

MINUTES – Alfred Village Board of Trustees Meeting

April 7, 2014

Present: Mayor Grigg (left 3:10 p.m.); Trustees Prophet, Bowden, Rasmussen, McDowell; Clerk-Treasurer Koegel

1. **Meeting Opening** – Mayor Grigg opened the meeting at 2:15 p.m.
2. **Swearing in Ceremony** – Clerk-Treasurer Koegel gave the oath of office to Trustee Becky Prophet (Trustee Bowden was sworn in at an earlier date).
3. **Mayoral Appointments** – After discussion about representation from the press at public meetings and the potential for student involvement; village legal representation and planning board appointments, **a motion was made** and seconded by Trustees Bowden/Prophet to approve the mayoral appointments (attached). Motion passed 5-0.
4. **New Business**
 - a. **2015 Organizational Meeting Date** – **A motion was made** and seconded by Trustees Prophet/Bowden to set the 2015 Organizational Meeting for first Monday in April. Motion passed 5-0.
 - b. **Alfred Community Theatre** – **A motion was made** and seconded by Trustees Prophet/McDowell to authorize terms of use of Theater Space as follows: that due to the community-minded nature of their public performances and the extensive financial and time investment they have made and continue to make in the theater space the Alfred Community Theatre be given priority in reserving the Village Hall Theatre space for the month of July 2014 and for either two weeks in Dec. 2014 or two weeks in January 2015. The \$100 deposit will be waived and the Village will simply bill Alfred Community Theatre for any damage. All Alfred Community Theatre activities and privileges in the Village Hall Theatre are subject to annual review by the Board of Trustees. Alfred Community Theatre agrees to reserve the space at least one month in advance and plan rehearsals around the regular and official activities in the Village Hall. Alfred Community Theatre will give the Village Clerk a rehearsal/performance schedule for each time-span of use of the Village Hall Theatre. Motion passed 5-0.
 - c. **2014-15 Procurement Policy** – After discussion, **a motion was made** and seconded by Trustees Prophet/Bowden to approve the policy with the removal of Section 7.b “Additional Purchasing Requirements”: Timing of Equipment Purchases: All equipment purchases over \$1,000 shall be made at the end of the fiscal year if enough budget funds remain. Any exception must be requested in writing with an explanation of the need to make the purchase before year-end, and must be granted in writing by the Mayor. Motion passed 4-0.
 - d. **2014-15 Investment Policy** – **A motion was made** and seconded by Trustees Prophet/McDowell to approve the policy (unchanged from last year). Motion passed 4-0.
 - e. **Allegany County Inter-municipal Aid** – **A motion was made** and seconded by Trustees Prophet/Bowden to authorize James McNulty, Bryan Dodge, Tim O’Grady or Justin Grigg to render or ask assistance to another participating agency under the Mutual Aid agreement between the Municipalities of Allegany County, New York for period 4/1/14 – 3/31/15; Motion passed by roll call vote.
 - i. Mayor Grigg – absent

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- ii. Trustee Rasmussen – Aye
 - iii. Trustee Bowden – Aye
 - iv. Trustee Prophet – Aye
 - v. Trustee McDowell - Aye
- f. **Official Undertakings** – **A motion was made** and seconded by Trustees McDowell/ Prophet to direct that the official undertaking for 2014-15 be in the amount of \$500,000 bond for Clerk-Treasurer and \$10,000 for Village Justice and all other officers and employees as executed by a surety company authorized to transact business in this state and that the expense thereof shall be a charge upon the village. [In accordance with Village Law 3-306.] Motion passed 4-0.
- g. **Bank Signatory Authority** – **A motion was made** and seconded by Trustees Bowden/ Prophet to authorize Clerk-Treasurer Koegel, Deputy Clerk-Treasurer Hasper and Mayor Justin Grigg to sign checks on all Village of Alfred accounts. [In accordance with Village Laws 4-400k and 4-408.] Motion passed 4-0.
5. **Adjournment** – The meeting was adjourned at 3:25 p.m.

Respectfully submitted,

Kathryn L. Koegel, Clerk-Treasurer