman and Eva Thompson were appointed to the Citizen Advisory Tree Board with a term expiring December 2021 (first Monday, noon). Susan Duke and Oak Duke continue as co-chairs.

Wendy Seely was appointed Village Clerk with a term expiring December 2019 (first Monday, noon).

Meghan Stonemetz was appointed Deputy Village Clerk with a term expiring December 2019 (first Monday, noon).

Earl Johnson was appointed Treasurer with a term expiring December 2020 (first Monday, noon).

Motion made by Trustee Cole; seconded by Trustee Monroe that each individual appointment made by the Mayor as listed with term is approved.

The foregoing motion was adopted by the Board of Trustees of the Village of Wellsville by roll call:

Trustee Cole	Aye
Trustee Roeske	Aye
Trustee Fahs	(not present)
Trustee Monroe	Aye

Note: Under NYS law the Treasurer, Village Clerk; Deputy Village Clerk, Village Justice and Acting Village Justice must execute an undertaking within 30 days of appointment which the insurance company will handle. The amount of the undertaking is not stated and the board has determined that the expense is a village charge. Under the crime policy each employee is covered up to \$125,000 with the justice set at \$250,000 and treasurer and clerks set at \$500,000.

**DESIGNATING THE VILLAGE’S OFFICIAL NEWSPAPER:**

Motion made by Trustee Cole; seconded by Trustee Monroe that the official newspaper of the Village is the Wellsville Daily Reporter. Motion carried unanimously.

**SCHEDULING VILLAGE BOARD MEETINGS:**

**RESOLUTION**

**WHEREAS** the board of trustees has determined to hold regular board meetings;

**NOW THEREFORE BE IT RESOLVED:**

The meetings will be held at 6:00 pm on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Monday of each month and; that this resolution is effective immediately.

Motion made by Trustee Cole; seconded by Trustee Monroe to accept the Village Board Meeting Schedule Resolution above.

The foregoing motion was adopted by the Board of Trustees of the Village of Wellsville by roll call:

Trustee Cole	<u>Aye</u>
Trustee Roeske	<u>Aye</u>
Trustee Fahs	(not present)
Trustee Monroe	<u>Aye</u>

**SCHEDULING THE ANNUAL ORGANIZATIONAL BOARD MEETING:**

**RESOLUTION**

**WHEREAS** the board of trustees has determined to hold an annual organizational board meeting;

**NOW THEREFORE BE IT RESOLVED:**

The next Organizational Meeting will be held on the first Board Meeting date in December 2019 at 6:00 pm followed by the normally scheduled meeting and; that this resolution is effective immediately.

Motion made by Trustee Monroe; seconded by Trustee Roeske to accept the Organizational Meeting Resolution above.

The foregoing motion was adopted by the Board of Trustees of the Village of Wellsville by roll call:

Trustee Cole	<u>Aye</u>
Trustee Roeske	<u>Aye</u>
Trustee Fahs	(not present)
Trustee Monroe	<u>Aye</u>

**REVIEWING THE VILLAGE PROCUREMENT POLICY:**

**RESOLUTION**

**WHEREAS** the board of trustees is required to review the Village Procurement Policy annually;

**NOW THEREFORE BE IT RESOLVED:**

The Village Procurement Policy has been reviewed and found acceptable and; that this resolution is effective immediately.

Motion made by Trustee Cole; seconded by Trustee Roeske to accept the Procurement Policy Review Resolution above.

The foregoing motion was adopted by the Board of Trustees of the Village of Wellsville by roll call:

Trustee Cole	<u>Aye</u>
Trustee Roeske	<u>Aye</u>
Trustee Fahs	(not present)
Trustee Monroe	<u>Aye</u>

**SETTING THE VILLAGE MILEAGE REIMBURSEMENT RATE:**

**RESOLUTION**

**WHEREAS** the board of trustees has determined to pay a fixed rate for mileage as reimbursement to Village officers and employees who use their personal automobiles while performing their official Village duties;

**NOW THEREFORE BE IT RESOLVED:**

That the board of trustees will approve reimbursement to

such officers and employees at the effective federal rate; and that this resolution is effective immediately.

Motion made by Trustee Cole; seconded by Trustee Monroe to accept the Mileage Reimbursement Resolution above.

The foregoing motion was adopted by the Board of Trustees of the Village of Wellsville by roll call:

Trustee Cole	<u>Aye</u>
Trustee Roeske	<u>Aye</u>
Trustee Fahs	(not present)
Trustee Monroe	<u>Aye</u>

#### **EVENT ATTENDANCE APPROVAL:**

##### **RESOLUTION**

**WHEREAS** there is to be held during the coming official year:

a) The New York State Conference of Mayors Annual Meeting and training School; b) The New York State Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks; c) The New York State Conference of Mayors Public Works School; d) The New York State Government Financial Officers Association; e) Municipal Electric Utilities Association of New York State; f) and other Governmental Association Meetings; and

**WHEREAS** the board wishes to have preapproved authorization providing for employees to attend these events for the benefit of village government.

##### **NOW THEREFORE BE IT RESOLVED:**

That this resolution is effective immediately.

Motion made by Trustee Cole; seconded by Trustee Roeske to accept the Event Attendance Resolution above.

The foregoing motion was adopted by the Board of Trustees of the Village of Wellsville by roll call:

Trustee Cole	<u>Aye</u>
Trustee Roeske	<u>Aye</u>
Trustee Fahs	(not present)
Trustee Monroe	<u>Aye</u>

#### **DESIGNATING THE VILLAGE'S OFFICIAL BANKS:**

##### **RESOLUTION**

**WHEREAS** the board of trustees has determined the Village will designate Steuben Trust Company, First Citizens Community and NY Class as banks that may receive deposits per the Village

Investment Policy.

**NOW THEREFORE BE IT RESOLVED** that this resolution is effective immediately.

Motion made by Trustee Cole; seconded by Trustee Monroe to accept the Village Banking Resolution above.

The foregoing motion was adopted by the Board of Trustees of the Village of Wellsville by roll call:

Trustee Cole	Aye
Trustee Roeske	Aye
Trustee Fahs	(not present)
Trustee Monroe	Aye

#### **DISTRIBUTING THE LOCAL CODE OF ETHICS:**

New York State requires that the adopted local Code of Ethics is distributed to each officer and employee of the village annually and that a copy of General Municipal Law 800-809 is posted in each public building. The distribution of the Code of Ethics will be distributed and tracked by signature. Mayor Shayler is announcing to the Board of Trustee to review their Code of Ethics Policy and initial and return to Earl Johnson, Treasurer.

#### **ADJOURNMENT**

On a motion made by Trustee Cole and seconded by Trustee Monroe, the Annual Organizational Meeting was adjourned at 6:20 p.m. The regular board meeting resumed.

Mayor Shayler addressed Code Enforcement Officer Jo Fenske's recent email sent to the board regarding a request for an airbnb in a home on North Main Street. Airbnb is for marketing purposes; it is essentially a plain bed and breakfast. Their idea is to rent a whole apartment by the day or week or whatever. Jo will be meeting with the owner in the near future for further discussion, as well as looking into what the zones are.

Another heads up topic from Code Enforcement, Jo has been contacted by a potential home buyer who wishes to breed four dogs multiple times a year. No further contact has occurred, by the seller or the buyer.

On a motion made by Trustee Monroe and seconded by Trustee Cole, the meeting adjourned at 6:31 pm. Carried.

Respectfully submitted,

Wendy Seely  
Village Clerk

Per NYS Amendment to the State's Open Meeting Law, public records already available under FOIL, in addition to any resolution, law, rule, regulation, policy or any amendment, that is scheduled to be the topic of discussion at an open meeting, are available upon request to the extent practicable as determined by the Village of Wellsville. The Village of Wellsville will post board meeting agenda and minutes on its web site at [www.wellsvilleny.com](http://www.wellsvilleny.com).