

# MINUTES – Alfred Village Board of Trustees Meeting

April 2, 2019

**Present:** Mayor Prophet, Deputy Mayor McClain, Trustees Gill, and Brown; Treasurer Slade; Clerk Hasper; Police Chief Griffith; DPW Superintendent Costello

1. **Meeting Opening** – Mayor Prophet opened the meeting at 8:05 a.m.
2. **Swearing in Ceremony** – Clerk Hasper gave the oath of office to Mayor Becky Prophet and Trustee Peter McClain.
3. **Mayoral Appointments** – **A motion was made** and seconded by Trustees Brown/McClain to approve the following mayoral appointments:

Deputy Mayor	Peter McClain
Police Commissioner	Becky Prophet
Department of Public Works Liaison	Jim Ninos
Village Hall Liaison	Andrea Gill
Code Enforcement Dept. Liaison	Becky Prophet
Zoning Board Liaison	Peter McClain
A.E. Crandall Fire & Ambulance Liaison	Becky Prophet
Planning Board Liaison	Becky Prophet
Youth and Recreation Dept. Liaison	Caitlin Brown
Alfred State College Student Liaison to the Village Board	
Alfred University Student Liaison to the Village Board	
Town Board Liaison	Varies
Village Historian	Douglas Clarke
Alfred Area Business Association/ Economic Development Liaison/Social Media	Caitlin Brown
HDD Parade Coordinator	John Lehman
Treasurer	Debra Slade
Clerk	Carolyn Hasper
Code Enforcement Officer	Charles Cagle
Planning Board Members/Terms	
Sherman Clarke	Seven-year term ending 2026
Student Representative - TBD	To fill one-year term ending April 6, 2020
ZBA Members/Terms	
TBD	Five-year term ending 2024
Acting Village Justice	Sandy Cameron
Village Attorney	David Pullen
Police Matron	Becky Prophet
Substitute Police Matron	Any female EMT of A.E. Crandall
Official Newspaper	Alfred Sun
Alternate Newspaper	Evening Tribune
Official Depository	Steuben Trust/Alfred
Official Meeting Date	2nd Tuesday of every month, excluding August

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Motion passed 4-0.

## 4. New Business

- a. **2020 Organizational Meeting Date** – **A motion was made** and seconded by Trustees McClain/Brown to set the 2020 Organizational Meeting for first Monday in April (4/6/20). Motion passed 4-0.
- b. **2019 Procurement Policy** – **A motion was made** and seconded by Trustees McClain/Gill to approve the 2019 Procurement Policy. Motion passed 4-0.
- c. **2019 Procurement Policy** – **A motion was made** and seconded by Trustees McClain/Brown to approve the 2019 Procurement Policy with a friendly amendment combining 7.a.iii. WWTP Foreman and 7.a.v. Streets & Water Foreman as the departments have been consolidated into one department. Motion passed 4-0.
- d. **2019 Investment Policy** – **A motion was made** and seconded by Trustees McClain/Brown to approve the 2019 Investment Policy. Motion passed 4-0.
- e. **Allegany County Inter-Municipal Aid** – **A motion was made** and seconded by Trustees McClain/Brown to authorize Thomas Costello, Bryan Dodge, Paul Griffith, Peter McClain or Becky Prophet to render or ask assistance to another participating agency under the Mutual Aid agreement between the Municipalities of Allegany County, New York for period 4/1/19 – 3/31/20 (roll call vote)
  1. Mayor Prophet – Aye
  2. Deputy Mayor McClain – Aye
  3. Trustee Brown – Aye
  4. Trustee Gill - AyeMotion passed 4-0.
- f. **Official Undertakings** – **A motion was made** and seconded by Trustees McClain/Gill to direct that the official undertaking for 2019-20 be in the amount of \$500,000 bond for Clerk and 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. **Mayor and Deputy Mayor Salaries** – **A motion was made** and seconded by Trustees Brown/Gill to continue the adjustment of Mayor and Deputy Mayor's salaries for the April 2019 - March 2020 term as follows: Mayor's salary will be \$300/month and Deputy Mayor's salary will be \$400/month. Motion passed 4-0.

## 5. Budget Workshop

- a. Trustee McClain gave an overview/cover sheet for the budget.

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- b. Trustee Gill shared various needs in the Village Hall including the need for insulation, a lightning rod, piano tuning annually, repointing the bricks and upgrading the windows and the possibility of writing a grant to fund many of these needs.
- c. DPW Superintendent Costello spoke on the need for budgeting funds for videoing sewer lines and repairing the damage revealed.
- d. Discussion was led by Trustee McClain on various projects, their anticipated costs and prioritizing them. Items such as videoing sewer lines and repairing damaged lines, Village Hall insulation and windows, flooring in the police department, cold weather gear, items in the DPW department and funds for improving and maintaining the Village website were included.
- e. Trustee McClain will finalize the budget and email to each board member for review prior to the public hearing.

**6. Adjournment - A motion was made** by Trustees McClain/Brown to adjourned at 9:25 a.m. Motion passed 4-0.

Respectfully submitted,

Carolyn Hasper, Clerk