

Meeting Minutes August 12, 2024

At a scheduled public hearing of the Board of Trustees of the Village of Port Byron held in the municipal building at 7:00PM, the following people were present:

Mayor: Ronald Wilson

Trustee: John Bell

Trustee: Pat Fenton

Trustee: Jeff Girvin

Trustee: Mary Jump

Village Clerk: Sandy Hall

Village Treasurer: Jessica Fayette

Public: Christopher Ellinwood (Officer)

Mayor Wilson called the meeting to order at 7:06 PM. Mayor Wilson asked everyone present to please stand for the Pledge to the Flag and a Moment of Silence.

Clerk Hall explained to the board about Wendy Hamel final water bill for her father's house. A discussion was held around the final water bill. Trustee Girvin stated that she should pay the final water bill. Trustee Jump asked if she was the one that requested the final water bill. Clerk Hall stated that "yes" she did.

Motion was made to have Wendy Hamel pay the final water bill by Trustee Bell.

Motion seconded by Trustee Fenton.

All in favor: 5-0

Mayor Wilson moved onto the power generation annual contract for the Fire Department and for the WWTP. The cost is \$485.57 for the Fire Department and the cost is \$495.99 for the WWTP.

Motion made to sign the power generation contract by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 5-0

Mayor Wilson moved onto the Williamson Law Contract. This is for the accounting/budget program, the cost is \$1499.00.

Motion made to sign the Williamson Law Contract by Trustee Girvin.

Motion seconded by Trustee Bell.

All in favor: 5-0

Clerk Hall stated that Officer Ellinwood was here tonight on behalf of OIC Kalet, who could not attend the meeting. He was here to explain the quote that we received for the live scan. Officer Ellinwood stated that this was for fingerprinting and photographs. He communicated that this is a

one-time use charge of \$1000. They no longer do the Epson Card scan. Trustee Given asked would this come out of the police equipment.

Motion made to buy the live scan by Trustee Girvin.

Motion seconded by Trustee Jump.

All in favor: 5-0

Mayor Wilson moved onto approval for the conference on September 16th- September 20.

Motion made to approve those that would like to attend the conference by Trustee Girvin.

Motion seconded by Trustee Jump.

All in favor: 5-0

Mayor Wilson stated that there are two board meetings that we would need to change due to Columbus Day and Veterans Day. Mayor Wilson communicated that we would change October 14, 2024, to October 21, 2024, and to change November 11, 2024, to November 21, 2024.

Motion made to change the board meeting dates due to the holidays by Trustee Jump.

Motion seconded by Trustee Girvin.

All in favor: 5-0

Mayor Wilson moved onto the Village getting own website. Mayor Wilson stated to get it up and running would cost \$750 and to host it annually would be around \$120. Clerk Hall explained the information that she obtained.

Motion made to approve the Village website by Trustee Fenton.

Motion seconded by Trustee Bell.

All in favor: 5-0

Mayor Wilson moved onto reappointing Richard Burke to the ZBA. He stated that Richard missed his 30 days to sign the oath book due to him being out of town, so we would need to reappoint him again.

Motion made to reappoint Richard Burke to the ZBA board by Trustee Jump.

Motion seconded by Trustee Given.

All in favor: 5-0

Mayor Wilson moved onto setting a public hearing on September 9, 2024, for Local Law #4 of 2024 on Prior Written Notice of Highway defect. Clerk Hall stated that NYMIR was out last week and said that this local law needs to be passed to protect us if something happens.

Motion made to set Public Hearing on Local Law #4 of 2024 on September 9, 2024, by Trustee Jump.

Motion seconded by Trustee Girvin.

All in favor: 5-0

Mayor Wilson moved onto the quote for the chlorination station. The quote from Siewert Equipment for \$1328.00; this is for the rebuild kit. Trustee Jump stated that no engineer needed because it is under \$5000.

Motion made to order the rebuild kit from Siewert Equipment for \$1328 by Trustee Jump.

Motion seconded by Trustee Girvin.

All in favor: 5-0

Mayor Wilson communicated to take home the insurance agreement for contractors to review for the next board meeting.

Mayor Wilson moved onto resolutions to adopt policies.

RESOLUTION: AUTHORIZATION TO ADOPT VILLAGE OF PORT BYRON FUND BALANCE POLICY

WHEREAS, the State Comptroller has recommended that the Village of Port Byron develop and implement a Fund Balance Policy; and

WHEREAS, the Village of Port Byron Board of Trustees wishes to ensure that the fiscal stability that the Village of Port Byron currently enjoys continues in the future; now; therefore, be it

RESOLVED, that the Village of Port Byron Board of Trustees hereby adopts the following Fund Balance Policy for the Village of Port Byron General Fund

Motion made to pass resolution to adopt Village of Port Byron Fund Balance Policy by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 5-0

RESOLUTION: AUTHORIZATION TO ADOPT VILLAGE OF PORT BYRON INTERNET USAGE POLICY

WHEREAS, the State Comptroller has recommended that the Village of Port Byron develop and implement an Internet Usage Policy; and

WHEREAS, The Village of Port Byron shall recognize this policy effective August 12, 2024, for all purposes pertaining to Internet Usage

Motion made to pass resolution to adopt Village of Port Byron Internet Usage Policy by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 5-0

RESOLUTION: AUTHORIZATION TO ADOPT VILLAGE OF PORT BYRON ONLINE BANKING POLICY

WHEREAS the State Comptroller has recommended that the Village of Port Byron develop and implement an Online Banking Policy; and

WHEREAS, The Village of Port Byron shall recognize this policy effective August 12, 2024, for all purposes pertaining to Online Banking, including but not limited to online transfers, payments and wire transfers.

Motion made to pass resolution to adopt the Village of Port Byron Online Banking Policy by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 5-0

RESOLUTION: AUTHORIZATION TO ADOPT THE VILLAGE OF PORT BYRON GRIEVANCE POLICY

WHEREAS The Village of Port Byron shall recognize this policy effective August 12, 2024, for all purposes pertaining to the Grievance Policy.

RESOLVED, that the Village of Port Byron Board of Trustees hereby adopts the following Grievance Policy.

Motion made to pass resolution to adopt the Village of Port Byron Grievance Policy by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 5-0

Mayor Wilson moved onto a resolution to transfer \$800 from A1990.4 Contingent to A8560.4 Shade Tree to cover invoice for tree removal.

Motion made to approve resolution to do said transfer by Trustee Jump.

Motion seconded by Trustee Fenton.

All in favor: 5-0

Mayor Wilson moved onto a resolution to make an amendment to the budget from F909 Unappropriated fund balance to F8340.2 Transmission and Distribution Equipment to cover invoice.

Motion made to make said resolution to amend the budget by Trustee Girvin.

Motion seconded by Trustee Jump.

All in favor: 5-0

Mayor Wilson moved onto reports.

The FD report, submitted by Chief Rooker was reviewed. No other questions arose.

The PD report, submitted by OIC Kalet was reviewed. No other questions arose.

The Treasurer's Report submitted by Treasurer Fayette. The Board signed sheet that it was reviewed. No other questions arose.

Motion to approve the reports as presented by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 5-0

Mayor Wilson asked if the Village Board has reviewed the meeting minutes from prior Village Board Meeting on July 8, 2024.

Motion made to accept the minutes as presented by Trustee Fenton.

Motion seconded by Trustee Girvin.

All in favor: 5-0

Mayor Wilson asked if the Village Board has reviewed the meeting minutes from prior Village Board Meeting on July 22, 2024.

Motion made to accept the minutes as presented by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 5-0

Mayor Wilson moved onto the pre-audited bills and audit remaining bills of Abstract #3.

General Fund: Vouchers 2535-2573 \$21956.75

Water Fund: Vouchers 1030-1044 \$41547.27

Sewer Fund: Vouchers 1119-1130 \$5497.12

T&A Fund: Vouchers 123-124 \$410.77

Total: \$69411.91

Motion made to pay abstract #3 of unaudited vouchers, by Trustee Fenton.

Motion seconded by Trustee Girvin.

All in favor: 5-0

Motion to adjourn the scheduled board meeting on August 12, 2024, by Trustee Jump.

Motion seconded by Trustee Fenton.

All in favor: 5-0

Adjourned at 8:05 PM.

Village Clerk Hall