

Mayor Julie Robinson called the regular meeting to order at 6:00 pm with the pledge to the flag.

**Attendance:**

Mayor	Julie Robinson
Trustees	Dawn Ashline excused
	Keith Bush
	Linda Nortz
	Lloyd Richardson
Clerk	Nancy Martin
Treasurer	Charlene Moser
Deputy Clerk	Liz Jones
Village Maintenance	Mitch Robinson
Guest:	Laurie Halladay from the Railroad Museum

The meeting was held at the Village Garage.

Laurie Haladay advised the board that the Railroad Museum had a very good year with 1200 visitors to the museum. She also advised the board the potential status of the railroad currently being used for the train rides at the Railroad Depot. Currently the available tracks only go to 126 in Beaver Falls. Ms Halladay is requesting support in whatever way we can to have the option to extend their current amount of railroad. Laurie left the meeting at 6:20pm.

**Maintenance Report:**

Mitch reports the pressure washer has been purchased.

Koester was contacted and the control panel has been shipped and will be here after Christmas to install. It was discussed whether the village should purchase a sander for sidewalks for use within the village

Lift stations are on borrowed time, currently working and functional but beginning to deteriorate. The board needs to be thinking about 10-15 grand per lift station ( 7 lifet stations with 2 pumps each) Mitch to get a quote to replace for future reference, and budgeting purchases.

Leak on William Street last week, Chad Pate was instrumental in the repair and the Village board is very appreciative.

Claude Curley had discussed the lead survey with Mitch. We have an option to pay to have the inventory done or excavate every line. Inventory due October 24, 2023. It has been determined there are no longer lead pipes in the village. More knowledge is needed and Trustee Richardson and Mitch will continue to work though the procedures and requirements necessary.

### Treasurer's Report

**Motion to accept the treasurer's report after discussion by Trustee Linda Nortz and seconded by Trustee Keith Bush with all in favor.**

**Bills were presented and Motion to pay bills received by Trustee lloyd Richardson seconded by Trustee Linda Nortz with all in favor. The following bills will be paid:**

<b>General Fund #7</b>	<b>vouchers 158-170</b>	<b>\$47,391.65</b>
<b>General Fund #7A</b>	<b>vouchers 152-157</b>	<b>\$3598.31</b>
<b>Water Fund #7</b>	<b>vouchers 61-67</b>	<b>\$978.26</b>
<b>Sewer Fund #7</b>	<b>vouchers 40-44</b>	<b>\$1683.83</b>
<b>Sewer Fund #7A</b>	<b>vouchers 31-39</b>	<b>\$6122.66</b>
<b>Sewer Fund #7B</b>	<b>vouchers 45-48</b>	<b>\$1754.43</b>

**Treasurer Moser reports there are 28 unpaid water bills and 23 unpaid sewer bills.**

**Nyclass ( open account, they earn money at 3 % interest used like a money market with no penalties was discussed as an option for Village funds. It was determined to follow up at a later date.**

**New water districts were discussed and the towns have to set up the water district. We would need to petition the Town of New Bremen and say we want to make it a district.**

**Then they do a local law .ie areas of william street, steiner road, old indian river road etc.**

**January is the start of the budget and upcoming projects should be thought about.. It was decided the water district infrastructure will be added into the budget.**

Clerk's Report

Motion to approve minutes of November 9, 2022 by Trustee Linda Nortz and seconded by Trustee Keith Bush with all in favor.

Motion to do transfers as needed by Trustee Lloyd Richardson seconded by Trustee Linda Nortz with all in favor.

The following transfers will be made:

General Fund: \$1125.00 from A-1990 to A-7401.43

Sewer Fund: \$1868.00 from G-8130.47 to G-8130.41

Clerk Martin received an invoice from Loren Boliver in the amount of \$1125.00 for repairs at the Library. The door closest to the road needed to be enclosed per code. The reasoning given was in the case of a building fire, the fire department would need to know the door could not be accessed as a point of entry. Due to occupancy, the library remains within code with two exit doors.

Rules of Procedure changes were discussed and in a Motion by Trustee Lloyd Richardson and seconded by Trustee Keith Bush with all in favor, so carried.

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*After review and modifications Trustee Nortz made a motion to approve the following designation, procedures and resolutions for the coming year. The motion was seconded by Trustee Richardson and carried unanimously.*

***Rules of Procedure 2022-2023  
Adopted December 14, 2022***

**Regular Meetings:**

- The Village of Croghan shall hold its regular meetings on the 2nd Wednesday of each month at 6:00 p.m. at the Village Garage meeting room.
- The Board of Trustees shall determine any deviation of this.

**Special Meetings:** Notice of the time and place of all meetings will be given prior to meeting.

- The mayor or any trustee, upon notice to the entire board, may call special meetings. •Notice shall be given by telephone, in person, or in writing at least 24 hours in advance unless an emergency exists.
- For meetings planned at least one week in advance, notice must be given to the Journal and Republican and to the public by posting a notice in the Croghan Post Office at least 72 hours in advance of the meeting.
- For meetings scheduled less than one week in advance, notice must be given to the newsmedia to the extent practicable and must be posted at a reasonable time before the meeting.

**Organizational Meeting:** This meeting will be held annually at the regular village board meeting in December.

**Quorum:**

- A quorum shall be required to conduct business.

- A quorum of the 4-member board of trustees shall be three.

**Executive Sessions:**

- Executive sessions shall be held in accordance with the NYS Public Officers Law#105. • All executive sessions shall commence in a public meeting.

**Agendas:**

- The mayor shall prepare the agenda.
- The clerk, treasurer or any trustee may have an item placed on the agenda. • When possible, items for the agenda shall be given to the mayor at least 24 hours before the meeting; however, items may be placed on the agenda at any time, including during the meeting.

**Voting:**

- Pursuant to Village Law each member of the board shall have one vote.
- The mayor may vote on any matter but must vote in case of a tie.
- A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law.
- An abstention, silence or absence shall not be counted as votes. Absences and abstentions are neither positive or negative votes; they are simply no vote at all.
- A vote upon any question shall be taken by yes or no.
- The Code of Ethics of the Village of Croghan shall be that which was established by board resolution on 9/9/70 by the Board of Trustees of the Village of Croghan. **Conflict of Interest:**
- No board member or employee shall use the authority of his or her position or any confidential information received through holding this position for the personal or private benefit of himself or herself, a member of his or her immediate family or a business with which he or she is associated. If the member is presented with a matter that could affect the interest of a member, a member of his or her immediate family or a business with which he or she is associated, that member shall inform the board of the conflict, withdraw from discussion on the matter and, disqualify him or herself from voting on the matter.

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**Sexual Harassment Policy:**

- The Sexual Harassment Policy will be that which was adopted by resolution 9/6/94 and supplemented by that adopted 4/14/04 and updated 9/11/20. Sexual Harassment training will be done yearly in September.

**Minutes:**

- The clerk shall take minutes.
- Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.
- Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law. **Minutes shall also include the following:**
- Name of the board
- Date, place and time of meeting

- Notation of presence or absence of board members and time of arrival or departure if different from time of call to order and adjournment.
- Name and title of other village officials and employees present and will approximate number of attendees
- Record of communications presented to the board • Record of reports made by board or other village personnel
- Time of adjournment
- Signature of clerk or person who took the minutes if not the clerk. • Minutes may contain a summary of the discussion leading to action taken or include verbatim comments if a majority of the board shall resolve to have the clerk do so. • Minutes shall be approved at the next board meeting. Amendments to the minutes shall require a majority vote of the board.

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**Order of Business:**

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Minutes
5. Public Comment
6. Correspondence
7. Public Works Maintenance Worker Report
8. Treasurer's Report
9. Clerk's Report
10. Mayor's report
11. Trustees' report
12. Good of the Order
13. Adjournment

**General Rules of Procedure:**

- The mayor shall preside at meetings. In the mayor's absence, the deputy mayor shall preside.
- The presiding officer may debate, move and take other action that may be taken by other members of the board.
- The presiding officer must recognize board members before making motions and speaking.
- Motions require a second.

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- A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, were called to order, they shall cease speaking until the question or order is determined, and, if in order, he shall be permitted to proceed.
- There is no limit to the number of times a member may speak on a question. • Motions to close or limit debate may be entertained but shall require a two-thirds vote.

**Guidelines for Public Comment:**

- The public shall be allowed to speak only during the Public Comment period of the meeting or at such other time as a majority of the board shall allow.
- Each person shall sign in and check whether or not they would like to speak. Speakers must give their name, address and organization, if any.
- The presiding officer must recognize speakers.
- Speakers must limit their remarks to 3 minutes on a given topic.
- Speakers may not yield any remaining time they may have to another speaker. • Boardmembers may, with the permission of the mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks shall be addressed to the board as a body and not to any member thereof. • Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

**Use of recording equipment:**

- All members of the public and all public officials are allowed to tape or video record public meetings.
- Recording is not allowed during executive sessions.
- The recording should be done in a manner that does not interfere with the meeting. • The mayor may make the determination that the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the village board, size of the equipment, and the ability of the public to still participate in the meeting. If the mayor makes the determination that the recording is intrusive and has the effect of interfering with the meeting, the mayor may request an accommodation to avoid the interference and if not complied with ask the individual to leave the meeting room.

**\*\*RESOLUTIONS\*\***

**Now therefore be it resolved:**

1. The meeting dates for the upcoming year 2023 shall be: 1/11, 2/8, 3/8, 4/12, 5/10, 6/14, 7/12, 8/9, 9/13, 10/11, 11/8, 12/13.  
Dates may be changed at the discretion of the board.
2. The Board of Trustees authorizes payment in advance of audit of claims for payroll, public utility services, postage, freight, express charges, schools and conferences, 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.
3. The Board of Trustees has determined to pay federal mileage rate as reimbursement to officers and employees of the village who use their personal automobiles while performing their official duties on behalf of the village. 62.5¢/mile 2022 currently.
4. The board authorizes the Public Works Maintenance Worker to attend meetings and schools throughout the year as deemed necessary by the board.
5. The board authorizes members of the board and the mayor to attend meetings, schools and conferences at the discretion of the Village Board throughout the year.
6. The Board of Trustees designates Carthage Savings and Loan, and Community Bank as the depository of all monies received by the village.

7. The Board of Trustees designates Larry Hasseler as the Village Attorney. 8. The Board of Trustees designates the Journal and Republican as the official newspaper of the village.
9. The Board of Trustees designates Dr. Dyana Manning as Health Officer for \$400/year.
10. The Board of Trustees designates Pate's Dirt Work and Storage as contractor and North Country Earthworks contractor, must have on file proof of insurance and up-to-date rates. Also required is current certification for NY Dig Safe.
11. The Board of Trustees designates the salaries for mayor at \$4,000/year, the village clerk and treasurer at \$4,000/year, Deputy Clerk as \$1,450/year and Deputy Mayor and Trustees to be \$2,000/year.
12. The Board of Trustees, at their discretion, may increase any employees' rate of pay.
13. The Board of Trustees designates Village of Lowville as consultant for the WWTF. 14. The Board of Trustees designates Accurate and Convenient Testing, LLC as the program administrator for the Village of Croghan's Alcohol and Substance Abuse program in compliance with 49CFR Part 40 of the Omnibus Employee Testing Law. 15. The Board of Trustees authorizes the mayor and clerk to advertise for the following on a yearly basis:
- Pumping of septic tanks
  - Lifeguards
  - Recreation attendants
  - Food stand rental
  - Part time Laborers
16. The "Village of Croghan Employee Handbook" outlines employment and personnel policies of the Village. Changes to this document require a two-thirds vote by the Board of Trustees.
17. Wage payments to support the Summer Swimming program will be available. 18. Wage payments to support the Winter Ice Program will be available. 19. **The Board of Trustees designates the payroll policy to be:**
- Pay periods are bi-weekly for Public Works Maintenance Worker and all other employees.
  - Pay periods for the Board of Trustees, clerk, treasurer and mayor are: Quarterly in March, June, September and December.
  - Based on job performance and completion of at least one term in office, salary increases for Mayor, Clerk, Treasurer and Trustee may be increased at the discretion of the Board of Trustees.
  - Laborer(s) hired on as needed basis to assist Public Works Maintenance Worker –minimum wage.
  - Part time laborers (summer employees and recreation attendants), and lifeguards –minimum wage.
- Head Lifeguard instructor – NYS minimum wage plus \$1.90/hr. • The village will utilize Pratt-Northam funds for our summer program and adhere to their guidelines as closely as possible.
  - It shall be the policy of this board to employ students whenever possible to fill part time positions.
  - All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, religion, color, national origin, sex, age, disability, marital status, sexual orientation, genetic predisposition or carrier status or veteran status. The Village of Croghan will act affirmatively to develop avenues of entry and

mobility for minorities, women, individuals with disabilities, and Vietnam Era Veterans. • All employees shall have an application on file.

- It will be the policy of this board to advertise for all employment.

• All applications kept on file for one year.

20. The Board of Trustees will designate the Work Plan as submitted at the November regular meeting to be the work plan for the coming year. Modifications may be made to the plan as necessary throughout the year.

**21. Procurement Policy:**

- Goods and services >\$500 and <\$10,000 and purchase contracts >\$500 and <\$20,000 for public works

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shall have two minimum, three recommended, written quotes and shall require approval of the Board of Trustees before purchase.

- Goods and services and contracts above these limits shall be subject to public bidding laws.
- Goods and services <\$500 may have verbal quotes and should have the approval of the Board of Trustees before purchasing.
- The following are exempt from competitive bidding (not all inclusive):
  1. Emergencies – GML 103(4).
  2. Second hand goods or surplus items from the Federal or State government, from any other political subdivision, district, or public benefit corporation – GML 03(6).
  3. Purchases through the Office of General Services \_ GML 104.
  4. Purchases under county contract – GML 103(8)
  5. Professional Services
  6. Sole source situations
  7. Leases
  8. Work performed by municipal employees under municipal cooperation agreements.
- Board members and appointees may make purchases and sign vouchers after approval of the mayor or board of trustees.

22. Public Works Maintenance Worker may, without board approval: • Purchase incidental items necessary for carrying on village day-to-day business and effecting repairs up to \$1000/month. Public Works Maintenance Worker must use village credit card for purchases.

- Purchase supplies necessary for road repair <\$500,
- Initiate repairs to vehicles <\$500.

23. The village treasurer shall invest funds not immediately necessary for payment, on a monthly basis as directed by the Board of Trustees.

**24. The Board of Trustees has determined that charges for use of the park shall be: •**

- Ball field - \$15.00 for each practice with lights,
- Ball field - \$10.00 for each game without lights,
- Ball field - \$20.00 for each game with lights,
- Ball field - \$50.00 extra for leaving lights on,
- Ball Field Practice without lights - free



- Fourth of July Tournament will be charged \$150; National Qualifier -\$250. • Little League will not be charged for use of the ball field,
- Ice rink - \$100.00 per event.
- Small pavilion. - \$60 per event.
- Use of the park for a major fund-raising event, not <\$250/ day, (For Profit organizationsraising money.)
- Use of the park for a benefit, not <\$10, (Benefit to raise money for persons/familiesfacing life threatening/ severe problems. Fee may be waived.)
- Use of the park for a fund-raising event by a NOT-FOR-PROFIT organization, not <\$50/ day.

Fee may be waived.

- Use of the park for school picnics, will be \$175.00 per day.
- Use of the park by Boy Scouts, Girl Scouts, etc. will be free unless lights are used, inwhich case the charge will not be <\$10.

- Camping trailers using electricity, not <\$10/night. Campers may set up along outfieldfence.
- Camping trailers with no electric hookup, not <\$5/night. Campers may set up in openspace behind village garage.

25. The Board of Trustees has determined that the Rules of Procedure as presented 12/8/21 to be the meeting guidelines for the Village of Croghan. Amendments shall require board approval.

26. The Board of Trustees has determined that Park regulations shallinclude: • Hours of use shall be sunrise to sunset, accepting special events. • The Park speed

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limit is 5 mph.

- There will be no admission charge to the park.
- There may be an admission charge to a special event being held in the park. • Acceptableconduct is expected by all using the park. Persons exhibiting questionable conduct will be asked to desist. Continuance will be ground for removal and/or notification of police.
- Vandals will be prosecuted.
- Organizations using the park facilities are responsible for their garbage. • Reservations for useof the park may be made at any time throughout the year beginning 1 January.
- Activities requiring a reservation include ball games, reunions and special events.
- Persons using the ball field, swimming pool, playground and ice arena must follow the rules associated with each area. • Open fires are prohibited.
- Camping is allowed during special events only and by special permission of the mayor.
- Operators of the food stand must follow Department of Health guidelines and rules of Compensation insurance as administered by Lewis County Self Insurance.
- The minimum bid for the lease of the concession stand will be \$125/ month for 4 months withaward starting on May 1 and ending August 31. Payment for full month is due by the 15th of each month. No partial month payments are allowed.
- All events must be scheduled through the Trustee in charge of scheduling. • Bridge St. Park:Built over a former landfill, debris, including broken glass, may still be found. Footwear is required at all times, no swimming or wading is allowed, cooking is allowed only in B.B.Q.

grills, no open fires allowed. Park closes at dark. Carry in/carry out. No camping unless special permission is obtained from the Mayor.

27. The CFD can continue to hold its chicken BBQ and letter writing on an annual basis without petitioning the Board.
28. Gifts/ flowers can be sent to board families and past employees upon death or catastrophic illness/ hospitalization of a member or member of family without a formal vote.
29. A \$30 gift certificate will be given to a full-time employee for each holiday, Thanksgiving and Christmas for their holiday meal.
30. Only authorized persons may operate licensed Village owned vehicles, except in emergency situations.
31. The village may charge for dishonored checks the amount of \$30. 33. Municipalequipment acquired for municipal purposes may not be used for private purposes, even if fair and adequate consideration for such use is paid to the municipality. Per NYCOM Prohibition Against Gifts and Loans.

**32. Billing of Water, Wastewater and Relevy to Taxes** • Water rent is collected in July; therefore, the billing year is July 1 – June 30 for purposes of prorating, etc. Water rent is payment for the actual water usage based on annual May to May reads plus a flat fee. Water rates for Village users for 2021 are: \$125 plus \$0.72/1000 gallons and outside users at \$156 plus \$0.90/1000 gallons. All meters Installed after 12-12-2018 will have a flat rate fee of \$156.00 outside the Village, and \$125.00 inside the Village per year plus water rate usage.

- Wastewater rent is collected in April; therefore, the billing year is April 1 – March 31 for purposes of prorating, etc. It is a payment in advance based on water usage through users' system on November-to-November meter reads. \$370.00 for billing per unit for 2022 – 2023 inside the Village and \$462.50/unit outside.
- Water bills outside the Village of Croghan will be at the rate of 125% the rate of Village residents.
- New connections, except commercial, to the wastewater system will be billed at the one unit charge until usage is established. For new hookups, fees start at time of connection to mains unless other arrangements are made.

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- Water Trickling: Prior to November 1 of each year water customers may request in writing to the Village Board of Trustees that the Board grant permission for the customer to run a steady trickle of water

from November 1 to April 30 in order to prevent frozen water service lines. The Village Board will consider the request and notify the customer whether the request has been granted as soon as possible, but no later than the next regularly scheduled meeting of the Village Board. If the Village Board grants permission for the customer to trickle water, then the usage to be billed for the period from November 1 to April 30 shall be the lesser of (1) the actual usage for the period from November 1 to April 30, or (2) the actual usage for the previous period from May 1, to October 31. The Village of Croghan will not be responsible for frozen water lines or water meters nor for the damages caused thereby.

- Village taxes are levied on June 1st. Collection is made for one month with no penalty. By November 1st any unpaid items are sent to the Lewis County Treasurer for relevy.

- Unpaid Wastewater and Water rent bills are relieved on the following year's Village tax bills for collection.
- An outside user who fails to pay or make payments on his water and/or Wastewater bill within

6 months of billing will receive a certified with return receipt letter from the Board of Trustees a) requesting payment within 30 days, b) requesting information on any extenuating circumstance that may be reason for nonpayment of the bill within 30 days and c) informing them that payment must be made within 60 days to avoid termination of service. The Board will consider the response and make adjustments as it deems fit. Penalty will continue to accrue during this time. If it appears necessary to shut off the water to said residence, a certified letter will be sent to the resident and the health department informing them of the date and time such action will take place. Arrangements for payment may be made up to the moment of shutting off the water.

**33. Americans with Disabilities Act (ADA) Employment Policy** See attached policy

**THESE RESOLUTIONS SHALL TAKE EFFECT IMMEDIATELY**

### **Mayor's Report**

**Mayor Robinson discussed the splash pad, Cassandra Buell, Director of Planning and Development continues fighting to help the village with the possibility**

**Mayor Robinson advised the board the update on the library mural was approved.**

**It was also discussed about Travis Proulx's rental house area that does not drain and it caused an issue with an ambulance. Possibility of putting in some type of drain was discussed.**

**Sidewalks were discussed and it was decided repairs will be addressed by the homeowner and repairs done then the village will reimburse with AARPA funds.**

**Streetlights email from Jennifer Enbridge bill can be adjusted. Iliia will do the final assessment for bill adjustment.**

**Cole Lyndakers roof has been repaired . An 80/20 grant to get it fixed through Restore NY is being worked on. Public hearing at the Board meeting scheduled for January 11, 2023 to obtain citizens' views and comments relative to the submission of an application to Empire State Development for financial assistance under the Restore NY Communities will be held. Cassandra Buell, Director of Planning and Community Development will be present at the meeting to discuss the process and to answer any questions.**

The Food Pantry contract is due and discussed. It was agreed upon in a motion by Trustee Linda Nortz and seconded by Trustee Keith Bush to increase the rental amount from \$500.00 to \$1000.00 with all in favor and so carried. The contract will be completed, signed and notarized then forwarded to the Lowville Food Pantry and the Lowville Food Pantry DBA Croghan Food Pantry.

### **Trustee Report**

### **Adjournment**

The meeting was adjourned at 8:34pm in a Motion by Trustee Lloyd Richardson and seconded by Trustee Keith Bush. All were in favor. Motion carried.

Respectfully Submitted  
Nancy A Martin  
Village Clerk