

July 13, 2022

Present: Mayor Fred Mink
Trustee Roger Lonneville
Trustee Sharon Trimm
Amy Alexander, Recording Clerk

Mayor Mink opened the Village Board Meeting at 3:00 P.M.

The Pledge of Allegiance was recited.

The minutes of the previous meeting were prepared beforehand by the Village Clerk-Treasurer and on motion by Trustee Lonneville, seconded by Trustee Trimm, voted and carried unanimously to accept as prepared and placed on file. Motion was made by Trustee Lonneville, seconded by Trustee Trimm, voted and carried unanimously to accept the June 2022 Trial Balance (Edmunds), Bank Statement, (CNB) Revenue/Expenditure Analysis (Edmunds).

Motion was made by Trustee Lonneville seconded by Trustee Trimm, voted and carried unanimously to accept department reports.

Motion was made by Trustee Lonneville, seconded by Trustee Trimm, voted and carried unanimously to audit and approve the following bills for payment and all budget transfers:

07/13/2022	Abstract #2	\$ 118,631.91 (Check #10998 - 11049)
	General	\$ 108,200.13
	Water	\$ 7,851.78
	Sewer	\$ 2,580.00

BOARD:

The Board reviewed the upcoming newsletter and approved it to be sent out with the August water and sewer bills. The Board has scheduled a July 19, 2022 at 1:00 P.M. meeting with Attorney Art Williams and Chuck Bastian from Bernard Donegan regarding the village’s park improvement project.

Mayor Mink updated that Board that Ryan talked with Neil Shaner regarding the work to be done on his property and he is happy to try the new solution of using a trench drain with the agreement that if it does not work the Village will complete the original plan.

There was no further business to come before the board, so the meeting was adjourned by motion of Trustee Lonneville, seconded by Trustee Trimm , and carried unanimously at 4:25 P.M.

Amy Alexander
Village Clerk-Treasurer

The **Annual Organizational Meeting** of the Village of Shortsville was held in the Village Hall, 6 East Main St, Shortsville, NY.

Present: Mayor Fred Mink
Trustee Roger Lonneville
Trustee Sharon Trimm
Amy Alexander, Recording Clerk

Mayor Mink called the Annual Organizational Meeting of the Village of Shortsville, to order at **3:00 PM**. Mayor Mink appointed the following people to the various positions, the Board of Trustees gave authorization and approval of the mayor's appointments.

The Village Board selected **The Finger Lakes Times**, and as the official Legal Newspapers, to use one of the above as needed (1 yr.).

The regular Board meetings of the Village Board will be held on the **2nd Wednesday** of the month, unless there happens to be a meeting, such as a Public Hearing, Organizational Meeting and Special Meetings, etc. The news media will be notified in advance, if the regular board meeting is changed. All regular board meetings will be held in the Shortsville Village Conference Room at **3:00 PM**. The Village Clerk will prepare the minutes of the last meeting beforehand and then they will be placed on file (1 yr.).

WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, and

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees,

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees.

Section 2. That this resolution shall take effect immediately.

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

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees shall approve reimbursement to such officers and employees at the same County Rate **(.58.5/mile 1/1/22-6/30/22, .62.5/mile 7/1/22-12-31-22)**.

Section 2. That this resolution shall take effect immediately.

WHEREAS the board of trustees has determined that Village Law s4-412(3)(2) requires the designation of banks or trusts companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees does hereby designate the following institutions as depositories of all moneys received by the village clerk, treasurer and receiver of taxes.

Names of Institutions: The Canandaigua National Bank & Trust Co., Manchester/Shortsville, NY.

Section 2. That this resolution shall take effect immediately.

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 following county association meetings; d) etc., and

WHEREAS it is determined by the board of trustees that attendance by certain municipal officials and employees at one or more of these meeting, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the following schools:

Section 2. That this resolution shall take effect immediately.

The Board of Trustees of the Village of Shortsville will act as the local Board of Health. Mayor Mink appointed Trustee Lonneville as President and appointed Village Clerk-Treasurer Amy Alexander as Secretary (1 yr.).

The Board of Trustees of the Village of Shortsville, no longer act as Assessors for the Village, as they are no longer an Assessing Unit by Local Law No. 2-1984. The Town of Manchester's village portion of the roll is used for the Village's Taxes. The taxable status of the Village is now March 1st.

Motion was made by Mayor Mink, seconded by Trustee Trimm, voted and carried to authorize and approve the Village Clerk-Treasurer and the Deputy Village Clerk-Treasurer, as Custodians to operate and sustain a Petty Cash Working Fund in the amount of \$60.00 General Petty Cash and \$40.00 Water/Sewer Petty Cash (1yr.).

The following positions will be held as follows:

- Mayor Fred Mink----- (term 4 yrs.) expires 3/31/24- elected
- Trustee Roger Lonneville ----- (term 4 yrs.) expires 3/31/24-elected
- Trustee Sharon Trimm ----- (term 4 yrs.) expires 3/31/26-elected
- Deputy Mayor Roger Lonneville --- (term 4 yrs.) expires 3/31/24 - appointed
- Village Clerk-Treasurer Amy Alexander -- (term 4 yrs.) expires 3/31/24-appointed
- Deputy Village Clerk-Treasurer Sandra Liberty ---- (term 4 yrs.) 3/31/24-appt.
- Registrar of Vital Statistics – Amy Alexander----- (expires 12/31/22)
- Deputy Registrar of Vital Statistics – Sandra J. Liberty ----- (expires 12/31/22)

The following positions will remain vacant for the fiscal year 2022-23

- Dog Control Officer – vacant
- Deputy Dog Control Officer - vacant
- 2 DPW Laborer
- 1 DPW MEO
- 1 Building Inspector (PT)

The Board of Trustees authorized Mayor Mink appointing the following positions:

- Village Attorney – Art Williams – (1yr) (fee basis paid)
- Village Historian – Sharon Trimm

The Building Inspector (P.T.) position is left vacant, as of April 4, 1988, by motion of Mayor Mink, seconded by Trustee Trimm, voted and unanimously carried, that Mayor Mink will not appoint anyone to the Building Inspector position at this time. The Board of Trustees decided they would leave the position vacant and try to co-ordinate the duties of the Town of Manchester Code Enforcement Officer, Steve DeHond, Building Inspector III, with the Village Office Clerks.

The decision was made due to the Intermunicipal Agreement made between the Town of Manchester, Village of Clifton Springs, and Village of Shortsville, on February 9, 1988, for two (2) years, expiring on 12/31/89. The Village Clerk's Office will co-ordinate between

the Town of Manchester Building Inspector III/Code Enforcement Officer, and information and obtaining permits and applications will be done at the Village of Shortsville Office for the village business. The new agreement runs for four (4) years, **Expires July 1, 2024**. The salary for the Code Enforcement Officer shall be set to run at a set figure from July 1 through June 30 of each year.

On Appointment by the Mayor, voted and carried unanimously;
Each member will carry a 5 year term.

Membership Roll of the ZBA Board for the Village of Shortsville:

1. Dennis Porter- Chairperson
2. Brad Hixson
3. Louise Turner
4. Dorothy Clark
5. Don Miller- Alternate

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS: (Adopted 2/13/07)

1. All members of the Village of Shortsville ZBA shall obtain a minimum of four (4) hours of training offered by the Village of Shortsville, a regional or county planning office or commission, a State agency such as the Department of State or a state association, including the New York Planning Federation.
2. Training program shall be approved by the Village prior to enrollment.
3. The cost associated with said training shall be bore by the Village of Shortsville.
4. Members of the Village of Shortsville ZBA shall annually present to the village proof of fulfillment of the annual training requirements.
5. The ZBA members shall be paid at a rate of one meeting per hour of training.

Motion was made by Mayor Mink, seconded by Trustee Trimm to keep the established village policy (2/9/93-Resolution) stating that the village workdays are as follows:

6 hr. day is for part-time employees (bi-wkly, monthly)(temporary, permanent or seasonal)

8 hr. day is for full-time employees (bi-wkly, monthly) (temporary, permanent or seasonal)

Motion was made by Mayor Mink, seconded by Trustee Trimm, voted and carried to adopt by resolution to re-establish the procurement policy. The procedure for purchasing goods and services, which do not exceed the bid limits of **\$20,000** for purchase contracts and **\$35,000** for public works, contracts. (see attached).

Resolution put to vote:

Ayes	3	___	Dated:
Nayes	0	___	07/13/22

Motion was made by Trustee Lonneville seconded by Trustee Trimm to adopt the Employees Handbook.