

**DRAFT**

**Village of Aurora Board of Trustees October Regular Meeting and Organizational Meeting Minutes**

The meeting was held via Zoom at 6:00 p.m.

**Present:** Mayor Bennett, Trustees Grace Bates, Thea Miller, and Janet Murphy

**Absent:** Trustee Matt Bianconi

**Others Present:** Village Clerk Ann Balloni and Inns of Aurora General Manager Sue Edinger

**Call to Order:** Mayor Bennett called the meeting to order at 6:02 p.m.

**Changes to the Agenda:** One Budget Modification. Certifying delinquent taxes is added under New Business.

**Approval of Minutes**

**September 16, 2020:** On motion by Trustee Murphy, seconded by Mayor Bennett, the Village Board voted to approve the September 16, 2020 regular meeting minutes

AYES: Bennett, Bates, Miller, and Murphy

NAYS: None

ABSENT: Bianconi

Motion carried unanimously.

**October 1, 2020:** On motion by Trustee Bates, seconded by Trustee Miller, the Village Board voted to approve the October 1, 2020 special meeting minutes

AYES: Bennett, Bates, Miller, and Murphy

NAYS: None

ABSENT: Bianconi

Motion carried unanimously.

**Announcements**

**Mayor:** the village received an increase in sales tax revenue this year, despite the pandemic. The increase is attributed to taxes collected from online purchases.

Ann Tobey submitted a letter of resignation from the Zoning Board of Appeals (attached). Ms. Tobey has been a member of the ZBA since 2008 and felt it was time to retire. Her service to the village is appreciated by all.

John Greer accepted the Zoning Inspector/Code Enforcement Officer position.

**Clerk:** Williamson Law Book will not increase prices for 2021 on their software programs.

A thank you letter was received from Cayuga Lake Watershed Network for the \$50 donation from the Village (attached).

**Treasurer's Report:** No report

**Budget Modifications**

**General Fund**

\$774.00 From: A1990.4 Contingent Account  
\$774.00 To: A5110.21 Street Maintenance-Sidewalks

On motion by Trustee Murphy, seconded by Trustee Bates, the Village Board voted to accept the Budget Modifications in the General Fund.

AYES: Bennett, Bates, Miller, and Murphy

NAYS: None

ABSENT: Bianconi

Motion carried unanimously.

### **Bills**

**General:** On motion by Trustee Bates, seconded by Trustee Miller, the Village Board voted to approve the General Fund Abstract #5 for payment.

Voucher #129-136, 138-142, 144, 1445, 148, 149, 151, 152, 154, 157-165, and 167-169

Total: \$15,682.67

AYES: Bennett, Bates, Miller, and Murphy

NAYS: None

ABSENT: Bianconi

Motion carried unanimously.

**Water:** On motion by Trustee Murphy, seconded by Trustee Miller, the Village Board voted to approve the Water Fund Abstract #5 for payment.

Voucher #128, 136, 145, 155, 156, 160, and 166

Total: \$21,263.94

AYES: Bennett, Bates, Miller, and Murphy

NAYS: None

ABSENT: Bianconi

Motion carried unanimously.

**Sewer:** On motion by Trustee Miller, seconded by Trustee Bates, the Village Board voted to approve the Sewer Fund Abstract #5 for payment.

Voucher #130-132, 136, 137, 145-147, 150, 153, 161, and 163

Total: \$6,055.34

AYES: Bennett, Bates, Miller, and Murphy

NAYS: None

ABSENT: Bianconi

Motion carried unanimously.

**IO Grant-Park Foundation:** On motion by Trustee Bates, seconded by Trustee Miller, the Village Board voted to approve the Park Foundation Fund Abstract #5 for payment.

Voucher #140

Total: \$695.00

AYES: Bennett, Bates, Miller, and Murphy

NAYS: None

ABSENT: Bianconi

Motion carried unanimously.

## Reports

**Code Officer:** No report

**Historian** (see attached): Dr. Schwab continues her work with committees, researching queries and maintaining the Aurora Historical Society online Facebook series.

## Old Business

**Parking Lot Mirror:** Trustee Bates confirmed with the Inns of Aurora that they are agreeable to a mirror placed on their property across the street from their parking lot for safer egress out of the parking lot. Visibility is hampered looking to the north by vehicles parked on the west side of Rt 90, close to the parking lot entrance.

Mayor Bennett spoke with the New York State Department of Transportation (NYSDOT), who has jurisdiction over Rt 90, and they noted that mirrors are distracting and cause glare for drivers. They denied allowing a mirror in their right-of-way.

The Board discussed eliminating the closest parking space to the north of the parking lot as an alternate solution.

On motion by Trustee Bates, seconded by Mayor Bennett, the Village Board voted to remove a parking space north of the Inns of Aurora parking lot for safer egress from the parking lot.

AYES: Bates, Bennett, Miller, and Murphy

NAYS: None

ABSENT: Bianconi

Motion carried unanimously.

**Firehouse Lease Agreement:** Mayor Bennett informed the trustees that the Aurora-Ledyard Fire District Commissioners approved the 2021 lease agreement.

## New Business

**Meals on Wheels Donation Request:** On motion by Trustee Bates, seconded by Trustee Miller, the Village Board voted to donate \$100 to Meals on Wheels.

AYES: Bates, Bennett, Miller, and Murphy

NAYS: None

ABSENT: Bianconi

Motion carried unanimously.

**ZBA Appeal Fee Request:** The ZBA sent a letter (attached) to the Village Board requesting a \$20 fee for all appeal applications. The fee is for costs associated with office work, published legal notices, and postage. Mayor Bennett noted that the fee schedule for all applications/permits requires updating. Mayor Bennett will review the fee schedule with the code office for discussion at the November Village Board meeting.

**Delinquent Taxes** (attached): On motion by Trustee Miller, seconded by Trustee Murphy, the Village Board voted to certify and turn over the 2020 delinquent taxes to Cayuga County.

AYES: Bates, Bennett, Miller, and Murphy

NAYS: None  
ABSENT: Bianconi  
Motion carried unanimously.

**Adjournment:** On motion by Trustee Bates, seconded by Trustee Murphy, the Village Board voted to adjourn the regular meeting at 6:35 pm.

AYES: Bennett, Bates, Miller, and Murphy  
NAYS: None  
ABSENT: Bianconi  
Motion carried unanimously.

Mayor Bennett called the Annual Organizational meeting to order at 6:36 pm.

### **Annual Appointments**

On motion by Trustee Miller, seconded by Mayor Bennett, the Village Board voted to approve the following appointments:

Ann Balloni-Clerk/Tax Collector (two-year appointment)  
Deborah Brooks-Deputy Clerk/Treasurer (two-year appointment)  
Patrick Doyle-Code Enforcement Officer  
John Greer-Zoning Inspector  
Tom Blair-Village Attorney  
Dr. Linda Schwab-Village Historian  
Deputy Mayor-Janet Murphy

AYES: Bennett, Bates, Miller, and Murphy  
NAYS: None  
ABSENT: Bianconi  
Motion carried unanimously.

### **VB RESOLUTION NO. 20-17 DESIGNATION OF OFFICIAL NEWSPAPER**

**BE IT RESOLVED** that *The Citizen* is hereby designated to be the official newspaper of the Village of Aurora.

**BE IT ALSO RESOLVED** that this resolution shall take effect immediately.

Motion moved by Trustee Murphy  
Seconded by Trustee Bates  
AYES: Bates, Bennett, Miller and Murphy  
NAYS: None  
ABSENT: Bianconi  
Carried 4-0

### **VB RESOLUTION NO. 20-18 DATES OF REGULAR and SPECIAL MEETINGS**

**WHEREAS;** the Open Meetings Law requires that the news media and public must have at least 72 hours notice prior to the holding of any regularly scheduled meeting [Public Officers Law 104(1)]. This can be accomplished by notifying the public and the news media of each specified meeting. Alternatively, the board may authorize the clerk to send a single letter to the news media, with a corresponding public posting of a notice indicating the schedule of the regular board meetings, as adopted by the board of trustees at the organizational meeting. This notice to both the news media and the public should state the dates of the meetings, the place of the meetings, and the times at which the meetings will be held, and

**WHEREAS;** no state law prescribes the number of frequency of meetings which must be held by a board of trustees. The board of trustees decides, by resolution adopted at the organizational meeting, when they will meet, and also,

**WHEREAS;** no state law prescribes the procedure for calling or holding a special meeting of the board of trustees. There is often confusion as to who can call or require a special meeting. With regard to special meetings, the Open Meetings Law requires that notice be given to the news media and to the public as soon as practicable after the calling of the special meeting. See Public Officers Law 104(2), and

**WHEREAS;** notice requirements to village officials are not stated in statute, but case law has indicated that any notice procedure adopted must be reasonably calculated to ensure that all members of the board of trustees have notice of the meeting. This may be accomplished by having the village clerk contact each member individually, or by having individual trustees contact other trustees by letter, phone, or personally. In adopting such rules, it is wise to remember that in some emergency situations it may be necessary to call a special meeting on quite short notice. Thus, the procedure should be flexible, without any provisions which might delay the meeting. Thus, a mailing is usually not a good method of calling a special meeting, and

**BE IT RESOLVED** that the Board of Trustees of the Village of Aurora shall meet on the third (3rd) Wednesday of the month at 7:00 PM in the Firehouse Meeting Room. Notification of a change in date, time or place shall be timely.

**BE IT ALSO RESOLVED** that Special Meetings of the Aurora Board of Trustees of the Village of Aurora may be called by the Mayor or by the Clerk upon request of two members of the Board. If called by the Clerk, the Mayor, the remaining Board Members and the Public shall be given three (3) days notice unless an emergency exists, in which case notice shall be given as early as possible.

**BE IT FURTHER RESOLVED,** that the Organizational Meeting for 2021 shall be held on the third Wednesday in April (April 21, 2021).

Moved by Trustee Murphy

Seconded by Trustee Bates

AYES: Bates, Bennett, Miller, and Murphy

NAYS: None

ABSENT: Bianconi

Carried 4-0

**VB RESOLUTION NO. 20-19  
RULES and PROCEDURES**

**BE IT RESOLVED** that the meetings of the Board of Trustees of the Village of Aurora shall be governed by Roberts' Rules of Order.

Moved by Trustee Murphy  
Seconded by Trustee Bates  
AYES: Bates, Bennett, Miller, and Murphy  
NAYS: None  
ABSENT: Bianconi  
Carried 4-0

**VB RESOLUTION NO. 20-20  
PROCUREMENT POLICY**

PURCHASING PROCEDURES AND POLICIES AS OF August 19, 2015

All requests for Purchases of goods and services shall be referred to the Clerk. Whenever possible, purchases shall be procured under county/state contracts.

**I. COMPETITIVE PROCUREMENTS:**

A. A determination shall be made on the basis of estimates as to whether competitive bidding is necessary as follows:

1. Public Works (including Services) over \$35,000.00
2. Purchase Contracts over \$ 20,000.00

**II. NON-COMPETITIVE (NON-Bid) PROCUREMENTS:**

A. Estimated amount of Purchase Contract	Method*
\$1,000 - \$4,999	2 Verbal Quotations
\$5,000 - \$9,999	2 Written/Fax Quotations
\$10,000 - \$20,000	3 Written/Fax Quotations or Written requests for quotations
<b>B. Estimated amount of Public Works Contracts Method</b>	
\$1,000 - \$9,999	2 Verbal Quotations
\$10,000 - \$19,999	2 Written/Fax Quotations
\$20,000 - \$35,000	3 Written/Fax Quotations or Written requests for quotations

A good faith effort shall be made to obtain the required number of proposals or quotations. If unable to obtain the required number of proposals or quotations, documentation of the attempt made is required.

\* Photocopied catalog pages will suffice as quotations.

### III. OFFICE PROCEDURES:

#### A. No Purchase shall be made until:

1. Clerk checks availability of funds.
2. Clerk provides Purchase Order Number, Vouchers and Tax Exemption Certificate.
3. If purchasing by PHONE, give vendor Purchase Order Number assigned by Clerk.
4. If purchasing in PERSON, have Vendor note Purchase Order Number on sales receipt. Check sales receipt before signing to be sure items being charged are what is received.
5. Forward delivery receipts and/or invoice to the Clerk.

#### B. Awards to other than the lowest priced Vendors:

Whenever any contract is awarded to other than the lowest responsible dollar offered, reasons shall be documented. The documentation will include an explanation of how the award will achieve savings or how the offered is not responsible. A determination that the offered is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

All problems with vendors or service matters must be reported to the Clerk/Treasurer for reference in future procurement activities.

**BE IT RESOLVED** that the Board of Trustees continue the Procurement Policy which was adopted on August 19, 2015.

Motion Moved by Trustee Murphy  
Seconded by Trustee Bates  
AYES: Bates, Bennett, Miller, and Murphy  
NAYS: None  
ABSENT: Bianconi  
Carried 4-0

### **VB RESOLUTION NO. 20-21 ADVANCED APPROVAL OF CLAIMS**

**WHEREAS** the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, and credit card claims so as not to incur penalty fees, 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:** that the Board of Trustees authorizes payment in advance of audit or claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular 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 made by Trustee Murphy  
Seconded by Trustee Bates  
AYES: Bates, Bennett, Miller, and Murphy  
NAYS: None  
ABSENT: Bianconi  
Carried 4-0

**VB RESOLUTION 20-22  
MILEAGE ALLOWANCE**

**WHEREAS**, the Board of Trustees 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 their official duties on behalf of the Village;

**NOW THEREFORE BE IT RESOLVED,**

**Section 1.** that the Board of Trustees shall approve reimbursement to such officers and employees at the current IRS rate per mile.

**Section 2.** That this resolution shall take effect immediately.

Motion made by Trustee Murphy  
Seconded by Trustee Bates  
AYES: Bates, Bennett, Miller, and Murphy  
NAYS: None  
ABSENT: Bianconi  
Carried 4-0

**VB RESOLUTION NO. 20-23  
ATTENDANCE AT SCHOOLS AND CONFERENCES**



**WHEREAS**, there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School, b) The New York Conference of Mayors and Fall Training School for fiscal officers and municipal clerks; c) County Association Meetings; d) Annual Meetings; e) Training Schools, and f) etc.

**WHEREAS**, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools, benefits the municipality.

**NOW THEREFORE BE IT RESOLVED:**

**Section 1.** That the following officers and employees are hereby authorized to attend the following schools: the mayor, trustees, clerk/tax collector, treasurer, WWTP operators, members of the Zoning Board of Appeals, Planning Board and Community Preservation Panel, Village Attorney and Code/Zoning Officers/Inspectors.

**Section 2.** That this Resolution shall take place immediately.

Motion made by Trustee Miller

Seconded by Trustee Bates

AYES: Bates, Bennett, Miller, and Murphy

NAYS: None

ABSENT: Bianconi

Carried 4-0

**VB RESOLUTION NO. 20-24  
DESIGNATION OF DEPOSITORIES**

**WHEREAS**, the Board of Trustees have determined that Village Law 4-412 (3) 2 required the designation of banks or treasuries for the deposit of all village monies:

**NOW THEREFORE BE IT RESOLVED:**

**Section 1.** That the Board of Trustees does hereby designate the following institutions as depositories of all monies received by the Village Treasurer, Clerk and Receiver of Taxes.

Names of institutions: **CAYUGA LAKE NATIONAL BANK  
TOMPKINS TRUST COMPANY**

**Section 2.** That this resolution shall take effect immediately.

Motion by Trustee Murphy

Seconded by Trustee Bates

AYES: Bates, Bennett, and Murphy

NAYS: None

ABSTAIN: Miller (CLNB employee)  
ABSENT: Bianconi  
Carried 3-0

**VB RESOLUTION NO. 20-25  
BENEFITS PACKAGE**

**HOLIDAYS**

- \* New Years Day
- \* Martin Luther King, Jr Day
- \* Presidents Day
- \* Memorial Day
- \* Independence Day
- \* Labor Day
- \* Veterans Day
- \* Thanksgiving Day and Friday
- \* Christmas Day

When New Year Day, Independence Day and Christmas Day fall on Sunday, employees shall have Monday off. When they fall on Saturday, they shall have Friday off.

When Christmas falls on a Tuesday, Wednesday, Thursday or Friday, employees shall have one-half (1/2) day on December 24th.

**VACATIONS - NON-CUMULATIVE:**

Ten (10) days after first year of employment  
Fifteen (15) days after five (5) years of employment  
Twenty (20) days after ten (10) years of employment

Vacation dates to be set in consultation with supervisor.

**PERSONAL TIME - NON-CUMULATIVE:**

Two (2) days in each of first five (5) years  
Three (3) days in each year thereafter

**SICK TIME – NON-CUMULATIVE**

One day per month worked, cumulative to a total of sixty (60) working days.

\*Non-cumulative - Not reimbursable if not used.

**HEALTH INSURANCE (1/16/94):**

1. Active Employees:

- a. Full-time: village will pay full cost of individual or family policy, as provided through Excellus of Central New York.
- b. Part-time: part-time employees are eligible for coverage but must pay the premium through payroll deduction.

2. Retirees:

Full-time employees who have served the village faithfully and conscientiously for at least 20 years and choose retirement at age 62 shall have coverage continued until age 65 at which time the retiree shall be provided with individual medicare supplementary coverage.

**RETIREMENT:**

Coverage under the New York State and Employees Retirement System Tier III, Tier IV, Tier V, and Tier VI. Coverage paid – 97% by the Village and 3% by the employee.

**SOCIAL SECURITY:**

Employer pays 7.65% of income earned by employee into system. Employee has a like amount deducted from earnings.

**WORKERS' COMPENSATION:**

Coverage paid in full by employer for injury or illness of employee that occurs while at work.

**NEW YORK DISABILITY INSURANCE:**

Coverage paid in full by employee for injury or illness of employee that occurs while not at work.

Motion by Trustee Miller  
Seconded by Trustee Bates  
AYES: Bates, Bennett, Miller, and Murphy  
NAYS: None  
ABSENT: Bianconi  
Carried 4-0

**VB RESOLUTION NO. 20-26  
WORKPLACE VIOLENCE PREVENTION POLICY &  
INCIDENT REPORTING**

**BE IT RESOLVED** that the Board of Trustees continue the Workplace Violence Prevention Policy which was adopted on June 16, 2010.

Motion Moved by Trustee Murphy  
Seconded by Trustee Miller  
AYES: Bates, Bennett, Miller, and Murphy  
NAYS: None  
ABSENT: Bianconi  
Carried 4-0

**VB RESOLUTION NO. 20-27  
DISCRIMINATION AND HARASSMENT POLICY**

**BE IT RESOLVED** that the Board of Trustees continue the Sexual Harassment Policy which was adopted on November 14, 2018 and revised July 15, 2020.

Motion Moved by Trustee Murphy  
Seconded by Trustee Miller  
AYES: Bates, Bennett, Miller, and Murphy  
NAYS: None  
ABSENT: Bianconi  
Carried 4-0

**VB RESOLUTION NO. 20-28  
AMERICANS WITH DISABILITIES ACT (ADA) EMPLOYMENT POLICY**

**BE IT RESOLVED** that the Board of Trustees continue the American with Disabilities Employment Policy which was adopted on October 18, 2000.

Motion Moved by Trustee Murphy  
Seconded by Trustee Miller  
AYES: Bates, Bennett, Miller, and Murphy  
NAYS: None  
ABSENT: Bianconi  
Carried 4-0

**VB RESOLUTION NO. 20-29  
RIGHT TO KNOW POLICY**

**WHEREAS** New York State mandated local municipalities inform employees of the New York State Right to Know Policy regarding health effects and hazards of toxic substances and,

**WHEREAS** the Village of Aurora has continuously and conspicuously posted the New York State Right to Know Policy on Village properties,

**BE IT RESOLVED** that the Board of Trustees adopt the New York State Right to Know Policy.

Motion Moved by Trustee Murphy  
Seconded by Trustee Miller  
AYES: Bates, Bennett, Miller, and Murphy

NAYS: None  
ABSENT: Bianconi  
Carried 4-0

**VB RESOLUTION NO. 20-30  
CODE OF ETHICS POLICY**

**BE IT RESOLVED** that the Board of Trustees follow the Code of Ethics Policy which was adopted on April 20, 2016.

Motion Moved by Trustee Murphy  
Seconded by Mayor Bennett  
AYES: Bennett, Miller, and Murphy  
NAYS: Bates  
ABSENT: Bianconi  
Carried 3-1

**VB RESOLUTION NO. 20-31  
AUTHORIZING ADOPTION OF STANDARD WORKDAY AND REPORTING RESOLUTION**

**WHEREAS** the Village of Aurora is mandated by New York State to adopt a Standard Workday and Reporting Resolution; and

**WHEREAS** the Village of Aurora Board of Trustees considered Resolution #20-31 at their October 21, 2020 Organizational Meeting; and

**NOW THEREFORE BE IT RESOLVED** that the Village of Aurora, Location code 40420, hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body and post Resolution #20-31 on the Village of Aurora bulletin board for 30 days.

Motion Moved by Trustee Murphy  
Seconded by Trustee Miller  
AYES: Bates, Bennett, Miller, and Murphy  
NAYS: None  
ABSENT: Bianconi  
Carried 4-0

**VB RESOLUTION #20-32 JURY DUTY POLICY**

**BE IT RESOLVED** that the Board of Trustees follow the Jury Duty Policy which was adopted on March 15, 2017.

Motion Moved by Trustee Murphy  
Seconded by Trustee Miller  
AYES: Bates, Bennett, Miller, and Murphy

NAYS: None  
ABSENT: Bianconi  
Carried 4-0

**Adjournment:** On motion by Trustee Bates, seconded by Trustee Miller, the Village Board voted to adjourn the organizational meeting at 6:53 pm.

AYES: Bates, Bennett, Miller, and Murphy

NAYS: None

ABSENT: Bianconi

Carried 4-0

Respectfully submitted,

Ann Balloni  
Village Clerk

DRAFT