

April 4th, 2023
ANNUAL RE-ORGINIZATIONAL MEETING

At the Annual meeting, the board of Trustees of the Village of Port Byron held in the Municipal Building at 7:00pm the following were present:

Mayor: Ronald Wilson

Trustee: John Bell (Absent)

Trustee: Patrick Fenton

Trustee: Jeff Girvin

Trustee: Mary Jump

Clerk: Sandy Hall

Treasurer: Ashley Huband

Mayor Wilson opened the meeting with the Pledge of Allegiance and a moment of Silence.

Mayor Wilson communicated to the public present that this was the annual reorganizational meeting, and therefore, would not be a public to be heard portion during this meeting.

Mayor Wilson presented appointment of Department Heads for the ensuing year:

Mayor Wilson: Police Department Personnel, Celebrations, Seniors, Sidewalks, Trees, Zoning and Planning Boards etc. all other not included below

Deputy Mayor and Trustee Girvin: Fire Department

Trustee Fenton: All Municipal Buildings and Parks

Trustee Jump: Water and Sewer

Trustee Bell: DPW, Streets, Highway Department

Mayor Wilson recommended a motion from the board on appointments as follows:

Clerk: Sandy Hall for a two-year term 2023-2025

Treasurer: Ashley Huband for a two-year term 2023-2025

1. On motion by Trustee Girvin and seconded by Trustee Jump to appoint Sandy Hall as Clerk for a two-year appointment.
Approved: 4-0-1
Trustee Bell Absent
2. On motion by Trustee Jump and seconded by Trustee Fenton to appoint Ashley Huband as Treasurer for a two-year appointment.
Approved: 4-0-1
Trustee Bell Absent

Clerk: Sandy Hall for a two-year term April 1, 2023-March 31, 2025
Treasurer Ashley Huband for a two-year term April 1, 2023-March 31, 2025

Mayor Wilson and the Village Board discussed and reviewed the following:

3. RESOLVED: That we the Board of Trustees of the Village of Port Byron, New York acting in accordance with Section 8, paragraph 20 of the Village Law do hereby designate the Savannah Bank and M & T as the official depositories of said Village,
and;
BE IT FURTHER RESOLVED: That, the Clerk and Treasurer of said Village is hereby directed and required to deposit and keep the Village funds in said bank of Savannah
4. RESOLVED: That, the following serve as an Investment Policy for the Village of Port Byron:
WHEREAS: The Mayor is responsible for making all investments and directing the Treasurer and Clerk to invest idle and surplus monies, and
WHEREAS: The funds will be invested only in designated depositories, at the highest rate available in Certificates of Deposit, Money Market Savings or regular Savings Accounts.
BE IT FURTHER RESOLVED: That all funds in excess of the amount insured by the FDIC will be secured by pledges of collateral.
5. RESOLVED: That, The Citizen be and is hereby designated as the official newspaper for the Village of Port Byron during the ensuing year.
6. RESOLVED: That, the Village of Port Byron may use the law firms of Frank Miller to be appointed as the Village attorney.
On motion by Trustee Jump and seconded by Trustee Girvin for the Village of Port Byron to use the law firm of Frank Miller.
Approved: 4-0-1
Trustee Bell Absent
7. RESOLVED: That, the Village of Port Byron will appoint Kevin Foster as a part time employee having all powers related to the administration and enforcement of the New York State.
Uniform Fire Prevention and Building Code set forth in Article 18 of the Executive Law of the State of New York, as enacted by Chapter 707 of the Laws of 1981 for the ensuing year; and that Kevin Foster shall act as Zoning Officer and Enforcement Officer for the Multiple Residence Law pursuant to Section 1 of Section 303 of the Village Law for the ensuing year; and that Kevin Foster shall act as Fire Inspector for the Multiple Residence Law pursuant to Sub-division 4 of Section 303 of the Village Law for the ensuing year and inspector for public assemblies.
8. RESOLVED: That, the official bond or undertaking for the Village Clerk and Treasurer shall be the same and is hereby fixed at \$150,000.00.

9. RESOLVED: That, the official bond or undertaking of JoAnn Bell serving as Village Justice and performer of said duties as may be connected with said office shall be and the same is hereby fixed in the sum of \$150,000.00.
10. RESOLVED: That, the official bond or undertaking of the Village Mayor and Deputy Mayor and performer of such duties as may be connected with said office shall be the same and is hereby fixed at \$150,000.00 for the Village Mayor and \$150,000.00 for the Deputy Village Mayor.
11. RESOLVED: That, the Village Mayor and Deputy Village Mayor are hereby authorized to draw checks on the Village Treasury to pay fixed charges from the various funds in the absence or inability of the Village Treasurer.
12. RESOVLED: That, the Village Treasurer and the Village Mayor are hereby authorized to draw checks on the Village Treasury to pay fixed charges on, or including, all salaries of officers and utility bills, postage, and interest when due and payable without waiting for specific audit of the Board of Trustees at their regular meeting.
13. RESOLVED: That, 20% of the Fire Protection Revenue from the Town of Mentz shall be set aside in a separate account of the Village Budget by the Treasurer of the Village of Port Byron to be expended for any necessary and approved purpose or items of equipment and or Reserve Accounts.
BE IT FURTHER RESOLVED: That, surplus in this special account at the end of the village's fiscal year will be placed in a "Reserve Fund – Fire Apparatus".
14. RESOLVED: That, any funds remaining from the revenue from the Montezuma Ambulance Service Contract be placed in the Ambulance Reserve funds at the end of the village's fiscal year.
15. RESOLVED: That, the regular meeting of the Board of Trustees shall be held in the Municipal Building on the 2nd Monday of each month at 7:00PM and on the 4th Monday of each month at 7:00PM, when needed. When a legal holiday falls on the regular meeting date, the Board will determine the next meeting date at a prior meeting.
16. RESOLVED: That, by Resolution and Local Law #2 of 1997, the Village Board has adopted the Town of Mentz Assessment Roll and became a non-assessing unit.
17. RESOLVED: That, Interim Jeff Goodell and Steve Applebee in training (operator of the Port Byron Wastewater Treatment Plant), be appointed Sewer Inspector for the Village of Port Byron; and it be further,
RESOLVED: That, no monetary consideration be applied to this position.
18. RESOLVED: That, Dawn Roe be appointed as Village Historian, and be it further;
RESOLVED: That, no monetary consideration be applied to the above position.
19. RESOLVED: That, the mileage reimbursement allowance for travel be set at the IRS rates.

20. WHEREAS: The next Special/General Election for Officers will be held on the third Tuesday of March, March 19, 2024
And that, the Election Inspectors will be paid \$ _____ an hour. (To be decided prior to election)
21. RESOLVED: That, no persons be appointed Registrar of Police Records for the Village Police Department subject to overseeing by the Village Mayor. There is no extra remuneration for this position.
22. RESOLVED: That, the next organizational meeting for the Village of Port Byron will be held on the first Monday of the month following the Village Election – Monday, April 1, 2024.
23. RESOLVED: That, the Village will conduct village board meetings that will be set by rules of order of the Village board at a later date.
24. RESOLVED: That, the Village Board recognizes Section 77-b of the General Municipal Law authorizing municipal officers and employees to attend schools, conferences, seminars, etc. conducted for the benefit of local government. However, such attendance is not authorized, nor can reimbursement be applied for, unless prior approval by the board of trustees is obtained.
25. RESOLVED: That, pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing minimum retention periods for municipal government records is hereby adopted for use for all municipal government records, and be it further;
RESOLVED: That, the Village Clerk be appointed Records Retention Officer for the Village of Port Byron; and be it further;
RESOLVED: That, no extra monitory remuneration be applied to this position.
26. RESOLVED: That, the Town of Mentz Clerk, be appointed Registrar of Vital Statistics for the Village of Port Byron for the ensuing year 2023-2024;
And be it further;
RESOLVED: That, no monitory consideration be applied to this position.
27. WHEREAS, it may become increasingly difficult to employ qualified and satisfactory Non-contractual personnel who are residents of the Village of Port Byron;
be it further;
RESOLVED: That, the Village of Board Trustees will hire qualified Village of Port Byron residents first, followed by Cayuga County residents, then proceeding to out of county, whenever it is needed.
28. RESOLVED: That, the Village of Port Byron be on Daylight Saving Time as Directed by the President of the United States, until such changes are ordered.
29. RESOLVED: That, the Discrimination, Harassment, Workplace Violence and Sexual Harassment Policies adopted by the Board of Trustees is and shall be the official policy of the Village of Port Byron. All salaried village employees and volunteers shall adhere to this policy as written and be it further;
RESOLVED: that, Mary Jump shall be Chairman of the Discrimination, Harassment, Workplace Violence and Sexual Harassment committee, with no extra remuneration.

and, Patrick Fenton shall be Vice-Chairman of the Discrimination, Harassment, Workplace Violence and Sexual Harassment Committee, with no extra remuneration.

30. RESOLVED: that, the Village of Port Byron State of New York adopts the National Incident Management System,

WHEREAS, In Homeland Security Presidential Directive (HSPD)-5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local, and tribal homeland security partners have been, and will continue to be, vital to the development, effective implementation and utilization of comprehensive NIMS;

and

WHEREAS, it is necessary that all federal, state, local, and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities, and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

WHEREAS, the National Commission of Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident System.

NOW THEREFORE, Pursuant to the authority vested in me by the Village of Port Byron and provisions of the local law, I do hereby mandate the National Incident Management System be utilized for all incident management in the Village of Port Byron. I further proclaim this to take effect immediately with Corey Rooker as NIMS Complaint Officer, GIVEN under my hand and the Seal of the Village of Port Byron, at 52 Utica Street, Port Byron, this 4th of April in the year two thousand twenty-three.

31. RESOLVED: That, the Town of Mentz hires the dog control officer for the Town and Village and has agreed to enforce the Village's dog local law.

32. RESOLVED: That, the Village Mayor be appointed Village Budget Officer for the 2023-2024 fiscal year, with no extra remuneration.

33. RESOLVED: That, the Village Board accepts the Village Date Calendar as previously presented and approved.

34. RESOLVED: That, all Policies, Rules, and Regulations passed and enacted by the Village Board of Trustees stay in effect unless altered, amended, or changed by action of the Board of Trustees.

On motion by Trustee Girvin and seconded by Trustee Fenton, a Resolution to Accept the above recommendations 1 thru 34 with the corrections as stated in this meeting.

Motion to adjourn the regular scheduled Annual Re-Organizational Village Board Meeting on April 4, 2023, made by Trustee Jump.

Motion was seconded by Trustee Girvin.

Approved: 4-0-1

Trustee Bell Absent

Meeting Adjourned: 7:30PM

Village Clerk Hall