

approved

MINUTES  
For  
Village of Dryden  
Board of Trustees 161<sup>st</sup> Organizational Meeting  
Held on April 3<sup>rd</sup>, 2017

MAYOR PRESENT: Reba Taylor  
TRUSTEES PRESENT: Mike Hattery, Tom Sinclair, Mike Murphy  
SUPERVISORS PRESENT: Superintendent Paul Sabin, Clerk/Treasurer Debra Marrotte  
SECRETARY PRESENT: Abby Homer  
ATTORNEY (NOT PRESENT)  
GUESTS (NONE PRESENT)

The Pledge of Allegiance was recited and the 161<sup>st</sup> Organizational Meeting was called to order at 7:07 P.M.

Mayor Taylor appointed MICHAEL HATTERY as Deputy Mayor.

Mayoral Appointments requiring Board Approval

On a motion by Trustee Hattery and seconded by Trustee Hattery and seconded by Trustee Murphy, the following was passed. Vote: Hattery-Aye, Murphy-Aye, Sinclair-Aye, Taylor-Aye.

RESOLUTION No.  
Approving the Mayoral Appointments

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

Clerk-Treasurer	Debra Marrotte
Deputy Clerk-Treasurer	Abby Homer
Village Attorney	Barney, Grossman, Dubow & Troy, LLP
Village Engineer	MRB Group
Auditing Firm	Insero & Co. CPA's, LLP
Planning Board Member	Chris Gibbons
Planning Board Chair	Ben Curtis
Zoning Board of Appeals Member	Corwin Holtz
Zoning Board of Appeals Chair	Charles Hart
Village Historian	Elsie Gutchess, assistant Lewis Garrison

Board Designations:

On a motion by Trustee Murphy and seconded by Trustee Sinclair, the following was passed. Vote: Hattery-Aye, Murphy-Aye, Sinclair-Aye, Taylor-Aye.

RESOLUTION NO. \_\_\_\_\_  
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 designate 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

Section 2. That this resolution shall take effect immediately.

The Designation of an Official Newspaper was tabled so the Mayor could check the requirements and possibility of using a less costly paper.

Committees for 2017-2018

The following committees and representatives were hereby set for the 2017-2018 Official Year:

Public Works-Mike Murphy and Mike Hattery  
Public Safety-Randy Sterling and Tom Sinclair  
Personnel-Tom Sinclair and Randy Sterling  
Budget & Finance-Reba Taylor and Mike Murphy  
Liaison to Planning Board

It was noted that the Montgomery Park Committee and the Flood Control Committee should be added next year.

The Board also contemplated the need for a Personnel Committee. The Employee Handbook is in need of updates and a specific ad hoc committee for the Handbook was discussed or possibly a college Personnel management class at a nearby college

All times and dates for committee meetings to be discussed prior to finalization & publication.

Board Meeting Schedule

The Board discussed the conflict the 3<sup>rd</sup> Thursday has with the Town Board Meetings and some other local entities. Other days and times were discussed, however availability and other factors limited the options and the 3<sup>rd</sup> Thursday at 7:00 p.m. was decided to remain as the day and time.

On a motion by Trustee Murphy and seconded by Trustee Hattery, the following was passed. Vote: Hattery-Aye, Murphy-Aye, Sinclair-Aye, Taylor-Aye.

RESOLUTION NO. \_\_\_\_\_  
Setting Dates and Time for the 2017-2018  
Board of Trustees Meetings

**Resolved**, that the official meetings of the Board of Trustees for the 2017-2018 Official Year will be held on the fourth Thursday, each month, at 7:00 P.M.

Set the 162<sup>nd</sup> Organizational Meeting

On a motion by Trustee Murphy and seconded by Trustee Hattery, the following was passed. Vote: Hattery-Aye, Murphy-Aye, Sinclair-Aye, Taylor-Aye.

RESOLUTION NO. \_\_\_\_\_  
Setting Next Organizational Meeting

**Resolved**, that the Board of Trustees of the Village of Dryden hereby sets the date of the 162<sup>nd</sup> Organizational Meeting of the Board of Trustees for Monday, April 2nd, 2018 at 7:00 p.m.

Adopt NYCOM Rules of Order as rules of procedure for meetings

On a motion by Trustee Hattery and seconded by Trustee Murphy, the following was passed. Vote: Hattery-Aye, Murphy-Aye, Sinclair-Aye, Taylor-Aye.

RESOLUTION NO. \_\_\_\_\_  
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 2017-2018 official year.

Procurement Policy and other policies and plans for the Village of Dryden

A motion was made, and a second, 4 Aye votes were casted, but to Table the resolution for policies and procedure. It was asked that the procurement policy be sent to Board members.

The Mayor asked for the Emergency procedures for the Dam be incorporated into the Village files. Supt. Sabin stated that is on the DPW Computer.

The Mayor mentioned the need for the new Siren tones and meanings to be available for the public. She stated that the public safety committee/Police Department would work through Dispatch to write up a procedure for it's activation.

Payment of certain claims in advance of audit

On a motion by Trustee Hattery and seconded by Trustee Murphy, the following was passed. Vote: Hattery-Aye, Murphy-Aye, Sinclair-Aye, Taylor-Aye.

RESOLUTION NO. \_\_\_\_\_  
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

- A. Public utility services (gas, electricity, telephone, water and sewer)
- B. Postage
- C. Non- criminal fingerprint transmittal to NYS DCJS

Set mileage allowance

On a motion by Trustee Murphy and seconded by Trustee Sinclair, the following was passed. Vote: Hattery-Aye, Murphy-Aye, Sinclair-Aye, Taylor-Aye.

RESOLUTION NO. \_\_\_\_\_  
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 2017 rate of \$.53.5 cents per mile.

Section 2. That this resolution shall take effect immediately.

for employee's use of personal vehicle for Village travel (Federal Allowance for 2017 is \$.53.5 cents per mile).

Attendance at schools and conferences

On a motion by Trustee Hattery and seconded by Trustee Sinclair, the following was passed. Vote: Hattery-Aye, Murphy-Aye, Sinclair-Aye, Taylor-Aye.

RESOLUTION NO. \_\_\_\_\_  
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, Typist, 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.

The Board reviewed the official Undertakings and read into record position, title and amount. Each covered position has up to \$250,000 of coverage.

Adjourn

On a motion by Trustee Hattery and seconded by Trustee Murphy, the following was passed. Vote: Hattery-Aye, Murphy-Aye, Sinclair-Aye, Taylor-Aye.

RESOLUTION No. \_\_\_\_\_  
Adjourn Organizational Meeting

**Resolved**, that the Village of Dryden, Board of Trustees hereby adjourns this Organizational meeting at 8:05 P.M.

MINUTES  
For  
Village of Dryden  
Special Working Budget Meeting  
Held on April 3<sup>rd</sup>, 2017

MAYOR PRESENT: Reba Taylor  
TRUSTEES PRESENT: Mike Hattery, Tom Sinclair, Mike Murphy  
SUPERVISORS PRESENT: Superintendent Paul Sabin, Clerk/Treasurer Debra Marrotte  
SECRETARY PRESENT: Abby Homer  
GUESTS: None

The special working budget meeting was opened at 8:06 p.m.

The Board discussed the draft Tentative Budget distributed by Clerk/Treasurer Marrotte. She stated changes were made last week, the tax rate remained the same and the difference reduced the amount needed from the Fund Balance. She stated there is approximately \$280,000 in the fund balance currently.

Line items discussed included Workers Compensation (existing company merged, may see increase), Sales Tax revenue, Police Personnel, DPW, Retirement and salary schedule.

Mayor Taylor noted a proposed increase to the Planning Board Chair and Members compensation, increase in ZBA Chair and an alternate method to pay the ZBA members, per meeting as opposed to annually.

Mayor Taylor also mentioned the possibility of George Junior residents assisting with the painting of the Village fire hydrants, for the DPW.

8:50 p.m. Clerk/Treasurer requested to be excused.

Executive Session

On a motion by Trustee Murphy and seconded by Trustee Hattery, the following was passed.  
Vote: Murphy-Aye, Hattery-Aye, Sinclair-Aye, Taylor-Aye.

RESOLUTION No. 2017  
Adjourn-executive session

**Resolved**, that the Board of Trustees of the Village of Dryden, hereby adjourns the meeting to executive session , at 8:52 p.m., to re-convene.

The Board re-convened at 9:02 p.m.

A public hearing to consider the 2017/2018 Budget was scheduled for Thursday April 13<sup>th</sup>, 2017 at 7:00 p.m.

The Board adjourned at 9:05 p.m.