

VILLAGE OF CHATHAM, NEW YORK
BOARD OF TRUSTEES MEETING
TRACY MEMORIAL BUILDING
October 11, 2018
7:00 PM EST

TENTATIVE AGENDA

Call to Order

First Public Comment (limited to 15 minutes):

Reports of Commissioners and Committees

Police Commissioner: Mayor Tom Curran

Fire Commissioner: Trustee Jay Rippel, Jr.

Wastewater/Water Commissioner: Trustee Michael Wollowitz

Streets & Snow Removal Commissioner: Trustee Lenore Packet

Building Inspector: Attached

New Business:

1. **Resolution:** To approve waiving two (2) hour parking Village wide for the Film Festival the week of October 22 – 28, 2018.
2. **Resolution:** To approve a one-time sewer relief to William Everetts of 25 Spring Street in the amount of \$53.41 for a hot water heater break.
3. **Resolution:** To approve a one-time sewer relief to E W Birch (4 Payn Avenue Builder) in the amount of \$134.03 for outdoor watering usage.
4. **Resolution:** To approve NYPF Training for Joanne DelRossi in Hyde Park on October 24, 2018 in an amount not to exceed \$50.00 plus gas mileage.
5. **Resolution:** To approve the hiring of Richard Kratt part time as a skilled laborer for the DPW at a rate of \$ () per hour.
6. **Resolution:** To accept the following change to the Procurement Policy **Section 6 Documentation Delivery** in the place of Procurement Official will now be "Department Head".
7. **Resolution:** To accept the following change to the Procurement Policy **Section 7 Procurement Official** "information to be updated annually at the April Organizational Meeting of the Board of Trustees".
8. **Resolution:** To accept the following changes to the Compensation and Benefits Manual **Section 2.3 Pay Period and Check Distribution** as per the attached sheet.

Items for Discussion:

IT Shared Services

Changing Board meetings to Tuesday nights

County Waste

Correspondence

Chatham Post 42 American Legion Veterans Day Ceremony

Use of Municipal Property Applications

Second Public Comment Period (limited to 15 minutes):

Adjournment:

Next meeting:

6. Documentation of Delivery

The Department Head (see Part 7 of this Procurement Policy) must attest to the delivery of commodities or services through vendors awarded bids, and also for purchases of a general nature below the bid standard. Such documentation must be presented to the Village Treasurer. Documentation will consist of a packing slip or invoice signed by the Department Head or designee indicating receipt of commodities or services.

7. Procurement Official (information to be updated annually at the April Organizational Meeting of the Board of Trustees)

Mayor
Village Clerk
Village Treasurer
Police Chief
Fire Chief and/or Assistant Fire Chief
Court Clerk
DPW Working Foreman

8. Annual Review

The Board of Trustees shall annually review and, when needed, update this policy and procedure manual.

9. Unintentional Failure to Comply

The unintentional failure to comply fully with the provisions of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Village of Chatham or any officer or employee thereof.

Resolution

Adopted on May 24, 2012 and amended on June 14, 2012, August 9, 2012, and June 27, 2013.

Procurement Officials Updated October 9, 2018
Amended June 27, 2013

2.3 Pay Period and Check Distribution

2.3.1 Pay Period: The pay period will begin on Monday at 12:00:01 a.m. and end seven calendar days later on Sunday at 11:59:59 p.m.

Bi-Weekly – The Village Clerk, Treasurer, DPW Department, Police Department, Village Court Clerks, Building Inspector, and Planning/Zoning Secretary are paid bi-weekly. Paychecks will be issued on the Friday following the end of the pay period. In the event the pay date is a designed holiday, paychecks will be available on the previous workday.

Monthly – The Mayor, Trustees and Village Justices are paid monthly. Paychecks will be issued on the first Friday of a bi-weekly pay period of each month. In the event the pay date is a designed holiday or weekend, paychecks will be available on the previous workday.

2.3.2 Authorized Check Release: A paycheck will not be given to anyone other than the employee unless the employee has given signed, written authorization to the Village Clerk.