

December 15, 2009

Board of Trustees

Proceedings by Authority

State of New York
Village of Celoron
Community Center

ss:

A regular meeting of the Board of Trustees of the Village of Celoron, New York was held on Tuesday, December 15, 2009 at 7:07 P.M.

Members Present: Mayor Keeney, Trustees Mattison, Young and Schrecengost

Members Absent: Trustee Kogut

Others Present: Village Clerk-Treasurer Shirley A. Sanfilippo, MMC, Village Attorney Andrew W. Goodell, Highway Superintendent Terry Schrecengost, Robert Rizzuto of The Post-Journal and 5 members of the public.

Mayor Keeney called the meeting to order, asked the Clerk to call the roll and led the Pledge of Allegiance.

MAYOR'S COMMENTS:

Mayor Keeney thanked those present for their attendance and participation in tonight's meeting. He thanked anyone present who had participated in the four recent Village events – the Lighting of the Village ceremony, the parade held in Jamestown in which the Village entered a float, the Children's Christmas Party and/or the Holiday Dinner for the seniors.

OPPORTUNITY FOR PUBLIC COMMENT:

None

MAYORAL APPOINTMENT:

Mayor Keeney read the resignation of Robert F. Darling, Jr. The resignation, effective January 1, 2010 was accepted with deep regret. Mayor Keeney thanked Mr. Darling for his years of service to the Village of Celoron stating that his leadership and guidance to the community was a great asset.

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 appoint:

David Holmstrom
11 Melvin Avenue, P.O. Box 422
Celoron, New York 14720

as Chairman 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 April 7, 2014.

December 15, 2009

Dated: December 15, 2009

John M. Keeney
Mayor of the Village of Celoron, New York

APPROVAL OF MINUTES:

Trustee Schrecengost motioned, seconded by Trustee Young to approve the minutes of the Public Hearing and Regular Meeting of November 9, 2009.

Carried: 4 ayes

APPROVAL OF AUDITED BILLS:

Trustee Mattison moved, seconded by Trustee Young to approve payment of all audited bills.

Carried: 4 ayes

COMMITTEE REPORTS

PUBLIC SAFETY – In the absence of Trustee Kogut, Mayor Keeney gave a report from the Code Enforcement Officer.

ANIMAL CONTROL – Trustee Schrecengost advised that there were still 18 to 20 unlicensed dogs in the Village. Notices had been sent. The next step will be the issuance of a summons to the owners.

PARKS & RECREATION – Trustee Young – none

HIGHWAY AND EQUIPMENT – Trustee Mattison reported that the new jackets for the highway department had been purchased. Highway Superintendent Schrecengost showed one to the Board and stated that there were trees which needed to be removed on Livingston Avenue and Chadakoin Street. The estimated cost was \$1,600.00.

ZONING & PLANNING – Trustee Schrecengost – none

SANITATION – Trustee Mattison reviewed the results of the bids received for garbage collection. A discussion was held on the feasibility of contracting out for garbage collection as opposed to purchasing a new garbage truck. Highway Superintendent Schrecengost advised of the availability of a used truck.

Trustee Mattison moved, seconded by Trustee Schrecengost to seek bids for the purchase of a used garbage truck.

Carried: 4 ayes

BUSINESS – Clerk-Treasurer Sanfilippo apprised the Board of the problems being encountered with the current accounting system. She has looked at several accounting programs which ranged in estimated cost from \$700.00 up to \$11,900.00. She recommended the purchase of Quick Books and contracting out with Chautauqua Business Services to set-up the accounting system.

December 15, 2009

Trustee Schrecengost moved, seconded by Trustee Young to purchase Quick Books and contract with Chautauqua Business Services to set up a computerized accounting system, in an amount not to exceed \$700.00.

Carried: 4 ayes

CORRESPONDENCE – Mayor Keeney/Clerk Sanfilippo reviewed the following correspondence:

1. Notification from Time Warner Cable of possible network changes and the movement of networks from standard to digital channels.
2. Letter from Robert J. Freeman to Mr. Warren Gertsch.
3. Letter from Donna Vanstrom, Executive Director of Family Service of the Chautauqua Region, Inc. thanking the Village for use of the Community Center.
4. Notice from the Chautauqua County Department of Public Facilities Division of Solid Waste advising that effective January 2, 2010 the landfill will no longer accept electronics for landfill disposal.
5. NYCOM News – mandate relief, election workshop.
6. Thank you from the Walters family for use of the Community Center.
7. Thank you for the Christmas Parties from Sue Schrecengost and family.

FINANCE – Entire Board/Clerk

The Clerk asked for approval of Abstract #12 in the amount of \$16,033.53, Check #8814 to 8827, dated November 16-30, 2009; Abstract #13 in the amount of \$13,212.84, Check #8828-8856, dated December 1-15, 2009.

Motion to approve by Trustee Mattison, seconded by Trustee Young.

Carried: 4 ayes

Mayor Keeney asked all committee heads to begin talks with their people regarding next year's budget. He would like to have input on the budgetary needs for next year in January so that a draft budget could be put together in February. He suggested that the goal sheets be used as a guide.

AUDIT – Trustee Mattison advised that new procedures have been implemented for auditing of bills:

- ✓ Clerk/Treasurer completes abstract and prints checks
- ✓ Mayor compares amount of bill and check amount
- ✓ Trustee Mattison reviews bills and checks prior to approval of audit

INSURANCE – Trustee Young – none

BUILDING – Trustee Young stated that the Village has received all the completed paperwork from the Department of State for a \$20,000 grant from Senator Young. Mayor Keeney described the proposed changes to the Community Center and the Village Hall.

SPECIAL EVENTS – Trustee Schrecengost said that a meeting had been held on December 1, 2009 with Kathi Daniels regarding a Rib-Fest in 2010. It is the intent of the Village to have a formal agreement.

OLD BUSINESS:

None

NEW BUSINESS:

Vehicle Maintenance & Repairs

Mayor Keeney distributed a list of vehicles that the Village may have. He also has developed log sheets that will be used to document vehicle maintenance. These will be used to develop a replacement program for vehicles.

Thomas Goodwill book on Celoron

Mayor Keeney advised that Tom Goodwill has published a book on Celoron Park which is great. There are copies available in the Village Hall that can be borrowed. It also can be purchased on the internet.

Newsletter and Sanitation Schedule

A newsletter will be coming out in January with a new sanitation schedule.

RESOLUTIONS

Resolution #33 – 2009-10

RESOLVED, That the attached Memorandum of Understanding for fire protection services with Celoron Hose Company No. 1, Inc. in the amount of \$25,492.35 for the fiscal year 2009-2010 be and hereby is approved.

Trustee Schrecengost moved, seconded by Trustee Mattison to approve the resolution.

Carried: 4 ayes

Resolution #34 – 2009-10

RESOLVED, That the Mayor be and he hereby is authorized to execute an agreement with Univera Healthcare to provide health insurance per the attached Monthly Rate Quotation Consolidated.

Trustee Schrecengost moved, seconded by Trustee Young to approve the resolution.

Carried: 4 ayes

Resolution #35 – 2009-10

RESOLVED, That the Mayor be and he hereby is authorized to enter into an agreement with Homes by Malta, Inc. to construct, remodel and create additional storage area for village records in the Community Center and the Village Hall in an amount not to exceed \$20,000.00. This being the only proposal received.

Trustee Mattison moved, seconded by Trustee Schrecengost to approve the resolution.

Carried: 4 ayes

December 15, 2009

Resolution #36 – 2009-10

RESOLVED, That the following Workplace Violence Prevention Policy Statement for the Village of Celoron be and hereby is adopted:

**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 statement 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 Guidelines. 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 behaviors, including threats they have witnessed, received or have been told that another person has witnessed or received.

DESIGNATED CONTACT PERSON:

John M. Keeney, Mayor
Celoron Village Hall
21 Boulevard Avenue
P. O. Box 577
Celoron, NY 14720-0577
(716) 487-4175

Posted: December 16, 2009

Trustee Mattison moved, seconded by Trustee Young to approve the resolution.

Carried: 4 ayes

OPPORTUNITY FOR PUBLIC COMMENT:

None

MAYOR'S COMMENTS:

Mayor Keeney gave a special thank you to Norm Mattison for lighting the Village properties. Those in attendance applauded his efforts to improve the Village. He commended The Resource Center for opening their arms to the Village residents by co-sponsoring the Children's Christmas Party for 102 children. There were approximately 250 people who attended the party. He thanked the Clerk's Office staff, his wife and Trustee Young for all the work they did on the senior dinner. He reminded everyone that he has Mayor's hours in Village Hall from 7:00 pm to 9:00 pm on the Mondays when there is not a Board Meeting. He encouraged the residents to come in or call the Trustees with any questions or comments.

Trustee Young encouraged those who were interested in volunteering and helping with various committees to call and let them know.

Mayor Keeney reminded everyone of the Village Lighting Contest that was going on. On Thursday night the winners will be announced at 6:00 pm in the Community Center. He encouraged people to drive around and view the lighting displays.

Highway Superintendent Schrecengost thanked the Clerk's Office and Mrs. Keeney for the luncheon that was given for the highway employees.

Trustee Mattison motioned to adjourn the meeting. Trustee Young seconded the motion.

Carried: 4 ayes

The meeting was adjourned at 7:55 p.m.

Shirley A. Sanfilippo, MMC
Village Clerk-Treasurer