

At a regular meeting of the Board of Trustees of the Village of Morrisville held the 9th day of July, 2015, at the Town of Eaton Building, Morrisville, there were:

Present:	Mark Shepard	Mayor
	Margaret Brody	Trustee
	Emily Marshall	Trustee
	Kathleen Roher	Trustee
	Allen Noel	Trustee
	James Stokes	Attorney
	James Cunningham	Waste Water Operator
	Amy Will	Clerk-Treasurer

Others: Charlie Bostic, resident; Eric Faisst, resident and chairman of the Comprehensive Master Plan Committee; Julianna Howard, former resident; Colin and Shawna Valenta, local business owners; and Janet Oley, Deputy Clerk.

Mayor Shepard opened the meeting with the Pledge of Allegiance at 7:00 p.m.

Minutes of the 6/4/15 meeting were reviewed. Trustee Brody made a motion to approve the minutes as written, seconded by Trustee Roher, all ayes. Motion carried.

Mayor Shepard opened the floor to Eric Faisst, President of the Madison County Rural Health Council. This is a network of healthcare providers in Madison County. At a recent meeting Julie Dale, director of Community Action Program and also a member of the council, noted that she was contacted by Trustee Marshall regarding the recent closure of the Big M. The council was very concerned about the loss of the supermarket which has created a “food desert”. Mr. Faisst indicated that healthy weight and healthy nutrition is a key issue for the council. He continued that they are interested in collaborating with the village to bring in a supermarket that offers local, healthy foods to the area. There is a grant out which is focused on local food planning for food hubs; Mr. Faisst thought this might be a good first step. The grant is due in September. Trustee Marshall noted that Morrisville State College has expressed interest in purchasing the Big M property. Mr. Faisst suggested that we bring several partners together in this endeavor, which could include Morrisville State College. Mayor Shepard noted that he and Supervisor Moses intend on meeting with President Rogers of Morrisville State College and will speak on this matter. Mr. Faisst will forward information to the village regarding the grant.

Code Enforcement Report: Mr. Sutton submitted a written report.

DPW Report: Trustee Roher noted that the DPW will begin erecting parking signs soon.

Wastewater Report: Mr. Cunningham indicated the plant is operating well. However, with all the rain we’ve had this summer there continues to be high flow issues. He noted that illegal connections to the system are likely the cause of these spikes.

Mr. Cunningham hasn’t received any further information from Morrisville State College regarding the brewery project at the Copper Turret. The village needs sufficient time to develop a permit for this. He noted that they are going to use a significant amount of capacity at the plant. Mrs. Will to contact Jennie Bowden of Morrisville Auxiliary Corporation for a project update.

Mr. Cunningham requested the board considering modifying the procurement policy to allow purchases over \$1,000 to require board approval (rather than purchases over \$300). Mrs. Will agreed and suggested that the board consider increasing the limit and conduct an overall review of the policy. After discussion the board agreed to increase the limit and update the purchasing policy for review at the August or September meeting.

Trustee Brody made a motion to modify the procurement policy so that all purchases over \$1,500.00 require prior approval of the Board of Trustees, seconded by Trustee Marshall, all ayes. Motion carried. Mrs. Will to draft revised procurement policy for board review.

Historic Preservation Commission: Trustee Marshall attended a meeting of the commission this week. They are having issues with residents not obtaining permits when doing things to their property. Specifically, someone painted their house and didn't obtain a permit to do so. Mayor Shepard noted that the minutes from a prior meeting of the Historic Preservation Commission indicate they are proceeding with adding the Engine House to the state and national historic registers. He said that before these applications are submitted the matter should come before the Board of Trustees and Attorney Stokes for review. Trustee Marshall added that the commission needs to prepare a plan for what they are going to do with that building. Trustee Marshall also questioned whether members of that board are to be village residents. Attorney Stokes reviewed the code and indicated that it refers to "community", so members don't necessarily need to be a village resident.

Youth Commission Report: Three summer trips have been scheduled. Trustee Noel made a motion approving the summer trips with authorization for the Village Treasurer to issue payment as follows: \$1,560.00 to Highland Forest; Rosemond Gifford Zoo an amount not to exceed \$200.00; Enchanted Forest Water Safari an amount not to exceed \$1,300.00, seconded by Trustee Roher, all ayes. Motion carried.

Law Enforcement Report: Trustee Brody indicated that she will meet with Undersheriff Ball in the next few weeks to schedule coverage for the Morrisville patrol. She noted that the contract with the Sheriff's Department expires in November so we should begin reviewing that soon.

Mayor Shepard said there have been three issues with theft within the village. He will include a notice in the newsletter to remind residents to lock their homes and vehicles.

Crossing Guard Report: Mayor Shepard noted that we don't have a crossing guard for fall. Trustee Roher hasn't had further discussions with the school district regarding use of school aides for this position. She will speak to Deb Everson, Assistant Superintendent, regarding this matter.

Public Comment: Mr. Bostic commented regarding the minutes of a recent meeting. He noted cultural and historic heritage as an additional component of historic preservation. He believes it is important to understand what the current proactive mission of the Historic Preservation Commission is, as opposed to the traditional one we have been using.

Trustee Report: Trustee Noel discussed the Request for Proposal (RFP) for engineering services that he prepared. He provided an overview of the project being proposed. There are basically three issues. The first is 1,800 feet of four inch pipe needs replacing. The biggest issue is age and that it won't run the fire hydrants and poses a safety hazard. Eaton Street is the main one because the elementary school is there. Also on Reservoir Road there is 8 inch cast iron pipe with multiple breaks that should be replaced. The third issue is our two water wells are fairly shallow at 30 feet and are co-located. Trustee Noel suggested that we really need to have an alternate site for an additional well so that if anything happens to our water supply we're not bearing the cost of trucking water into the village.

Trustee Noel said there is approximately \$1 million in work to do, possibly starting in 2016-2017 and to be completed over a period of five years. He would like to proceed with issuing the RFP to secure an engineering firm. Additionally, Eaton Street is scheduled to be repaved by Madison County Highway, so he would like to replace that pipe when they repave so we don't have to dig it back up or pay for restoration. Trustee Noel added that he met with Fiscal Advisors and they are of the opinion that we would be eligible for about half of the project in grants (\$500,000). In order to apply for these grants we must have an engineer's technical study. Trustee Noel said that if the proposals come in and it's totally unaffordable, we're not required to execute a

contract. Trustee Noel made a motion authorizing the issuance of a Request for Proposal for engineering services relative to water system upgrades, seconded by Trustee Brody, all ayes. Motion carried.

Trustee Noel voiced his opposition to employees using a time clock. He believes it is degrading to employees and indicated he would like to discontinue using it. He added that if an employee submits a false time card that is grounds for dismissal; we don't need a time clock to know if someone is submitting false documents. Trustee Noel made a motion to eliminate the use of the electronic time clock and modify the pay period at the discretion of the Village Treasurer, seconded by Trustee Roher, all ayes. Motion carried. These changes to be implemented at the convenience of Mrs. Will.

Trustee Marshall indicated that Supervisor Moses said the town needs to renovate their building. She thought this would be a good time for the village and town to get together and think about sharing one building. Mayor Shepard said he has also spoken with Supervisor Moses regarding this. Purchase of the Big M Plaza was considered. The Town may have someone interested in purchasing their building, which would put it back on the tax roll. There is some concern about the cost for purchase and renovations. Supervisor Moses was going to speak with his board regarding this.

Mayor's Report: Mayor Shepard discussed the proposed dumping law. This was originally discussed several months ago, but no action was taken. Trustee Marshall questioned how this will affect the property she owns on Callahan Drive where she allows hard fill to be deposited. She also questioned the permit process. The board reviewed the proposed local law. After further discussion, Trustee Roher made a motion to schedule a public hearing on August 6, 2015 at 7:30 p.m. regarding the proposed local law with respect to land filling activities, seconded by Trustee Marshall, all ayes. Motion carried.

The board reviewed the retainer contract for legal services by Stokes Youngs PLLC. Trustee Roher made a motion to approve the legal services contract with Stokes Youngs PLLC for the period 7/1/15 to 6/30/16, authorizing Mayor Shepard to sign said contract, seconded by Trustee Noel, all ayes. Motion carried.

Mayor Shepard reviewed the list of appointments for the 2015-2016 year. Trustee Roher made a motion to make the appointments as indicated below, seconded by Trustee Noel, all ayes. Motion carried.

2015-2016 Appointment List

Village Clerk-Treasurer	Amy Will
Deputy Village Clerk	Janet Oley
Superintendent of Public Works	Raymond Heh
Code Enforcement Officer	Lloyd Sutton
Village Historian	Susan Greenhagen
Village Attorney	Stokes Youngs PLLC (By Contract)
Official Newspaper	Oneida Daily Dispatch
Official Bank	State Bank of Chittenango
Wastewater Administrator	Jim Cunningham (By Contract)
Budget Officer	Mark Shepard
Deputy Mayor	Margaret Brody
Code Enforcement Liaison	Mark Shepard
DPW/Buildings & Grounds Liaison	Kathleen Roher
Wastewater Liaison	Allen Noel
Planning Board & Historical Preservation Liaison	Emily Marshall
Youth Commission Liaison	Margaret Brody
Law Enforcement Liaison	Margaret Brody

Mayor Shepard reviewed the list of appointments for various boards. Trustee Roher made a motion to approve the list of appointments as indicated below, seconded by Trustee Noel, all ayes. Motion carried.

Planning Board

Ronald Bush Five Year Term

Zoning Board of Appeals

Judy Parker Five Year Term

Historic Preservation Commission

Charles Bostic Five Year Term

Carolyn Gerakopoulos Four Year Term

Trustee Noel made a motion to adopt Resolution Number 15-15, seconded by Trustee Roher, all ayes. Motion carried.

**RESOLUTION NO. 15-15
OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF MORRISVILLE**

**A RESOLUTION ESTABLISHING MEETING DATES,
ADOPTION THE OPEN MEETINGS LAW AND DESIGNATING THE OFFICIAL NEWSPAPER
OF THE VILLAGE OF MORRISVILLE**

NOW THEREFORE BE IT RESOLVED:

1. Regular Meetings: Pursuant to Section 4-412 of the Village Law, regular meetings of the Board of Trustees are to be held on the 1st Thursday of each month commencing at 7:00 p.m. The meetings shall take place at the Town of Eaton Municipal Building, 35 Cedar Street, Morrisville, New York.
2. Open Meetings Law: Pursuant to the Public Officers Law, the Board of Trustees hereby adopts the requirements of the open meeting law and hereby adopts the notice requirements of the Public Officers Law as the official procedure of the Board of Trustees.
3. That the Board of Trustees of the Village of Morrisville designates Oneida Daily Dispatch as the official newspaper for the Village of Morrisville.

Trustee Roher made a motion to adopt Resolution Number 15-16, seconded by Trustee Noel, all ayes. Motion carried.

**RESOLUTION NO. 15-16
OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF MORRISVILLE**

**A RESOLUTION DESIGNATING STATE BANK OF CHITTENANGO
AS DEPOSITORY OF ALL VILLAGE MONEYS**

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

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees designates State Bank of Chittenango as depository of all moneys received by the village treasurer, clerk and receiver of taxes.

Section 2. That this resolution is effective immediately.

Trustee Roher made a motion to adopt Resolution Number 15-17, seconded by Trustee Noel, all ayes. Motion carried.

**RESOLUTION NO. 15-17
OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF MORRISVILLE**

**A RESOLUTION AUTHORIZING PAYMENT IN
ADVANCE OF AUDIT OF CLAIMS FOR CONTRACTUAL CHARGES FROM
MAC COPY LLC**

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for contractual charges from Mac Copy LLC; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for contractual charges from Mac Copy LLC. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.

Section 2. That this resolution is effective immediately.

Trustee Roher made a motion to adopt Resolution Number 15-18, seconded by Trustee Noel, all ayes. Motion carried.

**RESOLUTION NO. 15-18
OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF MORRISVILLE**

**A RESOLUTION AUTHORIZING PAYMENT IN
ADVANCE OF AUDIT OF CLAIMS FOR PUBLIC UTILITY SERVICES,
POSTAGE, FREIGHT AND EXPRESS CHARGES**

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 must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

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. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.

Section 2. That this resolution is effective immediately.

Trustee Roher made a motion to adopt Resolution Number 15-19, seconded by Trustee Noel, all ayes. Motion carried.

**RESOLUTION NO. 15-19
OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF MORRISVILLE**

**A RESOLUTION AUTHORIZING A MILEAGE ALLOWANCE FOR
VILLAGE OFFICERS AND EMPLOYEES**

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:

Section 1. That the Board of Trustees will approve reimbursement to such officers and employees at the rate of \$0.575 cents per mile.

Section 2. That this resolution is effective immediately.

Trustee Roher made a motion to adopt Resolution Number 15-20, seconded by Trustee Noel, all ayes. Motion carried.

**RESOLUTION NO. 15-20
OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF MORRISVILLE**

**A RESOLUTION ESTABLISHING THE HANDLING AND
COLLECTION OF CHECKS RETURNED FOR NON-SUFFICIENT FUNDS AND
RATIFYING PAST ACTIONS WHICH ARE IN
CONFORMITY WITH THE POLICY ANNOUNCED IN THIS RESOLUTION**

WHEREAS, it is beneficial for the Board of Trustees of the Village of Morrisville to establish a policy for the handling and collection of checks returned for non-sufficient funds; and

WHEREAS, the Board of Trustees of the Village of Morrisville intends by this resolution to adopt a system for the implementation of said handling and collection of checks returned for non-sufficient funds; and

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Trustees of the Village of Morrisville adopts the following policies for the handling and collection of checks returned for non-sufficient funds;

Definition: A check returned for non-sufficient funds is defined as any check, money order, cashiers or traveler's check that is dishonored and returned unpaid to the Village. A check dishonored for "no account" or "closed account" shall also be deemed to have been dishonored for "insufficient funds".

Policy:

1. It shall be the policy of the Village of Morrisville that any check returned unpaid through the Village's bank will be considered a fair and owing debt to the Village.
2. All checks returned for non-sufficient funds will incur a \$20.00 returned check fee. This fee will cover the bank costs and processing fees associated with handling a returned check.
3. The Village reserves the right to contact the customer's financial institution to verify that funds are available before accepting any checks.
4. When a check is returned for non-sufficient funds and such check was issued to avoid termination of water/sewer service pursuant to §176-11(C) of the Code of the Village of Morrisville, the following shall apply:
 - a) Notice will be mailed by first class US Mail and posted upon an exterior door of the property notifying the customer of the returned check and providing two (2) business days from the date of the notice to pay the full returned check amount, plus the returned check fee.
 - b) Payment of the above must be made by cash, certified funds or a bank cashier's check. Personal checks will not be accepted.
 - c) In the event payment in full is not received by the date and time indicated on the aforementioned notice, water/sewer service is subject to immediate disconnection without additional notice with additional costs incurred.
5. Once two returned checks have been received by the Village from the same person or entity, the Village Treasurer has the authority to require all future payments to be made by cash, certified funds or a bank cashier's check.

AND IT IS HEREBY FURTHER RESOLVED that all actions of the Village Treasurer and/or other Village officers and employees taken prior to the date of adoption of this resolution, but which are in conformance with the policies and procedures stated herein, are hereby ratified and approved.

The board was previously provided a copy of the updated Hazard Mitigation Plan. Trustee Noel approved the updated Hazard Mitigation Plan, seconded by Trustee Roher, all ayes. Motion carried.

Trustee Brody provided a summary of the meeting that recently took place between the Board of Trustees and the Master Plan Committee. She said quite a bit was discussed and many misconceptions were taken care of. The board needs to decide if we want the final master plan to be simple or complex. In terms of the number of plans, she suggested two paper copies and an electronic copy. This will keep the cost low. Trustee Brody also advised that the master plan committee intends on holding the business mixer in September.

Mayor Shepard discussed the closure of the Morrisville branch of the KeyBank. They are merging this office with the Cazenovia location. The Morrisville branch will be closed by October 1.

Clerk-Treasurer's Report: The board was provided financial reports detailing income and expenditures to date by fund.

Mrs. Will advised the board that she received a liquor license renewal for The Fort. No comments or concerns were voiced regarding this.

Mrs. Will indicated that data is needed for the iPad. This is necessary in order to use the water mapping software recently purchased. Trustee Brody made a motion authorizing the Village Treasurer to purchase three months of data from Verizon Wireless/Cellular Sales at a cost not to exceed \$50.00, seconded by Trustee Noel, all ayes. Motion carried. Trustee Brody made a motion authorizing the purchase of an iPad case in an amount not to exceed \$75.00, seconded by Trustee Noel, all ayes. Motion carried.

Each member of the board reviewed all vouchers presented. Trustee Roher made a motion to pay audited vouchers as indicated below, seconded by Trustee Brody, all ayes. Motion carried.

General – Vouchers 5-29

Water Fund – Vouchers 1-4

Waste Water Operation & Maintenance Fund – Vouchers 1-7

Youth Commission – Vouchers 1-3

With no further business before the board, Trustee Roher made a motion to adjourn the meeting at 8:59 p.m., seconded by Trustee Noel, all ayes. Meeting adjourned.

Respectfully submitted,

Amy Will
Village Clerk-Treasurer