

At a regular meeting of the Board of Trustees of the Village of Morrisville held the 7th day of June, 2017, at the Village Office, 23 Cedar Street, Morrisville, there were:

Present:	Mark Shepard	Mayor
	Allen Noel	Trustee
	Emily Marshall	Trustee
	Kathleen Roher	Trustee
	Thomas Lane	Trustee
	James Stokes	Attorney
	Amy Will	Clerk-Treasurer

Others: Beverly Sullivan, resident.

Mayor Shepard opened the meeting at 7:01 p.m.

Minutes of the May 4, 2017 meeting were reviewed. Trustee Noel made a motion to adopt the minutes as written, seconded by Trustee Lane, all ayes. Motion carried.

Code Enforcement: Mr. Sutton submitted a written report for review. The board discussed three properties on North Street in various states of disrepair. This matter was tabled until Attorney Stokes arrived.

Wastewater Treatment Plant: Jim Cunningham submitted a five year extension for his contract for professional services relative to operation of the waste water treatment plant. It was noted that Mr. Cunningham requested an increase in his fee of \$2,630. This is the first increase since being hired. Trustee Roher made a motion to accept the contract with New Water Technologies, Inc. for professional services, with authorization for the Mayor to sign said contract, seconded by Trustee Noel, all ayes. Motion carried.

Historical Preservation Commission: Mayor Shepard advised the board that members of the commission recently went through various items which were moved from Madison Hall and are stored in the basement of the Village Office. Some of the items will be taken to the library for display.

Planning Board: Trustee Marshall indicated nothing is going on, but questioned what the Planning Board should be doing about the Master Plan. The Board discussed the master plan and determined that it would be included as an agenda item each month for continued discussion. Further discussion tonight about the involvement of the Planning Board was tabled until Attorney Stokes arrived.

Public Hearing to amend Chapter 176 (Water): Mayor Shepard opened the public hearing at 7:26 p.m. Attorney Stokes indicated that the purpose of this local law is to enable the Board of Trustees to amend water rents by resolution, rather than local law. With no public comment, Mayor Shepard closed the public hearing at 7:29 p.m. Trustee Noel made a motion to adopt Resolution 17-16, seconded by Trustee Roher. Roll call vote as follows: Mayor Shepard, aye; Trustee Noel, aye; Trustee Roher, aye; Trustee Lane, aye; Trustee Marshall, aye. Motion carried.

**RESOLUTION NO. 17-16
OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF MORRISVILLE**

A RESOLUTION ADOPTING A LOCAL LAW
TO AMEND CHAPTER 176 (WATER)
OF THE CODE OF THE VILLAGE OF MORRISVILLE

WHEREAS, upon notice duly published and posted as required, a public hearing on the adoption of a proposed local law No. 4 of the year 2017 of the Village of Morrisville to amend Chapter 176 of the Code of the Village of Morrisville was held by the Board of Trustees on June 7, 2017, and

WHEREAS, the adoption of this local law is not an action that may have an effect on the environment as defined by the implementing regulations of the New York State Environmental Quality Review Act, and is therefore not an action subject to SEQRA.

NOW, THEREFORE, IT IS HEREBY RESOLVED as follows:

After due deliberation, the Board finds it in the best interest of the Village of Morrisville to adopt this local law, and does hereby adopt this local law. The Village Clerk is hereby directed to enter said Local Law in the minutes of this meeting and in the Local Law Book of the Village of Morrisville, and to give due notice of the adoption of said Local Law to the Secretary of State.

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

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

**A RESOLUTION TO AMEND WATER RENTS
FOR THE VILLAGE OF MORRISVILLE**

WHEREAS, pursuant to the provisions of Section 176-18 of the Code of the Village of Morrisville, the Board of Trustees has the authority to act by resolution to amend water rents.

NOW THEREFORE, BE IT HEREBY RESOLVED, by the Board of Trustees of the Village of Morrisville, pursuant to the authority provided in Section 176-18 (D) of the Code of the Village of Morrisville, water rents be and hereby are amended as follows:

1. Effective July 1, 2017 water rents are as follows: All water supplied to users connected to the Village water supply system shall be charged a flat fee of \$40.00 for 0-500 cubic feet of water and \$9.50 for each additional 500 cubic feet or part thereof, for each assessed EDU (Equivalent Dwelling Unit, as defined in Chapter 149, Section 149-4, amended as of November 12, 2009); all water supplied to users outside the Village limits shall be charged a flat fee of \$60.00 for 0-500 cubic feet and \$14.25 for each additional 500 cubic feet or part thereof, for each assessed EDU.

Attorney Report: The board discussed the master plan and amending the zoning code. Attorney Stokes recommended a joint meeting with the Planning Board and Board of Trustees to discuss areas of concern and issues. If Attorney Stokes is provided with ideas and a conception, he will make revisions. The board agreed that they would attempt to schedule a joint meeting within the next 30 days.

There was discussion regarding the houses on North Street in disrepair. In the end, Trustee Marshall indicated she would contact the three property owners to determine what their intentions are and whether they are willing to work with the village.

Trustee Report: Trustee Roher would like to look into enticing businesses to come into the village. She noted that the asking price for the Big M Plaza was recently reduced. She would like to contact Lauren Lines, grant writer, to determine if she could be of assistance. Trustee Noel will forward her contact information.

Mayor's Report: Mayor Shepard discussed the Shared Services Property Tax Savings Plan and the first meeting he attended at Madison County regarding this. One of the proposals being discussed is a county-wide health

insurance pool. The village needs to determine if we wish to opt in. Mark Scimone, County Administrator, has made it clear that opting in at this point does not bind the village to participating in the pool if it is established; they simply need to determine interest so that costs may be established. Trustee Lane made a motion to declare interest by the Village of Morrisville to participate in the proposed county-wide health insurance pool, seconded by Trustee Lane, all ayes with Mayor Shepard abstaining. Motion carried.

Mayor Shepard provided the board with an update regarding the grant received by Madison County to prepare a feasibility study for a shared highway garage. The study is complete and a report prepared. The board was presented with a resolution to acknowledge support of the application. Trustee Noel made a motion to adopt Resolution 17-18, seconded by Trustee Lane, all ayes. Motion carried.

**RESOLUTION NO. 17-18
OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF MORRISVILLE**

**SUPPORTING MADISON COUNTY'S MUNICIPAL CONSOLIDATION AND EFFICIENCY PLAN
AND PARTNER PROJECTS AND PROPOSALS**

WHEREAS, Madison County was awarded grant funds from New York State Department of State for its Intent to Propose submitted under Phase I of the Municipal Consolidation and Efficiency Competition (MCEC); and

WHEREAS, as a Phase I awardee, Madison County received grant funds for the development of a Municipal Consolidation and Efficiency Plan that will compete for up to \$20 million in implementation assistance; and

WHEREAS, the competition challenges local leaders to implement a consolidation of one or more local governments and to invest MCEC funding in new and creative ways to streamline municipal services and operation, and stimulate their local economy; and

WHEREAS, representatives from the County of Madison, Towns of Cazenovia, Smithfield and Eaton, and Villages of Cazenovia and Morrisville met to discuss the proposed MCEP and projects/proposals, which includes the following:

- Consolidate Town of Cazenovia and Village of Cazenovia
- Construct a shared highway garage between the County, Towns of Smithfield and Eaton, and Village of Morrisville

NOW, THEREFORE BE IT RESOLVED that the Village of Morrisville supports Madison County's Municipal Consolidation and Efficiency Plan and the plan to construct a shared highway garage with the County, and Towns of Smithfield and Eaton for submission to the New York State Department of State.

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

The board was provided with a copy of the recent NYMIR underwriting survey and recommendations. Mrs. Will to prepare policies as suggested and will provide to the board for review.

The board was provided with an email from Christine Rudecoff of Morrisville State College regarding community service opportunities. Mrs. Will suggested the board give this some thought and discuss further next month.

Trustee Roher made a motion to adopt Resolution 17-19, seconded by Trustee Noel, all ayes. Motion carried.

**RESOLUTION NO. 17-19
OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF MORRISVILLE**

**A RESOLUTION AMENDING THE VILLAGE EMPLOYEE HANDBOOK
RELATIVE TO THE POSITION OF DEPUTY VILLAGE CLERK**

WHEREAS, Janet Oley has been employed by the Village of Morrisville as Deputy Village Clerk since May 2008, and

WHEREAS, the efforts and dedication of Ms. Oley have demonstrated to the Board of Trustees of the Village of Morrisville the importance of the position of the Deputy Village Clerk to the administration and operation of the functions of the Village government, and

WHEREAS, the office of Deputy Village Clerk is a part-time position that generally does not qualify for paid holiday or vacation time under existing Village policies as set forth in the Village's Employee Handbook, and

WHEREAS, the Board of Trustees deems it in the public interest and the best interests of the Village to amend the Village's Employee Handbook as it relates to paid time off for the Deputy Village Clerk for vacation days and holidays.

NOW THEREFORE, the Board of Trustees of the Village of Morrisville hereby resolves as follows:

1. Janet Oley is hereby provided and credited with 22 hours of paid vacation leave time effective June 1, 2017.
2. The section of the Village's Employee Handbook captioned "**Vacation Leave**" is hereby amended to read as follows;

Vacation Leave

Eligibility – Full-time employees and the Deputy Village Clerk are eligible for paid vacation leave in accordance with this policy. Part-time employees other than the Deputy Village Clerk, temporary, and/or seasonal employee are not eligible for paid vacation leave but may be allowed to take time-off without pay provided the employee has prior approval from the Department Liaison.

Allowance –

Each year on their anniversary date thereafter, full time employees will be credited with vacation leave based on the following schedule:

Completed, Continuous Years of Service	Vacation Leave
One to Five Years	10 Days
Five + Years	20 Days

On June 1st of each year, the Deputy Village Clerk will be credited with vacation leave equal to the number of hours he or she is regularly scheduled to work within one calendar week for the upcoming year.

Rate - All vacation leave time shall be paid at the employee's regular rate of pay at the time the vacation leave is taken.

Continuous Service (Full time employees) – Continuous service shall mean uninterrupted service. An authorized leave of absence without pay, or a resignation followed by reinstatement within one year following such resignation, shall not constitute an interruption of continuous service. Vacation is earned only for monthly pay periods during which an employee is in full pay status for at least fifteen working days during such monthly pay period.

Scheduling – An employee must receive prior approval from the employee's Department Liaison to take vacation leave. The Department Liaison will have total discretion in the approval of vacation leave. Vacation time must be noted on the employee's time record.

Accumulation – Full time employees may accumulate vacation leave credits up to 40 days. Any vacation leave credits over the maximum will be cancelled. The Deputy Village Clerk may not accumulate or carry over any vacation leave credits beyond the end of the Village fiscal year on May 31st.

Holiday During Scheduled Vacation – In the event a designated holiday occurs on an employee's normal workday and the employee is on paid vacation, the employee will receive holiday pay for the day and the employee's vacation leave credits will not be charged for that day.

Separation of Employment – A full time Village employee who resigns, retires or is laid off will receive cash payment for unused vacation leave to which the employee is properly entitled at the employee's then current rate of pay. To be eligible to receive this payment, an employee who is to resign or retire must give written notice at least two weeks in advance of the last day of employment. In the event an employee leaves employment due to disciplinary action, the employee will not receive a settlement for unused vacation leave. In cases of death of an employee, the Village will pay an employee's designated beneficiary for any unused vacation leave. This benefit is not applicable to the office of Deputy Village Clerk.

AND IT IS HEREBY FURTHER RESOLVED, that the paragraph of the Village's Employee Handbook captioned "**Eligibility**" within the section captioned "**Holidays**" is hereby amended to read as follows;

Eligibility – A full-time employee is eligible for holiday pay for all Designated Holidays at the employee's regular rate of pay. When the Deputy Village Clerk is scheduled to work on a Designated Holiday, he or she shall be entitled to holiday pay at his or her regular rate of pay for the number of hours he or she was normally scheduled to work on that day. Other than the Deputy Village Clerk, no part-time, temporary, or seasonal employees are eligible for holiday pay unless specific prior approval has been granted by the Board.

AND IT IS HEREBY FURTHER RESOLVED, that all actions of Village officers and employees, and all payments made to the Deputy Village Clerk, taken or made 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.

Dated: June 7, 2017

Trustee Noel made a motion to adopt Resolution 17-20, seconded by Trustee Lane, all ayes. Motion carried.

**RESOLUTION NO. 17-20
OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF MORRISVILLE**

A RESOLUTION AUTHORIZING THE MODIFICATION OF THE
2016-2017 GENERAL OPERATING BUDGET

WHEREAS, the Morrisville-Eaton Smithfield Youth Commission has incurred program expenses in excess of budgeted appropriations and

WHEREAS, the Morrisville-Eaton Smithfield Youth Commission has unreserved fund balance sufficient to cover this overage.

NOW, THEREFORE, IT IS HEREBY

RESOLVED, by the Board of Trustees of the Village of Morrisville that the 2016-2017 General Operating Budget is hereby amended to modify revenue and expenditure budget lines A911 and A7310.4 as follows:

Account No.	Description	Debit	Credit
A911	Fund Balance, Unreserved Unappropriated		\$1,200.00
A7310.4	Program Expense	\$1,200.00	

Trustee Roher made a motion to accept the proposal of D’Arcangelo & Co. for the preparation of the 2016-17 annual financial report, seconded by Trustee Noel, all ayes. Motion carried.

Mrs. Will received Lorraine Highers water/sewer payment on 5/18/17 in an envelope from the postal service apologizing for the damage in transit. The payment was mailed on 5/4/17. Trustee Roher made a motion authorizing the removal of late fees in the amount of \$34.38 assessed to Lorraine Highers water/sewer bill (#001525), seconded by Trustee Noel, all ayes. Motion carried.

Trustee Noel made a motion authorizing the following 2016-17 budget transfers: A1410.12 (Deputy Clerk Personal Svc) \$171.00 from A1990.4 (Contingency); A 8510.24 Seasonal Decorations \$38.00 from A1990.4 (Contingency); F8310.12 (Deputy Clerk Personal Svc) \$480.00 from F8310.12 (Clerk/Treasurer Personal Svc); G8110.15 (Deputy Clerk Personal Svc) \$70.00 from G8110.14 (Clerk/Treasurer Personal Svc), seconded by Trustee Roher, all ayes. Motion carried.

Trustee Noel made a motion to close the books for fiscal year 2016-2017 and pay all outstanding claims, seconded by Trustee Lane. Roll call vote as follows: Mayor Shepard, aye; Trustee Noel, aye; Trustee Roher, aye; Trustee Lane, aye; Trustee Marshall, aye. 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 Noel, all ayes. Motion carried.

General Fund – Vouchers 270-295 and 1-3 Waste Water Operation & Maintenance Fund – Vouchers 63-67
Water Fund – Vouchers 66-69 Youth Commission – Vouchers 16-17
Capital Projects Fund – Voucher 1

With no further business before the board, Trustee Lane made a motion to adjourn the meeting at 8:23 p.m., seconded by Trustee Roher, all ayes. Meeting adjourned.

Respectfully submitted,

Amy Will
Clerk-Treasurer