

Board of Trustees: Maggie Ridge, Mayor  
, Deputy Mayor  
Kathie Carl, Trustee  
Andy Fraser, Trustee  
Wayne LaVair, Trustee  
Nikki Whitmarsh, Trustee

Agenda

1. **Call to Order** Mayor Maggie Ridge called the April 12, 2022 Village of Scottsville Board of Trustees to order at pm.

2. **Pledge of Allegiance to the Flag**

3. **Roll Call**

4. **Appointment of Deputy Mayor**

**Motion** made by Trustee and seconded by Trustee to approve the appointment of Andy Fraser as Deputy Mayor for a one (1) year term.

**Vote:** Carried ( - )

Mayor Maggie Ridge

Trustee Kathie Carl

Trustee Wayne LaVair

Trustee Andy Fraser

Trustee Nikki Whitmarsh

5. **Approval of Minutes**

**Village Board Meeting Minutes**

*Tuesday, March 8, 2022*

**Motion** made by Trustee and seconded by Trustee to approve the minutes of the *Tuesday, March 8, 2022* Village Board Meeting as submitted.

**Vote:** Carried ( - )

Mayor Maggie Ridge

Trustee Kathie Carl

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

*Tuesday, March 15, 2022*

**Motion** made by Trustee and seconded by Trustee to approve the minutes of the *Tuesday, March 15, 2022* Treasurer Meeting as submitted.

**Vote:** Carried ( - )

Mayor Maggie Ridge

Trustee Kathie Carl

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

*Monday, April 4, 2022 Organizational Meeting*

**Motion** made by Trustee and seconded by Trustee to approve the minutes of the *Monday, April 4, 2022* Organizational Meeting as submitted.

**Vote:** Carried ( - )

Mayor Maggie Ridge

Trustee Kathie Carl

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

Trustee Wayne LaVair

6. **Public Before the Board**

**GUIDELINES FOR PUBLIC COMMENT:**

- The public may speak only during the Public Comment period of the meeting (limited to a total of thirty (30) minutes) and during any public hearing public comment section, or at such other time as a majority of the Board allows.
- Speakers must step to the front of the room.
- Speakers must give their name, address and organization, if any.
- Speakers must be recognized by the presiding officer.
- Speakers must limit their remarks to three minutes on a given topic.
- Speakers may not yield any remaining time they may have to another speaker.
- Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks must be addressed to the Board as a body and not to any member thereof.
- Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- Interested parties or their representatives may address the Board by written communications.

7. **Reports - Attorney Thomas Rzepka**

8. **Department Reports**

a) **Building Inspector/Code Enforcement Officer**

PB for review

- Special use permit for more apartments located at 32 Main Street

ZB for Review

- 385 Scottsville Mumford Rd subdivision of property
- 2 Genesse street

Fire Marshal

- No Report at this time

Code Enforcement

- Main street parking issue in front of Dr office, working with the MCSO to resolve
- Flooded back yard issues on Scott Crescent due to the race per complainant
- Reminder to all residents NYS open burning ban in effect till May 14th.

b) **DPW – Ken Bohn & Todd Schwasman**

**Updates**

c) **Treasurer – Katie Garner**

Pay Bills:

**Motion** made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to approve payables on the AP Check Register Report through April 12, 2022 and prepaid bills with General Payables totaling \$ \_\_\_\_\_.

**Vote:** Carried ( - )

Mayor Maggie Ridge  
Trustee Kathie Carl  
Trustee Wayne LaVair

Deputy Mayor Andy Fraser  
Trustee Nikki Whitmarsh

Treasurers Report:Budget Transfers:

**Motion** made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to approve the budget transfers as listed above from the April 2022 Treasurers Report.

**Vote:** Carried ( - )

Mayor Maggie Ridge

Trustee Kathie Carl

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

Designating Depository Signers

**Motion** made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to designate Treasurer Katie Garner, Mayor Maggie Ridge and Deputy Mayor Andy Fraser as signers on the Canandaigua National Bank accounts.

**Vote:** Carried ( - )

Mayor Maggie Ridge

Trustee Kathie Carl

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

d) **Clerk – Anne Hartman**

9. **Liaison Appointments**

**Motion** made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to approve the liaison appointments as listed above..

**Vote:** Carried ( - )

Mayor Maggie Ridge

Trustee Kathie Carl

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

10. **Trustee Reports:**

Deputy Mayor Andy Fraser –

Trustee Kathie Carl –

Trustee Wayne LaVair –

Trustee Nikki Whitmarsh –

11. **Mayor's Reports - Maggie Ridge**

12. **Old Business**

Extra Garbage Totes

13. **New Business**

Volleyball at Johnson Park  
Non-profits using Johnson Park

*Sexual Harassment Complaint Officers*

**Motion** made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to designate Mayor Maggie Ridge and Deputy Mayor Andy Fraser as Sexual Harassment Complaint Officers.

**Vote:** Carried ( - )

Mayor Maggie Ridge  
Trustee Kathie Carl  
Trustee Wayne LaVair

Deputy Mayor Andy Fraser  
Trustee Nikki Whitmarsh

14. **Adjournment**

**Motion** made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to adjourn the Village Board meeting at \_\_\_\_\_ pm.

**Vote:** Carried ( - )

Mayor Maggie Ridge  
Trustee Kathie Carl  
Trustee Wayne LaVair

Deputy Mayor Andy Fraser  
Trustee Nikki Whitmarsh

Village of Scottsville  
Board of Trustees Meeting  
Tuesday, March 8, 2022 6:30 pm  
Wheatland Municipal Building  
UNAPPROVED Meeting Minutes

**Call to Order** Mayor Eileen Hansen called the March 8, 2022 Village of Scottsville Board of Trustees to order at 6:30pm.

**Pledge of Allegiance to the Flag**

**Roll Call**

Present: Eileen Hansen, Mayor  
Leslie Wagar, Deputy Mayor  
Kathie Carl, Trustee  
Andy Fraser, Trustee  
Nikki Whitmarsh, Trustee

Also Present: Thomas Rzepka, Attorney  
Katie Garner, Treasurer  
Todd Schwasman, DPW  
Anne Hartman, Clerk

**Approval of Minutes**

**Village Board Meeting Minutes**  
*Tuesday, February 8, 2022*

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl to approve the minutes of the *Tuesday, February 8, 2022* Village Board Meeting as submitted.

**Vote:** Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Andy Fraser	AYE		

*Tuesday, February 15, 2022*

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Andy Fraser to approve the minutes of the *Tuesday, February 15, 2022* Treasurer Meeting as submitted.

**Vote:** Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Andy Fraser	AYE		

**Public Before the Board**

**GUIDELINES FOR PUBLIC COMMENT:**

The public may speak only during the Public Comment period of the meeting (limited to a total of thirty (30) minutes) and during any public hearing public comment section, or at such other time as a majority of the Board allows.

Speakers must step to the front of the room.

Speakers must give their name, address and organization, if any.

Speakers must be recognized by the presiding officer.

Speakers must limit their remarks to three minutes on a given topic.

Speakers may not yield any remaining time they may have to another speaker.

Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.

All remarks must be addressed to the Board as a body and not to any member thereof.

Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

Interested parties or their representatives may address the Board by written communications.

Theresa Dunn, 68 Rochester St – asked why her yard is heavily staked. Mr. Schwasman answered that the MCWA will be doing some work.

### **Public Hearing**

*Mayor Hansen opened the public hearing by reading the notice from the Sentinel at 7:00pm.*

#### **Legal Notice Notice of Public Hearing Village of Scottsville**

PLEASE TAKE NOTICE that the Village of Scottsville Board of Trustees will hold a Public Hearing at the Wheatland Municipal Building, 22 Main Street, Scottsville, NY on Tuesday, March 8, 2022 at 7:00 pm to consider approval of the proposed 2022-2023 Budget.

A copy of the Tentative Budget is available on the Village website [www.scottsvilleny.org](http://www.scottsvilleny.org).

*Public Comment opened at 7:00 pm.*

**Public Comment:**

No public

*Public Comment closed and Board Comment opened at 7:01pm.*

**Board Comment:**

No Board

*Public Hearing closed at 7:02 pm.*

**Motion** made by Trustee Nikki Whitmarsh and seconded by Deputy Mayor Leslie Wagar to adopt the proposed 2022-2023 Budget as submitted.

**Vote:** *Carried (5-0)*

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Andy Fraser	AYE		

### **Reports - Attorney Thomas Rzepka**

Had a meeting with CooperVision, architect and attorney from COMIDA to determine the next step for the CooperVision project. It was determined that the project will have a negative impact, attorney from CooperVision will draft the resolution and hopefully it will be ready by the Treasurer meeting next week.

### **Department Reports**

#### **Building Inspector/Code Enforcement Officer**

**Building Dept:**

Briarwood Apts 34-40 Fire Restoration nearing completion. Look for the Certificate of Occupancy to be issued and residents to move back in within the next Month.  
Briarwood Place apartments level one alteration plans will be starting once the spring hits.  
Hamilton Stern Construction is heading up this project.  
CooperVision warehouse expansion will begin as soon as all the legal paperwork has been filed with the county.  
Plans have been sent over by Schultz Associates to the Planning Board to possibly subdivide the land located at 385 Scottsville Mumford Rd.  
Three new building permits have been issued and 11 open permits have been closed.  
Working with Katie on the sewer districts

**Fire Marshall:**

Yearly fire inspections have started within the village.

**Code Enforcement:**

Parking issues along Rochester Street seem to have been resolved. Keeping an eye on the repeat offenders.

Dealing with a few tenant/ owner disputes with rental properties in the village.

The noise complaints on Heany were caused by a bad fan, that has been resolved

I will be attending the Finger Lakes Building Officials Educational Conference next week 3/14-3/17 and will be out of the office.

**DPW – Ken Bohn & Todd Schwasman**

Sewer work quotes

**Treasurer – Katie Garner****Pay Bills:**

**Motion** made by Trustee Nikki Whitmarsh and seconded by Trustee Kathie Carl to approve payables on the AP Check Register Report through March 8, 2022 and prepaid bills with General Payables totaling \$52,290.24.

**Vote: Carried (5-0)**

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Andy Fraser	AYE		

**Expenses:**

	<u>Overspent Lines</u>		<u>Why?</u>
A.7140.4	Parks Contractual	12,206.40	ARPA Funds for JP Flooring Election Expenses - Reimbursed by MC
A.1450.4	Elections Contractual	210.25	Plow
A.5142.2	Snow Removal Equipment	100.00	Underbudgeted
A.9055.8	Disability Insurance	20.34	

**Suggested Budget Transfers:**

<u>Account Code</u>	<u>Descriptions</u>	<u>To</u>	<u>From</u>
A.9055.8	Disabilty Insurance	20.34	
A.9040.8	Workers Comp		20.34
A.5142.2	Snow Removal Equipment	100.00	
A.5142.4	Snow Removal Contractual		100.00
		<u>\$</u>	<u>\$</u>
		120.34	120.34

**Motion** made by Trustee Kathie Carl and seconded by Trustee Nikki Whitmarsh to approve the budget transfers as listed above from the March 2022 Treasurers Report in an amount not to exceed \$120.34.

**Vote: Carried (5-0)**

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
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Request from the Town for Workers' Compensation rebate from 2020, we will discuss at the Treasurer meeting

Thank Leslie Wagar for 12 years of service on the Village Board and to this community.

Thank the Board for help with the last four years, it has been an honor and privilege to work with all of you and to serve the community and to the employees of the Village, they are the ones who run the Village.

### **Old Business**

#### **Extra garbage totes**

Mayor Hansen gave Trustee Fraser a list of multiple dwelling properties to continue the discussion at the next meeting.

#### **Rescind the motion from December 14, 2021**

##### **Genesee Valley Trail Town Initiative**

**Motion** made by Trustee Kathie Carl and seconded by Trustee Nikki Whitmarsh to contribute \$1,000.00 per year for 3 years from the ARPA funds to the Genesee Valley Trail Towns Initiative to support local businesses affected by the COVID pandemic, and to promote outdoor recreation for residents.

**Vote:** Carried (5-0) 12/14/2021

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl to rescind the motion made on December 14, 2021 to contribute \$1,000.00 per year for 3 years from the ARPA funds to the Genesee Valley Trail Towns Initiative to support local businesses affected by the COVID pandemic, and to promote outdoor recreation for residents.

**Vote:** Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Andy Fraser	AYE		

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl to contribute \$1,500.00 per year for 2 years from the ARPA funds to the Genesee Valley Trail Towns Initiative to support local businesses affected by the COVID pandemic, and to promote outdoor recreation for residents.

**Vote:** Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Andy Fraser	AYE		

#### **IT Support**

SkyPort submitted a lesser plan for review

### **New Business**

Trustee Carl acknowledged Trustees Whitmarsh and Fraser, it is good to have young people on the Board, Trustees Wagar was on the school board for 4 years, Planning and Zoning Board for 15 years and the Village Board for 12 years, thank you for your time, talent and commitment. And Mayor Hansen, the first woman mayor, thank you for all the behind the scenes webinars, meetings and phone calls, our major accomplishment was forming the Fire District.

### **Adjournment**

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl to adjourn the Village Board meeting at 7:22 pm.

**Vote:** Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
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Trustee Kathie Carl  
Trustee Andy Fraser

AYE  
AYE

Trustee Nikki Whitmarsh

AYE

Respectfully submitted by,



Anne Hartman  
Village Clerk

Village of Scottsville  
Board of Trustees – Treasurer Meeting  
Tuesday, March 15, 2022 6:00 pm  
Wheatland Municipal Building  
UNAPPROVED Meeting Minutes

**Call to Order** Mayor Eileen Hansen called the March 15, 2022 Village of Scottsville Board of Trustees to order at 6:00 pm.

**Pledge of Allegiance to the Flag**

**Roll Call**

Present: Eileen Hansen, Mayor  
Leslie Wagar, Deputy Mayor  
Kathie Carl, Trustee  
Andy Fraser, Trustee  
Absent: Nikki Whitmarsh, Trustee  
Also Present: Katie Garner, Treasurer  
Anne Hartman, Clerk

**Treasurer – Katie Garner**

**Workers' Compensation rebate**

**Motion** made by Trustee Kathie Carl and seconded by Deputy Mayor Leslie Wagar to approve the payment of \$8,062.08 to the Town of Wheatland for the Fire portion of the fire department 2020 Workers Compensation rebate.

**Vote:** Carried (4-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	ABSENT
Trustee Andy Fraser	AYE		

**SEQR Negative Impact Declaration (CooperVision)**

**RESOLUTION OF THE VILLAGE OF SCOTTSVILLE BOARD OF TRUSTEES ADOPTING A NEGATIVE DECLARATION PURSUANT TO THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT FOR THE COOPERVISION PROJECT**

WHEREAS, CooperVision, Inc. (the “Applicant”) has applied for site plan approval for the renovation and expansion of its facility located on approximately 5.23 acres at 711 North Road in the Village of Scottsville in order to accommodate growth in its Biofinity® product line (the “Project”); and

WHEREAS, the Project involves the renovation of approximately 5,000 square feet of existing facility space and the construction of approximately 7,000 square feet of additional manufacturing space on an existing parking lot; and

WHEREAS, the potential adverse environmental impacts of the Project are to be reviewed and assessed pursuant to Article 8 of the New York State Environmental Conservation Law and its applicable regulations set forth in 6 N.Y.C.R.R Part 617, collectively known as the New York State Environmental Quality Review Act (“SEQRA”); and

WHEREAS, the Village of Scottsville Board of Trustees (the “Board”) has identified the Project as an Unlisted action pursuant to SEQRA; and

WHEREAS, the Applicant completed Part 1 of a Full Environmental Assessment Form (“FEAF”) pursuant to SEQRA for the Project; and

WHEREAS, on February 8, 2022, the Board declared its intent to act as Lead Agency for the Project and proceeded to conduct an uncoordinated review of the Project pursuant to SEQRA; and

WHEREAS, the Board has reviewed the completed Parts 1 and 2 of the FEAF, as well as additional applicable information concerning the Project including plans associated with the Project and the results of the FEAF Mapper regarding the location of the Project (referred to as “the Project Site”); and

WHEREAS, the Board resolves based upon the information contained in the FEAF, as well as based on the other information summarized above comprising the administrative record in this matter, determines that the Project for the reasons set forth below will not result in a potential significant adverse impact to the environment, and hereby issues a Negative Declaration pursuant to SEQRA for the Project.

**NOW, THEREFORE BE IT RESOLVED:**

Upon a thorough review and due consideration by the Board of the FEAF for the Project, and in consideration of other information provided by its architect, the Board makes the following findings:

1. The Board has considered the Project, including identifying the reasonable impacts associated with it, and comparing the same to the parameters and criteria set forth in 6 N.Y.C.R.R. §§ 617.1 and 617.3.
2. The Board has classified the Project as an Unlisted Action pursuant to the SEQRA regulations.
3. The Board adopts each of the matters set forth in the Whereas clauses set out herein as part of this resolution, and each shall have the same force and effect as each of the other findings made in this resolution.
4. The Board has considered the significance of the potential adverse environmental impacts associated with the Project by: (i) carefully reviewing and examining the responses to the FEAF, including the information in the Parts 1, 2 and 3 of the FEAF, together with examining other available supporting information and documents concerning the Project, as well as reviewing the FEAF Mapper result for the Project Site; ii) carefully reviewing impacts and potential impacts from the Project to land, stormwater and groundwater, wetlands, other water resources, and analyzing any impacts associated with agricultural district designation(s), as well as potential impacts associated with or to historic, archaeological and other recognized and/or protected resources, and impacts to threatened or endangered plant and animal species, impacts to transportation, including such impacts associated with traffic and considered impacts to community character and cumulative impacts if any, as well as impacts from sites where remedial activities were previously conducted, and considering each of the other potential impacts as required by applicable regulation; (iii) carefully considering the criteria set forth in 6 N.Y.C.R.R. § 617.7(c) in light of such potential impacts; and (iv) thoroughly analyzing the identified areas of relevant environmental concern in issuing this Negative Declaration.

5. The Board does not identify any potential significant adverse environmental impact associated with the Project, and based on its review the Board approves, adopts and incorporates by reference the responses to the FEAF, and finds that the Project will not result in a potentially significant adverse impact to the environment.

**NOW THEREFORE BE IT FURTHER RESOLVED:**

Based on the foregoing, the Board finds that the Project will not have a potential significant adverse impact on the environment in accordance with the New York State Environmental Quality Review Act, Article 8 of the New York Environmental Conservation Law and, in particular, pursuant to the criteria set forth at 6 N.Y.C.R.R. § 617.7(b)-(c) of the SEQRA regulations. The Board thus issues this Negative Declaration pursuant to SEQRA, and directs the following be undertaken and makes the following additional findings:

1. This Resolution has been prepared in accordance with Article 8 of the New York Environmental Conservation Law by the Village of Scottsville Board of Trustees, 22 Main Street, Suite 3, Scottsville, New York 14546.

2. The Village Clerk and/or those persons whom the Board may designate or has designated for such purpose is authorized to file this Negative Declaration in accordance with applicable provisions of law.

3. This Resolution shall take effect immediately.

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl to adopt a negative declaration pursuant to the New York State Environmental Quality Review Act for the CooperVision project.

**Vote:** Carried (4-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	ABSENT
Trustee Andy Fraser	AYE		

**Adjournment**

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl to adjourn the Village Board meeting at 6:32 pm.

**Vote:** Carried (4-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	ABSENT
Trustee Andy Fraser	AYE		

Respectfully submitted by,



Anne Hartman  
Village Clerk

**Call to Order** Mayor Ridge called the 2022-2023 Organizational Meeting to order at 6:00 pm.

**Pledge of Allegiance to The Flag**

**Roll Call**

Present: Maggie Ridge, Mayor  
Kathie Carl, Trustee  
Andy Fraser, Trustee  
Wayne LaVair, Trustee  
Nikki Whitmarsh, Trustee

Also Present: Katie Garner, Treasurer  
Anne Hartman, Village Clerk

**Organizational Meeting:**

Swearing in of Mayor Maggie Ridge, Trustee Andy Fraser, Trustee Wayne LaVair

**Appointments:**

Deputy Mayor –TBD– One (1) Year Term  
Treasurer – Katie Garner – One (1) Year Term  
Clerk – Anne Hartman – One (1) Year Term  
Deputy Clerk – Ginny Winter – One (1) Year Term  
Department of Public Works Labor Foreman – Ken Bohn – One (1) Year Term  
Department of Public Works Administrative Foreman – Todd Schwasman – One (1) Year Term  
Code Enforcement Officer, Building Inspector and Fire Marshal – Doug Barber - One (1) Year Term  
Council of Governments Representative – Maggie Ridge  
Representative to the Monroe County Planning Council – Maggie Ridge  
Petty Cash Custodian – Anne Hartman  
NYSLRS Security Admin & Contact Admin – Anne Hartman and Katie Garner  
Sexual Harassment Complaint Officers - TBD

**Motion** made by Trustee Kathie Carl and seconded by Trustee Nikki Whitmarsh to approve the above appointments and terms for the 2022-23 year unless otherwise stated and as listed above.

**Roll Call Vote:** (Carries 5-0)

**Meeting Dates Designation:**

**Motion** made by Trustee Kathie Carl and seconded by Trustee Andy Fraser to designate the second Tuesday of each month as regular Village Board of Trustees meeting dates starting at 6:30 pm and the Treasurer meeting the third Tuesday of each month starting at 6:00 pm.

**Roll Call Vote:** (Carries 5-0)

**ZBA/PB, Forestry Board and Historical**

**Meeting dates and terms**

*Zoning Board of Appeals* will meet the second Thursday of each month at 7:00 pm as needed.

Steve Cullum, Member – Five (5) Year Term – Expires 2027

Kevin Marks, Chair - Four (4) Year Term – Expires 2026

Patti Brandes, Member - Three (3) Year Term – Expires 2025

David Domina, Member - Two (2) Year Term – Expires 2024

Mark Smith, Member - One (1) Year Term – Expires 2023

*Planning Board* will meet the second Thursday of each month at 7:00 pm or immediately following a Zoning Board of Appeal meeting.

Steve Cullum, Chair – Five (5) Year Term – Expires 2027

Kevin Marks, Member - Four (4) Year Term – Expires 2026

Patti Brandes, Member - Three (3) Year Term – Expires 2025

David Domina, Member - Two (2) Year Term – Expires 2024

Mark Smith, Member - One (1) Year Term – Expires 2023

*Forestry Board* will meet the second Thursday of each month at 7:00 pm.

Brandon Burger, Chair - Three (3) Year Term – Expires 2024

Michael Souers, Vice Chair – Three (3) Year Term – Expires 2025

Sylvia Benso, Member - Three (3) Year Term – Expires 2025

Camille Martinez, Member - Three (3) Year Term – Expires 2024

Wendy Marks, Member - Three (3) Year Term – Expires 2023

Rick VenVertloh, Member - Three (3) Year Term – Expires 2023

*Historic Preservation Commission* will meet the fourth Monday of each month at 7:00 pm. (4 year term – initially: one for 1 year, 2 years, 3 years and two for 4 years)

James Yarrington, Chair - Four (4) Year Term – Expires 2026

Sylvia Benso, Member - Three (3) Year Term – Expires 2025

Randy Hess, Member - Two (2) Year Term – Expires 2024

Wayne Lines, Member - One (1) Year Term – Expires 2023

Carl Schoenthal, Member - Four (4) Year Term – Expires 2026

**Motion** made by Trustee Nikki Whitmarsh and seconded by Trustee Andy Fraser to approve the above appointments and terms as listed above.

**Roll Call Vote:** (Carries 5-0)

**Organizational Meeting Date Designation:**

**Motion** made by Trustee Kathie Carl and seconded by Trustee Andy Fraser to establish Monday, April 3, 2023 at 6:00pm as the organizational meeting date for the 2023-2024 schedule.

**Roll Call Vote:** (Carries 5-0)

**Official Newspaper:**

**Motion** made by Trustee Kathie Carl and seconded by Trustee Andy Fraser to designate “The Sentinel” as the official newspaper for the year 2022-2023.

**Roll Call Vote:** (Carries 5-0)

**Investment Policy (Summarized):**

Village funds not immediately needed for Village operations may be invested in the following types of investments:

Insured Savings Accounts

Certificates of Deposit

United States Government Treasury Bills

Government Money Market Accounts

Investments may be made only in Commercial Banks and the United States Government and must be collateralized to the extent that amounts exceed Federal Deposit Insurance Corporation (FDIC) Insurance.

The following is the approved list of depositors of the Village of Scottsville to which funds may be invested:

Canandaigua National Bank & Trust

Citibank

JP Morgan Chase

United States Government

Wilmington Trust

**Motion** made by Trustee Kathie Carl seconded by Trustee Andy Fraser to set up the investment policy for the Village of Scottsville.

**Roll Call Vote:** (Carries 5-0)

**Other Village Policies:**

General Fund Balance

Reserves Policy

Cash Receipts

Online Banking

Credit Card Use

Procurement

Investment Policy (general and detailed)

Petty Cash

Cell Phone

Workplace Violence Prevention

Code of Ethics

Computer

IT Policy

Social Media

Grants

Sexual Harassment Prevention

**Motion** made by Trustee Nikki Whitmarsh and seconded by Trustee Kathie Carl to re-affirm all the Village policies listed above.

**Roll Call Vote:** (Carries 5-0)



**Liaison Representatives:**

Mayor Maggie Ridge:

Trustee Kathleen Carl:

Trustee Andy Fraser:

Trustee Wayne LaVair:

Trustee Nikki Whitmarsh:

**Motion** made by Trustee        and seconded by Trustee        to designate the Board liaison representatives as listed.

**Roll Call Vote:** No action taken, more time will be taken to establish and assign liaison.

**Audit the Books & Records:**

**Motion** made by Trustee Andy Fraser and seconded by Trustee Kathie Carl that the Board of Trustees cause to be audited the books and records of any officer who collects or disburses funds.

**Roll Call Vote:** (Carries 5-0)

**Advance Approval of Claims:**

**WHEREAS** the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, insurance premiums, postage, freight and express charges; and

**WHEREAS** all such claims must be presented at the next regular meeting for audit; and

**WHEREAS** the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows.

**NOW THEREFORE BE IT RESOLVED:**

That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows.

That this resolution is effective immediately.

**Resolution** made by Trustee Kathie Carl and seconded by Trustee Nikki Whitmarsh.

**Roll Call Vote:** (Carries 5-0)

**Mileage Allowance:**

**WHEREAS** the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to village officers and employees who use their personal automobiles while performing their official village duties;

**NOW THEREFORE BE IT RESOLVED:**

That the Board of Trustees will approve reimbursement to such officers and employees at the rate of **58.5 cents per mile**.

That this resolution is effective immediately.

**Resolution** made by Trustee Kathie Carl and seconded by Trustee Andy Fraser.

**Roll Call Vote:** (Carries 5-0)

**Attendance at Schools and Conferences:**

**WHEREAS** there is to be held during the coming official year

NYCOM's Winter Legislative Meeting

NYCOM's Annual Meeting

NYCOM's Annual Meeting and Training School

NYCOM's Fall Training School

NYCOM's Public Works Training School, and

Trainings held by Monroe County New York, New York State, the Regional Planning Council and Finger Lakes Building Officials Association

**WHEREAS** attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

**NOW THEREFORE BE IT RESOLVED:**

That the village officers and employees approved by the board are authorized to attend the above schools.

That this resolution is effective immediately.

**Resolution** made by Trustee Andy Fraser and seconded by Trustee Kathie Carl.

**Roll Call Vote:** (Carries 5-0)

**Designating Depositories:**

**WHEREAS** the Board of Trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

**NOW THEREFORE BE IT RESOLVED:**

That the Board of Trustees designates the following institutions as depositories of all moneys received by the Village Clerk, Treasurer, Deputy Clerk, and receiver of taxes. Names of Institutions:

Canandaigua National Bank & Trust  
J.P. Morgan Chase

That this resolution is effective immediately.

**Resolution** made by Trustee Kathie Carl and seconded by Trustee Andy Fraser.

**Roll Call Vote:** (Carries 5-0)

**Designating Depository Signers**

**Motion** made by Trustee Nikki Whitmarsh and seconded by Trustee Kathie Carl to designate Katie Garner, Maggie Ridge and the Deputy Mayor as signers on the Canandaigua National Bank accounts.

**Roll Call Vote:** (Carries 5-0)

**Meeting Procedures:**

Resolution Adopting Rules of Procedure for the Board of Trustees of the Village of Scottsville.

**WHEREAS**, Village Law § 4-412 provides that the Board of Trustees may determine its own rules of procedure;

**NOW, THEREFORE BE IT RESOLVED**, the following rules of procedure are adopted pursuant to Village Law § 4-412:

**VILLAGE BOARD OF TRUSTEES REGULAR MEETINGS:**

The Board of Trustees' Regular Meetings are held on 2<sup>nd</sup> Tuesday of each month, commencing at 6:30pm in the Wheatland Municipal Building boardroom. **SPECIAL MEETINGS:**

Special meetings of the Board of Trustees are all Board meetings other than Regular Meetings. A Special Meeting may be called by the Mayor or any Trustee upon notice to the entire Board. Notice must be given to each member of the Board of Trustees by telephone, in person, or email at least 24 hours in advance of the meeting unless an emergency requires the meeting to be held on less than 24 hours notice.

**QUORUM:**

A quorum of the Board must be physically present to conduct business. A quorum of the five-member Board of Trustees is three, regardless of vacancies.

**EXECUTIVE SESSIONS:**

Executive sessions must be held in accordance with NYS Public Officers Law § 105. All executive sessions must be entered into by a motion made from a properly noticed and conducted open meeting.

**AGENDAS:**

The agenda is to be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda must be provided to the Clerk in writing or via email at least 24 hours before the meeting's start time. However, items may be placed on the agenda at any time, including during the meeting. If necessary, a supplemental agenda may be distributed at the beginning of the meeting.

**VOTING:**

Pursuant to the New York State Village Law and General Construction Law, each member of the Board has one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law. A vote upon any question must be taken by ayes and noes, and the names of the members present, and their votes must be entered in the minutes.

**GENERAL RULES OF PROCEDURE:**

The Mayor presides at the meeting. In the Mayor's absence, the Deputy Mayor presides at meetings of the Board. The presiding officer may debate, move, and take any action that may be taken by other members of the Board. Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking.

Every motion must be seconded before being put to a vote; all motions must be recorded in their entirety in the Board's minutes.

Once recognized, a member may not be interrupted when speaking unless it is to call him/her to order. If a member is called to order, they must stop speaking until the question of order is determined, and, if in order, they must be permitted to proceed.

There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained and require two thirds vote to pass.

**GUIDELINES FOR PUBLIC COMMENT:**

The public may speak only during the Public Comment period of the meeting (limited to a total of thirty (30) minutes) and during any public hearing public comment section, or at such other time as a majority of the Board allows.

Speakers must step to the front of the room.

Speakers must give their name, address and organization, if any.

Speakers must be recognized by the presiding officer.

Speakers must limit their remarks to three minutes on a given topic.

Speakers may not yield any remaining time they may have to another speaker.

Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.

All remarks must be addressed to the Board as a body and not to any member thereof.

Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

Interested parties or their representatives may address the Board by written communications.

**AMENDMENTS TO THE RULES OF PROCEDURE.**

The Rules of Procedure may be amended from time to time by majority vote of the Board.

And it is further

**RESOLVED**, that the Village Clerk/Treasurer shall provide a copy of the Rules of Procedure as herein adopted and promulgated to General Code Publishers Corp., for publication in the Village Code to be numbered as a designated chapter thereof in the discretion of the publisher.

**Resolution** made by Trustee Andy Fraser and seconded by Trustee Kathie Carl.

**Roll Call Vote:** (Carries 5-0)

**10. Adjournment:**

**Motion** made by Trustee Kathie Carl and seconded by Trustee Andy Fraser to adjourn the meeting at 6:31 pm.

**Roll Call Vote:** (Carries 5-0)