

**Village of Chaumont Board of Trustees
Organizational Meeting
Tuesday, December 15, 2020
6:00 p.m.**

- Call to Order**
- Swearing in of Newly Appointed Members**
- Pledge of Allegiance, Roll Call**

-Appointment of Deputy Mayor: Michael Nichols

- Appointments Made:**
- **Registrar: Karen Fitzgerald**
 - **Clerk/Treasurer: Karen Fitzgerald**
 - **Zoning/Codes Officer: James Millington**
PT Zoning/Codes Officer: Richard Ingerson
 - **PT Safety Officer/Dog Warden: Betsy Ring**

Official Undertakings:

Schedule of Planning Board Members: **Hartley Bonisteel- Schweitzer**
Robin Grovesteen
Mark Morina
Bryan Stumpf
Robert Stevenson

Zoning Board of Appeals: **Kevin Robinson**
Nancy White
Frederick Jackson
Donna Stevenson (Alternate)

Board Polled:

Motion by Mayor Rust that Robert Rules Govern Meetings, Seconded by Trustee Morrow. All in Favor.

Resolution 5-2020/2021: By Mayor Rust, That Mileage for Official Duties on Behalf of the Village shall be reimbursed at the Federal Rate at the time of the duty. Seconded by Trustee Nichols. All in Favor.

Resolution 6-2020/2021: By Mayor Rust that Regular Village Board of Trustees Meetings shall be held on the third Tuesday of the Month, unless a holiday, and then it shall be held on the following day, At the Village of Chaumont/Town of Lyme Municipal Building. Members will be notified by telephone of Special Meetings. Seconded by Trustee Reome. All in Favor.

Resolution 7-2020/2021: By Mayor Rust, that the Organizational Meeting be held the 3rd Tuesday of December 2021, unless deemed necessary to schedule before that date. Seconded by Trustee Froelich. All in Favor.

Resolution 8-2020/2021: By Mayor Rust, whereas it is determined by the Village Board of Trustees that Attendance by certain Municipal Officials and Employees at Schools, Meetings, Conferences that benefit the Village shall be reimbursed for Expenses incurred in relation to said meetings. Seconded by Trustee Nichols. All in Favor.

Resolution 9-2020/2021: By Mayor Rust that Petty Cash funds remain at \$0.00 for the Fiscal Year 2020/2021. Seconded by Trustee Morrow. All in Favor.

Resolution 10-2020/2021: By Mayor Rust, that All Board Members of the Village Sign the Monthly Abstract Certification authorizing when presented for Approval of Payment. Seconded by Trustee Froelich. All in Favor.

Resolution 11-2020/2021: By Mayor Rust the Village Board of Trustees can approve Vouchers other than the Village Printed Vouchers for Payment, As long as they are signed. Seconded by Trustee Reome. All in Favor.

Resolution 12-2020/2021: By Mayor Rust, whereas the Board of Trustees of Chaumont resolved that the Record Retention and Disposition schedule (LGS-1), Issued Pursuant to Art. 57A of the Arts and Cultural Affairs Law, and Containing Legal Minimum Retention Periods for Local Governments, Is Hereby, Adopted for use by all officers in Legally Disposing of Valueless Records listed therein. Further Resolved that in Accordance with Art. 57A, (A) only those Records will be Disposed of after they have met minimum retention periods described therein: (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods. Seconded by Trustee Nichols. All in Favor.

Resolution 13-2020/2021: By Mayor Rust, That the Village Board of Trustees Authorize Payments in advance of Claims, for the Utilities, Postage, Freight, Employee Benefits, Insurance and Purchases that save the Village Money. Claims shall be presented at the next Board Meeting Audit. The Claimant and Officer incurring or Approving the Same, Shall be jointly and Severally Liable for any amount Disallowed by the Village Board of Trustees. Seconded by Trustee Morrow. All in Favor.

Resolution 14-2020/2021: By Mayor Rust, That the Village Board of Trustees has Approved the Schedule of Salaries and Wages as adopted in the 2020-2021 Village of Chaumont budget in April 2020:

- **Monthly: Mayor : \$458.33/ \$5,500.00
Mayor (no financial responsibilities) \$2,500.00**

Deputy Mayor: \$175.00 / \$2,100.00
Board of Trustees: \$166.67 / \$2,000.00
Building/Zoning Officer: \$4,000.00
PT Zoning/Codes Officer \$28.00/hr plus mileage
Police/Dog Warden: Shared Service w/Town
Of Lyme: Betsy Ring

- **Bi-Weekly**
Tax Collector/Village Clerk:\$1,730.77/\$45,500.00
Part Time Clerk: \$13.22 hr.
DPW Superintendent:
DPW/WWTO:
Village Emp. (Al Netto) : \$16.00hr. / 33,000.00
Village Emp(Garrett Thompson) \$14.43hr/ \$30K
Beach Director: \$15.00 hr.
Lifeguard: \$13.00 hr.
ZBA / PB Secretary: \$13.00 /hr

Seconded by Trustee Reome. All in Favor.

Resolution 15-2020/2021: By Mayor Rust, After reviewing the current Investment Policy of the Village of Chaumont. It is Resolved to Adopt the Investment Policy for the current Fiscal Year 2020/2021, as written, and Amended, Said Policy will be Adopted and will be effective immediately. Seconded by Trustee Nichols. All in Favor. (See Attachment)

Resolution 16-2020/2021: By Mayor Rust, That Citizens Bank of Cape Vincent has been designated as the primary Depository Bank for the Village of Chaumont. Seconded by Trustee Froelich. All in Favor.

Resolution 17-2020/2021 By Mayor Rust, that the current Purchase Policy shall be renewed for the Fiscal Year 2020/2021. (See Attached Document) Seconded by Trustee Morrow. All in Favor.

Resolution 18-2020/2021: By Mayor Rust, the Village Board of Trustees Approves that all Unpaid Taxes shall be sent to Jefferson County after Delinquent Taxes have been presented on the Tax list for Collection in the Village Tax Roll for the current year. Delinquent Taxes must be on the Village Tax Roll first. Seconded by Trustee Nichols. All in Favor.

Resolution 19-2020/2021: By Mayor Rust, That Watertown Daily Times will be the Official Newspaper of the Village of Chaumont Board of Trustees. Seconded by Trustee Reome. All in Favor.

Resolution 20-2020/2021: By Mayor Rust, That James Burrows be designated the Village Attorney as he is willing and able to serve the Villages needs. Seconded by Trustee Froelich. All in Favor.

Resolution 21-2020/2021: By Mayor Rust that Vouchers are to be used for the purchases as in Prior years. Seconded by Trustee Morrow. All in Favor.

Resolution 22-2020/2021: By Mayor Rust, That the Village Board of Trustees approves Check writing and Signing Authority for the Mayor, Deputy Mayor and Village Clerk/Treasurer. Seconded by Trustee Nichols. All in Favor.

Resolution 23-2020/2021: By Mayor Rust the following Committees are to be established, with the appointment of the Village Board Members to act as liaisons between each Committee.

Chaumont Volunteer Fire Dept.	<u>Trustee Morrow</u>
Highway Department.	<u>Mayor Rust</u>
Youth Committee.	<u>Trustee Nichols & Trustee Morrow</u>
Parks and Recreation Com	<u>Trustee Nichols</u>
Village Planning Board.	<u>Trustee Froelich & Trustee Reome</u>
Inter-Municipal/Joint Services:	<u>Trustee Morrow</u>

Adjournment:

Upon a Motion by Trustee Reome, Seconded by Trustee Nichols, and unanimously passed, It was “Resolved to Adjourn the December 15, 2020 Village of Chaumont Organizational Meeting at 6:12 p.m.

Dated: December 15, 2020

Karen Fitzgerald, Village Clerk/Treasurer