

**VILLAGE OF OAKFIELD
BOARD OF TRUSTEES**

**ANNUAL ORGANIZATIONAL MEETING
June 8th, 2020 @ 6:30 p.m.**

The Annual Organizational Meeting was called to order at 6:33 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 @ 6:33 PM, second by Trustee Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

APPOINTMENTS BY MAYOR BOYLE:

RESOLUTION #12-APPOINTMENT OF CLERK – TREASURER- Kimberly A. Staniszewski 6/1/2020-5/31/2022.

A Motion by Trustee Igoe to approve Kimberly Staniszewski as Clerk-Treasurer for the term of 6/1/2020 to 5/31/2022, second by Trustee Cianfrini. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried.

RESOLUTION #14-APPOINTMENT OF DEPUTY CLERK-TREASURER – Michelle Bartholomew 4/1/2020-3/31/2021.

A Motion by Trustee Cianfrini to approve Michelle Bartholomew as Deputy Clerk-Treasurer for the term of 4/1/2020 to 3/31/2021, second by Trustee Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried.

RESOLUTION #13 -APPOINTMENT OF SUPERVISOR OF PUBLIC WORKS - David Laney 4/1/2020-3/31/2021,

A Motion by Trustee Igoe to approve David Laney as Supervisor of Public Works for the term of 4/1/2020 to 3/31/2021, second by Trustee Igoe. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried.

DEPUTY MAYOR – Trustee - John Igoe. 4/1/2020 to 3/31/2021

PUBLIC WORKS MAINTENANCE - Tom Mikolajczyk and Eric Carlsen, 4/1/2020-3/31/2021

FAIR HOUSING OFFICER - Trustee - John Igoe, 4/1/2020 to 3/31/2021

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– 4/1/2020-3/31/2021.

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

APPOINTMENT OF REGISTRAR – Town of Oakfield Clerk – 4/1/20 – 3/31/2021.

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

ZONING ENFORCEMENT OFFICER – Michael Morris, 4/1/2020-3/31/2021.

BUILDING & FIRE CODE OFFICER – Michael Morris, 4/1/2020-3/31/2021.

APPOINTMENT – PLANNING BOARD – Five Year Term - Deborah Deer, 4/1/2020-3/31/2025, 1 Vacancy to be filled.

APPOINTMENT - ZONING BOARD OF APPEALS – Five Year Term – No Vacancy

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 Graham to approve the appointments as stated above, second by Trustee Mullen. 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.

A Motion by Trustee Igoe to approve the above Financial Institutions as providers for the Village of Oakfield, second by Trustee Mullen. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

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 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.

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- 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 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 Deputy Clerk is provided through Lawley Genesee Insurance.

A Motion by Trustee Graham to approve the above items, second by Trustee Igoe. 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 5 noted changes to propose for the Personnel Policy. 1) Accrual of Vacation Days based on days/years of employment 2) Submission Time Frame for requested days off 3) Employee and Officer further defined and clarified 4) On Call and Overtime Provisions and 5) Unpaid/Accrued Sick Time Use upon Retirement

INVESTMENT POLICY: Annual Review will be done by Trustee 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 Mullen. 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.

A Motion by Trustee Igoe to approve the above Procedures for Special Meetings, second by Trustee Graham. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

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.

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

A Motion was made by Trustee Igoe to close the public hearing for the Annual Organizational Meeting @ 6:45 PM, second by Trustee Mullen. Ayes: Cianfrini, Graham, Igoe, Mullen. Carried

Respectfully submitted,

Kimberly Staniszewski
Clerk/Treasurer
June 8th, 2020