

## Minutes

Board of Trustees

Village of Monticello

February 21<sup>st</sup>, 2017

5:30 p.m.

### **Call Meeting to Order**

The meeting was called to order at 5:30pm by Mayor Solomon

### **Pledge to the Flag**

### **Roll Call**

Mayor Solomon-Present

Trustee Weyer-Present

Trustee Rue-Present

Trustee Lymon-Absent

Trustee Nikolados-Present

### **Also Present:**

David Sager, Village Manager

Michael Davidoff, Special Council

### **Motion to accept the agenda**

A motion was made by Trustee Nikolados with a second by Trustee Rue to accept the agenda. Upon the call of the roll, all present were in favor.

### **Approval of Minutes from the February 7<sup>th</sup>, 2017 meeting**

A motion was made by Trustee Rue with a second by Trustee Weyer to approve the minutes. Upon the call of the roll, all present were in favor.

### **Mayors Report**

Mayor Solomon reported that he attended the NAACP Black History Event from 3-5pm on February 18<sup>th</sup>, 2017. He stated that he was very happy to see that the youth was involved and there was over 50 people in attendance.

### **Manager's Report**

As the Board is aware, we are well on our way to addressing the myriad of concerns raised in the NYS Comptroller's Office Final Audit Report released on 2/3/17. As stated in my last report, the Village Treasurer has successfully reconciled all of our bank accounts and will continue to do so moving forward. We have begun to start the effort of cross-training in the area of payroll and will do so on a regular basis moving forward until a second account clerk is fully versed and competent at performing those duties. Effective as of our next quarterly water/sewer/sanitation billing cycle, a second account clerk will shadow and take notes from the account clerk currently responsible for handling this billing. This too will be done regularly moving forward until we have a second clerk who is fully versed and competent at doing this activity. Furthermore, I have asked that all of our clerical staff begin to create working

procedural documents for each of their specific tasks that will ultimately be reviewed and adopted to be part of comprehensive Village Procedural Manual.

In order to dispel both rumors and false statements, in July 2015, there was a mistake made in payroll where duplicate checks were issued to village employees. During this event the Village Clerk and I worked together to correct the error in a responsible manner. A handful of employees who had the duplicate check direct deposited had already spent a portion of the money. They were immediately notified of the error and their need to pay the money back in total. Payment plans were established for each of those employees that were signed and agreed to. All money relating to that payroll error was collected in full by the Village. Reports of \$149K being missing are completely false.

It is with both great pride and sadness that I would like to announce that Recreation Director, Darrin Raynor, will be resigning from his position effective, Friday, February 24<sup>th</sup>. Fortunately for Mr. Raynor, he was offered a position and opportunity with the County of Sullivan that he could not pass up. Our loss is certainly their gain. I applaud Darrin for his efforts on behalf of our recreation department and the youth of our community to date. Mr. Raynor has agreed to stay on as a member of our Youth Committee and assist in any way he can with the current evening youth activities. We are determined to continue to move this department and mission forward and will be seeking an immediate replacement.

I am hopeful to be able to present for the Board's consideration at their next meeting, a resolution supporting an RFP for web services. We need to improve the capacity of the Village of Monticello to regularly communicate with the general public. Integral to the transmission of information is an accurate, up-to-date and interactive website that can be handled and updated in-house. As we work toward updating Village Code and consider the implementation of accepting credit card payments on-line, a user-friendly web-site is crucial.

#### **Discussion-Software Program for the Building Department**

The Village Manager stated that he and the Building Department have been reviewing various software programs for that Department. They are looking for cloud based program that can be operated in real time to make that Department functional and current as events are happening. They were initially looking at the BAS program, but after talking with several other municipalities that currently use it, they are all trying to switch from it. Right now, they are attempting to get feedback on the other two programs that are listed in the packet and will make a decision based upon the feedback they receive. As per the Village Manager, monies are ear-marked through the LISCH grant for this program was a concrete decision has been made.

#### **Department Head Reports**

##### **Presentation- Bruce Ferguson-Community Choice Agriculture**

Mr. Ferguson made a presentation on Community Choice Agriculture regarding electricity usage in the Village.

**Presentation- Allen Weir-Latino Alliance Hispanic Cultural Festival**

Allen Weir made a presentation in regards to the Latino Alliance Hispanic Cultural Festival and requested the Boards approval on setting a date for Saturday, July 23<sup>rd</sup>, 2017 from 12-5pm at the Ted Stroebele Recreation Center.

**Presentation- Andrew Arias-Cooper, Arias-2016 Annual Budget Review**

Village Auditor, Andrew Arias, went over the Village's Annual Audit for the 2016 Fiscal Year and discussed the Village's highs and lows in the different funds. Over all, the Village is in a good place, but should pay close attention to its expenses in the 2017 fiscal year because of the minimal tax increase due to the NYS Tax Cap.

**Resolution authorizing the payment of bills in the amount of \$338,238.71**

A motion was made by Trustee Weyer with a second by Trustee Nikolados to pay the bills. Upon the call of the roll, all present were in favor.

**Resolution authorizing Budget Transfers for Fiscal Year ending July 2017**

A motion was made by Trustee Weyer with a second by Trustee Nikolados. Upon the call of the roll, all present were in favor.

**Resolution authorizing the Village of Monticello to accept an Easement from BWestern WMart LLC regarding Improved Access to the Village Water Storage Tank on West Broadway**

A motion was made by Trustee Rue with a question & a second by Trustee Weyer. Upon the call of the roll, all present were in favor.

Trustee Rue asked if this easement was for Walmart.

Mr. Davidoff responded no, it's for the Best Western and then the next resolution is for the Jefferson Street Buildings, so that they can have better access to the water tank that will be built on West Broadway in the near future.

**Resolution authorizing the Village of Monticello to accept an Easement from PF Jefferson Holding, LLC regarding Improved Access to the Village Water Storage Tank on West Broadway**

A motion was made by Trustee Rue with a second by Trustee Nikolados. Upon the call of the roll, all present were in favor.

**Resolution authorizing Change Order No. 2D-10 for the Wastewater Treatment Plant Project for Harry F. Rotolo & Son Inc. from \$2,132,008.08 to \$2,133,137.49. Change Order Increase of \$1,129.41**

A motion was made by Trustee Rue with a second by Trustee Nikolados. Upon the call of the roll, all present were in favor.

**Resolution authorizing the progress payment to BPAS for the GASB 45 valuation for fiscal year ending 7/31/16 in the amount of \$2,493.75 from app#A.1320.407. Current account balance is \$35,987.50**

A motion was made by Trustee Weyer with a second by Trustee Nikolados. Upon the call of the roll, all present were in favor.

**Resolution authorizing payment to NYSHIP for the Village Employee's Health Insurance in the amount of \$192,332.25 from the various funds as listed**

A motion was made by Trustee Rue with a second by Trustee Nikolados. Upon the call of the roll, all present were in favor.

**Resolution authorizing payment to Cooper Arias LLP for the 2016 Fiscal Year Audit**

A motion was made by Trustee Rue with a second by Trustee Weyer. Upon the call of the roll, all present were in favor.

**Resolution authorizing Form E for the USDA in the amount of \$13,979.54**

A motion was made by Trustee Weyer with a second by Trustee Rue. Upon the call of the roll, all present were in favor.

**Resolution authorizing the Building Department to refund Dunkin Donuts aka SBL#104.-2-16 located at 136 Jefferson Street for the overpayment of Building Permit#2016-19 in the amount of \$3,500.00 from app#A.2590**

A motion was made by Trustee Rue with a second by Trustee Weyer. Upon the call of the roll, all present were in favor.

**Resolution authorizing payment to Koester Associates, Inc. for the purchase of a Low Lift Pump for the Water Department in the amount of \$19,750.00 from app#F.8320.233. Balance after budget transfers is \$22,468.64**

A motion was made by Trustee Nikolados with a second by Trustee Rue. Upon the call of the roll, all present were in favor.

**Resolution authorizing payment to General Code for the Codification of the Village Code in the amount of \$2,700.00, 20% of the total amount as stated in the contract to be paid 30 days after its signing from app#A.3620.403. Balance after budget transfers is \$3,450.00**

A motion was made by Trustee Weyer with a second by Trustee Rue. Upon the call of the roll, all present were in favor.

**Resolution authorizing the accrual payout of a former Village Employee**

Tabled until Executive Session

**Resolution of the Village of Monticello to sponsor the United Way's Heroin/Opiate Community Outreach Program in the amount of \$250. The next program will be on February 23, 2017 at the EBC Library at 6pm**

A motion was made by Trustee Nikolados with a second by Trustee Weyer. Upon the call of the roll, all present were in favor.

**Resolution authorizing the Village Manager and Village Treasurer to sign the 2015 NYS Parks Department Grant in the amount of \$2,500 that is still receivable for the purchase of items for the TSC and Recreation Department**

A motion was made by Trustee Weyer with a second by Trustee Rue. Upon the call of the roll, all present were in favor.

**Executive Session**

A motion was made by Trustee Nikolados with a second by Trustee Weyer to go into Executive Session at 6:30pm to discuss the following:

*Personnel, Union Contracts, Possible Litigation & Property*

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

A motion was made by Trustee Rue with a second by Trustee Weyer to come out of Executive Session at 6:55pm. Upon the call of the roll, all were in favor.

**Old Fire-House Clean Up**

A motion was made by Trustee Weyer with a second by Trustee Rue authorizing the hiring of Restoration Management Services for the clean-up of the Old Fire House at no cost to the Village, all cost to be handled by the insurance company.

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

**Resolution authorizing the accrual payout of a former Village Employee, James Steinberg**

A motion was made by Trustee Rue with a second by Trustee Nikolados to payout Mr. Steinberg the following unused and accrued vacation, personal and sick in the amount of \$27,036.06 with the addition of \$900.00 for 1 year of longevity.

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

**Adjournment**

A motion was made by Trustee Nikolados with a second by Trustee Weyer to close the meeting at 7:05pm. Upon the call of the roll, all were in favor.

Submitted by:



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Janine Gandy-McKinney, Village Clerk