**MINUTES**

First draft

For the

Village of Dryden

Board of Trustees Meeting

Held on Monday April 5, 2021 at 5:00 PM via Zoom

**MAYOR:** Michael Murphy

**TRUSTEES PRESENT:**  Dan Wakeman, Jason Dickinson, Deb Fisher, Stephanie Mulinos

**EXCUSED:** Chief Tagliavento, Supt. Paul Sabin

**DEPUTY CLERK/TREASURER**: Rotha Marsh, also recording Secretary

**VILLAGE INFORMATION AID:** Allison Kjellander-Cantu

The 165th Organizational Meeting was called to order at 5:10P.M.

The Pledge of Allegiance was recited

**Mayoral Appointment not requiring Board Approval: Deputy Mayor: Deb Fisher**

**Mayoral Appointment requiring Board Approval:**

On a motion by Trustee Fisher and seconded by Trustee Dickinson the following was passed: Vote Murphy- Aye, Dickinson-Aye, Wakeman-Aye, Fisher-Aye, and Mulinos-Aye

**RESOLUTION NO. 4.5.1**

**Approving the Mayoral Appointment**s

**Resolved**, that the Board of Trustees of the Village of Dryden, hereby approves the following Mayoral Appointments:

Clerk-Treasurer Debra Marrotte

Deputy Clerk-Treasurer Rotha Marsh

Village Attorney Barney, Grossman, Dubow, & Troy, LLP

Village Engineer MRB Group

Auditing Firm Insero & Co. CPA’s, LLP

Planning Board Member Doug Brown

 Village Historian Elisabeth Gutchess

**Board Designations:**

1. **Depositories- First National Bank of Dryden**

On a motion by Trustee Dickinson and seconded by Trustee Fisher the following was passed: Vote Murphy- Aye, Dickinson-Aye, Wakeman-Aye, Fisher-Aye, and Mulinos-Aye

 **RESOLUTION NO. 4.5.2**

 **Designation of Depositories**

**Whereas**, the Board of Trustees of the Village of Dryden 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:**

Section 1 That the Board of Trustees of the Village of Dryden does hereby designates the following institution as depository of all monies received by the Village Treasurer, Clerk and Receiver of Taxes.

Name of Institution: The First National Bank of Dryden

**And be it further resolved**, the Board of Trustees of the Village of Dryden hereby authorizes the following signers to the bank accounts.

 Debra L. Marrotte- Clerk Treasurer

 Deborah Fisher- Deputy Mayor

 Michael J. Murphy- Mayor

Section 2 that this resolution shall take effect immediately

1. **Official Newspaper -Ithaca Journal**

On a motion by Trustee Wakeman and seconded by Trustee Fisher the following was passed: Vote Murphy- Aye, Dickinson-Aye, Wakeman-Aye, Fisher-Aye, and Mulinos-Aye

**RESOLUTION NO. 4.5.3**

**Designation of an Official Newspaper**

**Resolved**, that the Board of Trustees of the Village of Dryden hereby designates the Ithaca Journal as the official newspaper for 2021-2022.

**COMMITTEE ASSIGNMENTS for 2021-2022:**

 **The following committees and representatives were hereby set for the 2021-2022 Official Year:**

**Public Works: Mike Murphy & Dan Wakeman**

 **Public Safety: Stephanie Mulinos & Jason Dickinson**

 **Personnel: Mike Murphy & Debbie Fisher**

 **Budget & Finance: Mike Murphy & Debbie Fisher**

 **Liaison to Planning Board: Mike Murphy**

**Tree Committee-: Paul Sabin, Mayor Mike Murphy, Dan Wakeman,**

 **Mary Kirkwyland, David Cutter, Kevin Vorstadt,**

 **Jeanne Grace(Ithaca City Forester) & Karen oshier**

**Public Safety –2nd Wednesday of each month at 7 a.m.**

\*Trustee Mulinos requests joining meeting via Zoom for the time being

On a motion by Trustee Dickinson and seconded by Trustee Mulinos the following was passed: Vote Murphy- Aye, Dickinson-Aye, Wakeman-Aye, Fisher-Aye, and Mulinos-Aye

**RESOLUTION NO. 4.5.4\_**

**Public Safety Committee Meetings**

**Resolved**, that the Public Safety Committee will meet on the 2nd Wednesday, each month, at 7:00 a.m., at the Dryden Village Hall, 16 South Street, Dryden NY, 13053.

**Public Works Committee Meetings - 2nd Thursday of each month at 7 a.m.:**

On a motion by Trustee Wakeman and seconded by Trustee Fisher the following was passed: Vote Murphy- Aye, Dickinson-Aye, Wakeman-Aye, Fisher-Aye, and Mulinos-Aye

**RESOLUTION NO.\_4.5.5**

**Public Works & Planning Committee Meetings**

**Resolved**, that the Public Works & Planning Committee will meet on the 2nd Tuesday, each month, at 7:00 a.m., at the Dryden Village Hall, 16 South Street, Dryden NY, 13053.

**Budget & Finance Committee Meetings–3rd Tuesday of each month at 10:30a.m.:**

On a motion by Trustee Fisher and seconded by Trustee Wakeman the following was passed: Vote Murphy- Aye, Dickinson-Aye, Wakeman-Aye, Fisher-Aye, and Mulinos-Aye

**RESOLUTION NO.\_4.5.6**

**Budget & Finance Committee Meetings**

**Resolved**, that the Budget & Finance Committee will meet on the Tuesday, 1 day prior to regular Village Board Meeting, each month, at 10:30 a.m., at the Dryden Village Hall, 16 South Street, Dryden NY, 13053.

**Personnel Committee Meetings-as needed**

**Tree Committee-Two times a year -**Kevin Vorstadt is Chairman

**Board Meeting Schedule:**

On a motion by Trustee Fisher and seconded by Trustee Wakeman the following was passed: Vote Murphy- Aye, Dickinson-Aye, Wakeman-Aye, Fisher-Aye, and Mulinos-Aye

**RESOLUTION NO. \_4.5.7**

**Setting Dates and Time for the 2021-2022**

**Board of Trustees Meetings**

**Resolved**, that the official meetings of the Board of Trustees for the 2021-2022 Official Year will be held on the third Wednesday, each month, at 7:00 P.M., (Exceptions noted with \*\*) as follows:

 **April 14th, 2021\*\* (2nd Wed.)**

 **May 19th, 2021**

**June 16th, 2021**

 **July 21th, 2021**

 **August 18th, 2021**

 **September 15th, 2021**

 **October 20th, 2021**

**November 17th, 2021**

**December 15th, 2021**

**January 19th, 2022**

**February 16th, 2022**

**March 16th, 2022**

**Adopt NYCOM Rules of Order as rules of procedure for meetings:**

On a motion by Trustee Wakeman and seconded by Trustee Dickinson the following was passed: Vote Murphy- Aye, Dickinson-Aye, Wakeman-Aye, Fisher-Aye, and Mulinos-Aye

**RESOLUTION NO. \_4.5.8**

**Adopting Rules of Procedure**

**Resolved**, that the Board of Trustees of the Village of Dryden hereby adopts the NYCOM Rules of Order as the rules of procedure for the conducting of the Village Board meetings for the 2021-2022 official year.

**Review Policy Manual, Procurement Policy and other policies and plans for the Village of Dryden:**

On a motion by Trustee Wakeman and seconded by Trustee Dickinson the following was passed: Vote Murphy- Aye, Dickinson-Aye, Wakeman-Aye, Fisher-Aye, and Mulinos-Aye

**RESOLUTION NO. \_4.5.9**

**Policy/Plan Reviews**

**Resolved**, that the Board of Trustees of the Village of Dryden hereby have been provided the following:

**Policy Manual, Procurement Policy and other policies and plans for the Village of Dryden:**

1. Policy Manual
2. Procurement Policy
3. Policies and Plans to review:
	1. Emergency Management Plan

and Resources including: Emergency Action Plan for Virgil Creek Flood Control Plan

* 1. Hazard Mitigation Plan
	2. Cyber Security Notification Plan
	3. Comprehensive Plan
	4. Sewer Overflow Response Plan
	5. Water Supply Emergency Plan
	6. Sexual Harassment Policy
	7. Violence in the Workplace

**Authorize payment of certain claims in advance of audit:**

1. Public utility services (gas, electricity, telephone, water and sewer)
2. Postage
3. Non- criminal fingerprint transmittal to NYS DCJS

On a motion by Trustee Wakeman and seconded by Trustee Fisher the following was passed: Vote Murphy- Aye, Dickinson-Aye, Wakeman-Aye, Fisher-Aye, and Mulinos-Aye

**RESOLUTION NO. 4.5.10**

**Advance Approval of Claims**

**Whereas**, the Board of Trustees of the Village of Dryden has determined to authorize payment in advance of audit the claims for utility services, postage, freight and express charges, non-criminal fingerprint transmittal to NYS DCJS and

**Whereas**, all such claims shall be presented at the next regular meeting for audit, and

**Whereas**, the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

**NOW THEREFORE BE IT RESOLVED**:

Section 1. That the Board of Trustees of the Village of Dryden authorizes payment in advance of audit the claims for utility services, postage, freight and express charges, non-criminal fingerprint transmittal, and all such claims shall be presented at the next regular meeting for audit, and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

 Section 2. That this resolution shall take effect immediately

**Set mileage allowance for employee’s use of personal vehicle for Village travel**:

**(Federal Allowance for 2021-2022 is $.56 cents per mile)**

On a motion by Trustee Fisher and seconded by Trustee Wakeman the following was passed: Vote Murphy- Aye, Dickinson-Aye, Wakeman-Aye, Fisher-Aye, and Mulinos-Aye

**RESOLUTION NO. 4.5-11**

**Mileage Allowance**

**Whereas**, the Board of Trustees of the Village of Dryden has determined to pay a fixed rate of mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village;

**NOW THEREFORE BE IT RESOLVED:**

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the 2021 rate of $.56 cents per mile

Section 2. That this resolution shall take effect immediately

**Authorize attendance at schools and conferences**

On a motion by Trustee Wakeman and seconded by Trustee Dickinson the following was passed: Vote Murphy- Aye, Dickinson-Aye, Wakeman-Aye, Fisher-Aye, and Mulinos-Aye

**RESOLUTION NO. 4.5.12**

**Attendance at Schools and Conferences**

**Whereas**, there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors Fall Training School for Fiscal Officers and Municipal Clerks; c) the Tompkins County Municipal Officer’s Association meetings; d) the Central New York Clerk-Treasurer Association; e) the New York Rural Water Association Conferences and meetings; f) the New York State Association of City and Village Clerks; g) the New York State Association of Municipal Finance Officers; h) Government Finance Officers Association Conference and meetings; i) other related training seminars related to the Police Department, DPW & Clerk’s Office, and

**Whereas**, it is determined by the Board of Trustees of the Village of Dryden that 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:**

Section 1. That the following officers and employees are hereby authorized to attend the aforementioned schools not requiring overnight accommodations:

Trustees, Mayor, Clerk-Treasurer, Deputy Clerk-Treasurer, Information
Aide, Superintendent of Public Works and related personnel, Chief of Police, Police Lieutenant, Police Sergeant, Police Officers and related personnel, and Village Attorney;

Section 2. That this resolution shall take effect immediately

**Official Undertakings – No Resolution needed**

**Adjourn Organizational Meeting:**

On a motion by Trustee Fisher and seconded by Trustee Wakeman the following was passed: Vote Murphy- Aye, Dickinson-Aye, Wakeman-Aye, Fisher-Aye, and Mulinos-Aye

**RESOLUTION No. 4.5.13**

**Adjourn Organizational Meeting**

**Resolved,** that the Village of Dryden, Board of Trustees hereby adjourns this Organizational meeting at 5:27 P.M.