

Minutes

Board of Trustees

Village of Monticello

April 2<sup>nd</sup>, 2013

7:00pm

**Call Meeting to Order**

The meeting was called to order at 7:08pm by Mayor Jenkins.

**Pledge to the Flag**

**Roll Call**

Mayor Jenkins-Present      Carmen Rue-Present      T.C. Hutchins-Present  
Larissa Bennett-Present      James Matthews-Present

Also Present: Dennis Lynch-Village Attorney

**Motion to Accept the Agenda**

A motion was made by Trustee Rue and second by Trustee Bennett to amend the agenda with the following add-ons:

1. Resolution requesting documentation from Village Employees by Trustees
2. Resolution authorizing signatures on Purchase Orders

Upon the call of the roll, all were in favor.

**Approval of Minutes from the March 19<sup>th</sup>, 2013, & March 21<sup>st</sup>, 2013 meetings**

A motion was made by Trustee Rue and second by Trustee Bennett. Upon the call of the roll, all were in favor.

**Manager's Report**

-Manager's Appointments

**1 Year Term**

Deputy Clerk, Village Engineer, Village Grant Writer, Official Newspaper, Police Surgeons, Health Officer, Police Chaplains, Official Banks, Deputy Treasurer, Acting Village Justice, Village Auditors

**5 Year Terms**

ZBA Members

Tabled by Mayor Jenkins

**Resolution Adopting the Budget Transfers, Fiscal Year Ending July 2013**

A motion was made by Trustee Hutchins and there was no second. Motion was dead on the floor.

**Resolution setting the date, time and place of the regular Village Board Meetings for the 1 & 3 Tuesday of each month at 7pm**

A motion was made by Trustee Rue and second by Trustee Matthews. Upon the call of the roll, all were in favor.

**Resolution regarding the Procurement of all goods and services by the Departments of the Village of Monticello**

A motion was made by Trustee Rue and second by Trustee Bennett. Upon the call of the roll, all were in favor.

**Resolution authorizing the Village Manager to allow employees to attend Seminars and Conferences which will benefit or further the interest of the Village not to exceed \$1,500.00**

A motion was made by Trustee Rue with a comment to Table and second by Trustee Hutchins. Upon the call of the roll, all were in favor.

**Resolution authorizing payment in advance of audit claims for Public Utility Services not to exceed \$20,000.00**

A motion was made by Trustee Rue and second by Trustee Bennett. Upon the call of the roll, all were in favor.

**Resolution directing the Annual Audit of the Village Justice Court Records by the Village Independent Auditors by a bid process**

A motion was made by Trustee Rue and second by Trustee Bennett. Upon the call of the roll, all were in favor.

**Resolution adopting Investment Policy for the Village of Monticello**

A motion was made by Trustee Rue and second by Trustee Bennett. Upon the call of the roll, all were in favor.

**Resolution designating the TD North Bank as the depository for the Justice Court and authorizing the Village Justice and acting Village Justice to have sole authorization of the accounts therein**

A motion was made by Trustee Matthews and second by Trustee Bennett. Upon the call of the roll, all were in favor.

**Resolution designating the TD North Bank, Chase Bank, Key Bank, Community Bank of Sullivan County, Bank of America, and First National Bank of Jeffersonville as the depository for the Village and authorizing the Mayor, Deputy Mayor, Treasurer and Deputy Village Treasurer have sole authorization of the accounts therein**

A motion was made by Trustee Rue and second by Trustee Matthews. Upon the call of the roll, all were in favor.

**Resolution authorizing the Water & Sewer Department the approval to go out to bid for various items for the 2013/2014 fiscal year-bid opening date Thursday, May 9<sup>th</sup>, 2013 at 2:00pm**

A motion was made by Trustee Bennett and second by Trustee Matthews. Upon the call of the roll, all were in favor.

**Resolution authorizing the Highway Department the approval to go out to bid for various items for the 2013/2014 fiscal year- bid opening date Thursday, May 9<sup>th</sup>, 2013 at 2:00pm**

A motion was made by Trustee Bennett and second by Trustee Rue. Upon the call of the roll, all were in favor.

**Resolution authorizing the Village Mayor to appoint Planning Board Members with Board Approval for a five (5) year term**

Tabled by Mayor

**Resolution authorizing the Village Board to appoint Design Review Board for a three (3) year term**

A motion was made by Trustee Rue and second by Trustee Hutchins to appoint Mayor Jenkins, the Village Clerk and Code Enforcement Officer as the Design Review Board Members. Upon the call of the roll, all were in favor.

**Resolution authorizing the Village of Monticello to enter into the Inter-Municipal Agreement as amended with the County for the Tax Foreclosure Process under the terms as stated and authorizing the Mayor and Village Attorney to sign said agreement**

A motion was made by Trustee Rue and second by Trustee Hutchins with recommendations from the Village Attorney. Upon the call of the roll, all were in favor.

**Resolution setting a Public Hearing date for Local Law #5 of 2013-Establishing the Policy and Procedures for the Sale of Parcels of Real Property Acquired by the County for Delinquent Real Property Taxes in Accordance with the NYS Real Property Tax Law Article 11**

A motion was made by Trustee Rue and second by Trustee Bennett to set the Public Hearing date for Tuesday, April 16, 2013 at 7:00pm. Upon the call of the roll, all were in favor.

**Resolution Authorizing Signatures on Purchase Orders**

A motion was made by Trustee Rue and second by Trustee Bennett. Upon the call of the roll, all were in favor.

**Resolution Authorizing Documentation Requested by Board Members**

Trustee Rue asked that the whole resolution be read:

WHEREAS, the Village Board of the Village of Monticello, New York ("Board") in the course of its municipal business requests information from employees; and

WHEREAS, the Board pursuing best practices as well as complying with all provisions of law has determined to authorize action concerning such documents as set forth below; and

WHEREAS, after reviewing the needs of the Village and determining that it is prudent and proper to do so, the Village makes this Resolution regarding its action in furtherance of the public interest in doing so.

NOW THEREFORE, it is resolved by the Village Board as follows:

1. All "WHEREAS" paragraphs are incorporated herein by reference as though set forth in full herein.
2. The Board hereby authorizes any and all information requested by a Trustee be given to all Board Members of the Village as set forth in the Village records regarding this matter.
3. This Resolution shall take place effective immediately.

Per Trustee Rue, so the resolution is that if any one requests something that everybody gets a copy.

A motion was made by Trustee Rue and second by Trustee Bennett. Upon the call of the roll, all were in favor.

**Special Meeting**

A motion was made by Trustee Hutchins and second by Trustee Rue to set a Special Meeting for Friday, April 5, 2013 at 12 noon for Village Manager interviews. Upon the call of the roll, all were in favor.

**Executive Session-**

A motion was made by Trustee Rue and second by Trustee Hutchins to go into an Executive Session at 7:36pm to discuss the following issues:

*Legal Update*

*Personnel*

Upon the call of the roll, all were in favor.

A motion was made by Trustee Rue and second by Trustee Hutchins to come out of Executive Session at 8:29pm. Upon the call of the roll, all were in favor.

A motion was made by Trustee Hutchins and second by Trustee Bennett directing Special Counsel and the Building Inspector to prepare a Local Law regarding Assisted Living in the B-2 District. That would be prepared and sent to your Village Planning Board pursuant to Section 280-54 and to the County Planning Board for review and to hold a Public Hearing on Tuesday, April 16, 2013 at 7:00pm. Upon the call of the roll, all were in favor.

A motion was made by Trustee Rue and second by Trustee Hutchins pursuant to the matter discussed in Executive Session that Special Council shall prepare appropriate papers with regards to Employee X to request a Civil Service Hearing pursuant to section 72-Civil Service Law in regards to the issue of Competency and that would take place forthwith. Upon the call of the roll, all were in favor.

A motion was made by Trustee Rue and second by Trustee Bennett to allow a particular family to use the Neighborhood Facility Building due to the extenuating circumstances and waive all fee requirements. Upon the call of the roll, all were in favor.

A motion was by Trustee Hutchins and second by Trustee Rue to allow Employee X to be promoted from the Water Treatment Plant Trainee position to the Water Treatment Plant Operator position pursuant to the Union Contract. Upon the call of the roll, all were in favor.

**Adjournment**

A motion was made by Trustee Rue and second by Trustee Bennett to close the meeting at 8:35pm. Upon the call of the roll, all were in favor.

Submitted by:



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Janine Gandy, Village Clerk