

**VILLAGE OF OAKFIELD  
BOARD OF TRUSTEES**

**ANNUAL ORGANIZATIONAL MEETING  
April 9<sup>th</sup>, 2018 @ 5:00 p.m.**

The Annual Organizational Meeting was called to order at 5:00 p.m. by Mayor David Boyle.  
Trustees Present: Graham, Igoe, Mullen, Cianfrini.

**Appointments by Mayor Boyle:**

**CLERK – TREASURER-** Andrew Maguire 6/1/18-5/31/22, **Motion** by Trustee Igoe, to approve the said appointment, Second by Trustee Mullen. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried.

**DEPUTY CLERK-TREASURER** –Michelle Bartholomew 4/1/18-3/31/19. **Motion** by Trustee Cianfrini to approve the said appointment, Second by Trustee Mullen. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

**DEPUTY MAYOR** – Trustee John Igoe: Effective immediately.

**PUBLIC WORKS SUPERVISOR** - David Laney, **Motion** by Trustee Graham, to approve the said appointment, Second by Trustee Mullen. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

**PUBLIC WORKS MAINTENANCE** - Tom Mikolajczyk, Eric Carlsen, **Motion** by Trustee Cianfrini, to approve the said appointment, Second by Trustee Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

**FAIR HOUSING OFFICER** - John Igoe, **Motion** by Trustee Mullen, to approve the said appointment, Second by Trustee Graham. Ayes: Cianfrini, Graham, Mullen. Carried

**FIRE CHIEF** – Sean Downing, **Motion** by Trustee Igoe, to approve the said appointment, Second by Trustee Mullen. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

**DOG CONTROL** – Genesee County Animal Control, **Motion** by Trustee Cianfrini, to approve the said appointment, Second by Trustee Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

**VILLAGE ATTORNEY** – Whiting Law Firm on a per diem basis at a rate of \$160 per hour, **Motion** by Trustee Mullen, to approve the said appointment, Second by Trustee Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

**INSPECTOR OF SANITATION** – One year – Public Works Supervisor - David Laney, **Motion** by Trustee Mullen, to approve the said appointment, Second by Trustee Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

**APPOINTMENT OF VILLAGE HISTORIAN** - Oakfield Historical Society, Acting President. **Motion** by Trustee Graham, to approve the said appointment, Second by Trustee Mullen. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

**APPOINTMENT OF REGISTRAR** – Town of Oakfield Clerk – 4/1/18 – 3/31/19, **Motion** by Trustee Cianfrini, to approve the said appointment, Second by Trustee Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

**RECORDS ACCESS OFFICER** - Michelle Bartholomew, Deputy Clerk/Treasurer. Motion by Trustee Cianfrini, to approve the said appointment, Second by Trustee Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

**ZONING ENFORCEMENT OFFICER** – Rick Pastecki, Temporary Appointment until 6/30/2018. Motion by Trustee Igoe, to approve the said appointment, Second by Trustee Mullen. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

**BUILDING & FIRE CODE OFFICER** – Bruce Gerould, Temporary Appointment until 6/30/2018. Motion by Trustee Igoe, to approve the said appointment, Second by Trustee Mullen. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

**APPOINTMENT - ZONING BOARD OF APPEALS – Five Year Term** 1) Ronald D’Alba; 4/1/18-3/31/2023. Motion by Trustee Graham, to approve the said appointment, Second by Trustee Mullen. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

**APPOINTMENT - ZONING BOARD OF APPEALS ALTERNATE MEMBER – Five Year Term:** 1) Anne Engel: 4/1/18 -3/31/2023. Motion by Trustee Cianfrini, to approve the said appointment, Second by Trustee Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

**APPOINTMENT – PLANNING BOARD – Five Year Term.** No Appointments Necessary all members within terms.

**SECRETARY TO ZONING AND PLANNING BOARD** - A Motion was made by Trustee Igoe that the Planning and Zoning Board’s will assign one of the appointed members the duty of minute taking, second by Trustee Cianfrini. Ayes: Graham, Igoe, Cianfrini, Mullen. Carried

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

**AUTHORIZED DEBT CARD:** Clerk-Treasurer: Holds M&T Bank Debit Card, must be authorized for usage by Village Board per transaction and secured at all times.

**OFFICIAL NEWSPAPER** – The Daily News.

**MILEAGE REIMBURSEMENT** – Federal/I.R.S. rate – currently 54.5 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. This is a change from 8:30 AM- 4:30 PM

A Motion was made by Trustee Mullen to approve the above appointments and practices, second by Trustee Igoe Ayes: Graham, Cianfrini, 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. The Board is working on an updated Personnel Policy

and will hold a public hearing once it is ready for presentation. 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:** Annual Review will be done by Trustee Graham and the Personnel Officer with all employees.

**PETTY CASH** – Two Drawers totaling \$150.00.

**A Motion** was made by Trustee Cianfrini to approve the above-mentioned appointments and practices, second by Trustee Graham; Ayes: Graham, Cianfrini, Igoe, Mullen. Carried.

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

**A Motion** was made by Trustee Igoe to approve the above-mentioned appointments and practices, second by Trustee Mullen Ayes: Graham, Cianfrini, Igoe, Mullen Carried.

**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 claims that would otherwise incur finance charges. All claims must be presented at the first regular meeting of the month for audit.

#### **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** was made by Trustee Mullen to approve by the above-mentioned appointments and practices, second by Trustee Igoe. Ayes: Graham, Cianfrini, 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.

**A Motion** was made by Trustee Igoe to approve the above-mentioned appointments and practices, second by Trustee Mullen. Ayes: Graham, Cianfrini, Igoe, Mullen. Carried. Carried.

#### **COMMITTEE APPOINTMENTS**

**Streets:** Trustee Igoe/Trustee Graham.

**Grants:** Trustee Graham.

**Ordinances:** Trustee Mullen

**Finance/Monthly Audit:** Trustee Igoe/Trustee Graham

**Sidewalks:** Trustee Mullen.

**Youth Commission:** Trustee Cianfrini.

**Parks/Beautification:** Mayor Boyle.

**Insurance:** Trustee Cianfrini.

**Fire Department:** Trustee Igoe.

**Personnel:** Mayor Boyle.

**Water:** Trustee Cianfrini/Trustee Mullen.

**Sewer:** Trustee Igoe/Trustee Cianfrini.

**Public Safety:** Trustee Graham.

**Operations:** Trustee Igoe

**Technology/Website:** Trustee Graham.

**GAM:** Mayor Boyle/Alternate Scheduling

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

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

Respectfully submitted,

Andrew Maguire

Clerk/Treasurer

April 9<sup>th</sup>, 2018