

Village of Scottsville  
Board of Trustees Organizational Meeting  
Tuesday, April 9, 2024 – 6:00pm  
Wheatland Municipal Building

**Call to Order** Mayor Ridge called the 2024-2025 Organizational Meeting to order at 6:00 pm.

**Pledge of Allegiance to The Flag**

**Roll Call**

Present: Maggie Ridge, Mayor  
Andy Fraser, Deputy Mayor  
Randall Hess, Trustee  
Wayne LaVair, Trustee  
AJ Peck, Trustee

Also Present: Anne Hartman, Village Clerk

**Swearing In of Trustee Randall Hess and Trustee AJ Peck**

**Organizational Meeting:**

**Appointments:**

Deputy Mayor – AJ Peck – One (1) Year Term  
Treasurer – Paula Parker – Two (2) Year Term  
Deputy Clerk – Sharon Balonek – 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  
Sexual Harassment Complaint Officers – Maggie Ridge and AJ Peck

**Motion** made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to approve the above appointments and terms for the 2024-25 year unless otherwise stated and as listed above.

**Roll Call Vote:**

**Meeting Dates Designation:**

**Motion** made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to designate the second Tuesday of each month as regular Village Board of Trustees meeting dates starting at 6:30 pm.

**Roll Call Vote:**

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

**Meeting dates and terms**

*Zoning Board of Appeals* will meet the third Tuesday of each month at 7:00 pm as needed.  
Richard Kegler, Member - Five (5) Year Term – Expires 2029

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

Richard Kegler, Member - Five (5) Year Term – Expires 2029

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

Brandon Burger, Chair - Three (3) Year Term – Expires 2027

Camille Martinez, Member - Three (3) Year Term – Expires 2027

*Historic Preservation Commission* will meet the fourth Monday of each month at 7:00 pm.

Claire Meixner, Member - Two (2) Year Term – Expires 2026

Kyle Semmel, Member - Four (4) Year Term – Expires 2028

**Organizational Meeting Date Designation:**

**Motion** made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to establish Tuesday, April 8, 2025 at 6:00pm as the organizational meeting date for the 2025-2026 schedule.

**Roll Call Vote:**

**Sewer Commission Meeting Date Designation:**

**Motion** made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to establish \_\_\_\_\_, 2025 at 6:00pm as the sewer commission meeting date for the 2025-2026 schedule.

**Roll Call Vote:**

**Official Newspaper:**

**Motion** made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to designate “The Sentinel” as the official newspaper for the year 2024-2025.

**Roll Call Vote:**

**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 depositories of the Village of Scottsville to which funds may be invested:

Canandaigua National Bank & Trust

Citibank

JP Morgan Chase

United States Government

Wilmington Trust

NY Class

**Motion** made by Trustee \_\_\_\_\_ seconded by Trustee \_\_\_\_\_ to set up the investment policy for the Village of Scottsville.

**Roll Call Vote:**

**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 \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to re-affirm all the Village policies listed above.

**Roll Call Vote:**

**Liaison Representatives:**

Mayor Maggie Ridge: Monroe County Recycling Advisory Committee

Trustee Andy Fraser: Grants, Planning Board and Zoning Board of Appeals

Trustee AJ Peck: Procurement and ARPA

Trustee Randall Hess: Historic Preservation Commission

Trustee Wayne LaVair: DPW

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

**Roll Call Vote:**

**Audit the Books & Records:**

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

**Roll Call Vote:**

**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 \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ .

**Roll Call Vote:**

**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 **.67 cents per mile**.

That this resolution is effective immediately.

**Resolution** made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ .

**Roll Call Vote:**

**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 \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ .

**Roll Call Vote:**

**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 monies received by the Village Clerk, Treasurer, Deputy Clerk, and receiver of taxes.

Names of Institutions:

Canandaigua National Bank & Trust  
J.P. Morgan Chase  
NY CLASS

That this resolution is effective immediately.

**Resolution** made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ .

**Roll Call Vote:****Designating Depository Signers**

**Motion** made by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ to designate Maggie Ridge and Andrew J. Peck as signers on the Canandaigua National Bank accounts.

**Roll Call Vote:****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 \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_ .

**Roll Call Vote:**

10. **Adjournment:**

**Motion** made by Trustee  
at            pm.

and seconded by Trustee

to adjourn the meeting

**Roll Call Vote:**