

**VILLAGE OF OAKFIELD
BOARD OF TRUSTEES**

**ANNUAL ORGANIZATIONAL MEETING
April 8th, 2019 @ 6:30 p.m.**

The Annual Organizational Meeting was called to order at 6:30 p.m. by Mayor David Boyle.
Trustees Present: Graham, Igoe, Mullen, Cianfrini.

A Motion was made by Trustee Mullen to open the public hearing for the Annual Organizational Meeting @ 6:31 PM, second by Trustee Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

APPOINTMENTS BY MAYOR BOYLE:

CLERK – TREASURER- Andrew Maguire 6/1/18-5/31/22.

DEPUTY CLERK-TREASURER – Michelle Bartholomew 4/1/19-3/31/20.

DEPUTY MAYOR – Trustee - John Igoe.

PUBLIC WORKS SUPERVISOR - David Laney 4/1/19-3/31/20,

PUBLIC WORKS MAINTENANCE - Tom Mikolajczyk and Eric Carlsen, 4/1/19-3/31/20

A Motion by Trustee Graham to approve employment appointments as stated above, second by Trustee Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried.

FAIR HOUSING OFFICER - Trustee - John Igoe

FIRE CHIEF – Sean Downing

DOG CONTROL – Genesee County Animal Control.

VILLAGE ATTORNEY – Whiting Law Firm on a per diem basis at a rate of \$160 per hour.

INSPECTOR OF SANITATION– Public Works Supervisor - David Laney– 4/1/19-3/31/20.

APPOINTMENT OF VILLAGE HISTORIAN - Oakfield Historical Society: Acting President.

APPOINTMENT OF REGISTRAR – Town of Oakfield Clerk – 4/1/19 – 3/31/20.

RECORDS ACCESS OFFICER - Michelle Bartholomew, Deputy Clerk/Treasurer.

A Motion by Trustee Cianfrini to approve the appointments as stated above, second by Trustee Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried.

ZONING ENFORCEMENT OFFICER – Michael Morris, 4/1/19-3/31/20.

BUILDING & FIRE CODE OFFICER – Michael Morris, 4/1/19-3/31/20.

APPOINTMENT - ZONING BOARD OF APPEALS – Five Year Term - Matthew Santy;
4/1/19-3/31/24.

APPOINTMENT – PLANNING BOARD – Five Year Term - Denise Dimatteo, 4/1/2019-
3/31/2024.

SECRETARY TO ZONING AND PLANNING BOARD - The Planning and Zoning Board's
Chairpersons will assign one of the appointed members the duty of minute taking.

A Motion by Trustee Cianfrini to approve the appointments as stated above, second by Trustee
Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried.

OFFICIAL BANKS – Bank of Castile and M&T Bank.

INVESTMENT PROVIDER – Tompkins Wealth Management.

AUTHORIZED DEBT CARD: Clerk-Treasurer: M&T Bank Debit Card, must be authorized
for usage by Village Board of Trustees per transaction and must always be secured in the vault of
the village office.

OFFICIAL NEWSPAPER – The Daily News.

MILEAGE REIMBURSEMENT – Federal/I.R.S. rate – currently \$.58 cents per mile.

BOARD MEETINGS – Time 6:30 p.m., the second and fourth Monday of each month, January
through December.

VILLAGE OFFICE HOURS – 7:30 A.M. – 3:30 P.M. Monday thru Friday. Mayor reserves
the right to close the Village Office on Mayoral Order.

A Motion by Trustee Igoe to approve the appointments as stated above, second by Trustee
Mullen. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried.

PROCUREMENT POLICY - Annual Review will be done by Trustee Igoe and provided to the
Board. There are no changes to propose for the Procurement Policy.

PERSONNEL POLICY/CODE OF ETHICS POLICY - Annual Review will be done by
Mayor Boyle and provided to the Board. At this time, there are no changes to propose for the
Personnel Policy.

INVESTMENT POLICY: Annual Review will be done by Trustee John Mullen and provided
to the Board. There are no changes to propose for the Investment Policy.

FUND BALANCE POLICY: The Board of Trustees have reviewed the Fund Balance Policy,
there are no changes to propose.

WORKPLACE VIOLENCE PROGRAM AND SEXUAL HARRASMENT POLICY:
Annual Review will be done by Trustee Graham and the Personnel Officer with all employees.

HIGHWAY SHARED SERVICES AGREEMENT: Annual Review will be conducted by the Board of Trustees. There are no changes to propose.

A Motion by Trustee Cianfrini to approve the policies and practices as stated above, second by Trustee Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried.

PETTY CASH – Two Drawers totaling \$150.00.

VILLAGE LICENSES – Clerk/Treasurer is authorized to sign in the absence of the Mayor.

ADVANCED APPROVAL OF CLAIMS The Clerk/Treasurer is authorized to make payment in advance of audit of claims for utilities, postage, health insurance premiums, and any claims that would otherwise incur finance charges or interest. All claims must be presented at the first regular meeting of the month for audit in the monthly abstract.

OFFICIAL UNDERTAKINGS

An Employee Dishonesty Bond in the amount of \$120,000 for the Village Clerk and the Deputy Clerk is provided through Lawley Genesee Insurance.

A Motion by Trustee Mullen to approve the policies and practices as stated above, second by Trustee Graham. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried.

PROCEDURES FOR SPECIAL MEETING as follows:

1. Method of Notice to Board Members – Clerk will notify by e-mail or telephone.
2. News Media and the Public, as soon as practical, by notice.

COMMITTEE APPOINTMENTS

Streets: Trustee Igoe/Trustee Graham.

Grants: Trustee Graham.

Sidewalks: Trustee Mullen.

Parks/Beautification: Mayor Boyle.

Fire Department: Trustee Igoe.

Water: Trustee Cianfrini/Trustee Mullen.

Public Safety: Trustee Graham.

Technology/Website: Trustee Graham.

Town of Oakfield Liaison: All Board Members on a Rotating Schedule

Ordinances: Trustee Mullen

Finance/Monthly Audit: Trustee Igoe/Trustee Graham

Youth Commission: Trustee Cianfrini.

Insurance: Trustee Cianfrini.

Personnel: Mayor Boyle.

Sewer: Trustee Igoe/Trustee Cianfrini.

Operations: Trustee Igoe

GAM: Mayor Boyle/Alternate Scheduling

A Motion was made by Trustee Igoe to approve the above said Committee Appointments, second by Trustee Mullen. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried.

A Motion was made by Trustee Mullen to close the public hearing for the Annual Organizational Meeting @ 6:48 PM, second by Trustee Graham. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

Respectfully submitted,

Andrew Maguire
Clerk/Treasurer
April 8th, 2019