

**VILLAGE OF MANLIUS
BOARD OF TRUSTEES
Organizational Meeting
April 5, 2021**

PRESENT:

Mayor Whorrall, Trustee McGrew, Trustee Abdo-Rott and Trustee Pilewski

ABSENT:

Trustee Chapman

OTHERS:

Martha Dygert, Administrator/Clerk-Treasurer; Lisa Baker, Deputy Clerk-Treasurer

The meeting was called to order by Mayor Whorrall at 6:00 pm in the Auditorium at Village Centre. The Pledge of Allegiance was recited.

The following appointments (2) were made by Mayor Whorrall:

Deputy Mayor

Mayor Whorrall appointed Trustee McGrew to the position of Deputy Mayor for a one-year term to expire March 31, 2022.

Parks & Recreation Advisory Board Chairman

Mayor Whorrall appointed Trustee Pilewski to the position of Parks & Recreation Advisory Board Chairman for a one-year term to expire March 31, 2022.

The following appointments were presented to the Board for consideration:

Village Administrator

On motion by Trustee Abdo-Rott, seconded by Trustee Pilewski to authorize the appointment of Martha Dygert as Village Administrator for a one-year term to expire March 31, 2022.

Motion Carried 3-0

Clerk-Treasurer

On motion by Trustee Abdo-Rott seconded by Trustee Pilewski to authorize the appointment of Martha Dygert as Village Clerk-Treasurer for a two-year term to expire March 31, 2023.

Motion Carried 3-0

Deputy Clerk-Treasurer

On motion by Trustee McGrew seconded by Trustee Pilewski to authorize the appointment of Lisa Baker as Deputy Village Clerk-Treasurer for a two-year term to expire March 31, 2023.

Motion Carried 3-0

Records Access Officer

On motion by Trustee Abdo-Rott, seconded by Trustee McGrew to authorize the appointment of Martha Dygert as Records Access Officer for a one-year term to expire March 31, 2022.

Motion Carried 3-0

DPW Superintendent

On motion by Trustee Abdo-Rott, seconded by Trustee Pilewski to authorize the appointment of Chris Sherwood as DPW Superintendent for a one-year term to expire March 31, 2022.

Motion Carried 3-0

Assistant DPW Superintendent

On motion by Trustee Abdo-Rott, seconded by Trustee Pilewski to authorize the appointment of Jeff Lewis as Assistant DPW Superintendent for a one-year term to expire March 31, 2022.

Motion Carried 3-0

Associate Village Justice

On motion by Trustee McGrew, seconded by Trustee Pilewski to authorize the appointment of Chaim Jaffe of Manlius, NY to the position of Associate Village Justice for a one-year term to expire March 31, 2022.

Codes Enforcement Officer

On motion by Trustee Abdo-Rott, seconded by Trustee Pilewski to authorize the appointment of Michael Decker to the position of Codes Enforcement Officer for a one-year term to expire March 31, 2022.

Motion Carried 3-0

Zoning Board of Appeals, Chair

On motion by Trustee Pilewski seconded by Trustee McGrew to authorize the appointment of Francis Marlowe to the position of Chairperson of the Zoning Board of Appeals for a one-year term to expire March 31, 2022.

Motion Carried 3-0

Zoning Board of Appeals, Member

On motion by Trustee McGrew seconded by Trustee Pilewski to authorize the appointment of Keith Miller to the position of member of the Zoning Board of Appeals for a five-year term to expire March 31, 2026.

Motion Carried 3-0

Planning Board Member

On motion by Trustee Abdo-Rott, seconded by Trustee Pilewski to authorize the appointment of Erik Hehl to the position of Planning Board member for a five-year term to expire March 31, 2026.

Motion Carried 3-0

Parks & Recreation Advisory Board Member

On motion by Trustee Pilewski, seconded by Trustee McGrew to authorize the appointment of Doug Hatch to the Parks & Recreation Advisory Board for a two-year term to expire March 31, 2023.

Motion Carried 3-0

Parks & Recreation Advisory Board Member

On motion by Trustee Pilewski, seconded by Trustee Abdo-Rott to authorize the appointment of Deb McGrew to the Parks & Recreation Advisory Board for a two-year term to expire March 31, 2023.

Motion Carried 3-0

Parks & Recreation Advisory Board Member

On motion by Trustee McGrew, seconded by Trustee Pilewski to authorize the appointment of John Rott to the Parks & Recreation Advisory Board for a two-year term to expire March 31, 2023.

Motion Carried 3-0

Village Historian

On motion by Trustee Abdo-Rott seconded by Trustee Pilewski to authorize the appointment of Barbara Rivette to the position of Village Historian for a one-year term to expire March 31, 2022.

Motion Carried 3-0

Village Attorney

On motion by Trustee Abdo-Rott, seconded by Trustee Pilewski to authorize the appointment of Mackenzie Hughes for general legal counsel and Bond, Schoeneck & King as labor relations counsel for a one-year term to expire March 31, 2022.

Motion Carried 3-0

COMMITTEE APPOINTMENTS

Per the established committees created by the Board of Trustees, Mayor Whorrall offered the following Committee (liaison) appointments for Board consideration and approval:

Public Works Committee – DPW and Parks & Recreation Departments

Trustee Abdo-Rott (DPW) and Trustee Pilewski (Recreation)

On motion by Trustee McGrew, seconded by Trustee Abdo-Rott to approve the Public Works Committee appointments.

Motion Carried 3-0

Public Safety Committee – Fire/EMS, Village Justice Court, Town Police Department

Trustee McGrew

On motion by Trustee Abdo-Rott seconded by Trustee Pilewski to approve the Public Safety Committee appointment.

Motion Carried 3-0

Codes Enforcement, Planning & Zoning

Trustee Chapman

On motion by Trustee Abdo-Rott seconded by Trustee McGrew to approve the Codes, Planning & Zoning appointment.

Motion Carried 3-0

Finance Committee

Trustee Pilewski, Trustee Chapman & Administrator Dygert

Motion by Trustee McGrew, seconded by Trustee Pilewski to authorize all the Finance Committee appointments as outlined.

Motion Carried 3-0

Personnel Committee

Mayor Whorrall, Trustee Abdo-Rott and Administrator Dygert

Motion by Trustee McGrew, seconded by Trustee Pilewski to authorize the Personnel Committee appointments as outlined.

Motion Carried 3-0

PREFILED #1 – RECURRING CLAIMS

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight, express charges, payroll, debt service, social security, petty cash, and those governed by certain contracts, and

WHEREAS all such claims shall be presented at the next Regular Meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

NOW THEREFORE BE IT RESOLVED:

Section 1. On motion by Trustee McGrew, seconded by Trustee Pilewski that the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight, express charges, payroll, debt service, social security, petty cash, and those governed by certain contracts and all such claims shall be presented at the next regular board meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section 2. That this resolution shall take effect immediately.

Motion Carried 3-0

PREFILED #2 – AUTHORIZED DEPOSITORY

Motion by Trustee McGrew, seconded by Trustee Pilewski to designate Key Bank and NYCLASS as authorized Village of Manlius depositories.

Motion Carried 3-0

PREFILED #3 – OFFICIAL NEWSPAPER

Motion by Trustee Abdo-Rott, seconded by Trustee Pilewski to designate The Syracuse Post Standard or the Eagle Bulletin as official Village newspapers.

Motion Carried 3-0

PREFILED #4 – BOARD OF TRUSTEES REGULAR MEETINGS

Motion by Trustee McGrew, seconded by Trustee Pilewski, to set the Regular Meetings of the Board of Trustees of the Village of Manlius on the second Tuesday of every month; all meetings to commence at 7:00 p.m. and to be held at Village Centre, One Arkie Albanese Avenue, Manlius.

Motion Carried 3-0

PREFILED #5 – SPECIAL MEETING NOTICE

Motion by Trustee Abdo-Rott seconded by Trustee McGrew to adopt the Special Meeting Procedures, which shall be that the Mayor will notify the Village Clerk who will then notify the Trustees, the newspapers, and post a notice of such meeting in public places; namely the Village Centre, Manlius Library Community Bulletin Board, Tops Community Bulletin Board and the Village website.

Motion Carried 3-0

PREFILED #6 – TRANSFER OF FUNDS

Motion by Trustee McPilewski seconded by Trustee Abdo-Rott to authorize certain individuals to make online transfer of funds from Village bank accounts to pay authorized claims and therefore designate the Village Treasurer and the Deputy Treasurer, as those hereby authorized to complete the necessary banking transactions.

Motion Carried 3-0

PREFILED #7 – 2022 ORGANIZATIONAL MEETING DATE

Motion by Trustee McGrew seconded by Trustee Pilewski to set the next Organizational meeting of the Village of Manlius on Monday, April 4, 2022 at 6:00 p.m. in the Village Centre Board Room.

Motion Carried 3-0

PREFILED #8 – PROCUREMENT POLICY

Pursuant to General Municipal Law §104-b, every municipality must adopt a policy governing the procurement of all goods and services which are not required to be purchased pursuant to the competitive bidding requirements of General Municipal Law §103 and further shall be reviewed annually; so, therefore,

On motion by Trustee Abdo-Rott, seconded by Trustee Pilewski to review and uphold the current Procurement policy adopted by the Board of Trustees by Local Law in 2011.

Motion Carried 3-0

PREFILED #9 – OFFICIAL UNDERTAKINGS

Motion by Trustee McGrew, seconded by Trustee Pilewski to approve of official undertakings in the amount of \$5,000 for all Village employees, except the Village Treasurer whose bond shall be \$250,000.

Motion Carried 3-0

PREFILED #10 – MILEAGE REIMBURSEMENT

WHEREAS, the Board of Trustees of the Village of Manlius has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing the official duties on behalf of the Village; now, therefore be it

RESOLVED, on **motion by Trustee Pilewski, seconded by Trustee McGrew**, that the Board of Trustees shall approve mileage reimbursement to such officers and employees at a rate of \$.55 per mile and that this resolution shall take effect immediately.

Motion Carried 3-0

PREFILED #11 – PLANNING AND ZONING BOARD OF APPEALS REGULAR MEETINGS

Motion by Trustee McGrew, seconded by Trustee Pilewski to set the regular meetings of the Planning Board on the first and third Tuesday of every month and the Zoning Board of Appeals on the 3rd Monday of every month when needed with all meetings to be held at 7:00 p.m. at the Village Centre, One Arkie Albanese Ave, Manlius.

Motion Carried 3-0

SET PUBLIC HEARING – TENTATIVE BUDGET

Motion by Trustee Abdo-Rott, seconded by Trustee Pilewski to set the public hearing on the tentative 2021-2022 Village Budget to be held on April 13, 2021 in the auditorium at Village Centre at 7:00 p.m.

Motion Carried 3-0

ADJOURNMENT

With no further business before the Board, Trustee McGrew made a motion, seconded by Trustee Pilewski to adjourn the meeting.

Motion Carried 3-0.

Mayor Whorrall adjourned the meeting at approximately 6:45 p.m.

Respectfully submitted by,

Martha Dygert
Village Administrator/Clerk-Treasurer