

Minutes

Special Meeting of the Board of Trustees

Village of Monticello

March 21st, 2013

6:00pm

Call Meeting to Order

The meeting was called to order at 6:05pm 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

Motion to Accept the Agenda

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

Mayor's Report

Public Hearing: Local Law No. 3 of 2013- Repealing & Eliminating Local Law# 4 of 1992 section 45-9 entitled, "Acting Village Manager"

A motion was made by Trustee Rue and second by Trustee Bennett to open the Public Hearing at 6:05pm. Upon the call of the roll, all were in favor.

The floor was opened to the Public to speak:

Trustee Rue explained that Local Law section 45-9 of the Village Code, it never went to a resolution and we never talked about that so we are eliminating that law that when there is no Manager, the Mayor takes automatic coverage of the Manger position. So, we are eliminating that law, it's going to be the Trustees in general is taking over and appoint a manager, acting manager or each one of us can take one department and wait and appoint a manager. That's what it will be now.

Trustee Hutchins commented that in the meanwhile if this law goes through, the Board members will go into Executive session and decide who will be managing each department until a manager is hired.

Trustee Rue stated that this will only be for a few weeks, maybe a week, we are just waiting for an answer, we already have almost a manager, and we are just waiting for a proposal, so hopefully it's no more than a few days.

Motion of Adoption:

A motion was made by Trustee Rue and second by Trustee Bennett to adopt Local Law No. 3, replacing Local Law #4 of 1992. Upon the call of the roll, all were in favor.

Public Hearing: Local Law No. 4 of 2013- Amending Local Law # 1 of 1997 section 181-3 entitled, "Regulations for the Use of the Village of Monticello Neighborhood Facility Building (NFB)"

A motion was made by Trustee Rue and second by Trustee Bennett to open the Public Hearing a 6:08 pm. Upon the call of the role, all were in favor.

The Floor was opened to the Public and the following people spoke:

Trustee Hutchins explained that there was a discussion as to the usage of the NFB and there was an insurance requirement in the old law that required everybody to have a million dollar insurance policy coverage to use the NFB. The Board members met and came up with some possible changes and the changes are as follows:

- A. The Village of Monticello Neighborhood Facility Building is Village-owned and has been developed to provide nonprofit organizations a comfortable safe place to hold gatherings, and, as such, all applicants must file a written application with the Director of Parks and Recreation in the form required by said Director and pay the applicable fee.
- B. To accommodate such individuals and groups in a constant manner, the following policies, rules and regulations for renting the available rooms apply:
 - 1. A \$50.00 usage fee and a refundable \$50.00 clean-up deposit (if the facility is not cleaned-up after the event) for non-community related functions for those who reside in the Village of Monticello or the Town of Thompson.
 - 2. Applicants residing outside of the Village of Monticello and Town of Thompson using the facility will pay a \$100.00 fee and a refundable \$100.00 clean-up fee (if the facility is not cleaned-up after the event).
 - 3. There will be no fee for Village of Monticello and Town of Thompson Organizations who are Board approved and hold community based activities or events, but there is a refundable \$50.00 clean-up fee (if the facility is not cleaned-up after the event).
 - 4. The hours of operation will be from 8:30 am to 11:00 pm in the summer months and 8:30 am to 10:00 pm in the winter months.

6. For residents not in the Village of Monticello or the Town of Thompson utilizing the facility if Police presence is needed or requested, that Organization will be responsible for paying for the overtime fees for that Police Officer(s).
7. All applicants not residing in the Village of Monticello or the Town of Thompson must provide a Certificate of Insurance naming the Village of Monticello as an additional insured in the amount of \$1,000,000.
8. Applicant and all representatives at the Neighborhood Facility Building shall conduct themselves with proper decorum at all times while on the premises of the Neighborhood Facility Building and shall refrain from any activity that would annoy or offend the public or other social gatherings at the building.
9. At the termination of applicant's use, the designated area shall be surrendered in the same condition of cleanliness and repair as it was upon commencement of the use, with all trash and other materials resulting from applicant's use removed to designated containers. If any cleaning or damage repair is necessary, the fee will be forfeited. (Separate certified check required.)
10. The applicant shall comply with all laws and regulations of any governmental body with jurisdiction over the Neighborhood Facility. Applicant shall be solely responsible for obtaining any and all required permits or approvals relating to its use.
11. All cleaning supplies, such as garbage bags, must be supplied by the renter.
12. The usage fees for those utilizing this Facility shall be set by the Village Board from time to time by Board Resolution.

David Gillman
Mayor Jenkins
Trustee Rue
Diana Cubelo
Rochelle Massey
Deborah Mack

A motion was made by Trustee Rue and second by Trustee Hutchins to close the Public Hearing at 6:26pm. Upon the call of the role, all were in favor.

Motion of Adoption:

A motion was made by Trustee Rue and second by Trustee Hutchins to adopt Local Law No. 4, amending Local Law #1 of 1997. Upon the call of the roll, all were in favor.

Resolution amending the Standard Work Day & Reporting Resolution passed October 23rd, 2012 and adding the standard work day for Judge Josephine Finn at 7 hours per day and 20 days per month in accordance to the reported and recorded information over a 3 month period

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

Resolution amending the Standard Work Day & Reporting Resolution passed October 23rd, 2012 and adding the standard work day for former Manager John LiGreci at 8 hours per day and 20 days per month in accordance to the reported and recorded information over a 3 month period

A motion was made by Trustee Rue with a question and second by Trustee Hutchins.

Trustee Rue commented that this is something on the agenda and she does not have an explanation of it.

Mayor Jenkins stated that it for NYS Retirement

The Clerk explained that this is the same resolution that was passed back in October; we received back a report from the State saying that whomever was listed on that paperwork has to be amended to state the actual days per month and the actual number of hours, so Mr. LiGreci was on that original paperwork that was sent and the we had to add the other two Trustees who was also in question on that paperwork which is all in your packet.

Upon the call of the roll, the vote went as follows:

Trustee Matthews-Yea

Trustee Bennett-Yea

Trustee Hutchins-Yea

Trustee Rue-Abstain

Mayor Jenkins-Yea

Resolution amending the Standard Work Day & Reporting Resolution passed October 23rd, 2012 and adding the standard work day for Trustee Hutchins and Trustee Bennett as non-reporting at this time

A motion was made by Trustee Rue with a question and second by Trustee Hutchins.

Trustee Rue asked for an explanation.

Trustee Hutchins stated that all it means is that at some point in Larissa's career she has paid into or someone has paid into the NYS Retirement system as well as me. We have to now report our time in a 3-month period and get it to NYS so that they can figure

how much time goes to retirement. As of to date Larissa and I have not done it and it's just a matter of us deciding which 3 month we want to pick to gather to send in.

Upon the call of the roll, the vote went as follows:

Trustee Matthews-Yea

Trustee Bennett-Yea

Trustee Hutchins-Yea

Trustee Rue-Abstain

Mayor Jenkins-Yea

Resolution amending the June 14th, 2011 resolution giving the Village Clerk one (1) extra day per month to compensate for meeting hours and changing the one (1) day per month to 10 hours per month to be used by the end of each fiscal year

A motion was made by Trustee Rue with a comment and second by Trustee Hutchins.

Trustee Rue asked will this be an extra day, is this the same day just to use it to the end of the year?

The Clerk responded that this is the same day, I wrote the resolution as you all instructed me.

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

Resolution amending the January 15th, 2013 resolution giving the Code Enforcement Officer one (1) extra day per month to compensate for additional hours worked and changing the one (1) day per month to 16 hours per month to be used by the end of each fiscal year

A motion was made by Trustee Matthews with a comment and second by Trustee Bennett.

Trustee Rue asked that wasn't it only supposed to be one day to use by the end of the fiscal year. I didn't know that it was supposed to be 16 hours, I'm abstaining, that's not the way it was discussed.

Trustee Hutchins stated the resolution should be amended to say up to 16 hours, I do not think the 16 hours will ever be used, but up to.

Upon the call of the roll, the vote went as follows:

Trustee Matthews-Yea
Trustee Bennett-Yea
Trustee Hutchins-Yea
Trustee Rue-Abstain
Mayor Jenkins-Yea

Executive Session

A motion was made by Trustee Bennett and second by Trustee Rue to go into an Executive Session at 6:32pm to discuss the following issues:

Personnel

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

A motion was made by Trustee Bennett and second by Trustee Rue to come out of Executive Session at 7:26pm. Upon the call of the roll, all were in favor.

Mayor Jenkins gave the floor to Trustee Hutchins:

Trustee Hutchins made a motion for an Emergency Meeting to meet with all Department Heads at 12:30pm tomorrow-3/22/13. It was second by Trustee Matthews. Upon the call of the roll, all were in favor.

A motion was made by Trustee Hutchins and second by Trustee Matthews to amend resolution #12 for the Code Enforcement Office to read up to and not to exceed 16 hours per month to be taken before July 31st of each year. Upon the call of the roll, all were in favor.

Informational Purposes for the Public:

The Trustees will be overseeing the Departments in the absence of the Village Manager as follows:

Highway & Sanitation Department-Trustee Hutchins & Trustee Matthews
Water & Sewer Department-Trustee Matthews & Trustee Hutchins
White Collar Employees-Trustee Rue
Clerk & Treasurer Department-Mayor Jenkins
Recreation Department-Trustee Bennett
Building Department-Trustee Bennett & Trustee Rue
Police Department-Mayor Jenkins & Trustee Rue

Justice Court-Trustee Hutchins & Trustee Bennett

Trustee Rue commented that this is only temporary.

A motion was made by Trustee Hutchins and second by Trustee Rue that effective immediately the \$3,000.00 payment that the Mayor was receiving for the Acting Manager position be stopped effective today-3/21/13. Upon the call of the roll, the vote went as follows:

Trustee Matthews-Yea

Trustee Bennett-Yea

Trustee Hutchins-Yea

Trustee Rue-yea

Mayor Jenkins-Recuse

Adjournment

A motion was made by Trustee Bennett and second by Trustee Rue to close the meeting at 7:40pm.

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

Submitted by:



Janine Gandy, Village Clerk