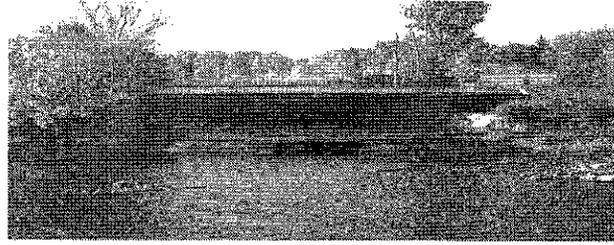


Board of Trustees  
Village of Black River, New York



Agenda  
Regular Meeting  
January 4, 2016

- Call to Order.
- Pledge of Allegiance.
- Approval of minutes of the 12/7/2015 regular/annual meeting.
- Public Comment.
- Code Enforcement Report & review of related correspondence.
- Superintendent's Report.
- Clerk-Treasurer's Report.
- Police Department Report.

Correspondence Received:

Correspondence Sent:

Unfinished Business:

- A) Discuss adopting local law expanding residency requirement for Village Clerk-Treasurer and Deputy Village Clerk-Treasurer positions.
- B) Discuss setting a meeting date to review the Personnel Policy.

New Business:

- Reports From Standing Committees.
- Reports From Special Meetings.
- Authorize payment of bills; adjournment.

Village of Black River  
Board of Trustees  
Regular/Annual Meeting  
December 7, 2015

A regular meeting of the Village of Black River Board of Trustees was called to order by Mayor Leland Carpenter at 6:00 p.m. at the Karl J. Vebber Municipal Building.

Present:

Mayor Leland Carpenter  
Trustee Corey Decillis  
Trustee Francis Dishaw  
Trustee Randolph Lake  
Trustee Gary McCullouch  
Superintendent of Public Works Steven Lillie  
Clerk-Treasurer Kathie Montigelli  
Deputy Clerk-Treasurer Kristin Burroughs  
Police Chief Steven Wood

Clerk-Treasurer Montigelli administered the Oath of Office to Mayor Carpenter, who then reviewed the annual meeting agenda. A motion was made by Trustee Decillis, seconded by Trustee Lake to approve the appointments and directives contained in the annual agenda. The motion was carried.

A motion was made by Trustee Dishaw, seconded by Trustee Decillis to approve the minutes of the 11/2/2015 regular meeting as submitted. The motion was carried.

Public Comment: Patrick Flynn, 156 Maple St., asked about the status of his neighbor's property that had been cited for several property maintenance law violations.

Superintendent's Report: Superintendent Lillie reported the following:

- vehicles are prepared for winter weather;
- Christmas decorations have been put up;
- work on the round tank at the Rt. 3 pump station has been completed;
- the new Ford 550 truck is nearing delivery; and
- he anticipates selling the old Ford 550 for between \$12,000 - \$13,000.

Clerk-Treasurer's Report: Clerk-Treasurer Montigelli reported the following:

- the audit for the fiscal year ending May 31, 2015 has been completed;
- she and Deputy Clerk-Treasurer Burroughs will assist in preparations for the annual "Cool Yule" celebration; and
- the 2015 unpaid Village taxes have been returned to the Jefferson County Treasurer for re-levy on the 2016 Town & County taxes.

Clerk-Treasurer said in light of her planned retirement in May 2016, she would like the Board to consider hiring a part-time clerk to begin work in February so that she would be able to help with training and the transition. She said upon the completion of a successful probationary period, it is expected the person would assume the full-time duties of Deputy Clerk-Treasurer in June 2016. It was the consensus of the Board to place an advertisement for the position in the Watertown Daily Times within the next two weeks.

Police Department Report: Police Chief Wood reviewed his written report and added the following:

- there had been several vehicle break ins and burglaries in November; and
- he will be participating in the annual "Shop with a Cop" program.

Mayor Carpenter referenced the recent San Bernardino shootings, stating any unusual behavior or activity observed should be brought to the attention of law enforcement immediately. Trustee Lake said the Village should work on drafting a plan of action in the event of such an emergency.

Unfinished Business: None.

New Business: Clerk-Treasurer Montigelli said the \$25 fee collected from applicants for either Planning Board and/or Zoning Board of Appeals public hearings no longer covers the cost of the advertising and administrative services. Following discussion, a motion was made by Trustee McCullouch, seconded by Trustee Dishaw to adopt the following resolution:

**Resolved**, that the fee for Planning Board and Zoning Board of Appeals public hearings is hereby set at a flat rate of \$15.00 plus the actual cost of publication, effective immediately. The motion was put to a vote as follows:

Mayor Carpenter	Yes
Trustee Decillis	Yes
Trustee Dishaw	Yes
Trustee lake	Yes
Trustee McCullouch	Yes

The motion was carried and the resolution duly adopted.

Mayor Carpenter said he and Trustee McCullouch will meet with staff to review the Personnel Policy and make recommendations to the full Board regarding any changes or updates that may be necessary.

Deputy Clerk-Treasurer Burroughs said an error in entering overtime pay rates in the accounting software has resulted in an underpayment of overtime for Department of Public Works employees, noting this discrepancy was discovered in the recent audit. She said upon the advice of the auditors, she would like the Board's approval to make a retroactive lump sum payment of this overtime to employees in their next pay checks. A motion was made by Trustee Lake, seconded by Trustee McCullouch to adopt the following resolution:

**Resolved**, that the Treasurer/Deputy Treasurer be hereby authorized to pay retroactive overtime to Department of Public Works employees as described in the above paragraph. The motion was put to a vote as follows:

Mayor Carpenter	Yes
Trustee Decillis	Yes
Trustee Dishaw	Yes
Trustee Lake	Yes
Trustee McCullouch	Yes

The motion was carried and the resolution duly adopted.

There was discussion of how overtime pay is currently calculated. Clerk-Treasurer Montigelli said the Personnel Policy states that overtime is paid for hours actually worked over 40 in one week. Trustee Decillis said he feels overtime should be calculated on hours worked over eight hours in one day. A motion was made by Trustee Dishaw, seconded by Mayor Carpenter to adopt the following resolution:

**Resolved**, that, effective immediately, overtime pay will be calculated on any time worked over eight hours in one day, and that the Personnel Policy be amended to reflect this action; in addition, the phrase "actually worked" be removed from the definition of overtime in the Personnel Policy. The motion was put to a vote as follows:

Mayor Carpenter	Yes
Trustee Decillis	Yes
Trustee Dishaw	Yes
Trustee Lake	Yes
Trustee McCullouch	Yes

The motion was carried and the resolution duly adopted.

A motion was made by Trustee Dishaw, seconded by Trustee McCullouch to enter into

executive session at 7:33 p.m. to discuss current litigation. The motion was carried.

A motion was made by Trustee Decillis, seconded by Trustee Lake to adjourn the executive session at 7:40 p.m and return to the open meeting. The motion was carried.

Reports From Standing Committees: None.

Reports From Special Meetings: None.

A motion was made by Trustee Decillis, seconded by Trustee Lake to approve the following abstracts of audited vouchers: interim abstract dated 11/12/15 in the amount of \$23,347.06 (General: \$1,424.81 Water Fund: \$1,311.90 Sewer Fund: \$20,471.87 Trust & Agency Fund: \$138.48); interim abstract dated 11/25/15 in the amount of \$6,965.98 (General Fund: \$6,773.14 Water Fund: \$63.43 Trust & agency Fund: \$129.41); interim abstract dated 11/30/15 in the amount of \$362.50 (General Fund); and regular monthly abstract dated 12/7/15 in the amount of \$72,512.42 (General Fund: \$59,788.40 Water Fund: \$10,277.69 Sewer Fund: \$2,446.33). The motion was carried.

A motion was made by Trustee Lake, seconded by Trustee Dishaw to adjourn the meeting at 8:13 p.m. The motion was carried.

Respectfully submitted,

Kathie B. Montigelli, CMC, CMFO  
Village Clerk-Treasurer