

**VILLAGE OF BURDETT
PO BOX234
BURDETT, NY
607-546-2266**

January 2, 2018 Minutes of the Board of Trustees:

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Mayor Dale Walter called the meeting to order at 7:00 pm. Present were Trustees: Laurence Jaynes, Martha Evans, Linda Arcangeli and Judith Mangus. Also in attendance was: Village Clerk/Treasurer Charlotte M. Jaynes, and Village Attorney Connie Fern Miller.

Public Concerns:

None

Approval of Minutes: Trustee Mangus made motion to accept and second by Trustee Jaynes motion carried.

Additions/Deletions to Agenda

Village Access Plan

EMC question

Sams Grant

Citizens Caucus

Department Head Reports:

Fire Department Report:

January 27th Banquet at 6:00pm all invited. BR-1 was serviced and check engine light went out. The Mayor has been working on the SAMS grant for the fire department. We received notice today that it has been reviewed and being passed along. It will take apx. two years to get the funding.

Code Enforcement: \$40 for two permits, we had a total of 18 building permits for 2017

Street Department Report: Mayor talked to Watkins Glen to enter into an agreement for handling our Christmas lights (putting them up and taking them down)

Parks Department Report: None

Water Board Report: None

Planning Board:

Next meeting will be Tuesday January 9th at 7:00pm

Committee Reports:

FINANCIAL: A sample of reports was given out from the Williamson Law software.

STREET/PARKS: Need to stay on top of the sink hole in front of the old school house. We will probably have to wait until spring to get it completed.

ENVIRONMENTAL MANAGEMENT COUNCIL: None

COUNCIL OF GOVERNMENTS UPDATE: Will be meeting January 25th.

LEGISLATIVE COMMITTEE:

None

Board Concerns:

None

Presentation of Bills: Trustee Mangus made a motion to pay general fund bills seconded by Trustee Evans motioned carried. Trustee Arcangeli made motion to pay the fire department bills seconded by Trustee Jaynes motion carried.

Correspondence: Letter received from the Little League Association

Executive Session: None

Adjournment: Trustee: Jaynes made a motion to adjourn and Trustee Mangus second the motion,

Respectfully submitted,

Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

February 5th, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Mayor Dale Walter called the meeting to order at 7:00 pm. Present were Trustees: Laurence Jaynes, Martha Evans and Linda Arcangeli. Also in attendance was: Village Clerk/Treasurer Charlotte M. Jaynes.

Absent: Trustee Judith Mangus

Public: Amanda Rodrigues, Daniel Campbell

Amanda Rodrigues from SCOPE on the Collective Park Grant
Daniel Campbell concerned about the drainage by the old school-Tug Hollow-West Main Street

Approval of Minutes: Trustee Jaynes made a motion to approve the minutes of the 15th with corrections second by Trustee Evans motion passed
Approval of minutes from the special meeting motion made by Trustee Evans seconded by Trustee Arcangeli motioned passed

Additions/Deletions to Agenda: Streets X-mas lights, USDA, SMS Grant

Streets; Xmas lights

Fire Dept.: USDA, SMS Grant

Mayor Walter talked about the Collective Park Grant. We would like to see if we could get some funding to help develop the field behind where the new department will be built. Amanda talked to the board about coming up with a design for the part and also for shared services for the use of the park. SCOPE is just gathering information right now. They will be bringing in a specialist to talk to the board on this subject.

Department Head Reports:

Fire Department Report: Jason gave the following report on calls:

Alarms for January 2018

1/1/18 Mutual Aid to Odessa Structure Fire

1/3/18 EMS Call Middle Road

1/4/18 EMS Call State Route 79

1/6/18 Life Assist Lake Ave

1/13/18 ES Call State Route 79

1/15/18 Structure Fire State Route 414

1/16/18 ES Call State Route 227

1/19/18 Smoke Investigation State Route 79 & Newtown

1/20/18 Water leak Main Street

1/24/18EMS Call Nipatuck Road & State Route 414

1/27/18 Grass & Brush fire Dean Road

Fire Chief brought to the board to accept the new officers for the fire department, trustee Jaynes made a motion to accept the officers seconded by trustee Evans motioned passed.

Chief: Jason Kelly

1st Asst. Chief: Steve Crout

2nd Asst. Chief: Daryl White

3rd Asst. Chief: Kurt Lodge

Captain: Keith Caslin

We received notice on a workers comp case on Steve Crout Jr. Mayor Walter read the letter to the board.

We received a notice from USDA that we were approved for the \$300,000.

We received from a request Environmental Emergency Services for \$500.

We received from Dasny a letter in regards to the SAMS grant in the amount of an additional \$300,000.

Code Enforcement:

Buildings permits were given to Rae and Jan Nier and Adam Thorpe.

Street Department Report: Trustee Evans questioned as to when the x-mas lights were coming down. Trustee Arcangeli talked to the people that owned Alice Clawson about the tree on that property he would like to have it taken down.

Parks Department Report: The board was pleased with having Amanda Rodrigues come to the meeting.

Water Board Report: Meeting coming this Wednesday

Planning Board: The next meeting will be next Tuesday

Committee Reports:

FINANCIAL: Financial reports were passed out. The clerk will search out the reason for the credit in the State Taxes.

STREET/PARKS: None

ENVIRONMENTAL MANAGEMENT COUNCIL:

COUNCIL OF GOVERNMENTS UPDATE: Mayor Walter's term was extended for another year.

LEGISLATIVE COMMITTEE:

Board Concerns: We will start looking at our new budget.

Presentation of Bills: Trustee Jaynes made a motion to approve the general bills seconded by Trustee Arcangeli motion passed, motion to approve the fire department bills seconded by Trustee Evans motion passed.

Correspondence: Mayor Walter read a letter from Dutchess County. Trustee Evans made a motion to do a resolution to pass the Think Differently initiative. Roll Call Jaynes – yes – Evans – yes Arcangeli – yes – Walter – yes Absent – Mangus motion passed.

Executive Session: none

Adjournment: 8:00pm next meeting is February 20th 7:00pm

Respectfully submitted,

Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

February 20th, 2018

**The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Trustee Arcangeli called the meeting to order at 7:00 pm. Present were Trustees Evans, Trustee Mangus and Trustee Jaynes and Clerk Charlotte Jaynes
Absent: Mayor Walter's**

Public: None

Approval of Minutes: Trustee Jaynes moved to accept minutes seconded by Trustee Evans

**Additions/Deletions to Agenda
Streets; Xmas lights**

Fire Dept.: Trustee Evans reported that her class visited Hunt's facility and the drawings for the new fire department.

Department Head Reports:

Fire Department Report: None

Code Enforcement: None

Street Department Report: Trustee Arcangeli reported that Alvin White has a street light out on his street.

Parks Department Report: The board was wondering when the x-mas lights going to come down.

Water Board Report: Trustee Jaynes reported on the average usage per day and the yearly gallons used. Trustee Jaynes reported on three water leaks, they turned off three water meters. Trustee Jaynes reported that a new truck was purchased. The new water well will be put down on the beach by the existing two. The next meeting will be April 10th.

Planning Board: Charlotte reported on the plans for the upcoming Strawberry Festival. They are asking the fire department to do a chicken Bar-B-Que and they also have strawberry shortcake along with ice cream. They would like to have games and a bounce house at the Barnum St. Park. They are looking at approaching

Committee Reports:

FINANCIAL:

STREET/PARKS: None

ENVIRONMENTAL MANAGEMENT COUNCIL: None

COUNCIL OF GOVERNMENTS UPDATE: None

LEGISLATIVE COMMITTEE: None

Board Concerns: Trustee Jaynes reported on the Town of Hector board meeting. He suggested that everyone attend one. Trustee Jaynes reported that the planning board meets on the 2nd and 4th Monday's of every month.

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Presentation of Bills: Trustee Jaynes made a motion to pay the general bills seconded by Trustee Evans, motion to pay the Fire Department bills made by Trustee Evans seconded by Trustee Mangus.

Correspondence: None the next meeting will be March 7th at 7:00pm due to Trustee Jaynes and Village Clerk will not be available on the 5th.

Executive Session: none

Adjournment: Trustee Jaynes made a motion to adjourn seconded by Trustee Evans.

Respectfully submitted,

Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

March 7th, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Trustee Arcangeli Present were Trustees Evans, Trustee Mangus and Trustee Jaynes and Mayor Walter, Clerk Charlotte Jaynes

Mayor Walter called the meeting to order at 7:00pm

Public: None

Approval of Minutes: Trustee Jaynes moved to accept minutes seconded by Trustee Mangus with corrections

Additions/Deletions to Agenda

APHNYS Meeting 5/19/18- for
Mowing
Christmas Lights
Sidewalks
LED
Street Lights
Potential Business
Sink Hole in front of Burdett School

Fire Dept.:

Department Head Reports: Jason reported on the environmental request asking for \$500 and Bill Kennedy will pay his share of \$3000 so we do not have to do anything.

Fire Department Report: Jason reported the following calls:

2/1/18 EMS call Potomac Rd
2/3/18 EMS call Voorheis Rd
2/9/18 EMS call County Road #8
2/10/18 Lift Assist Lake Ave
2/12/18 EMS call County Road #5
2/13/18 EMS call North Falls Road
2/14/18 Service Call ice in road State Route 414
2/16/18 Automatic Alarm County Road #5
2/17/18 EMS call Wycoff Road
2/18/18 Mutual Aid to Watkins Glen
2/18/18 Mutual Aid to Watkins Glen
2/20/18 EMS call County Road #5
2/21/18 EMS call Lake Ave

2/21/18 Automatic Alarm Hillside
2/22/18 EMS call Lake Ave
2/23/18 Mutual Aid to Lodi on House Fire
2/28/18 Mutual Aid to Mecklenburg on a chimney fire

Jason reported on new applications for the fire department, Jason also reported that he is working with Michelle Clark on getting a bus to teach the proper places to cut a bus and also to show how fast a bus will burn. They are working with Michelle to coordinate with Schuyler County.

The new truck will be here this Friday, the cost will be \$41,423.00. Motion to pay for the truck was made by Trustee Jaynes motioned seconded by Trustee Evans roll call = Jaynes – yes, Evans – yes, Arcangeli – yes, Mangus – yes, Mayor Walter- yes.

Mayor reported that a Christine Mackifee looking for a building to start up a business (solar). Mayor Walter will be meeting with her.

Code Enforcement: One building permit was given out to Corey Taylor.

Street Department Report: Mayor Walter reported that NYSEG gave him a budget that it would be \$6200 to replace all of them.

We have 52 streetlights. The lights will be LED. If we want to do this we will submit a letter to NYSEG on our letterhead.

We now have the pipe to fix the sink hole by the Burdett School. We will need to repair the street. They have been doing a process of using the old material to resurface the street by heating/chopping and putting it back down as new material on the street.

Sidewalks- Linda made a call to Danny to shovel three properties.

Motion was made to hire Saptura to remove the Christmas lights and put the flags back up.

Motion made by Trustee Jaynes seconded by Trustee Evans motioned passed. Trustee Arcangeli talk to Marty Geck on renting a storage to put the Christmas lights in.

Parks Department Report: None

Water Board Report: None

Planning Board: We meeting next Tuesday

Committee Reports:

FINANCIAL:

STREET/PARKS: The trees that need to be cut will be looked at in when the weather breaks.

ENVIRONMENTAL MANAGEMENT COUNCIL

COUNCIL OF GOVERNMENTS UPDATE:

LEGISLATIVE COMMITTEE:

Board Concerns: none

Presentation of Bills: Motion to approve General Funds invoice made by Trustee Jaynes seconded by Trustee Mangus motioned carried. Motion to pay the Fire Department invoices made by Trustee Evans seconded by Trustee Jaynes motioned carried.

Correspondence
Executive Session:

Adjournment: Motion to adjourn made Trustee Evans seconded by Trustee Jaynes
Next meeting will be March 19th, 2018.

Respectfully submitted,

Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

March 19th, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Trustee Arcangeli Present were Trustees Evans, Trustee Mangus and Trustee Jaynes and Mayor Walter, Clerk Charlotte Jaynes

Mayor Walter called the meeting to order at 7:00pm

Public: Dan Campbell reported on the work at the sink hole by his property. He was disappointed in the DI with what has been done.

Approval of Minutes: Motion to approve the March 7th minutes made by Trustee Jaynes and seconded by Trustee Mangus motion passed.

Additions/Deletions to Agenda:

Opening of the mowing bids, only one bid was received and that was from Bumpy's. The bid was questionable and the board authorized the Mayor to contract Bumpy's for clarification. Trustee Jaynes made a motion to allow the mayor to contact Bumpy to resubmit the bid with the following specs eliminate the quantity eliminate the individual rate. Trustee Evans seconded the motion. The total will be the annual cost. Roll call Jaynes-Yes, Evans Yes, Arcangeli Yes, Mangus Yes and Walter Yes motion carried.

Fire Dept.: None

Department Head Reports: The new truck was delayed due to a dent in the truck and it will be fixed and then delivered.

Fire Department Report: None

Code Enforcement: None

Street Department Report: Pipe is being installed by Dan Campbell property. The flags will be put up soon and the X-mas lights will be coming down at the same time. Mayor Walter is still working with the Village of Watkins for our Intermunicipal agreement.

Parks Department Report: No meetings set as of yet. Mayor Walter will bring it up at the next Scope Meeting.

Water Board Report: None

Planning Board: Trustee Evans reported that the Pres Church will hold an ice cream social with Strawberries and also Strawberry milkshakes, They will hold it at the Church. Trustee Jaynes made a motion to appoint Dick Evans to the planning board seconded by Trustee Mangus. A motion to appoint Mr. Barry to the board was made by Trustee Jaynes seconded by Trustee Mangus. Motion carried.

Committee Reports:

FINANCIAL: Budget time at the April meeting we will start looking at the budget for 2019.
STREET/PARKS: There is a series of street light out that have been reported.

ENVIRONMENTAL MANAGEMENT COUNCIL: None next meeting is in April.

COUNCIL OF GOVERNMENTS UPDATE:

LEGISLATIVE COMMITTEE:

Board Concerns: none

Presentation of Bills: General Bills Trustee Jaynes made a motion to approve seconded by Trustee Arcangeli, Fire Department bills presented Trustee Evans made a motion to approve seconded by Trustee Mangus. Both motions were passed.

Correspondence: None

Executive Session: None

Adjournment: Trustee Mangus made a motion to adjourn and seconded by Trustee Jaynes

Respectfully submitted,

Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

April 2nd, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Trustee Arcangeli Present were Trustees Evans, Trustee Mangus and Trustee Jaynes and Mayor Walter, Attorney Connie Fern Miller and Clerk Charlotte Jaynes

Mayor Walter called the meeting to order at 7:00pm

Public: Elizabeth Watson, Public Health, Keith Caslin, Don Beckley, Lee Howard, Sharon Hunt
Elizabeth Watson presented updates on Public Health services and things they are working on and drills coming up as well as any rabies clinics.

Lee Howard commented on how nice the Christmas lights look. Mr. Howard was wondering the time frame for the new fire department.

Keith Caslin and Don Beckley presented the following proposal to the board on behalf of the Schuyler County Youth Football Association (all kind of sports) to build a sport complex/field for all types of sports in the field behind the new Fire Department. The mayor will channel all questions that the board might have and give to Keith and Don.

Sharon Hunt was wondering about the Burdett bash and dumpster days. Sharon was wondering about the flowers in the flower baskets.

Approval of Minutes: Trustee Jaynes made a motion to approve the minutes and seconded by Trustee Arcangeli

Additions/Deletions to Agenda:

Fire Dept.: Jason Kelly gave the following report:

3/1 Power Line down St Rte. 79 & 227

3/2 Power Line down St Rte. 79

3/2 MVA St Rte. 227

3/2 MVA St Rte. 227

3/2 Power Line down Upper Foothill Road

3/2 EMS call St Rte. 227

3/3 EMS call County. Rd 5

3/4 Public Assist with oxygen & generator Voorheis Road

3/4 Wire down Drew Road

3/7 CO2 Detector activation Davies Rd.

3/7 EMS call St. Rte. 414

3/9 EMS call St. Rte. 414

3/10 EMS call County Road 4

3/15 Mutual Aid to Mecklenburg on an automatic alarm

3/18 EMS call Lake Ave.

3/19 EMS call County Road 4

3/21 Hazardous Material standby Picnic Area Road
3/24 Mutual aid to Mecklenburg on a house fire tanker and manpower
3/24 Barn Fire Satterley Hill Rd.
3/25 Mutual Aid standby at Montour Falls
3/26 Automatic mutual aid to Mecklenburg
3/26 Mutual aid standby at Mecklenburg
3/27 Mutual ad tanker and manpower to Beaver Dams on house fire
3/29 Power lines down on Lake Ave
3/30 Mutual Aid standby at Watkins Glen possibly house fire
3/31 Wire down on Satterley Hill Road

Department Head Reports

Fire Department Report: New truck is lettered and cap ordered it will be here in three weeks. Jason Kelly presented the board with the title, the plates will be delivered to our post office box. Jason reported that trainings have been going well. Mayor Walter reported that all contracts have been signed and there will be no parking at the turn around area. The plumbing contract was discussed by Mayor Walter. The new plumbing contractor will be Kimble. We have to do another resolution to for the plumbing. Trustee Jaynes made a motion to do a resolution with Kimble seconded by Trustee Evans roll call = Trustee Jaynes – yes, Trustee Evans – yes, Trustee Arcangeli – yes, Trustee Mangus – yes, Mayor Walter - yes.

Mayor Walter reported on the Sam grant be submitted.
Dumpster days will be June 2nd, 2018

Code Enforcement: Josh Kelly paid for a building permit for a garage. Jason has not had a chance to meet with Rahilly as of yet.

Street Department Report: None other than the x-mas lights. : We need to have the snow plow bill from the town of Hector.

Parks Department Report: Mayor Walter will be talking to the lady that came to the board in regards to the grant funds for the parks.

Water Board Report: None

Planning Board: Will be meeting next Tuesday.

Committee Reports:

FINANCIAL: We will be meeting on the Budget shorty.

STREET/PARKS: None

ENVIRONMENTAL MANAGEMENT COUNCIL: None

COUNCIL OF GOVERNMENTS UPDATE: None

LEGISLATIVE COMMITTEE: None

Board Concerns: none

Presentation of Bills: General Bills Trustee Jaynes made a motion to approve Trustee Mangus seconded motion carried: Fire Dep. Bills Trustee Evans made a motion to approve the bills seconded by Trustee Arcangeli. A motion was made by Trustee Jaynes and seconded by Trustee Evans to allow the clerk to pay any incoming bills prior to the next meeting.

Correspondence: None

Executive Session: None

Adjournment: Motion to adjourn was made by Trustee Arcangeli seconded by Trustee Mangus

Respectfully submitted,

Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

April 16nd, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Trustee Arcangeli Present were Trustees Evans and Trustee Jaynes and Mayor Walter and Clerk Charlotte Jaynes Absent was Trustee Mangus

Mayor Walter called the meeting to order at 7:00pm

Public: Keith Caslin, Don Beckley, Lauren Richtmyer from the Schuyler County Youth Football Association did a presentation of their proposal. Keith Caslin spoke on the scope of the project. The proposal was to lease the field for the sum of \$1 a year. They will maintain and assume the responsibilities of maintaining the field. The list of terms are attached. The Village Board presented questions which were addressed. A motion was made to approve the SCYFA to move forward to enter into an agreement to lease the field behind the new fire department building Village by Trustee Jaynes seconded by Trustee Evans all in favor: Roll Call Jaynes-Yes Evans-Yes, Arcangeli-Yes, Walter-Yes motion carried

Approval of Minutes: Trustee Jaynes made a motion to approve the minutes with corrections and seconded by Trustee Arcangeli Motion approved

Additions/Deletions to Agenda:

Fire Dept.

Department Head Reports: Question was asked if the pickup truck was to be used for personal use- the answer was no, only for official business.

Fire Department Report: None

Code Enforcement: None

Street Department Report: paid the invoice for the pipe and catch basin, the x-mas lights have now been taken down. We are waiting for the bill for the snow plowing. Trustee Evans asked if there was a date to have the trees sited to be cut down done. We need to measure the distance from the center of the road to the tree to make sure that the tree is on the Village Property.

PARKS: Mayor Walter reported that the funds that Amanda Rodriquez came to board to talk about was just for the Village and Town of Montour Falls.

Water Board Report: None

Planning Board: The board meet on Tuesday the 10th of April. Public present was Trustee Evans, Mayor Walter. It was decided that the date would be June 30th and that we would like to

have the Burdett Bash the same day for more foot traffic. Mayor Walter suggested to develop a map of all the places that there will be either vendor/activities or sales going on through the village. Mr. Barry is going to reach out to several wineries to see if they would like to do tastings. Laurie is developing a letter to send out to the business in the village, Charlotte is working on the newsletter to send out. We need to decide where to hold the fireworks. We would also like also have Bingo. We would have to have the fire department work with us on that as they can do the games of chance license and the village cannot. We are trying to find games for the youth to. We are also reaching out to different food vendors and Mr. Barry is talking to several musicians to see if they would like to come and play at various places in the village.

Committee Reports:

FINANCIAL: We need to do budget planning, we will meet

STREET/PARKS: none

ENVIRONMENTAL MANAGEMENT COUNCIL: None

COUNCIL OF GOVERNMENTS UPDATE: None

LEGISLATIVE COMMITTEE: None

Board Concerns: Chamber of Watkins would like to invite the Village of Burdett to participate in the Village Cleanup, we will not be able to participate this year on such show notice. A motion was made to have the secretary send a response back to say we cannot participate this year.

Presentation of Bills: General Bills Trustee Jaynes made a motion to approve Trustee Arcangeli seconded motion carried: **Fire Dep. Bills** Trustee Jaynes made a motion to approve the bills seconded by Trustee Arcangeli, motioned carried.

Correspondence: None

Executive Session: None

Adjournment: Motion to adjourn was made by Trustee Arcangeli seconded by Trustee Jaynes

Respectfully submitted,

Charlotte Jaynes



Schuyler County Youth Football Association

Terms and Conditions for Lease

SCYFA List of Terms:

- SCYFA is looking for a 25 year lease.
- SCYFA will provide current insurance coverage to Village listing them as additionally insured every year
- SCYFA will be responsible for all utility costs
- SCYFA will be responsible for fit out and care of the facility, including any mutually agreed upon fencing needs
- SCYFA will handle all mowing costs; we would like the Village to handle snow removal of the driveway area. If the Village offered mowing services at a fee to us, we would welcome that as well.
- SCYFA will pay for any permits or fees
- SCYFA would not be subject to paying taxes or levies as we are a 501 3 C
- SCYFA would like assistance from the Village on any benefit we could receive in keeping construction costs down by partnering on the usage of select contractors for our work. All costs associated with contractor work done on our behalf will be our responsibility to pay for.
- SCYFA would be responsible for fundraising efforts to develop the land, we would like to have any assistance the Village could offer in identifying and capitalizing on available funding streams and grants available to municipalities and or non-for-profits
- SCYFA would like to use the Village as a resource for fundraising efforts. Our intent is to announce this effort as a "joint partnership" and would like to include the fact that the Village in partnership with us for fundraising advertisements.
- SCYFA will need a period of time to perform the fundraising efforts. The process may or may not take several years to achieve the final vision of what is being proposed.
- Should SCYFA become dissolvent or cease operations, all improvements to the property would become the property of the Village, and would be the sole remedy for any litigations and claims
- SCYFA seeks a lease between our two organizations, however there would not be any personal guarantees established or bonds executed from our executive board (present or future)

- what are you looking @

A person from Village Board or →

March 6, 2017

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Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

May 7th, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Trustee Present are Trustee Arcangeli, Trustee Evans, Trustee Jaynes, Trustee Mangus and Mayor Walter, Attorney Connie Fern Miller, representing Jason Kelly was Steve Crout and Clerk Charlotte Jaynes

Mayor Walter called the meeting to order at 7:00pm

Public: Keith Caslin, Don Beckley, Carl Willett = Schuyler County Youth Football Association, Attorney Miller is working on a lease between the Village of Burdett and the Schuyler County Youth Football Association. Connie explained some reasoning in regards to revenue generated by the concession stand and other revenue generated. Connie will finish the draft tomorrow. Mayor Walter asked the board to make a motion to go forward with the lease motion made Trustee Jaynes seconded by Trustee Mangus: roll call Jaynes-yes, Evans-yes, Arcangeli-yes and Mangus-yes Mayor Walter-yes. The wording will be that the Village Board is in alliance with the Schuyler County Football Association to move forward with the advertising. The Village of Burdett will be the certificate holder. Attorney Miller would like the property surveyed out that will be leased.

Approval of Minutes: Motion made by Trustee Jaynes and seconded by Trustee Mangus all in favor motion carried.

Additions/Deletions to Agenda:

- 1. Fire Department new construction**
- 2. Trees**
- 3. Budget Hearing**
- 4. Burdett Bash:** Advertising will be done in the Hi-Lites and the Odessa Files, we will run it on May 14th and 21st. The advertising will be done along with the newsletter.
- 5. Schuyler County Little League** send an email asking for permission to use our baseball field the board was all in favor.

Fire Dept.

Department Head Reports:

Fire Department Report: Given by Steve Crout, reported on the new cancer bill that Governor Como instituted. It is a non-funded mandate. They are looking at purchasing 9 more yellow helmets. They are looking at getting new adaptors. The officers moved to put Chris Crout as a line officer.

Mayor Walter reported on a meeting they had last week for the new fire department. Another meeting for pre-construction on the week of the 14th. The building will be here by the first of June. Mayor Walter gave an update on the Electric. The ground breaking will be May 11th at 11:00am. Grand opening will be around November 1st. We can start advertising the sale of the old building as soon as we want.

Alarms:

4/1/18 Assist Sheriff's Dept. with Traffic State Route 79 and County Route 9
4/6/18 Life Assist Lake Ave.
4/9/18 Life Assist lake Ave.
4/13/18 Life Assist Lake Ave
4/13/18 Assist person with bat in house State Route 227
4/14/18 MVA State Route 414 mutual aid from Watkins
4/15/18 Smoke in Basement Willow Street
4/18/18 North Main Street EMS Call
4/19/18 Wires down on Main Street
4/21/18 EMS call County Road 8
4/21/18 EMS call State Route 79
4/22/18 Propane tank explosion State Rte. 79
4/22/18 MVA State Route 79 and 227
4/24/18 Mutual Aid to Watkins Glen on Field Fire 1 Brush Truck & manpower
4/26/18 EMS call Lake Ave
4/27/18 Barn Fire Satterley Hill Road

Code Enforcement: Gave out a building permit to Dan Rahilly 4 single apartments 24x96, Jason is working on permits for John Sisana for pool and a permit for Rick Barrett Main St. New Double and Garage.

Street Department Report: Mayor Walter talked to Mr. Switzer about the tree he wants removed. Mr. Posy will be doing the work.

PARKS: None

Water Board Report: None

Planning Board: We meet tomorrow night.

Committee Reports:

FINANCIAL: Budget Hearing Monday the 14th night at 6:00pm

STREET/PARKS: none

ENVIRONMENTAL MANAGEMENT COUNCIL: None

COUNCIL OF GOVERNMENTS UPDATE: None

LEGISLATIVE COMMITTEE: None

Board Concerns:

Presentation of Bills:

General Bills: Motion made by Trustee Jaynes and seconded by Trustee Mangus motioned carried

Fire Dep. Bills: Motion made by Trustee Evans and seconded by Trustee Jaynes motioned carried

Correspondence: Letter from the Human Society, also a flyer on the rabies clinic, cemetery behind Marty's house is the responsibility of the township.

Executive Session: None

Adjournment: Trustee Jaynes made a motion to adjourn seconded by Trustee Arcangeli. Respectfully submitted,

Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

May 14th, 2018 Special Meeting for the 2018-2019 Budget

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Trustee Present are Trustee Arcangeli, Trustee Evans, Trustee Jaynes, Trustee Mangus and Mayor Walter and Clerk Charlotte Jaynes

Mayor Walter called the meeting to order at 6:00pm

Public: None

The meeting was held for 25 minutes with no one from the public attending. Trustee Jaynes made a motion to accept the 2018-2019 with a tax rate being the same as 2017-2018 of \$4.2239 – seconded by Trustee Mangus. Roll call taken Trustee Jaynes – Yes, Trustee Evans – Yes, Trustee Arcangeli – Yes, Trustee Mangus - Yes Mayor – Yes Motioned carried.

Meeting adjourned at 6:55pm

Adjournment: Trustee made a motion to adjourn seconded by Trustee Arcangeli.
Respectfully submitted,

Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

May 21th, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Trustee Present are Trustee Arcangeli, Trustee Evans, Trustee Jaynes, Trustee Mangus and Mayor Walter, Attorney Connie Fern Miller, representing Jason Kelly was Steve Crout and Clerk Charlotte Jaynes

Mayor Walter called the meeting to order at 7:00pm

Public:

Approval of Minutes: Trustee Jaynes made a motion to approve the minutes seconded by Trustee Mangus motioned carried

Additions/Deletions to Agenda:

- 1. Lease Agreement Field out behind the new fire department:** Keith gave us an update on where we stand with the new field and possible funding streams.
- 2. Training:** Put on the next month's agenda
- 3. Burdett Bash:** Flyers are ready to be mailed
- 4. Tops:** Tops markets will be going bankrupt. The Tops in Watkins Glen is not in danger but if it were they have other stores that are interested in moving in the spot.

Fire Dept. Municipal Solutions are the company we are working with for the new building. We need to execute a contract with them. Trustee Jaynes made a motion to enter into a contract with them and seconded by Trustee Evans. Roll call Jaynes-yes, Evans-yes, Arcangeli-yes, Mangus-yes and mayor – yes. Motioned carried.

Department Head Reports:

Fire Department Report:

Code Enforcement: Trustee Evans made a comment on some of the lawns that have not been mowed. Mayor Walter said there is a law on the books that states about keeping your lawn cut. A letter will be sent to the owners in regards to their lawns and the code.

Street Department Report: Mayor Walter reported on cutting the trees and that it will be done soon. Jeff Arcangeli has agreed to take all the wood from the trees being cut down.

PARKS: None

Water Board Report: Mayor met with Dan Rahilly on putting in the water run for the new buildings for rental. He will put in one connection and he will be responsible for the billing of the units. Mayor reported on the Church Street driveway from Mr. Barber.

Zoning: Trustee Jaynes reported that the committee hired a consultant. There will be several public meetings in different areas- Hector-Burdett-Searsburg. These meetings will be held August 21 & 22 and September 18 & 19. Trustee Jaynes gave the board updates of the issues they are talking about.

Planning Board: The board decided to not hold the fireworks to wait until next year.

Committee Reports:

FINANCIAL: The clerk will pull together the outstanding taxes from the last three years to present to Attorney Miller for foreclosure.

STREET/PARKS:

=Motioned to become a member of the APHNYS, which is the Association of Public Historians made by Trustee Arcangeli and seconded by Trustee Jaynes motioned carried.

ENVIRONMENTAL MANAGEMENT COUNCIL: None

COUNCIL OF GOVERNMENTS UPDATE: None

LEGISLATIVE COMMITTEE: None

Board Concerns: None

Presentation of Bills:

General Bills: Trustee Jaynes made a motion to accept the general fund bills seconded by Trustee Mangus motioned carried

Fire Dep. Bills: Trustee Evans made a motion to accept the general fund bills seconded by Trustee Arcangeli motioned carried

Correspondence: None

Executive Session: None

Adjournment: Trustee Jaynes made a motion to adjourn seconded by Trustee Mangus.
Respectfully submitted,

Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

June 4th, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Trustee Present are Trustee Arcangeli, Trustee Evans, Trustee Jaynes, Trustee Mangus and Mayor Walter, Attorney Connie Fern Miller, representing Jason Kelly was Steve Crout and Clerk Charlotte Jaynes

Mayor Walter called the meeting to order at 7:00pm

Public: Val Carocci, Jeannine Gaige, Dan Campbell

Jeannine Gaige is concerned about the speed of the traffic of Church Street- she would like to see the Village do something about it. The board will discuss sending letters to the individuals that have the vehicles that use the road.

Val Carocci = they were shocked that they did not contacted for the Strawberry Festival. Val stated that they do not have strawberries at that time and will not be available and should have been contacted. Val also wanted to know when the VanAmburg property will be cleaned up. Jason Kelly stated that he is cleaning up but it is going to take time.

Dan Campbell help load the stuff that was laid on the ground from the overflow of the dumpster day. He also wanted to do the tree in the Village Green, but the board had already contracted with Mr. Posey to take it away.

Approval of Minutes: Trustee Jaynes made a motion to approve the minutes seconded by Trustee Evans motioned carried.

Additions/Deletions to Agenda:

1. Tier 3 Training June 19th have to register by June 7th.

Fire Dept.

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Department Head Reports:

Fire Department Report: Jason Kelly gave the following report:

5/1 Mutual Aid to Mecklenburg on House Fire
5/1 St Rte. 79 & 227 Motorcycle & Car MVA
5/5 Fire Police St. Rte. 414 & Carpenter Rd
5/5 Life Assist. Lake Ave
5/7 EMS Call Willow St.
5/9 Standby at Millport Firehouse
5/13 Mutual Aid to Hector on MVA State Route 414
5/14 EMS call Lake Ave.
5/14 EMA call Tuttle Rd
5/21 Standby for Mental Health Issue Willow St
5/21 Mutual Aid to Montour Falls on Garage Fire
5/21 EMS call Newton Rd.

Melissa Crout submitted her application for the Fire Department They had to order some new turn out gear that was needed. There were some changes in officers.

The new truck is in full service. They are now working on replacing the 1999 pumper.

Code Enforcement. VanAmburg, the house next to the church is applying for a building permit. Robert Mangus has been issued a permit, Hair Salon is putting in a pool and has a permit.

Street Department Report: Dale will check on the price to have a car from the sheriff's department set in different places within the Village.

PARKS: None

Water Board Report: None - We will be ready for a water pressure test about next week.

Zoning:

Planning Board: Bounce House was approved to have set up.

Committee Reports:

FINANCIAL:

STREET/PARKS:

.

ENVIRONMENTAL MANAGEMENT COUNCIL: None

COUNCIL OF GOVERNMENTS UPDATE: None

LEGISLATIVE COMMITTEE: None

Board Concerns: None

Presentation of Bills:

General Bills: Trustee Jaynes made a motion to accept the general fund bills seconded by Trustee Mangus motioned carried

Fire Dep. Bills: Trustee Evans made a motion to accept the general fund bills seconded by Trustee Arcangeli motioned carried

New Building Bills: Trustee Jaynes made a motion accept seconded by Trustee Evans.

Correspondence: None

Executive Session: None

Adjournment: Trustee Jaynes made a motion to adjourn seconded by Trustee Mangus .

Respectfully submitted,

Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

June 18th, 2018

**The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Trustee Present are Trustee Arcangeli, Trustee Jaynes, Trustee Mangus and Clerk Charlotte Jaynes
Absent: Mayor Walter, Trustee Evans**

Deputy Arcangeli called the meeting to order at 7:00pm there not being enough trustees to have a quorum nothing could be voted on.

Public:

Approval of Minutes: Trustee made a motion to approve the minutes seconded by Trustee motioned carried.

Additions/Deletions to Agenda:

Fire Dept.

Department Head Reports:

Fire Department Report:

Code Enforcement.

Street Department Report: Discussion on the lawns not being mowed took place with the trustees attending the meeting would like to see a letter go out to the owners that have not mowed their lawns. Also, it was decided to let Danny Campbell take the tree on the Village Green. It was noticed that Mr. Switzer's tree is still not cut down.

PARKS: None

Water Board Report: None -

Zoning:

Planning Board

Committee Reports:

FINANCIAL:

STREET/PARKS:

ENVIRONMENTAL MANAGEMENT COUNCIL: None

COUNCIL OF GOVERNMENTS UPDATE: None

LEGISLATIVE COMMITTEE: None

Board Concerns: None

Presentation of Bills: With there not being a quorum the bills could not approved

General Bills: Trustee made a motion to accept the general fund bills seconded by Trustee
motioned carried

Fire Dep. Bills: Trustee made a motion to accept the general fund bills seconded by
Trustee motioned carried

New Building Bills: Trustee made a motion accept seconded by Trustee .

Correspondence: None

Executive Session: None

Adjournment: Trustee Jaynes made a motion to adjourn seconded by Trustee Arcangeli.
Respectfully submitted,

Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

July 2nd, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Mayor Walter, Trustee Present are Trustee Arcangeli, Trustee Jaynes, Trustee Mangus, Trustee Evans and Clerk Charlotte Jaynes

Mayor Walter called the meeting to order at 7:00pm no public to be heard.

Public:

Approval of Minutes: Trustee Jaynes made a motion to accept the minutes of June 4th seconded by Trustee Evans motioned carried.

Additions/Deletions to Agenda: Website- Comptroller

Fire Dept.

Department Head Reports:

Fire Department Report: Steve Crout gave the report for Fire Chief Jason Kelly Update on the new building Mayor Walter reported that we are on target for completion September 1st.

6/1 Assist Citizen Canceled in route Hector District

6/1 Water on 414

6/4 EMS call on County 9

6/4 EMS call Factory Street

6/7 EMS call Voorheis Rd

6/8 Service call Wires down St Rte. 79

6/9 EMS call St Rte. 79 cancelled

6/18 Service call 414

6/20 EMS call Lake Ave

6/24 EMS call Lake Ave

6/26 EMS call Ct Rte. 4

6/26 Service call National Forest

6/26 EMS call North Falls Rd

6/30 EMS call St Rte. 414

Code Enforcement: Trustee Evans asked if we could see about clearing the bushes and trees that hang over the sidewalk that prevents individuals from walking on the side walk. It was suggested that a letter go out to the residents in regards to keeping the sidewalk cleared of obstruction.

Street Department Report: Trustee Arcangeli asked when we are going to cut the tree in from on Mr. Switzer. It will be getting done as the gentleman has a contract with the state and has been exceptionally busy.

PARKS: None

Water Board Report: Trustee Jaynes sat down with Mr. White. He reported that they are trying to put water down to all the cottages. Trustee Jaynes asked why not put water down county route 4. Mr. White reported that the test well did not come out well.

Zoning: Trustee Jaynes reported on the zoning committee they will have 4 informational meetings.

Planning Board: Charlotte report on the June 30th event.

Committee Reports:

FINANCIAL:

STREET/PARKS: Trustee Arcangeli asked about the gazebo for Barnum St. Park.

ENVIRONMENTAL MANAGEMENT COUNCIL:

COUNCIL OF GOVERNMENTS UPDATE:

LEGISLATIVE COMMITTEE:

Board Concerns: Website Trustee Jaynes made a motion to go with Schuyler County website seconded by Trustee Mangus motioned carried.

Mayor reported on the Bond Council and a letter that will be sent to the Comptroller.

Presentation of Bills:

General Bills: Trustee Jaynes made a motion to approve the general bills seconded by Trustee Mangus motion approved.

Fire Dep. Bills: Trustee Evans made a motion to approve the fire bills seconded by Trustee Arcangeli motion approved

New Building Bills: Trustee Jaynes made a motion to approve the new building bills seconded by Trustee Evans. Roll Call Jaynes-yes, Evans – yes, Arcangeli – yes, Mangus – yes- motion carried

Correspondence:

Executive Session:

Adjournment: Meeting adjourned at 8:25pm

Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

July 16th, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Mayor Walter, Trustee Present are Trustee Arcangeli, Trustee Jaynes, Trustee Mangus, and Clerk Charlotte Jaynes

Absent: Trustee Evans

Mayor Walter called the meeting to order at 7:00pm no public to be heard.

Public: None

Approval of Minutes: Trustee Jaynes made a motion to accept the minutes of July 2nd^h seconded by Trustee Arcangeli motioned carried.

Additions/Deletions to Agenda: Website-

Fire Dept. None

Department Head Reports:

Fire Department Report:

Code Enforcement: We will be sending out a newsletter in regards to mowing of lawns and the Bi-Centennial, and an abandoned cars. The board was asked to give the clerk any news they wanted to be put in the newsletter.

Parks:

Street Department Report: The Mayor reported that he had no headway for cleaning the streets.

Water Board Report: The leak in front of Standish will be repaired.

Zoning: None

Planning Board: None

Committee Reports:

WEBSITE: Motion made by Trustee Jaynes and seconded by Trustee Mangus all in favor motion passed. The clerk was asked to contact Haefele TV and Empire for email.

FINANCIAL: Mayor Walter reported that he has been working with Municipal Solutions to get a waiver to go over the Bond. The documents were sent to the Comptroller. Mayor received the notice that we were approved for the waiver go over the bond for the new building.

STREET/PARKS: None

ENVIRONMENTAL MANAGEMENT COUNCIL: None

COUNCIL OF GOVERNMENTS UPDATE: None

LEGISLATIVE COMMITTEE: None

Board Concerns: None

Presentation of Bills:

General Bills: Trustee Jaynes made a motion to approve the general bills seconded by Trustee Mangus motion approved.

Fire Dep. Bills: Trustee Jaynes made a motion to approve the fire bills seconded by Trustee Arcangeli motion approved

New Building Bills: None

Correspondence: None

Executive Session: None

Adjournment: Meeting adjourned at 7:35pm

Charlotte Jaynes

Village Clerk

Village of Burdett
PO Box 234
Burdett, NY 14818

August 6th, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Mayor Walter, Trustee Present are Trustee Arcangeli, Trustee Jaynes, Trustee Mangus, Trustee Evans, Attorney Connie Fern Miller and Clerk Charlotte Jaynes

Absent:

Mayor Walter called the meeting to order at 7:00pm no public to be heard.

Public: None

Approval of Minutes Trustee Jaynes made a motion to accept the minutes with corrections seconded by Trustee Arcangeli motion passed.

Additions/Deletions to Agenda: Resolution POST-ISSUANCE TAX COMPLIANCE PROCEDURES

**VILLAGE OF BURDETT
SCHUYLER COUNTY, NEW YORK**

EXTRACT OF MINUTES

A meeting of the Village Board of Trustees of the Village of Burdett, Schuyler County, New York (the "Village"), was convened in public session at the Village Hall, 3830 Willow Street, in the Village of Burdett, New York on August 6, 2018 at _____ o'clock p.m., local time.for

The meeting was called to order by Mayor Walter and, upon roll being called, the following members were:

PRESENT: Trustee Jaynes, Trustee Mangus, Trustee Arcangeli and Trustee Evans

ABSENT:0

ALSO PRESENT: 0

* * *

The following resolution was offered by _____ and seconded by
_____, to-wit;

**RESOLUTION, DATED AUGUST 6, 2018, OF THE VILLAGE BOARD OF TRUSTEES OF
THE VILLAGE OF BURDETT, SCHUYLER COUNTY, NEW YORK (THE "VILLAGE")
ADOPTING POST-ISSUANCE TAX COMPLIANCE PROCEDURES**

WHEREAS, the Internal Revenue Service has issued regulations requiring issuers of tax-exempt obligations to certify on various forms that they actively monitor compliance with federal tax rules following the issuance of such obligations; and

WHEREAS, the Village is a periodic issuer of tax-exempt obligations and thus is subject to the aforementioned compliance requirements which are critical for the preservation of the preferential tax status of those obligations; and

WHEREAS, it is therefore in the best interest of the Village to adopt formal written procedures to ensure such compliance and to designate an official responsible for ensuring that such procedures are followed; and

WHEREAS, Hodgson Russ LLP, as bond counsel to the Village, has prepared (and has recommended that the Village adopt) post-issuance tax compliance procedures;

NOW THEREFORE, BE IT RESOLVED, that the Village hereby adopts the post-issuance tax compliance procedures that are identified below as "Schedule A" and resolves to be governed thereby; and be it further

RESOLVED, that such Schedule A will be placed in its entirety in the official records, files, and minutes of the Village and adhered to going forward; and be it further

RESOLVED, that this resolution shall take effect immediately upon its adoption.

Schedule A

**VILLAGE OF BURDETT,
SCHUYLER COUNTY, NEW YORK**

**Post-Issuance Tax Compliance Procedures
for Tax-Exempt Bonds and Notes**

Statement of Purpose

These Post-Issuance Tax Compliance Procedures (the “Procedures”) set forth specific procedures of the **Village of Burdett, Schuyler County, New York** (the “Issuer”) designed to monitor, and ensure compliance with, certain requirements of the Internal Revenue Code of 1986, as amended (the “Code”) and the related Treasury regulations, promulgated thereunder (the “Treasury Regulations”) in connection with the Issuer’s issuance of tax-exempt bonds and notes (“Obligations”).

These Procedures describe various systems designed to identify, on a timely basis, facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations to ensure that the interest on such Obligations is eligible for exclusion from gross income for federal income tax purposes. The federal tax law requirements applicable to the Obligations will be described in the tax questionnaire and/or tax certificate prepared by bond counsel and signed by officials of the Issuer. These Procedures establish a permanent, ongoing structure of practices that will facilitate compliance with the requirements for individual borrowings.

To ensure compliance with applicable federal tax requirements, the Issuer must monitor the various direct and indirect uses of proceeds of the obligation and the investment of such proceeds, including but not limited to:

- (1) Monitoring the use of financed property over the life of the obligation.
- (2) Determining the sources of debt service payments and security for the obligation.
- (3) Calculating the percentage of any nonqualified use of the financed property.
- (4) Calculating the yield on investments of proceeds.
- (5) Determining appropriate restrictions on investments.
- (6) Determining the amount of any arbitrage on the investments.
- (7) Calculating any arbitrage rebate payments that must be paid to the U.S. Treasury.

The Issuer recognizes that compliance with the pertinent law is an on-going process, necessary during the entire term of the Obligations. Accordingly, the implementation of the Procedures will require on-going monitoring and consultation with bond counsel and the Issuer's accountants and municipal advisor.

General Procedures

The following procedures relate to monitoring post-issuance tax compliance generally.

- A. The **Village Treasurer (currently, Charlotte M. Jaynes)** (the “Compliance Officer”) shall be responsible for monitoring post-issuance tax compliance issues.
- B. The Compliance Officer will coordinate procedures for record retention and review of such records.

- C. All documents and other records relating to Obligations must be maintained by or at the direction of the Compliance Officer. In maintaining such documents and records, the Compliance Officer will comply with applicable Internal Revenue Service (“IRS”) requirements, such as those contained in Revenue Procedure 97-22 (see the reference materials presented herewith, referred to herein as “Reference Materials”).
- D. The Compliance Officer shall be aware of remedial actions under Section 1.141-12 of the Treasury Regulations (see Reference Materials) and the Treasury's Tax-Exempt Bonds Voluntary Closing Agreement Program (VCAP) and take such corrective action when necessary and appropriate.
- E. The Compliance Officer will review post-issuance tax compliance procedures and systems on a periodic basis, but not less than annually.
- F. The Compliance Officer will be responsible for training any designated officer or employee who is delegated any responsibility for monitoring compliance pursuant to this procedure. To the extent the Compliance Officer needs training or has any questions with respect to any item in this procedure, he or she should contact bond counsel and/or Issuer's accountants and advisors. The IRS recognizes that the Compliance Officer and any delegated individual are not expected to act as lawyers who know the proper response to all compliance situations that may arise, but they should be familiar enough with federal tax issues that they know when to ask for legal or other compliance advice.

Issuance of Obligations: Documents and Records

With respect to each issue of Obligations, the Compliance Officer will:

- A. Obtain and store a closing binder and/or CD or other electronic copy of the relevant and customary transaction documents (the "Transcript").
- B. Confirm that the applicable information reports (e.g., Form 8038 series) for such issue are filed timely with the IRS. Issuer should consult with their accountants and/or bond counsel with questions regarding the filing of such forms.
- C. Coordinate receipt and retention of relevant books and records with respect to the investment and expenditure of the proceeds of such Obligations.

Arbitrage

The following procedures relate to the monitoring and calculating of arbitrage and compliance with specific arbitrage rules and regulations.

The Compliance Officer will:

- A. Confirm that a certification of the initial offering prices of the Obligations with such supporting data, if any, required by bond counsel, is included in the Transcript.
- B. Confirm that a computation of the yield on such issue from the Issuer's municipal advisor or bond counsel (or an outside arbitrage rebate specialist) is contained in the Transcript.
- C. Maintain a system for tracking investment earnings on the proceeds of the Obligations.
- D. Coordinate the tracking of expenditures, including the expenditure of any investment earnings. If the project(s) to be financed with the proceeds of the Obligations will be funded with multiple sources of funds, confirm that the Issuer has adopted an accounting methodology that maintains each source of financing separately and monitors the actual expenditure of proceeds of the Obligations.

- E. Maintain a procedure for the allocation of proceeds of the issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. This procedure shall include an examination of the expenditures made with proceeds of the Obligations within 18 months after each project financed by the Obligations is placed in service and, if necessary, a reallocation of expenditures in accordance with Section 1.148-6(d) of the Treasury Regulations (see Reference Materials).
- F. Monitor compliance with the applicable "temporary period" (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the issue, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.
- G. Ensure that investments acquired with proceeds of such issue are purchased at fair market value. In determining whether an investment is purchased at fair market value, any applicable Treasury Regulation safe harbor may be used.
- H. Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on such issue without determining in advance whether such funds must be invested at a restricted yield.
- I. Consult with bond counsel prior to engaging in any post-issuance credit enhancement transactions or investments in guaranteed investment contracts.
- J. Identify situations in which compliance with applicable yield restrictions depends upon later investments and monitor implementation of any such restrictions.
- K. Monitor compliance with six-month, 18-month or 2-year spending exceptions to the rebate requirement, as applicable.
- L. Procure a timely computation of any rebate liability and, if rebate is due, to file a Form 8038-T and to arrange for payment of such rebate liability.
- M. Arrange for timely computation and payment of "yield reduction payments" (as such term is defined in the Code and Treasury Regulations), if applicable.

Private Activity: Use of Proceeds

The following procedures relate to the monitoring and tracking of private uses and private payments with respect to facilities financed with the Obligations.

The Compliance Officer will:

- A. Maintain records for determining and tracking facilities financed with specific Obligations and the amount of proceeds spent on each facility.
- B. Maintain records, which should be consistent with those used for arbitrage purposes, to allocate the proceeds of an issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures.
- C. Maintain records allocating to a project financed with Obligations any funds from other sources that will be used for otherwise non-qualifying costs.
- D. Monitor the expenditure of proceeds of an issue and investment earnings for qualifying costs.
- E. Monitor private use of financed facilities to ensure compliance with applicable limitations on such use. Examples of potential private use include:
 - 1. Sale of the facilities, including sale of capacity rights;

2. Lease or sub-lease of the facilities (including leases, easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers) or leasehold improvement contracts;
3. Management contracts (in which the Issuer authorizes a third party to operate a facility, e.g., cafeteria) and research contracts;
4. Preference arrangements (in which the Issuer permits a third party preference, such as parking in a public parking lot);
5. Joint-ventures, limited liability companies or partnership arrangements;
6. Output contracts or other contracts for use of utility facilities (including contracts with large utility users);
7. Development agreements which provide for guaranteed payments or property values from a developer;
8. Grants or loans made to private entities, including special assessment agreements; and
9. Naming rights arrangements.

Monitoring of private use should include the following:

1. Procedures to review the amount of existing private use on a periodic basis but not less than annually; and
2. Procedures for identifying in advance any new sale, lease or license, management contract, sponsored research arrangement, output or utility contract, development agreement or other arrangement involving private use of financed facilities and for obtaining copies of any sale agreement, lease, license, management contract, research arrangement or other arrangement for review by bond counsel.

If the Compliance Officer identifies private use of facilities financed with tax-exempt debt, the Compliance Officer will consult with bond counsel to determine whether private use will adversely affect the tax status of the issue and if so, what remedial action is appropriate. The Compliance Officer should retain all documents related to any of the above potential private uses.

Reissuance

The following procedures relate to compliance with rules and regulations regarding the reissuance of Obligations for federal law purposes.

The Compliance Officer will identify and consult with bond counsel regarding any post-issuance change to any terms of an issue of Obligations which could potentially be treated as a reissuance for federal tax purposes.

Record Retention

The following procedures relate to retention of records relating to the Obligations issued.

The Compliance Officer will:

- A. Coordinate with staff regarding the records to be maintained by the Issuer to establish and ensure that an issue remains in compliance with applicable federal tax requirements for the life of such issue.
- B. Coordinate with staff to comply with provisions imposing specific recordkeeping requirements and cause compliance with such provisions, where applicable.

- C. Coordinate with staff to generally maintain the following:
1. The Transcript relating to the transaction (including any arbitrage or other tax questionnaire, tax regulatory agreement, and the bond counsel opinion);
 2. Documentation evidencing expenditure of proceeds of the issue;
 3. Documentation regarding the types of facilities financed with the proceeds of an issue, including, but not limited to, whether such facilities are land, buildings or equipment, economic life calculations and information regarding depreciation;
 4. Documentation evidencing use of financed property by public and private entities (e.g., copies of leases, management contracts, utility user agreements, developer agreements and research agreements);
 5. Documentation evidencing all sources of payment or security for the issue; and
 6. Documentation pertaining to any investment of proceeds of the issue (including the purchase and sale of securities, yield calculations for each class of investments, actual investment income received by the investment of proceeds, guaranteed investment contracts, and rebate calculations).
- D. Coordinate the retention of all records in a manner that ensures their complete access to the IRS.
- E. Keep all material records for so long as the issue is outstanding (including any refunding), plus seven years.

* * *

The question of the adoption of the foregoing resolution was duly put to a vote, which resulted as follows:

AYES: 5

NOES: 0

ABSENT: None

The resolution was thereupon declared duly adopted.

CERTIFICATE OF THE VILLAGE CLERK

The undersigned hereby certifies that:

The undersigned is the duly qualified and acting Clerk of the Village of Burdett, Schuyler County, New York (the "Village") and the custodian of the records of the Village, including the minutes of the proceedings of the Village Board of Trustees (the "Board"), and is duly authorized to execute this certificate.

A meeting of the Board was duly convened and held on August 6, 2018, and minutes of the meeting have been duly recorded in the minute book kept by me in accordance with law for the purpose of recording the minutes of meetings of the Board.

I have compared the attached extract with the recorded minutes and the extract is a true, correct and exact copy of the minutes and of the whole thereof insofar as the minutes relate to the subject matters referred to in the extract.

The extract of minutes correctly states the members of the Board who attended and voted at the meeting.

Such resolution was duly adopted in all respects in accordance with law and the regulations of the Village and has not since been rescinded, revoked, annulled or modified and is in full force and effect. A legally sufficient number of members voted in the proper manner for the adoption of the resolution. All other requirements and proceedings under law, such regulations, or otherwise, incident to such meeting and the adoption of the resolution, including any publication, if required by law, have been duly fulfilled, carried out and otherwise observed.

The seal appearing below constitutes the official seal of the Village and was duly affixed by the undersigned at the time this certificate was signed.

IN WITNESS WHEREOF, the undersigned has executed this certificate as of August 6, 2018.

(SEAL)

Village Clerk

Fire Dept. None

Department Head Reports:

Fire Department Report: Jason Kelly gave the following report:

- 7/1 Heat Detector Activation Tow of Hector Highway
- 7/2 Mutual Aid to Mecklenburg on Electrical Fire
- 7/3 Rubbish fire Burnt Hill Rd
- 7/6 Tree blocking road Texas Hollow Rd
- 7/6 Fire investigation control burn
- 7/8 Motorcycle MVA County Rd 8
- 7/10 Mutual Aid to Mecklenburg on tractor fire
- 7/11 Mutual aid to Hector on an automatic alarm
- 7/13 Mutual aid to Montour at Rock Cabin
- 7/13 Mutual aid to Montour at Rock Cabin
- 7/22 Boater in distress on Seneca Lake
- 7/23 Mutual aid to Hector on automatic alarm
- 7/24 Tree and wires down on Kellogg Rd
- 7/25 Mutual AID TO Montour Falls at Rock Cabin
- 7/27 Check the well Covert Rd
- 7/29 MVA Potomac Rd
- 7/29 Tree and wires down Texas Hollow Rd
- 7/29 Mutual aid to Hector Car-Motorcycle accident

Code Enforcement: Jason Kelly submitted \$60 for permits. Jason has two individuals that he has to give permits to.

Parks: Trustee: Evans questions about the parks committee of which she is chairman.

Street Department Report: We received a letter from DOT showing our CHIPS total of \$107,925.87, PAVE NY 5903.45 and EWR \$5615.34. Mayor Walter was asked about Mr. Barber's driveway and the drainage. Atty. Miller said she talked to Atty. Halpin and he will talk to the Town of Hector. Mayor Walter will talk to Alvin White about sending a joint letter.

Water Board Report: The Town of Hector drilled a new well and they are getting 200-250 gallons per minute. The next meeting is August 7th.

Zoning: There will be 4 meetings the Village's will be September 19th.

Planning Board: None

Committee Reports:

FINANCIAL: We are good shape on the fire department. The contractors have a meeting at the Village Office August 7th in the morning.

STREET/PARKS: None

ENVIRONMENTAL MANAGEMENT COUNCIL: None

COUNCIL OF GOVERNMENTS UPDATE: None

LEGISLATIVE COMMITTEE: None

Board Concerns

Presentation of Bills:

General Bills: Trustee Jaynes made a motion to approve the general bills seconded by Trustee Mangus motion approved.

Fire Dep. Bills: Trustee Evans made a motion to approve the fire bills seconded by Trustee Arcangeli motion approved

New Building Bills: Trustee Jaynes made a motion to accept, Trustee Evans seconded the motioned, motion carried.

Correspondence: None

Executive Session: None

Adjournment: Trustee Mangus made a motion to adjourn and Trustee Evans seconded motioned carried. Meeting adjourned at 8:13pm

Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

September 4th, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Mayor Walter, Trustee Present are Trustee Arcangeli, Trustee Jaynes, Trustee Mangus, Trustee Evans, Attorney Connie Fern Miller and Clerk Charlotte Jaynes

Absent:

Mayor Walter called the meeting to order at 7:00pm no public to be heard.

Public: None

Approval of Minutes Trustee Jaynes made a motion to accept the minutes Parks seconded by Trustee Mangus motion passed.

Additions/Deletions to Agenda:

Zoning committee meeting

Factory Street Update

Parks

Fire Dept. August 33 Calls

8/3/18 Lake Ave EMS

8/4/18 Rock Cabin (smell of smoke) Fire condition

8/5/18 Potomac Road EMS

8/7/18 Main Street (driving range) EMS

8/8/18 Coats Road (smoke detector) Fire

8/9/18 CR#& Mutual Aide to Odessa (car fire)

8/9/18 Lake Ave EMS

8/11/18 Cass Road MVA

8/11/18 414 MVA car vs pedestrian

8/11/18 Potomac Road MVA

8/12/18 CR #7 MVA

8/12/18 4300 414 EMS

8/14/18 Rock Cabin Water Conditions

8/14/18 Church Street Flooded Basement

8/14/18 CR #8 Water Conditions

8/14/18 Barnum Street Flooded Basement

8/14/18 CR #4 Flooded Basement

8/14/18 Willow Street Flooded Basement

8/15/18 Lake Street EMS

8/15/18 Tuttle Road EMS

8/17/18 Factory Street EMS

8/21/18 414 MVA

8/21/18 Warner Road – 414 MVA

8/22/18 Lake Ave EMS

8/23/18 Main Street EMS
8/25/18 Voorheis Road EMS
8/25/18 Newtown Rd EMS
8/25/18 Lake Ave EMS
8/27/18 Rock Cabin EMS
8/29/18 227 EMS
8/29/18 CR#9 EMS
8/29/18 South Falls EMS (drowning)
8/30/18 Voorheis Road EMS

Department Head Reports:

Fire Department Report: Jason Kelly gave the following report:

Trucks are out for service and done. Still need a muffler that has been ordered. Finished up classes at the firehouse and updated the turnout gear. They are working on the shelving on the new pickup. They are looking at another CPR class at the firehouse department. Their physicals are due in October. Jason calls to inquire about the dumpsters in the fall. Meeting for the Town of Hector is next Tuesday at 7:00pm. Jason would like permission from the board to replace the 1999 pumper tanker. Permission granted from the board. They would like to go to the town of Hector to purchase a boat for water rescue. Trustee Jaynes made a motion to give Jason permission to look for a good used boat and trailer, motion seconded by Trustee Evans motioned carried.

Code Enforcement: None

Parks: Trustee Evans would like to see another sign being put on Barnum Street. Marty will get some quotes.

Street Department Report: Factory Street washed out and the individual that bought Rhodes place was led to believe that the ditch was dug out by the Village. He was told the Town of Hector will fix the issue.

Water Board Report None, Trustee reported that he was pleased that our Village Water was up and running rather quick.

Zoning: Mecklenburg had their meeting and over 40 attended. He reported that the meeting went over very well.

Planning Board: None

Committee Reports:

FINANCIAL: None

STREET/PARKS: NYSEG took down the tree in front of Evans

ENVIRONMENTAL MANAGEMENT COUNCIL: None

COUNCIL OF GOVERNMENTS UPDATE: None

LEGISLATIVE COMMITTEE: None

Board Concerns: We received a Thank You a card from Trustee Evans

The board will invite the group from the Stem Group to come and give us a proposal. The clerk will reach out to them and have them attend a meeting to let them know what their intent is.

The board would like to have Jodi Saunders, Dave Louche and Ken Wilson to talk to us about the fire house.

Presentation of Bills:

General Bills: Trustee Jaynes made a motion to approve the general bills seconded by Trustee Mangus motion approved.

Fire Dep. Bills: Trustee Evans made a motion to approve the fire bills seconded by Trustee Jaynes motion approved with the exception of the duplication

New Building Bills: Trustee Evan made a motion to accept, Trustee Jaynes seconded the motioned, motion carried.

Correspondence: None

Executive Session: None

Adjournment: Trustee Mangus made a motion to adjourn and Trustee Arcangeli seconded motioned carried. Meeting adjourned at 8:13pm

Respectfully Submitted
Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

September 17th, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Mayor Walter, Trustee Present are Trustee Arcangeli, Trustee Jaynes, Trustee Mangus, Trustee Evans, Attorney Connie Fern Miller and Clerk Charlotte Jaynes

Absent:

Mayor Walter called the meeting to order at 7:00pm no public to be heard.

Public: None

Approval of Minutes Trustee Jaynes made a motion to accept the minutes Parks seconded by Trustee Mangus motion passed.

Additions/Deletions to Agenda:

Fire Dept.

**Department Head Reports:
Fire Department Report**

Code Enforcement

**Parks:
Street Department Report:
Water Board Report
Zoning: Mecklenburg .**

**Planning Board:
Committee Reports:**

**FINANCIAL
STREET/PARKS:
ENVIRONMENTAL MANAGEMENT COUNCIL:
COUNCIL OF GOVERNMENTS UPDATE:
LEGISLATIVE COMMITTEE:**

Board Concerns:

Presentation of Bills:

General Bills: Trustee_____made a motion to accept the general bills seconded by trustee_____ motion carried.

Fire Dep. Bills: Trustee_____made a motion to accept the fire department bills seconded by trustee_____ motion carried

New Building Bills: none

Correspondence:

Executive Session:

Adjournment:

Respectfully Submitted

Charlotte Jaynes

Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

October 1st, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Mayor Walter, Trustee Present are Trustee Arcangeli, Trustee Jaynes, Trustee Mangus, Trustee Evans, Attorney Connie Fern Miller and Clerk Charlotte Jaynes

Absent:

Mayor Walter called the meeting to order at 7:00pm no public to be heard.

Public: None

Approval of Minutes Trustee Jaynes made a motion to accept the minutes seconded by Trustee Mangus motion passed.

Additions/Deletions to Agenda:

1. Letter from Town of Hector for support for the Hector Ambulance Service Certificate (would like a letter from the Village of Burdett)

Fire Dept. Letter from Town of Hector for a certificate for Ambulance Service. They would like a letter of support from the Village of Burdett. Trustee Jaynes made a motion to send a letter of support seconded by Trustee Evans all in favor motion carried.

Department Head Reports:

Fire Department Report: Fire Chief gave the following report:

9/2 Mutual Aid to Montour Falls on Lift Assist
9/3 EMS call State Rte. 79
9/4 EMS call Zion Way
9/6 EMS call Barnum Street
9/8 Mutual ad to Watkins Glen
9/15 Service Call Tree down across Covert
9/17 Mutual aid to Montour Falls EMS call
9/17 EMS call State Route 414
9/19 EMS call mutual aid to Montour Falls County Road #8
9/19 EMS call Lake Ave.
9/21 Service call tree down County road #8
9/21 Mutual aid to Montour Falls EMS call
9/24 Mutual aid to Montour Falls EMS call
9/25 Pole down & electric wire on Kellogg Rd

Halloween Party will be on Wednesday October 31th, parade will be at 6:30pm.

They put in a purchase offer for a Tri-toon boat for \$11,000. The boat would be used for rescue only. Insurance will be around \$175 to \$200 per year. Trustee Jaynes made a motion to allow

the fire department to purchase a boat seconded by Trustee Evans with the Village to put in \$7500.00 towards the purchase of the boat, motioned carried.

Roll Call: Jaynes – yes, Evans – yes, Arcangeli – yes, Mangus- yes

Bills for the new fire house were submitted as follows:

Trustee Jaynes made a motion to pay the bills seconded by Trustee Evans. Roll Call Jaynes- yes, Evans – yes, Arcangeli – yes, Mangus – yes motion carried.

Code Enforcement: Jason issued several building permits.

Parks: Trustee Evans wanted to know the size of the sign for the Barnum Street Park. It was noted it was to be 3 x 5, and the name and hours on the road side and the rules on the park side.

Street Department Report: The Town and Joe Brown are working on the ditch line on Ridge View Drive. Mayor Walter reported that the X-Mas Lights are being rebuilt and we will be having them put up the week-end before Thanksgiving and down the second week of January. The barrels will be filled the same week as the X-mas Lights go up the week-end before Thanksgiving.

Water Board Report: There is a meeting coming up.

Zoning: Burdett’s meeting had 56 people, Hector had 110. Trustee Jaynes reported on the meeting along with Trustee Evans and Attorney Connie Fern Miller.

Planning Board: When would you like us to meet and what they you like us to handle was the question the planning board would like answered. The Mayor would like to have the board pick a date to hold the public meeting and then the Village will send out a newsletter.

Committee Reports:

FINANCIAL: none

STREET/PARKS: None

ENVIRONMENTAL MANAGEMENT COUNCIL: None

COUNCIL OF GOVERNMENTS UPDATE: None

LEGISLATIVE COMMITTEE: None

Board Concerns: Trustee Evans would like to take records that are not needed when we box up documents could she review for historical records.

Mayor Walter discussed the proposal of the Stem group. Mayor Walter brought it back to the board for discussion. Trustee Jaynes made a motion to decline the proposal for the Stem Group, seconded by Trustee Arcangeli motion passed.

Presentation of Bills:

General Bills: Trustee Jaynes made a motion to accept the general bills seconded by trustee Mangus motion carried.

Fire Dep. Bills: Trustee Evans made a motion to accept the fire department bills seconded by trustee Arcangeli motion carried

New Building Bills: Trustee Jaynes made a motion to accept the new building builds and seconded by Trustee Arcangeli motion carried.

Correspondence:

Executive Session: None

Adjournment: Trustee Arcangeli made a motion to adjourn and seconded by Trustee Mangus motion carried.

Respectfully Submitted
Charlotte Jaynes
Village Clerk

**Village of Burdett
PO Box 234
Burdett, NY 14818**

October 15th, 2018

The Regular Meeting of the Board of Trustees of the Village of Burdett was held at the Village Hall. Mayor Walter, Trustee Present are Trustee Arcangeli, Trustee Jaynes, Trustee Mangus, Trustee Evans, Attorney Connie Fern Miller and Clerk Charlotte Jaynes

Absent:

Mayor Walter called the meeting to order at 7:00pm no public to be heard.

Public: None

Approval of Minutes with corrections - Trustee Jaynes made a motion to accept the minutes seconded by Trustee Evans motion passed.

Additions/Deletions to Agenda:

Fire Dept. Jason Kelly gave us a check from the fire department for their half of the boat in the amount of \$7500.00. Mayor Walter gave a report on his meeting with the town of Hector for fire coverage. The discussed a one year contract and a three year contract. The town supervisor Alvin White wanted to do a one year contract for 10%. There was a discussion in regards to the length of the contract. It was decided that the contract will be for one year at 11%. They will come back next year to negotiate the contract again. We are looking into working with BOCES on sharing services for computers service and copiers. We need to look at either working with Haeefe TV and Empire for internet service. Trustee Jaynes talked to Kenneth Wilson and was told that due to the Fire Department being a Governmental Building we needed to have a licensed appraiser come in and give us an appraisal. Mr. Wilson will give us a list of names to contact for the appraisal.

Department Head Reports:

Fire Department Report

Code Enforcement: None

Parks: Trustee Evans made two calls on signs. She made calls to local sign makers for prices. She recommended 5x7 sign. Trustee Evans has about the pile of rocks on the other side of the foot bridge, is that on the Village property.

Street Department Report: Trustee Evans contact DOT to see if any of the streets were every turnpikes. They are going to respond back to her within 40 days.

Water Board Report: Trustee Jaynes reported on the meeting. The main topic was on the new well. It was reported that the wells came through the floods in good condition. Smith Park is ready to open back up in 2019.

Zoning: Their next meeting is next Monday with the committee and the county planner.

Planning Board: We will be meeting the second Tuesday of November to start working on the Bi-Centennial.

Committee Reports:

FINANCIAL: CHIPS funds will be \$106,542.57.

STREET/PARKS: None

ENVIRONMENTAL MANAGEMENT COUNCIL: None

COUNCIL OF GOVERNMENTS UPDATE: None

LEGISLATIVE COMMITTEE: None

Board Concerns: None

Presentation of Bills:

General Bills: General Bills in the Amount of \$4,460.67 Trustee Jaynes made a motion to accept the general bills seconded by trustee Mangus motion carried.

Fire Dep. Bills: Fire Dept. bills in the amount of \$14,725.71 Trustee Evans made a motion to accept the fire department bills seconded by trustee Arcangeli motion carried

New Building Bills

Correspondence:

Executive Session: None

Adjournment: Trustee Jaynes made a motion to adjourn and seconded by Trustee Mangus motion carried. Meeting adjourned at 8:07pm

Respectfully Submitted

Charlotte Jaynes

Village Clerk

VILLAGE OF BURDETT
BURDETT, NEW YORK
14818

Monday, November 19th, 2018

Board Meeting at 7:00 pm

Mayor Walter called the meeting to order at 7:00p

The regular meeting of the Board of Trustees of the Village Burdett was held at the Village Hall. Mayor Walter, Trustee Present are Trustee Arcangeli, Trustee Jaynes, Trustee Evans and Trustee Jaynes as well as Attorney Connie Fern Miller.

Absent: Trustee Mangus

- Public attending Joe Arcangeli for a school project.
- Trustee Arcangeli made a motion to accept the minutes seconded by Trustee Jaynes motion carried.
- Sexual Harassment: Policy needs to be passed Motioned made by Trustee Jaynes and seconded by Trustee Evans- roll call – Trustee Jaynes – Yes – Trustee Evans – Yes Trustee Arcangeli – yes – Mayor Walter – Yes – Motion Carried and Policy Adopted.
- **Department Head Reports:**
 - Fire Department:** Mayor read the fire department call for Chief Kelly. Mayor Walter gave an update on the new building. Mayor Walter reported on a meeting that was held with GST BOCES for our phones and computers.
 - Code Enforcement:** We have a local law for snow removal and there are several walks that need to be cleared and Dan Campbell will be asked to clear them and the property owner will be billed. The issue of unlicensed cars was discussed. A discussion took place in regards the process of cleaning up properties within the Village. Mayor Walter ask the board to report back on properties that need to be addressed for cleanup. Attorney Connie Fern Miller explained the process according to Property Maintenance Code.

Street Department. None

Parks Department: Trustee Evans will follow up with Tony Vickio

Water Board: None

Planning Board: Mr. Ian Barry will be the chairperson for the committee and Janie Arcangeli will be on the County Planning Board for the Village of Burdett.

Zoning Committee: None

- **Committee Reports**

- **Financial:** Trustees Jaynes, Trustee Evans and Trustee Arcangeli approved the bills for the new firehouse.

- **Council of Governments:** None

- **Board Concerns:** Trustee Evans gave a report on appraisers that both she and Larry found for appraising the Village Properties. Trustee Evans will ask Hunt Engineers to print the maps for the Village. Trustee Jaynes made a motion to allow Trustee Evans to spend up to \$250 to have the maps printed. Trustee Arcangeli seconded. Motioned passed. Trustee Arcangeli made a motion to go with Nicole Rae Jilson to bring the abstracts up to date on the Village properties. Trustee Evans seconded motioned carried.

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- **Presentation of Bills:** Trustee Jaynes made a motion to approve the general bills, seconded by Trustee Arcangeli motioned carried.
- **Presentation of Fire Department Bills:** Trustee Evans made a motion to approve, Trustee Jaynes seconded motioned carried.
- Trustee Jaynes commented on how nice the flower pots look and thanks the group for doing them.
- Trustee Arcangeli made a motion to adjourn and Trustee Jaynes seconded meeting adjourned at 8:12pm

Next regular meeting Monday December 3rd, 2018 at 7:00 pm

VILLAGE OF BURDETT
BURDETT, NEW YORK
14818

Monday, November 19th, 2018

Board Meeting at 7:00 pm
Mayor Walter called the meeting to order at 7:00p

The regular meeting of the Board of Trustees of the Village Burdett was held at the Village Hall. Mayor Walter, Trustee Present are Trustee Arcangeli, Trustee Jaynes, Trustee Evans and Trustee Jaynes as well as Attorney Connie Fern Miller.

Absent: Trustee Mangus

- Public attending Joe Arcangeli for a school project.
- Trustee Arcangeli made a motion to accept the minutes seconded by Trustee Jaynes motion carried.
- Sexual Harassment: Policy needs to be passed Motioned made by Trustee Jaynes and seconded by Trustee Evans- roll call – Trustee Jaynes – Yes – Trustee Evans – Yes Trustee Arcangeli – yes – Mayor Walter – Yes – Motion Carried and Policy Adopted. Policy listed below:

**Sexual Harassment Policy for
All Employers in New York State**



**Combating
Sexual Harassment**

Introduction

VILLAGE OF BURDETT is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of **VILLAGE OF BURDETT** commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with [VILLAGE OF BURDETT]. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. [VILLAGE OF BURDETT] policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with [VILLAGE OF BURDETT]. In the remainder of this document, the term “employees” refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. [VILLAGE OF BURDETT] will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of [VILLAGE OF BURDETT] who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or [Mayor]. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject [VILLAGE OF BURDETT] to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. [VILLAGE OF BURDETT] will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. [VILLAGE OF BURDETT] will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. [VILLAGE OF BURDETT] will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to [MAYOR].
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-

employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. [VILLAGE OF BURDETT] cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected

to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or [MAYOR]. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or [MAYOR].

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to [MAYOR].

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. [VILLAGE OF BURDETT] will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, [MAYOR] will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by [VILLAGE OF BURDETT] but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at [VILLAGE OF BURDETT], employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to **VILLAGE OF BURDETT** does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

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- **Department Head Reports:**
 - **Fire Department:** Mayor read the fire department call for Chief Kelly.
 - 10/1/18 St Rte 41 EMS Call
 - 10/1/18 St Rte 79 Automatic Fire Alarm
 - 10/3/18 3930 Lake Ave EMS Call
 - 10/4/18 4880 St Rte 414 Fire Call
 - 10/4/18 3789 Main St Rescue Call
 - 10/4/18 3987 Lake Ave Rescue Call
 - 10/7/18 2750 CR 8 Rescue Call
 - 10/9/18 4860 Satterly Hill Rd Fire Call
 - 10/9/18 3680 Dean Rd Rescue Call
 - 10/12/18 1849 Bennett Rd Fire Call
 - 10/12/18 325 Rock Cabin Rd Rescue Call
 - 10/13/18 Rock Cabin Rescue Call
 - 10/14/18 3883 N Falls Rescue Call
 - 10/16/18 3870 CR 1 Fire Call
 - 10/18/18 3596 South Hill Rd Rescue Call
 - 10/24/18 3885 Factory St Rescue Call
 - 10/25/18 3221 Rt 414 Rescue Call
 - 10/26/18 4880 St Rte 414 Fire Call
 - 10/27/18 4404 Newtown Rd Service Call
 - 10/29/18 4047 Newtown Rd Rescue Call
 - 10/29/18 4241 Cr 4 Rescue Call
 - 10/31/18 5045 St Rte 2271 Rescue Call
- Mayor Walter gave an update on the new building. Mayor Walter reported on a meeting that was held with GST BOCES for our phones and computers.
 - **Code Enforcement:** We have a local law for snow removal and there are several walks that need to be cleared and Dan Campbell will be asked to clear them and the property owner will be billed. The issue of unlicensed cars was discussed. A discussion took place in regards the process of cleaning up properties within the Village. Mayor Walter ask the board to

report back on properties that need to be addressed for cleanup. Attorney Connie Fern Miller explained the process according to Property Maintenance Code.

Street Department. None

Parks Department: Trustee Evans will follow up with Tony Vickio

Water Board: None

Planning Board: Mr. Ian Barry will be the chairperson for the committee and Jane Arcangeli will be on the County Planning Board for the Village of Burdett.

Zoning Committee: None

- **Committee Reports**

- **Financial:** Trustees Jaynes, Trustee Evans and Trustee Arcangeli approved the bills for the new firehouse.

- **Council of Governments:** None

- **Board Concerns:** Trustee Evans gave a report on appraisers that both she and Larry found for appraising the Village Properties. Trustee Evans will ask Hunt Engineers to print the maps for the Village. Trustee Jaynes made a motion to allow Trustee Evans to spend up to \$250 to have the maps printed. Trustee Arcangeli seconded. Motioned passed. Trustee Arcangeli made a motion to go with Nicole Rae Jilson to bring the abstracts up to date on the Village properties. Trustee Evans seconded motioned carried.

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- **Presentation of Bills:** Trustee Jaynes made a motion to approve the general bills, seconded by Trustee Arcangeli motioned carried.

- **Presentation of Fire Department Bills:** Trustee Evans made a motion to approve, Trustee Jaynes seconded motioned carried.

- Trustee Jaynes commented on how nice the flower pots look and thanks the group for doing them.

- Trustee Arcangeli made a motion to adjourn and Trustee Jaynes seconded meeting adjourned at 8:12pm

Next regular meeting Monday December 3rd, 2018 at 7:00 pm

VILLAGE OF BURDETT
BURDETT, NEW YORK
14818

Village Board meeting Minutes

Monday, December 3rd, 2018

Mayor Walter called the meeting to order at 7:00p

The regular meeting of the Board of Trustees of the Village Burdett was held at the Village Hall. Mayor Walter, Trustee Present are Trustee Arcangeli, Trustee Jaynes, Trustee Evans and Trustee Jaynes as well as Attorney Connie Fern Miller.

Absent: Trustee Mangus

- **Public:** Daniel Campbell reported on cleaning sidewalks and issues he encountered.
- Trustee Jaynes made a motion to accept the November 19th minutes seconded by Trustee Evans motion carried
- Additions:
- **Department Head Reports:**
 - **Fire Department:** Chief Kelly gave the following report for November calls:
 - 11/3 EMS call County Rd 4
 - 11/5 Mutual Aid to Mecklenburg on house fire
 - 11/5 EMS call Lake Ave
 - 11/6 MVA Cty Rd 8
 - 11/12 MVA Mathews Road and Mark Smith Rd
 - 11/14 Mutual Aid to Montour Falls
 - 11/17 EMS call Dean Road
 - 11/17 EMS call South Hill Rd
 - 11/18 Mutual Aid to Montour Falls Rock Cabin Park
 - 11/18 Life assist Main Street
 - 11/19 EMS call
 - 11/22 Mutual Aid to Watkins on House Fire
 - 11/22 EMS call Dean Rd
 - 11/22 Automatic Alarm mutual aid to Montour Falls Cass Rd
 - 11/23 EMS call Stage Rd
 - 11/26 EMS call Drew Rd

- 11/27 Mutual Aid to Montour Falls on Wires Down Mills Rd
- 11/27 Dolphsburg Rd Barn Fire Mutual Aid from Watkins Glen, Montour Falls, Odessa and Mecklenburg
- 11/28 Mutual Aid to Hector on Automatic Alarm
- 11/30 EMS call South Hill Rd
- 11/30 EMS call St Rd 227
-
- Chief Kelly gave a report on the barn fire and of the WG Fire Department's truck accident while in route to the fire.
- CPR and AED training is set for 12/15 at 9:00am.
- Knox Box System, the fire department purchased 5 and have three given out. The boxes have keys in them that will allow the fire department access to the building without destroying the door to access in case of an emergency.
- The Fire Department purchased a new CO Detector.
- They are looking at purchasing a new pumper truck. They are sending specs out to companies for pricing.
- Mayor Walter listed the dollars amounts due for the new fire departments from the contractors. Mayor Walter reported that Bumpy Lawn's service will be submitting a proposal for mowing that will be the same amount as this year and will not charge us to mow around the new building.
- Trustee Evans gave a report on the appraisers. Trustee Jaynes is waiting on the surveyor's response.
- **Code Enforcement:** Swartz and Mclean were issued permits for \$40 received.
- **Street Department.** Trustee Evans reported how nice the Village looks decorated. Mayor reported on receiving a letter in regards to the LED street lights. Code Officer Kelly may be attending a training for energy efficiency.
- **Parks Department:** Trustee Evans reported that she talked to Mr. Vickio and he is going to send us some drawings to review for a sign.
- **Water Board:** None meeting next Wednesday
- **Planning Board:** Next meeting is December 11th at 7:00pm
- **Zoning Committee:** The big issue was solar farms
- **Committee Reports**
 - **Financial:** Trustees Jaynes made a motion to approve the bills

presented for the new fire department and Trustee Evans and all in favor motion passed.

- **Council of Governments:** None
- **Board Concerns:** Trustee Evans presented drawings of the Early Turnpikes that she received from NYS Office of Surveys and maps as requested through NYS DOT. Mayor Walter attended the Cooperative Extension event and was informed of a lady that was an energy specialist.
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- **Presentation of Bills:** Trustee Jaynes made a motion to approve the general bills, seconded by Trustee Arcangeli motioned carried.
- **Presentation of Fire Department Bills:** Trustee Evans made a motion to approve, Trustee Jaynes seconded motioned carried.
- **Presentation of New Fire Department Bills:** Motion made by Trustee Jaynes seconded by trustee Arcangeli, rolled call: Trustee Jaynes – yes, Trustee Evans – yes, Trustee Arcangeli – yes, Mayor Walter – yes.
- **General Bills** presented and approved for payment totaling \$9952.83
- **Fire Department Bills** presented and approved for payment totaling \$28,794.87
- Trustee Arcangeli made a motion to adjourn Trustee Jaynes seconded it motioned carried meeting adjourned at 8:26pm.

Respectfully submitted: Charlotte Jaynes, Clerk/Treasurer

Next regular meeting Monday December 17th, 2018 at 7:00 pm

VILLAGE OF BURDETT
BURDETT, NEW YORK
14818

Village Board meeting Minutes

Monday, December 17th, 2018

Mayor Walter called the meeting to order at 7:02pm

The regular meeting of the Board of Trustees of the Village Burdett was held at the Village Hall. Mayor Walter, Trustee Present are Trustee Arcangeli, Trustee Jaynes, Trustee Mangus, Trustee Evans and Trustee Jaynes as well as Attorney Connie Fern Miller.

Absent:

- **Public:** None
- Trustee Jaynes made a motion to accept the December 3rd minutes with corrections seconded by Trustee Arcangeli motion carried
- Additions: Approval for contract with BOCES – Approval for purchasing of Washer and Dryer -
- **Department Head Reports:**
 - **Fire Department:** Mayor Walter reported on meeting with BOCES for services provided for the new fire department (IT services, phones etc.). Trustee Jaynes made a motion to enter into a contract with BOCES seconded by Trustee Evans – roll call Jaynes – yes – Evans – yes – Arcangeli – yes – Mangus – yes motioned carried.
- Mayor Walter talked on a gear extractor that cleans the fire fighters gear. It spins out the turn out gear at the cost of apx \$25,000. It was decided to purchase Unimack high speed washer and extractor that spins out the gear. The dryer is 112,000 BTU to dry the turn out gear. The cost of both is \$14,000. Trustee Jaynes made a motion to approve the purchase of the washer, extractor and dryer seconded by Trustee Arcangeli – roll call Jaynes- yes – Evans – yes – Arcangeli – yes – Mangus – yes motioned passed.

- Mayor Walter gave an update on where the new Fire House project stands.
- Mayor Walter received the check from the women Auxiliary in the amount of \$3000 for the kitchen in the new fire house and read a letter for the auxiliary.
- **Code Enforcement:** None
Street Department. . None
Parks Department: Bumpy Lawn Service sent a letter explaining that he will be mowing more properties but will honor his current bid price. The board agreed to accept his bid. Trustee Jaynes made a motion to accept the bid and Trustee Arcangeli seconded the motion all in favor motion carried.
Water Board: None meeting next Wednesday
Planning Board: Next meeting is January 8th at 7:00pm
Zoning Committee: Trustee Jaynes reported on the meeting and the public section had one winery individual that was very threatening. They are looking a line running East and West of County #4 for zoning. West of County Rte. 4 would possibly have zoning and East of County Rte. 4 would have some kind of land use.

- **Committee Reports**

- **Financial:** Trustees ___ made a motion to approve the bills presented for the new fire department and Trustee _____ and all in favor motion passed.

- **Council of Governments:**

- **Board Concerns:** Delinquent Taxes - Attorney Connie Fern Miller reported on the letter she wrote to Attorney McDevitt.
- Mayor Walter reported on the companies for the quotes for surveying and appraisals for the properties the Village would like to sell. Trustee Evans made a motion to accept the quote from Cayuga Appraisals in the amount of \$3800 seconded by Trustee Jaynes – roll call Jaynes – yes – Evans – yes – Arcangeli – yes – Mangus – yes, motioned carried. Trustee Jaynes reported on the quote for the surveys of the Village properties by Seth Mosher in the amount of \$2200 to \$2400. Trustee Jaynes made a motion to accept the bid and Trustee Evans seconded the motion – roll call – Jaynes – yes – Evans – yes – Arcangeli – yes – Mangus – yes.

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- **Presentation of Bills:** Trustee Jaynes made a motion to approve the general bills, seconded by Trustee Mangus motioned carried.
- **Presentation of Fire Department Bills:** Trustee Evans made a motion to approve, Trustee Mangus seconded motioned carried.
- **Presentation of New Fire Department Bills:** None
- **General Bills** \$349.92

- **Fire Department Bills** \$6527.24
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- Trustee Arcangeli made a motion to adjourn Trustee Mangus seconded it motioned carried meeting adjourned at 8:26pm.

Respectfully submitted: Charlotte Jaynes, Clerk/Treasurer

Next regular meeting Monday January 7th 2019 at 7:00 pm