

**VILLAGE OF OAKFIELD BOARD OF TRUSTEES  
MONTHLY MEETING**

**October 22<sup>nd</sup>, 2018 @ 6:30 pm**

A regular monthly meeting of the Village of Oakfield Board of Trustees was called to order at 6:30 p.m. by Mayor David Boyle, followed by the Pledge to the Flag led by Sean Downing. The following Trustees were present: Michele Graham, John Mullen, Michael Cianfrini, John Igoe.

Also, Present: Clerk/Treasurer, Andrew Maguire; DPW Supervisor, Dave Laney; Deputy Clerk, Michelle Bartholomew; Fire Chief, Sean Downing; Fire Department Members: Bill Sturgeon, Robert Hilchey, Thomas Graham;

**PUBLIC HEARING:**

**1. Resolution # 23 – Amending the Personnel Policy: Updating Sexual Harassment Policy.**

**A Motion** was made by Trustee Graham to open the public hearing @ 6:30 P.M. for Resolution # 23 – 2018: Amending the Personnel Policy: Updating Sexual Harassment Policy, Second by Trustee Cianfrini. Ayes: Graham, Mullen, Cianfrini, Igoe. Carried.

**A Motion** was made by Trustee Igoe to approve, Resolution # 23 – 2018: Amending the Personnel Policy: Updating Sexual Harassment Policy, second by Trustee Cianfrini. Ayes: Mullen, Graham, Cianfrini, Igoe. Carried.

**A Motion** was made by Trustee Cianfrini to close the public hearing @ 7:42 P.M. for Resolution # 23 – 2018: Amending the Personnel Policy: Updating Sexual Harassment Policy Second by Trustee Igoe. Ayes: Graham, Mullen, Cianfrini, Igoe. Carried.

**PUBLIC COMMENTS:**

**OLD BUSINESS:**

- 1. Oakfield Fire Department: Remaining Village Operated Entity or Creation of a Fire District and the Fire Department being its own Taxable Entity.** Mayor Boyle has asked that the Trustees have a roll call vote on whether they would like this to move forward or not and asked if they would give an explanation as to their vote.

**A Motion** was made by Trustee Graham to allow the Oakfield Volunteer Fire Department to begin the process of pursuing becoming its own taxing entity through the creation of a fire district in Oakfield, second by Trustee Igoe.

Ayes: Graham, Igoe.

Nays: Cianfrini, Mullen.

Abstain: Mayor Boyle.

**Motion Fails to Pass with only 2 Affirmative Votes.**

- 2. Proposal for Amended Services for CDBG Block Grant – Municipal Solutions.**

**A Motion** was made Trustee by Igoe to demand Jeff Smith come to the next meeting, November 13<sup>th</sup>, 2018, and explain the increase in hourly rate, and explain in further detail what is coming next, no second offered. Motion fails.

**NEW BUSINESS:**

**1. Resolution #24- Wastewater Collection and Treatment plant Improvements Direct Purchase of Ventrac 4500 Series Tractor for Wastewater Treatment Plant.**

**A Motion** was made by Trustee Igoe to approve Resolution #24- Wastewater Collection and Treatment plant Improvements Direct Purchase of Ventrac 4500 Series Tractor for Wastewater Treatment Plant, second by Trustee Mullen. Ayes: Igoe, Graham, Mullen, Cianfrini.

**2. Fire Department Report.** Chief Downing provided a Verbal Report to the Village Board.

**3. July 2018 Financials.**

**A Motion** was made by Trustee Igoe to approve the July Financials, second by Trustee Graham. Ayes: Igoe, Graham, Cianfrini, Mullen. Carried.

**4. D.P.W. Report.** Written Report Submitted.

**5. Clerk's Report.**

- a) **ClearGov.com Information and Proposal.** Clerk-Treasurer Maguire provided the board with a proposal from ClearGov.com which is a budget, benchmarking website that will allow more transparency for residents on the Village's finances and provide resources for the budget process.

**A Motion** was made by Trustee Igoe to approve the ClearGov.com Proposal for services, and authorize the cost of services, training and software, \$1093.75, to be split 3 ways between the General Fund, Water Fund and Sewer Fund, as all those funds will be reported through this system, second by Trustee Cianfrini. Ayes: Igoe, Graham, Mullen, Cianfrini. Carried.

- b) **Trustee Reports.** Trustee Graham informed the Board that she is working with DPW Supervisor Laney and Clerk-Treasurer Maguire on updating the Emergency Water Plan Documents. A time-line has been created to ensure the plan is updated and tracked. Trustee Igoe has stated he has decided to rescind his resignation from the Village Board of Trustees, effective immediately, and provided Clerk-Treasurer Maguire his rescinding letter of resignation which was accepted.

- c) **Mayor's Report.** Mayor Boyle provided a verbal report to the Board of Trustees.

Having no further business to come before the Board, the meeting was adjourned @ 7:44 PM on **A Motion** by Trustee Mullen,

The next regular Board meeting will be held on Tuesday, November 13<sup>th</sup>, 2018 @ 6:30 PM at the Village Hall, 39 Main Street as Monday November 12<sup>th</sup>, 2018 is a Holiday.

Second by Trustee Cianfrini. Ayes: Mullen, Graham, Cianfrini, Igoe. Carried.

Respectfully Submitted,

Andrew Maguire  
Clerk/Treasurer  
October 22<sup>nd</sup>, 2018

## VILLAGE OF OAKFIELD

### RESOLUTION #23 – 2018 AMENDING THE VILLAGE OF OAKFIELD PERSONNEL POLICY

Adopted: October 22, 2018

The Village Board of the Village of Oakfield met at a regular board meeting at the Village Board Room located at 39 Main Street in the Village of Oakfield, New York on October 22nd, 2017 commencing at 5:00 p.m. and thereafter a public hearing was held at 5:00 p.m. and the following members were:

PRESENT:

Mayor David Boyle  
Trustee John Igoe  
Trustee John Mullen  
Trustee Michele Graham  
Trustee Michael Cianfrini

ABSENT/ABSTAIN:

**WHEREAS**, all Village Board Members, having due notice of said meeting, and that pursuant to Section 94 of the Public Officers Law (Public Meetings Law), said meeting was open to the general public and due and proper notice of the time and place whereof was given as required by law; and

**WHEREAS**, the Village Board of the Village of Oakfield is considering a **AMENDING THE VILLAGE OF OAKFIELD PERSONNEL POLICY, specifically the “SEXUAL HARRASMENT POLICY” section**; and

**WHEREAS**, the proposed amendment to the Village of Oakfield Personnel Policy would be compliant with the new Labor Law Standards. The Sexual Harassment Policy will promote employee wellbeing, health, and safety. The policy will clearly list the steps taken for each incident and provide a standardized complaint form. Employees will also receive sexual harassment training annually and/or upon hire.

**WHEREAS**, the Village Board of the Village of Oakfield, after due deliberation, finds it in the best interest of said Village to adopt said resolution amending the Village of Oakfield Personnel Policy.

**NOW ON MOTION** by Trustee Igoe, which has been duly seconded by Trustee Cianfrini, to approve **RESOLUTION #23 - 2018: AMENDING THE VILLAGE OF OAKFIELD PERSONNEL POLICY**; and

**BE IT RESOLVED**, that the Village Board of the Village of Oakfield hereby approves and adopts **RESOLUTION #23-2018: AMENDING THE VILLAGE OF OAKFIELD PERSONNEL POLICY**, effective immediately.

Ayes: Igoe, Graham, Cianfrini, Mullen.

Nays: \_\_\_\_

Quorum Present: X Yes \_\_\_\_ No

Carried.

Dated: October 22<sup>nd</sup>, 2018

**RESOLUTION NO 24.**

**DATED: October 22, 2018**

**WASTEWATER COLLECTION AND TREATMENT PLANT IMPROVEMNTS  
DIRECT PURCHASE OF VENTRAC 4500 SERIES TRACTOR FOR WASTEWATER  
TREATMENT PLANT**

**WHEREAS**, as part of the improvements to the Wastewater Treatment Plant (WWTP), a tractor will be required for maintenance of the facility as well as be available for use in the newly constructed Sludge Drying Beds, and

**WHEREAS**, the Village has evaluated different tractors and determined this model would best fit its need in conjunction with another tractor it owns, and

**WHEREAS**, the Village has considered the flexibility for both tractors (to be purchased and existing) to serve as a backup for each other, and

**WHEREAS**, the Village is piggybacking on the State of Minnesota acting through Sourcewell (formally the National Joint Powers Alliance NJPA) Contract No. 062117-VPI (attached), and

**WHEREAS**, the Village is a Sourcewell member # ID#: 149043, and

**WHEREAS**, the total cost with attachments is \$41,624.90 per the attached quotation.

**NOW, THEREFORE, BE IT RESOLVED**, the Oakfield Village Trustees hereby authorizes the purchase a new Ventrac Model 4500Z from MTE Turf Equipment Solutions, Inc. at a cost of \$41,624.90, contingent upon approval of direct expenditure by NYEFC; and

**A Motion by Trustee: Igoe**

**Second by: Trustee Mullen**

**Ayes: Mullen, Graham, Cianfrini, Igoe.**

**Nays:**

**Absent:**

**Carried.**

**By Order of the Village Board of Trustees,  
Village of Oakfield**

**Andrew Maguire  
Clerk-Treasurer**