

VILLAGE OF MAYVILLE  
ORGANIZATIONAL/REGULAR BOARD MEETING /BUDGET HEARING  
4/12/16

Board Present - Mayor Bova; Trustees: Jacobson, Smead, Flurie, Syper.

Board absent - None

Others Present - John Crandall, Village Clerk; Jennifer Obert, Village Treasurer; John Buxton, Superintendent; Ed Cannon, Building Inspector; Matthew Schumaker, Eclectic Department Supervisor; Ken Shearer, Ben Webb.

Mayor Bova Opened the Public Hearing for comments on the Proposed Budget FY 16/17 at 6:50pm.

Meeting called to order at 7:00 p.m.

Pledge to the flag.

Privilege of the floor was offered with no one speaking.

Department of Public Works Report presented and attached.

Trustee Smead asked if the total amounts that the Village had recycled could be posted at the recycle Center so that the public would be able to see them. Mr. Buxton said that the yearly totals could be posted.

Electric Department Report presented and attached.

Water Department Report presented and attached.

Building Inspector's Report presented and attached.

Mr. Cannon gave an update of the Knight Street property and that the Village Attorney is currently working at resolving the issue.

Mayor Bova appoints Richard Syper as Deputy Mayor.

Trustee Syper made a motion to combine resolutions 1-25 and approve all resolutions

Seconded by Trustee Flurie

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**1 RESOLUTION:** Resolved that the Village Board of Trustees shall constitute the Board of Cemetery Commissioners.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**2 RESOLUTION:** Resolved that the Post Journal shall be the official newspaper for the Village of Mayville.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**3 RESOLUTION:** Resolved that M&T Bank shall continue to be the official depository of funds for the Village of Mayville and that more detailed resolutions concerning the specifics of this designation are contained in the minutes of the meeting held on April 9, 2002.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**4 RESOLUTION:** Resolved that the regular board meetings of the Board of Trustees shall be held on the second Tuesday of each month at 7:00 PM with the exception of the September meeting shall be held on the 6<sup>th</sup> due to training, all meeting shall be held in the Community Building, with a work session proceeding at 6:00 PM. Notice of meeting dates shall be given to the Official Newspaper.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**5 RESOLUTION:** Resolved that the Village Clerk's pay shall for fiscal year beginning June 1, 2016 be allocated to the funds as follows: General Fund 50%, Water Fund 20%, and Electric Fund 30%.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**6 RESOLUTION:** Resolved that the Public Works Superintendent's pay for fiscal year beginning June 1, 2016 shall be allocated to the funds as follows: General Fund 40%, Water Fund 40%, Electric Fund 20%.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**7 RESOLUTION:** Resolved that the Village Treasurer's pay for fiscal year beginning June 1, 2016 shall be allocated to the funds as follows: General Fund 40%, Water Fund 20%, and Electric Fund 40%.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**8 RESOLUTION:** Resolved that the Account Clerk-Typist's pay for fiscal year beginning June 1, 2016 shall be allocated to the funds as follows: General Fund 15%, Water Fund 20%, Electric Fund 65% and that the Account Clerk's pay for fiscal year beginning June 1, 2016 shall be allocated as follows: General Fund 10%, Water Fund 10%, Electric Fund 80%.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**9 RESOLUTION** Resolved that the Electric Department shall pay the General Fund \$5,700.00 per year rent and the Water Department shall pay the General Fund \$3,000.00 per year rent, said payments to be prorated and made monthly starting with fiscal year beginning June 1, 2016.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**10 RESOLUTION:** Resolved that the Electric Department shall pay the General Fund \$98,549.00 per year for management of administrative service, said payment to be prorated and made monthly starting with fiscal year beginning June 1, 2016.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**11 RESOLUTION:** Resolved that a Protective Bond be purchased for the Village Treasurer and the Deputy Treasurer in an amount sufficient to meet legal requirements, in effect for one year.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**12 RESOLUTION:** Resolved that the mileage rate for Village officials be equal to the Federal IRS Standard mileage rate posted and updated throughout the year for the approved use of a personal vehicle.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**13 RESOLUTION:** Resolved that the Village Registrar's salary for the ensuing fiscal year shall be \$100.00.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**14 RESOLUTION:** Resolved that the salaries of the Village Board of Trustees for the ensuing year shall be: Mayor - \$4,250.00 and Trustees (4) \$2,750.00 each. 30% charged to General Fund, 20% to Water Fund and 50% to Electric Fund.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

Mayor Bova appoints Peter D. Clark as Village Attorney.

**15 RESOLUTION:** Resolved to confirm the appointment of Peter D. Clark as Village Attorney.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**16 RESOLUTION:** Resolved to authorize the Mayor to sign routine annual contracts with the Mayville Library and Town of Chautauqua throughout the ensuing year.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**17 RESOLUTION:** Resolved that all full-time (minimum 37.5 hours per week) employees shall have the following holidays off with pay:

Independence Day	July 4
Labor Day	September 5
Columbus Day	October 10
Veteran's Day	November 11
Thanksgiving	November 24 & 25

Christmas	December 26
New Year's	January 2
Martin L. King, Jr. Day	January 16
Presidents Day	February 20
Good Friday	April 14
Memorial Day	May 29

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**18 RESOLUTION:** Resolved that the Board of Trustees adopts the following Vacation Plan for all continuous, full-time (minimum 37.5 hours per week) employees, excluding temporary employees:

1. For the first year of service, salaried employees will receive ONE day of vacation for each month of service, and hourly employees will receive ONE-HALF day of vacation for each month of employment, but that no vacation may be taken during the first six months probationary period.
2. Employees with ONE to TEN years (inclusive) of service shall receive TWELVE days' vacation per year.
3. Employees with ELEVEN to NINETEEN years (inclusive) of service shall receive EIGHTEEN days' vacation per year.
4. Employees having completed TWENTY years or more service shall receive TWENTY-FOUR days' vacation per year.
5. Employees may carry over FIVE days of vacation into the next fiscal year.
6. The Village Clerk, Village Treasurer and Public Works Superintendent will govern their vacation days with discretionary approval of the Mayor. All other employees shall make written application to these department heads so that vacation schedules may be planned in advance. In the event of conflicts in requests for vacation days, department heads will make their decisions on the basis of seniority.
7. Upon formal resignation, retirement or death of an employee, any unused vacation accumulations and salary due shall be paid at the then current rate to the employee or beneficiary.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**19 RESOLUTION:** Resolved that a Sick Leave Plan be continued for all continuous, full-time (minimum 37.5 hours per week) employees, excluding temporary employees of the Village of Mayville, allowing each employee ONE day per month and that Sick Leave may be accumulated up to a total of 200 days. No days shall accrue in excess of two-hundred (200) days. If an employee is absent more than three (3) successive days, a doctor's certificate must be submitted to the Village Board by that employee in order to be paid for sick days.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**20 RESOLUTION:** Resolved that health insurance benefits shall be provided for all continuous, full-time (minimum 37.5 hours per week) employees, excluding temporary employees. Health insurance shall also be provided for individuals receiving worker's compensation, who at the time of their injury were receiving health insurance from the Village of Mayville, and shall be available for a maximum period of one (1) year from the date of injury. Other provisions regarding health insurance coverage are contained in a policy established March 8, 2005, as subsequently amended and

Be it further resolved that any permanent part time employees may be allowed at their expense to enroll in the current health insurance plan that the Village is currently enrolled in.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**21 RESOLUTION:** Resolved that the Procurement Policy for goods and services, which was adopted on December 10, 1991, and amended on December 9, 2008, has been reviewed.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**22 RESOLUTION:** Resolved that the Fund Balance Policy, which was adopted on October 14, 2014 has been reviewed.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**23 RESOLUTION:** Resolved that the Investment Policy, which was adopted on November 18, 1997, and amended on 4/11/00 and 11/13/12 has been reviewed.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**24 RESOLUTION:** Resolved that the Mayor is hereby authorized to hire the Day Camp Director and Aquatics Director and that the Day Camp Director and the Aquatics Director are hereby authorized to hire the staff as listed in the 2016-2017 wage schedule.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.

Nays - None.

**25 RESOLUTION:** Resolved that the Mayor makes the following committee appointments for fiscal year 2015-2016;

Fire Department	Trustee Jacobson, Mayor Bova
Cemetery	Trustees Flurie, Smead
Water	Trustees Smead, Jacobson
Electric	Trustees Flurie, Jacobson, Syper
Highways	Trustees Jacobson, Mayor Bova
Personnel	Trustees Jacobson, Smead
Payroll	Trustees Smead, Mayor Bova
Insurance	Trustees Flurie, Smead, Syper
Parks	Trustees Flurie, Syper
Youth Recreation	Trustees Flurie, Syper
Special Events	Trustees Jacobson, Smead

Introduced by Trustee Syper.  
Seconded by Trustee Flurie.  
Ayes - Trustees Syper, Flurie, Jacobson, Smead, Mayor Bova.  
Nays - None.

Mayor Bova reappoints Mike Lobaugh to the Zoning Board of Appeals with term ending 5/31/2021.

**26 RESOLUTION:** Resolved to confirm the appointment of Mike Lobaugh to the Zoning Board of Appeals with a term ending 5/31/2021 and that the other members are shown below for informational purposes only.

Mary Schiller Chairperson	expires 5/31/2017
Kenneth Spielman	expires 5/31/2018
Frank Huyck	expires 5/31/2019
Rick Seaman	expires 5/31/2020

Introduced by Trustee Syper.  
Seconded by Trustee Smead.  
Ayes - Trustees Syper, Smead, Flurie, Jacobson, Mayor Bova.  
Nays - None.

Mayor Bova appoints John D. Buxton Chairman to the Planning Board with term ending in 5/31/2021.

**27 RESOLUTION:** Resolved to confirm the appointment of John D. Buxton Chairman to the Planning Board with a term ending 5/31/2021 and that the other members are shown below for informational purposes only.

Chris Elliott	expires 5/31/2017
James Webb	expires 5/31/2018
D. Mark Smith	expires 5/31/2019
Rebecca Davison-March	Expires 5/31/2020

Introduced by Trustee Jacobson.  
Seconded by Trustee Syper.  
Ayes - Trustees Jacobson, Syper, Smead, Flurie, Mayor Bova.  
Nays - None.

**28 RESOLUTION:** Resolved to set the Mayville Lakeside Park regulations, dates and associated fees as shown below, effective immediately:

RULES

Bathing allowed only when lifeguards are on duty.  
Beach open 10:00 AM - 7:00 PM June 13<sup>th</sup> thru August 13<sup>th</sup>, 2016  
No beer or liquor allowed in Park.  
All refuse shall be placed in trashcans.  
No one allowed in Park after 11:00 PM.

RATES

There shall be no charge for entrance to the park or use of the pavilion, however reservations for the pavilion, will continue to be taken at the Clerk's Office. Details for rental of the Carlson Community Center are available at the Village Clerks Office.

DATES

The 2016 Lakeside Park season shall be 9 weeks.  
Opening date - Monday, June 13<sup>th</sup> .  
Last day open - Saturday, August 13<sup>th</sup>

Introduced by Trustee Jacobson.  
Seconded by Trustee Smead.  
Ayes - Trustees Jacobson, Smead, Syper, Flurie, Mayor Bova.  
Nays - None.

**29 RESOLUTION:** Resolved that the Village Treasurer is hereby authorized to make payment in advance of audit of claims for the following: utilities, health insurance, postage and shipping charges, bond or BAN payments, payroll, deposits or fees to attend conferences or seminars approved by the Mayor, payments already established by contract.

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Smead, Jacobson, Mayor Bova.

Nays - None.

**30 RESOLUTION:** Resolved to provide an allowance toward the purchase of OSHA safety approved line workers boots of up to \$150.00 per pair, per year for the following positions: Electrical Line Worker, Electrical Line Worker Trainee, Electrical Line Helper and

be it further resolved that all permanent DPW workers shall be provided a \$100.00 allowance per year toward the purchase of OSHA safety approved boots.

Introduced by Trustee Syper.

Seconded by Trustee Smead.

Ayes - Trustees Syper, Smead, Syper, Jacobson, Flurie, Mayor Bova.

Nays - None.

Mayor Bova Closed the Public Hearing on the Proposed Budget FY 16/17 at 7:14pm.

**31 RESOLUTION:** Resolved to adopt the budget, salary & civil service position schedule, as amended, for the 2016-2017 fiscal year and be it finally resolved that the all regular, seasonal and temporary employees are paid bi-weekly, Mayor and Trustees are paid monthly and Village Historian and Registrar are paid yearly copy attached.

Introduced by Trustee Jacobson.

Seconded by Trustee Smead.

Ayes - Trustees Jacobson, Smead, Syper, Flurie, Mayor Bova.

Nays - None.

**32 RESOLUTION:** Resolved to approve the following officers of the Mayville Fire Department:

Fire Chief	Ronald Trippy
1 <sup>st</sup> Asst. Chief	Ryan Hardenburg
2 <sup>nd</sup> Asst. Chief	Arthur Glen Giles
3 <sup>rd</sup> Asst. Chief	John G. Crandall
Rescue Squad Captain	Joyce A. Mathews

Introduced by Trustee Syper.

Seconded by Trustee Flurie.

Ayes - Trustees Syper, Flurie, Syper, Smead, Jacobson, Mayor Bova.

Nays - None.

**33 RESOLUTION:** Resolved that the Department of Public Works Superintendent is authorized to hire temporary employees as they are needed as listed on the 2016-2017 Wage and Salary Schedule.

Introduced by Trustee Flurie.

Seconded by Trustee Smead.

Ayes - Trustees Flurie, Smead, Jacobson, Syper, Mayor Bova.

Nays - None.

**34 RESOLUTION:** Resolved to approve the minutes of the Regular meeting of the Board of Trustees of the Village of Mayville held on March 8, 2016 and Special Meetings held on March 15<sup>th</sup> and March 22<sup>nd</sup> with no additions or corrections.

Introduced by Trustee Jacobson.

Seconded by Trustee Syper.

Ayes - Trustees Jacobson, Syper, Flurie, Smead, Mayor Bova.

Nays - None.

Mayor Bova explained where the money had come from in order for the project to take place.

**35 RESOLUTION:** Resolved that the Mayor is authorized to sign and forward a copy of an Inter-Municipal Agreement with the County to allow for the completion of paving and improvements to the portions of the Rails to Trails that are located within and owned by the Village copy is attached.

Introduced by Trustee Jacobson.

Seconded by Trustee Flurie.

Ayes - Trustees Jacobson, Flurie, Smead, Mayor Bova.

Nays - Trustee Syper.

Trustee Syper expressed his concerns that the paved trail could be costly to the Village in the years to come as far as maintenance issues.

**36 RESOLUTION:** Resolved to authorize the Village Clerk to advertise for sealed bids for one (1) new 25,000 GVW, single axle dump truck.

Introduced by Trustee Flurie.

Seconded by Trustee Syper.

Ayes - Trustees Flurie, Syper, Smead, Jacobson, Mayor Bova.

Nays - None.

**37 RESOLUTION:** Resolved to authorize the Mayor to enter into the standard concession agreement with the 96<sup>th</sup> Highlanders Pipes & Drums Inc. for the 11<sup>th</sup> Annual Jamestown Regional Celtic Festival, August 25<sup>th</sup> for set up through August 28<sup>th</sup>, 2016 days of the event shall be the 26<sup>th</sup> and 27<sup>th</sup> of August.

Introduced by Trustee Syper.

Seconded by Trustee Smead.

Ayes - Trustees Syper, Smead, Syper, Jacobson, Flurie, Mayor Bova.

Nays - None.

**38 RESOLUTION:** Resolved to authorize the Mayor to enter into the standard concession agreement with the CCIDA to hold the 2<sup>nd</sup> Annual Chautauqua Gran Fondo event is scheduled to take place on August 27<sup>th</sup>, 2016 under the following conditions Whereas it has been previously resolved that the Annual Celtic Festival has been approved to be held on the same weekend and Be it finely resolved that the Gran Fondo can be held if the Celtic Festival Organizers are able to accommodate the request for room within the park on that day during the festival.

Introduced by Trustee Syper.

Seconded by Trustee Jacobson.

Ayes - Trustees Syper, Jacobson, Flurie, Smead, Mayor Bova.

Nays - None.

**39 RESOLUTION:** Resolved to authorize the Mayor to enter into the standard concession agreement with the Mayville Little League to hold its 2<sup>nd</sup> annual Chicken Barbeque at Gravit Field on Saturday June 4<sup>th</sup> 2016.

Introduced by Trustee Jacobson.

Seconded by Trustee Syper.

Ayes - Trustees Jacobson, Syper, Flurie, Smead, Mayor Bova.

Nays - None.

**40 RESOLUTION:** Resolved to surplus the attached list of items that are no longer of use or have been previously discarded and not surplus and dispose of in the best interest of the Village property record attached.

Introduced by Trustee Flurie.



Seconded by Trustee Jacobson.

Ayes - Trustees Flurie, Jacobson Syper, Smead, Mayor Bova.

Nays - None.

**41 RESOLUTION:** Resolved to surplus (1) 1994 Chevy Dump Truck 2 ½ ton VIN#1GBM7H1M2RJ101369, (1) 1999 Chevy Dump Truck 2 ½ ton VIN#1GBM7H1DXXJ100287, (1) 2008 Ford 4x4 F-350 1 ton Dump Truck VIN#1FDWF37R28EC19065 and dispose of in the best interest of the Village property record attached.

Introduced by Trustee Jacobson.

Seconded by Trustee Syper.

Ayes - Trustees Jacobson, Syper, Flurie, Smead, Mayor Bova.

Nays - None.

**42 RESOLUTION:** Whereas the Board of Trustees of the Village of Mayville, New York is a municipal member of the Municipal Electric Utilities Association of New York State, and Whereas, the Semi-Annual Meeting of the MEUA of NYS has been called on April 27 and April 28, 2016 to be held at the Embassy Suites Hotel 6646 Old Corner Road, East Syracuse NY, 13057 and, Whereas, in accordance with the bylaws of the MEUA of NYS each municipal member may cast one vote on each transaction properly brought before this meeting, Now therefor be it resolved, that Jennifer Obert be and is hereby designated as the accredited delegate of the Village of Mayville, NY

Introduced by Trustee Syper.

Seconded by Trustee Smead.

Ayes - Trustees Syper, Smead, Jacobson, Flurie, Mayor Bova.

Nays - None.

**43 RESOLUTION:** Resolved to authorize the following General Fund FY 15/16 Budget transfers.

**Increase**

A-1325.2 Clerk, Equipment	\$ 1,000.00
A-8010.4 Zoning, Other	\$ 500.00

**Decrease**

A-1325.4 Clerk, Other	\$ 1,000.00
A-1990.4 Contingent Account	\$ 500.00

Introduced by Trustee Syper.

Seconded by Trustee Smead.

Ayes - Trustees Syper, Smead, Jacobson, Flurie, Mayor Bova.

Nays - None.

**44 RESOLUTION:** Resolved to approve payment of bills for Abstract #11 as follows:

General Fund	\$ 109,217.11
Water Fund	\$ 48,103.09
Electric Fund	\$ 207,281.01
HUD	\$ 9.76

Be it further resolved that the following transfers to savings and checking are included in these totals

	Savings	Checking
General	\$25,000.00	\$10,000.00
Water	\$25,000.00	
Electric	\$70,000.00	

Introduced by Trustee Syper.

Seconded by Trustee Smead.

Ayes - Trustees Syper, Smead, Jacobson, Flurie, Mayor Bova.  
Nays - None.

Privilege of the floor was offered, Trustee Smead informed the board that she and some other volunteers were going to work on various flower beds in the village and weed and plant some flowers, Ben Webb offered to help with any advice they may need.

Ben Webb asked if the signs coming into the village that had been recently taken down would be put back up. Mayor Bova explained that they were being re done and the Village Fountain was going to be placed on the signs and that it was a board decision.

Ben Webb had some questions with regards to the total Village Budget and Treasurer Jennifer Obert provided Mr. Webb with a copy of the budget.

**45 RESOLUTION:** Resolved to adjourn the Organizational and Regular Meeting of the Board of Trustees of the Village of Mayville on Tuesday, April 12, 2016 at 7:37 p.m.

Introduced by Trustee Smead.

Seconded by Trustee Flurie.

Ayes - Trustees Smead, Flurie, Syper, Jacobson, Flurie, Mayor Bova.

Nays - None.