

MINUTES of the *Organizational Meeting* of the Village Board of Trustees held on Monday, evening April 7, 2014 at 5:00 PM in the Village Hall, Room 202

PRESENT: Mayor MacKerchar; Trustees W. Allison; C. Benedict; C. Christensen; B. Church; D. Reeve; R. Stewart; Clerk/Treasurer G. Meeks

Absent: Atty. Ed Brockman; Police Chief M. Hulse; Director of Public Works B. Bodine; Assistant Director of Public Works B. Jensen; CEO B. Lyon; Fire Chief J. Housel

News Media; Gwen Chamberlain Chronicle Express and David Specksgoor, Dundee Observer

Guest: Abby Church, Alice MacKerchar and grandchildren Collin, Camden, Brady, Carter, Mason, Tyler and Morgan

Village Justice Danny Hibbard conducted the *Oath of Office ceremony* for the newly elected Mayor Leigh MacKerchar and re-elected Trustees William J. Allison, Carolyn Benedict and David Reeve and newly elected Trustee Robert Church.

Trustee Stewart presented a framed photograph of the Village hall and firehouse which was taken this past winter to the former Mayor Church. This was given by the Village Board for his years of service.

Mayor MacKerchar had a few comments before calling the meeting to order. He thanked the former Mayor and Board for doing a fantastic job. He stated it feels good to be back and mentioned he has a few new ideas. Mayor feels fortunate to have been raised in Penn Yan able to work and retire here. Have two sons that are also living here and raising a family. The grandkids are a great incentive for us to be here and make it a place where they want to settle and raise their families.

Mayor MacKerchar called the *Organizational Meeting* to order at 5:09pm.

MOTION by Trustee Allison seconded by Trustee Stewart to set the time of the regular meeting of the Village Board of Trustees for the official year 2014 -2015 at 6:00pm on the third Tuesday of each month in the Village Hall, 111 Elm Street, Room 202.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Allison, seconded by Trustee Stewart to set the date and time for the 2015 Organizational Meeting for Monday, April 6, 2015 at 5:00PM.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Allison, seconded by Trustee Stewart to designate the Lyons Bank and J.P. Morgan Chase, Five Star Bank, Community Bank NA, as depository banks for the Village funds.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Allison, seconded by Trustee Stewart to designate the Chronicle Express for the publication of notices relating to local laws and other proceedings and actions of the Board of Trustees required by law to be advertised.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Benedict, seconded by Trustee Stewart to approve the re-appointment of David Grace as Acting Village Justice to sit in, in the absence of Justice Hibbard for a 1-year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Allison, seconded by Trustee Christensen to approve the re-appointment of Village Clerk/Treasurer Gary Meeks and Deputy Clerks Robin Morse and Mary Ann Martin for a two year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Church, seconded by Trustee Christensen to re-appoint Deputy Registrar Mary Ann Martin and Registrar Robin Morse for a two year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Stewart, seconded by Trustee Allison to re-appoint Bruce Lyon as the Village's Code Enforcer Officer for a two year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Church, seconded by Trustee Benedict to re-appoint Bruce Lyon as the Fair Housing Officer for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Church, seconded by Trustee Benedict to approve the re-appointment of Mike Linehan and Stephen Griffin as members of the (CRC) Community Revitalization Committee for a three year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Christensen, seconded by Trustee Church to approve the appointment of Leigh MacKerchar as President to the (CRC) Committee. (3 year term)

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Reeve, seconded by Trustee Benedict to approve the re-appointment of Frances Dumas as the Village Historian for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Reeve, seconded by Trustee Benedict to re-appoint Frances Dumas as Alternate member to the Historic Committee for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Reeve, seconded by Trustee Benedict to approve the re-appointment of Brenda Ingram to the Historic Committee for a three year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Reeve, seconded by Trustee Christensen to approve the re-appointment of Brenda Ingram as Chairman of the Historic Preservation District Commission for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Reeve, seconded by Trustee Benedict to approve the re-appointment of Dennis Karalow for a three year term and Shirley Owens and Dotti Jansen for a two year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Benedict, seconded by Trustee Reeve to approve the re-appointment of Trustee Stewart as "liaison" to the Historic Preservation Commission for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart

Nays 0 Abstain 0 Absent 0

MOTION by Trustee Church, seconded by Trustee Christensen to approve the re-appointment of Romulus J. French as Chair and Bruce LeClaire as Vice Chair to Municipal Utilities Board for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Allison, seconded by Trustee Church to approve the re-appointment of Daniel Banach and David Payne to the Municipal Utilities Board for a three year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Christensen, seconded by Trustee Benedict to approve the re-appointment of Trustee Willie Allison as “liaison” to the Municipal Utilities Board for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

Mayor MacKerchar resigned from the Municipal Utilities Board effective immediately.

MOTION by Trustee Allison, seconded by Trustee Church to accepted Leigh MacKerchar resignation from the Municipal Utilities Board effective April 7, 2014.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Allison, seconded by Trustee Church to appoint Ray Hamilton as member to the Municipal Utilities Board for a three year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Reeve, seconded by Trustee Stewart to approve Clifford Orr as a member of the Planning Board for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Reeve, seconded by Trustee Allison to approve the re-appointment of Clifford Orr as the Chair to the Planning Board for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Reeve, seconded by Trustee Church to approve Brent Bodine be re-appointed to the Planning Board for a 5 year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Church, seconded by Trustee Reeve to approve the re-appointment of Richard Pierle as Vice Chair to the Planning Board for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Christensen, seconded by Trustee Benedict to approve the re-appointment of Trustee Dave Reeve as “liaison” to the Penn Yan Planning Board for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Church, seconded by Trustee Stewart to approve the re-appointment of James McElhenny as a member to the Zoning Board of Appeals for a five year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Reeve, seconded by Trustee Church to approve the re-appointment of Steven Owens as Chair to the Zoning Board of Appeals for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Benedict, seconded by Trustee Stewart to approve the re-appointment of Trustee Dave Reeve as "liaison" to the Penn Yan Zoning Board of Appeals for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

Mayor MacKerchar re-appointed Trustee William Allison as Deputy Mayor for a one year term.

MOTION by Trustee Church, seconded by Trustee Allison to approve the re-appointment of Edward Brockman, Esq. as Village Attorney for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Allison, seconded by Trustee Church to approve the appointment of Trustee Carolyn Benedict as the Equal Opportunity Coordinator for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Benedict, seconded by Trustee Allison to approve the re-appointment of Trustee Rich Stewart as the Village Representative, Alternate Member of the Keuka Lake Watershed Committee and the Keuka Lake Outlet Compact for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Christensen, seconded by Trustee Church to approve the appointment of Trustee Carolyn Benedict as the Village American Disabilities Act Officer for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Church, seconded by Trustee Christensen to approve the appointment of Trustee Richard Stewart as the Village Representative to the Yates County Youth Board for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Allison, seconded by Trustee Benedict to approve the re-appointment of Romulus French as the Chair of the Labor/Management & Joint Safety for a one year term.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

The Mayor appointed the following Members and Chairs to the Trustees' Standing Committees of the Village Board (No need for Board Approval/Vote):

Finance & Administration
Robert Church, Chair

Personnel
Carolyn Benedict, Chair

Carolyn Benedict
Chris Christensen
Park & Recreation
Richard Stewart, Chair
Willie Allison
Robert Church

Chris Christensen
Dave Reeve
Planning & Development
Dave Reeve, Chair
Rich Stewart
Carolyn Benedict

Public Safety
Chris Christensen, Chair
William Allison
Rich Stewart

Public Works
William Allison, Chair
Bob Church
Dave Reeve

At 5:20 PM **MOTION** by Trustee Church, seconded by Trustee Christensen to adjourn the Organizational meeting.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

At 5:20 PM **MOTION** by Trustee Church, seconded by Trustee Benedict to open the regular Village Board meeting.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Church, seconded by Trustee Christensen to authorize Resolution No 18 - 2014 Regarding advance Payment of Claims.

WHEREAS the Board of Trustees of the Village of Penn Yan has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

NOW THEREFORE BE IT RESOLVED:

1. The Board of Trustees of the Village of Penn Yan authorizes payment in advance of audit of claims for public utility services, postage, and freight and expresses charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.
2. This resolution is effective immediately.”

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Allison, seconded by Trustee Church to authorize Resolution No. 19 - 2014 Procurement Policy

WHEREAS, General Municipal law (GML) §104-b requires every municipality to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML §103 or any other law; and

WHEREAS the Board of Trustees of the Village of Penn Yan has reviewed the within proposed procurement policy; and

NOW THEREFORE BE IT RESOLVED:

1. The Board of Trustees of the Village of Penn Yan does hereby adopt the following procurement policies and procedures.
2. This resolution is effective immediately.”

Procurement Policy

Purpose

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud, and corruption. To further these objectives, the governing board is adopting an internal policy and procedures governing all procurements of goods

and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, section 103 or of any other general, special, or local law.

Procedures for Determining Whether Procurements are Subject to Bidding

The procedures for determining whether a procurement of goods or services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

- A. Procedure:
 - 1. Purchase Contract above \$20,000*. Purchase Contract – procurement of commodities (e.g. equipment, materials, supplies) Minor service aspect; significant purchase aspect.
 - 2. Contract for public work above \$35,000*. Public Works Contract – contracts from services labor or construction. Minor purchase aspect; significant service aspect.If it is difficult to determine which bid limit applies, refer to the municipal official (Clerk-Treasurer) (*reasonably anticipated aggregate amount of similar goods in a fiscal year)
- B. Documentation: written quotations or proposals.

Please Note: All competitive bids require a public notice in all official newspapers and a Non-Collusive Bidding Certificate – See Bid Procedures List

Statutory Exceptions from Policy and Procedures

Except for procurements made pursuant to General Municipal Law, § 103(3) (through county contracts) or § 104 (through State contracts), State Finance Law, § 162, Correction Law, § 184 and 186 (from “preferred sources,” including articles manufactured in correctional institutions), or the items excepted herein (see below), alternative proposals or quotations for goods and services shall be secured by use of either written requests for proposals, written quotations, verbal quotations or any other method of procurement that furthers the purposes of the General Municipal Law, section 104-b.

- A. Emergencies – unanticipated and threaten the health, safety, or welfare of the Village of Penn Yan’s property or residents. (still work to obtain the lowest cost available)
- B. Professional Services – service that requires special skill and expertise
- C. State and County Contracts –
- D. Surplus and secondhand materials and equipment from other governments
- E. Leases and Licenses/Concessions
- F. Sole Source – good or service is in the public interest and available from only one possible source for which there is no equivalent; demonstrate the unique benefits arising from the particular good or service as compared to different good or service, that no other provides substantially similar benefits and that the cost is reasonable.
- G. Installment Purchase Contracts

Methods of Completion for Non-Bid Procurement

The methods of procurement to be used are as follows:

- A. County Contracts
- B. Emergencies
- C. Professional Service
- D. Insurance
- E. Secondhand equipment from other governments

Adequate Documentation

Documentation of actions taken in connection with each such method of procurement is required as follows:

- A. \$1,000 to \$5,000: two verbal quotes
- B. \$5,001 to \$20,000 (\$35,000 Public Work Contracts): three written quotes

Awards to Other than the Lowest Responsible Dollar Offered

Whenever any contract is awarded to other than the lowest responsible dollar offered, the reasons that such an award furthers the purpose of General Municipal Law, section 104-b, as set forth herein above, shall be documented as follows:

- A. There must be documentation and justification of the reason why the purchase is in the best interest of the Village of Penn Yan.

Items Excepted From This Policy and Procedures by the Board

The board sets forth the following circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the Village of Penn Yan.

- A. Emergencies
- B. Small procurement under \$1,000
- C. Local Contractor Preferential Treatment - Goods and Services not subject to bidding requirements or Goods and Services less than \$20,000 and Public Works Contract less than \$35,000, preferential treatment may be given to local contractors within the best interest of the municipality
- D. The Village of Penn Yan encourages businesses owned or managed by women or minorities to provide proposals and/or quotations.
- E. In the event the purchaser has made a good faith effort to obtain the required number of proposals or quotations and is unable to meet the requirement, the purchaser shall document the attempt(s)

Input from Officers

Comments concerning the policies and procedures shall be solicited from officers of the Village of Penn Yan therein involved in the procurement process prior to the enactment of policies and procedures, and will be solicited from time to time hereafter.

Annual Review

The Village Board shall annually review these policies and procedures. The mayor shall be responsible for conducting and annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy. Recommend to include in the Organizational Meeting on the first Monday in April of each year.

Unintentional Failure to Comply

The unintentional failure to fully comply with the provisions of General Municipal Law § 104-b shall not be grounds to void action taken or give rise to a cause of action against the municipality any officer or employee thereof.

Individual(s) Responsible for Purchasing

- Gary Meeks, Clerk-Treasurer
- Mark Hulse, Police Chief
- Brent Bodine, Director of Public Works
- William Jensen, Assistant Director of Public Works
- Don Rapalee, Working Supervisor of Streets Department
- Jef Bodine, Electric Line Crew Chief
- Ron Keech, Water/Sewer Maintenance Supervisor
- Tina Galliher, Water Treatment Plant Chief Operator
- Ben Sward, Wastewater Treatment Plant Chief Operator
- Dan Doyle, Recreation & Facility Director
- Bill Knauss, Building Maintenance Mechanic
- Bruce Lyon, Code Enforcement Officer
- Lynn Axtell, Cemetery Superintendent
- Tami Marchionda, Senior Account Clerk Typist

The individuals listed above are authorized to submit purchase order requests for goods and/or services. Those same individuals, or their designee, are also responsible for the acceptance or refusal of said goods and/or services.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
 Nays 0 Abstain 0 Absent 0

MOTION by Trustee Christensen, seconded by Trustee Reeve to authorize Resolution No 20 - 2014 Yearly Meeting, Conferences, Training and Workshops for Penn Yan Village Board and Village employees.

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 and Fall Training School for Fiscal Officers and Municipal Clerks; c) the New York State Conference of Mayors Public Works School, d) the following county association meetings; etc.; and

WHEREAS attendance by certain municipal officers and employees at one or more of these meetings, conference or school benefits the Village of Penn Yan

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are authorized to attend the following schools:

<u>TITLE</u>	<u># of employees</u>	<u>LOCATION</u>
• MEUA Spring Engineering workshop – Feb. or March	5 employees	East Syracuse
• FLWWC Annual Business meeting – Feb.	5 employees	Geneva
• DPW Crew- Equipment show – March	5 employees	Syracuse
• Hard Hat Expo - March (free)	25 employees	Syracuse
• NYWEA meeting – Feb. or March	2 employees	Rochester
• MEUA Semi-Annual spring meeting- March	5 employees	East Syracuse
• FLWWC Spring meeting – April	5 employees	Watkins Glen
• NYAWWA Water Event & Expo -April	1 employee	tbd
• NYRWA Annual Technical Conference- April or May	1 employee	tbd

• NYMPA Annual meeting – May	3 employees	East Syracuse
• Cornell Local Roads - Spring	4 employee	tbd
• FLWWC Spring Workshop – June	4 employees	tbd
• FLWW Summer meeting - August	20 employees	PY Fireman’s field
• IEEP Annual meeting – September	2 employees	East Syracuse
• NYMP- Semi- Annual meeting – Oct	3 employees	East Syracuse
• NYCOM Public Works Training – Oct.	2 Employees	tbd
• NYCOM – Village – Fall	3 employees	Lake Placid
• MEUA Fall Engineering Workshop – Nov	5 employees	East Syracuse
• MEUA Fall E		
• Cornell Local Roads – Fall	4 employees	tbd
• FLWWC Winter meeting - Dec	5 employees	Waterloo
• NYWEA Winter meeting – Dec	3 employees	Canandaigua
• MEUA Annual Conference - Aug	2 employees	tbd
• AWWA TIFFT Symposium –Sept.	2 employees	Liverpool
• MEUA Engineering/Accounting & Finance workshop	3 employees	East Syracuse

Section 2. That this resolution is effective immediately.

Section 3. This list approves all possibilities but subject to change.

Section 4. That monies for training, schooling, conferences etc. is available in the budget.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Reeve, seconded by Trustee Benedict to authorize Resolution No 21 - 2014 Fair Housing Plan

WHEREAS: Federal and New York State Law prohibit discrimination in the sale, rental and financing of housing on the basis of race, creed, gender, national origin, familial status, marital status, or handicap.

The Village of Penn Yan participates in the HUD Community Development Block Grant Program.

The community development Block Grant Program requires that each participating community take specific affirmative action’s to further fair housing.

PROVISIONS OF THE PLAN

The Chief Elected Official shall designate a fair housing officer to be responsible for implementing this plan.

The fair housing officer is charged with the following responsibilities:

1. Become knowledgeable in the fair housing provisions of Federal, State, and Local Laws.
2. Conduct an analysis of barriers to equal housing opportunity, (as per 24CFR570.904).
3. Develop a strategy to overcome any barriers.
4. Review local policy for its impact on housing choice.
5. Compile Fair Housing information and make it available to any interested persons.
6. Disseminate information and answer questions relating to fair housing laws.
7. Assist aggrieved persons.
8. Refer discrimination complaints to appropriate Federal or State Agencies.
9. Maintain a record of actions taken pursuant to this plan.

This plan and related documents shall be posted at:

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Church, seconded by Trustee Christensen to authorize Mayor MacKerchar to sign the MOU agreement between the PY Police Department and the Village of Penn Yan, regarding Police Officer working in Schuyler County during the races at Watkins Glen. (April, 2014 – April, 2 015)

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

MOTION by Trustee Christensen, seconded by Trustee Benedict to approve Penn Yan Firemen's Field Scheduled Events for 2014. May have additions and deletion to the event scheduled throughout the year.

ADOPTED Ayes 7 MacKerchar; Allison; Benedict; Christensen; Church; Reeve; Stewart
Nays 0 Abstain 0 Absent 0

OTHER COMMENTS

Trustee Allison mentioned the project on Mace Street to cut out the road stated this morning over by Knapp and Schlappi.

Mayor MacKerchar stated it's good to be back and looking forward to working with everyone.

ADJOURNMENT:

At 5:27PM **MOTION** by Trustee Christensen, seconded by Trustee Church to adjourn the Special Village Board meeting.

Mary Ann Martin, Deputy Clerk