

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
FOR THE VILLAGE OF BATH
REGULAR MEETING
NOVEMBER 19, 2018**

This meeting of the Board of Trustees of the Village of Bath was held on the 19th day of November 2018 at the Village of Bath, Village Hall, located at 110 Liberty St., Bath, NY 14810. This meeting was called to order by Mayor William von Hagn at 5:30 p.m.

Present:

Mayor:	William von Hagn	Police Chief:	Chad Mullen
Trustee:	Melanie Coots	Fire Chief:	Robin Havens
Trustee:	Mike Sweet	Code Enforcement:	Bradley Hill
Street Asst. Super:	Michael Bly	BEGWS Director:	Erin Bonacci
Clerk/ Treasurer:	Jacqueline Shroyer		

Absent:

Deputy Mayor/Trustee:	Jeanne Glass
Trustee:	Mark Bardeen
Street Supervisor:	Thomas Gutow
Attorney:	Aaron Mullen

Audit of Bills:

Motion made by Trustee Coots, seconded by Trustee Sweet to approve the payment of the Village bills in the amount of \$558,937.64. All present were in favor and the motion was carried.

Department Head Reports:

Thomas Gutow, Street Superintendent:

Street Report was received.

Chad Mullen, Police Chief:

Police Report was received.

Bradley Hill, Code Enforcement:

Code Enforcement Report was received.

Robin Havens, Fire Chief:

Fire Department Report was received.

Erin Bonacci, BEGWS Director:

BEGWS Minutes were received.

EFC Grant Acceptance:

Motion made by Trustee Sweet, seconded by Trustee Coots to confirm the Village of Bath's acceptance of the grant and intent to proceed with the CWSRF Project No. C8-6416-03-00. All present were in favor and the motion was carried.

Standardize Electric Meters:

Motion made by Trustee Sweet, seconded by Trustee Coots to standardize on converting the meters for its utilities to an automatic meter reading (AMR) system. All present were in favor and the motion was carried.

Bernard Donegan Agreement:

Motion made by Trustee Coots, seconded by Trustee Sweet to amend the Village Agreement with Bernard P. Donegan, Inc. to include the most recent and applicable State Revolving Fund (SRF) bid packet. All present were in favor and the motion was carried.

Jacqueline Shroyer, Clerk/Treasurer Report:

Clerk/Treasurer Report was received.

New Business:

Cellular Phone Use Policy:

Motion made by Trustee Sweet, seconded by Trustee Coots to approve the Cellular Phone Use Policy. All present were in favor and the motion was carried.

GASB 54 Fund Balance Policy:

Motion made by Trustee Sweet, seconded by Trustee Coots to approve the GASB 54 Fund Balance Policy. All present were in favor and the motion was carried.

Compensatory Time Policy:

Motion made by Trustee Sweet, seconded by Trustee Coots to approve the Compensatory Time Policy with recommended hours. All present were in favor and the motion was carried.

Conference/Travel Expense Policy:

Motion made by Trustee Sweet, seconded by Trustee Coots to approve the Conference/Travel Expense Policy. All present were in favor and the motion was carried.

Personal Growth/Training Policy:

Motion made by Trustee Sweet, seconded by Trustee Coots to approve the Personal Growth/Training Policy. All present were in favor and the motion was carried.

Payroll Policy:

Motion made by Trustee Sweet, seconded by Trustee Coots to approve the Payroll Policy. All present were in favor and the motion was carried.

Cash Disbursements Policy:

Motion made by Trustee Sweet, seconded by Trustee Coots to approve the Cash Disbursements Policy. All present were in favor and the motion was carried.

Cash Receipts/Deposit Policy:

Motion made by Trustee Sweet, seconded by Trustee Coots to approve the Cash Receipts/Deposit Policy. All present were in favor and the motion was carried.

Vehicle Use Policy:

Motion made by Trustee Sweet, seconded by Trustee Coots to approve the Vehicle Use Policy. All present were in favor and the motion was carried.

Credit Card Policy:

Motion made by Trustee Sweet, seconded by Trustee Coots to approve the Credit Card Policy. All present were in favor and the motion was carried.

Extension of Target Area for Main Street Grant:

Motion made by Trustee Coots, seconded by Trustee Sweet to approve the extension of the target area for the Main Street Grant to include the property known as the Dana L. Lyon on Liberty Street. All present were in favor and the motion was carried.

Steuben County DPW – Shared Services Agreement:

Motion made by Trustee Coots, seconded by Trustee Sweet to approve the Steuben County Shared Services Agreement with the attached notes. All present were in favor and the motion was carried.

Resolution for County to Collect Unpaid Taxes:

Motion made by Trustee Sweet, seconded by Trustee Coots resolving that the Village Board of Trustees authorizes the County of Steuben to collect unpaid 2018/2019 taxes in the amount of \$161,690.31. All present were in favor and the motion was carried.

Town of Wheeler 2019 Fire Agreement:

Motion made by Trustee Coots, seconded by Trustee Sweet to approve the 2019 Town of Wheeler Fire Agreement. All present were in favor and the motion was carried.

Approve to go out to bid for Ladder Truck:

Motion made by Trustee Coots, seconded by Trustee Sweet to approve the Village to go out to bid for the Ladder Truck for the Fire Department. All present were in favor and the motion was carried.

Approve to go out to bid for Police Vehicle:

Motion made by Trustee Coots, seconded by Trustee Sweet to approve the Village to go out to bid for a police vehicle as not to affect the NYS Grant we received. All present were in favor and the motion was carried.

Open CD Account for General Fund:

RESOLUTION
VILLAGE OF BATH BOARD OF TRUSTEES
BATH, NEW YORK

DATE APPROVED: Monday, November 19, 2018 INTRO. DATE: Monday, November 19, 2018

INTRODUCED BY: Trustee Coots SECONDED BY: Trustee Sweet

VOTE:	Mayor vonHagn	Aye	Nay	Abstain	Absent
	Trustee Glass	Aye	Nay	Abstain	Absent
	Trustee Bardeen	Aye	Nay	Abstain	Absent
	Trustee Coots	Aye	Nay	Abstain	Absent
	Trustee Sweet	Aye	Nay	Abstain	Absent

TITLE: Open Certificate of Deposit for the General Fund Savings.

RESOLVED, that the Clerk/Treasurer, Jacqueline Shroyer, of the Village of Bath is authorized and directed to establish a Certificate of deposit with Five Star Bank and deposit some funds for the General Fund Savings. The Clerk/Treasurer of the Village of Bath shall have the authority to operate the account on behalf of the Village of Bath.

RESOLVED FURTHER, that Mrs. Jacqueline Shroyer, Clerk/Treasurer of the Village of Bath be and is hereby authorized to sign and execute all such documents for opening the said certificate of deposit.

RESOLVED FURTHER, that moneys from the General Fund Savings be placed in in the highest interest short term CD at Five-Star Bank as possible.

RESOLVED FURTHER, that a Certified True Copy of this resolution be forwarded to the bank under the signature of Mrs. Jacqueline Shroyer, Village of Bath Clerk.

November 19, 2018

Jacqueline Shroyer, Village Clerk

Open Bank Account for Brewfest:

RESOLUTION
VILLAGE OF BATH BOARD OF TRUSTEES
BATH, NEW YORK

DATE APPROVED: Monday, November 19, 2018 INTRO. DATE: Monday, November 19, 2018

INTRODUCED BY: Trustee Coots SECONDED BY: Trustee Sweet

VOTE:	Mayor vonHagn	Aye	Nay	Abstain	Absent
	Trustee Glass	Aye	Nay	Abstain	Absent
	Trustee Bardeen	Aye	Nay	Abstain	Absent
	Trustee Coots	Aye	Nay	Abstain	Absent
	Trustee Sweet	Aye	Nay	Abstain	Absent

TITLE: Open Bank Account for Brewfest

RESOLVED, that the Clerk/Treasurer, Jacqueline Shroyer, of the Village of Bath is authorized and directed to establish a bank account for the Brewfest with Five Star Bank and deposit funds for the Brewfest in said account. The Clerk/Treasurer of the Village of Bath shall have the authority to operate the account on behalf of the Brewfest.

RESOLVED FURTHER, that Mrs. Jacqueline Shroyer, Clerk/Treasurer of the Village of Bath be and is hereby authorized to sign and execute all such documents for opening the said bank account.

RESOLVED FURTHER, that moneys from the Brewfest be placed in said bank account and the Village of Bath understands these funds are not Village of Bath Property.

RESOLVED FURTHER, that a Certified True Copy of this resolution be forwarded to the bank under the signature of Mrs. Jacqueline Shroyer, Village of Bath Clerk.

November 19, 2018

Jacqueline Shroyer, Village Clerk

Streetscape Project Letter:

Motion made by Trustee Sweet, seconded by Trustee Coots to approve the Mayor, William von Hagn, to sign the letter to the New York State Homes & Community Renewal for the Streetscape Project. All present were in favor and the motion was carried.

Adjourn Regular Meeting/Executive Session:

Motion made by Trustee Coots, seconded by Trustee Sweet to adjourn the regular meeting of the Board of Trustees of the Village of Bath at 6:34 p.m. to go into executive session for contractual and personnel. Erin Bonacci was asked to stay for the session until 6:51 p.m. All present were in favor and the motion was carried.

Return to Regular Session:

Motion made by Trustee Coots, seconded by Trustee Sweet to return to regular session at 7:08 p.m. All present were in favor and the motion was carried.

Cornell Cooperative Extension:

Motion made by Trustee Sweet, seconded by Trustee Coots to put Trustee Glass in charge of the Cornell Cooperative Extension for the Community Garden Concept as a point of contact. All present were in favor and the motion was carried.

Adjournment:

Motion made by Trustee Sweet, seconded by Trustee Coots to adjourn the regular meeting at 7:20 p.m. All present were in favor and the motion was carried.

Respectfully submitted by:

Jacqueline Shroyer
Clerk/Treasurer