

Village of Canton, New York

ANNUAL VILLAGE BOARD MEETING

Meeting Minutes: December 7, 2020

Board Present:

Michael Dalton, Mayor
Carol Pynchon, Trustee
Anna Sorensen, Trustee

Beth Larrabee, Trustee
Klaus Proemm, Trustee

Others Present:

Sally Noble, Clerk/Treasurer
Cara Adams, Deputy Clerk

Linda Casserly, Historian
Gerry Ducharme, Village Attorney

PLEASE TAKE NOTICE that the annual organizational meeting of the Village of Canton Board of Trustees will be held on Monday, December 7, 2020, at 4:30pm. The meeting will be conducted by use of Zoom video-conference, as authorized by Governor Andrew Cuomo's Executive Order 202.1 and subsequent authorizations through and including Executive Order 202.79. The public is invited to view or listen to the meeting by any of the following means:

Join Zoom Meeting

<https://us02web.zoom.us/j/86367752671?pwd=VkFGWTFhbjFYeDdmUnVJcUJlMVZRdz09>

Meeting ID: 863 6775 2671

Passcode: 006347

One tap mobile

+16465588656,,86367752671#,,,,,0#,,006347# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 863 6775 2671

Passcode: 006347

Find your local number: <https://us02web.zoom.us/u/kemlLujBhI>

•The link is also available at www.cantonny.gov.

Order of Business:

1. Appointments

- a. Mayor Appointments** – Mayor Dalton announced Carol Pynchon as Deputy Mayor.
- b. Staff Appointments** – Trustee Pynchon made a motion to accept the staff appointments as presented, seconded by Trustee Proemm. All voted in favor. Motion carries.
- c. Board Appointments** – Trustee Larrabee made a motion to accept the board appointments as presented, seconded by Trustee Sorensen. All voted in favor. Motion carries.

- d. Board Committee Appointments** – Mayor Dalton presented the Board Committee Appointments.
- 2. Set Dates For Monthly Meetings** –Trustee Proemm made a motion to accept the listed dates for monthly meetings, moving the meetings to the 3rd Wednesday of the month, seconded by Trustee Sorensen.

Trustee Pynchon stated that she would like a standing invite sent to Legislator Dan Fay and a spot on the agenda for him to provide an update.

All voted in favor. Motion carries.

3. Annual Resolutions

- a. Designation of Official Newspaper** – Trustee Pynchon made a motion to adopt the resolution as presented, seconded by Trustee Larrabee. All voted in favor. Motion carries.
- b. Depository of Village Funds** – Trustee Pynchon made a motion to adopt the resolution as presented, seconded by Trustee Proemm. All voted in favor. Motion carries.
- c. Insurance Blanket Bond**– Trustee Sorensen made a motion to adopt the resolution as presented, seconded by Trustee Larrabee. All voted in favor. Motion Carries.
- d. Investment Policy** – Trustee Proemm made a motion to adopt the resolution as presented, seconded by Trustee Pynchon. All voted in favor. Motion carries.
- e. Advance Approval of Claims** – Trustee Pynchon made a motion to adopt the resolution as presented, seconded by Trustee Proemm. All voted in favor. Motion carries.
- f. Fair Housing law Affirmation**- Tabled
- g. Affirmative Action Plan Reaffirmation**- Tabled
- h. Mileage Allowance** – Trustee Larrabee made a motion to adopt the resolution as presented, seconded by Trustee Sorensen. All voted in favor. Motion carries.
- i. Employee Travel Reimbursement Policy** - Trustee Sorensen made a motion to adopt the resolution as presented, seconded by Trustee Proemm. All voted in favor. Motion carries.
- j. Attendance @ Professional Development Schools & Conferences** – Trustee Pynchon made a motion to adopt the resolution as presented, seconded by Trustee Larrabee. All voted in favor. Motion carries.
- k. Review of the Procurement Policy** – Trustee Proemm made a motion to adopt the resolution as presented, seconded by Trustee Pynchon. All voted in favor. Motion carries.

Trustee Pynchon made a motion to adjourn the meeting at 4:49pm. Trustee Proemm seconded the motion. All voted in favor. Motion carries.

Respectfully submitted,

Cara Adams
Deputy Clerk

**RESOLUTION
DECEMBER 7, 2020
DATES OF MEETINGS**

WHEREAS, at the annual organizational meeting of the Board of Trustees of the Village of Canton, New York held on 7th day of December 2020, the Board of Trustees set the dates of the meetings for the year 2020 – 2021, the regular meetings are to be held on the third Wednesday of each month at 6:30 PM unless such date is a legal holiday. Meetings changed due to a holiday are marked by an asterisk. The dates of the scheduled meetings are listed below:

December 16, 2020	July 21, 2021
January 20, 2021	August 18, 2021
February 17, 2021	September 15, 2021
March 17, 2021	October 20, 2021
April 21, 2021	November 17, 2021
May 19, 2021	December 6, 2021 @ 4:00pm
June 16, 2021	December 15, 2021

WHEREAS, all meetings will be held in the Municipal Building, located at 60 Main Street, Canton, New York. All meetings will be open to the public.

WHEREAS, this notice will be published in compliance with Article 7 of the General Municipal Law, relating to open meetings.

WHEREAS, in the event a separate notice of each regularly scheduled meeting is requested, a fee of \$10.00, the amount necessary to pay for copies and supplies, accompanied by a letter indicating the name, title, address and phone number of the person to be notified shall be submitted to the Village Clerk.

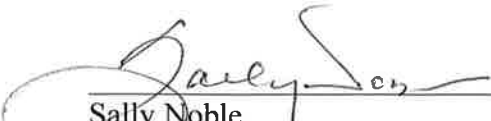
WHEREAS, notice of special or other non-scheduled meetings will, in accordance with Section 94 of the Public Officers Law be given to the extent practicable at a reasonable time prior thereto.

WHEREAS, motion to set these dates was made by Trustee Proemm and seconded by Trustee Sorensen;

NOW, THEREFORE, BE IT RESOLVED that the Village Board of Trustees of the Village of Canton sets the above dates as the dates of its regular meetings.

Duly adopted this 7th day of December, 2020 by the following vote:

Ayes 5 Nay Absent



Sally Noble
Village Clerk/Treasurer

RESOLUTION

December 7, 2020

DESIGNATION OF OFFICIAL NEWSPAPER

WHEREAS, the Village of Canton, New York, supports the state mandate that all municipalities designate an official newspaper for placement of all legal advertisements; and

WHEREAS, motion to do so was made by Trustee Pynchon and seconded by Trustee Larrabee;

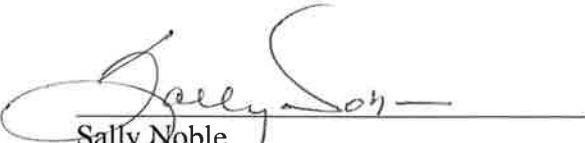
NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Canton, New York, that the North Country This Week and Watertown Daily Times shall be the Official Newspaper(s) for the Village of Canton. Requirement for publication in the Village's official newspaper shall be satisfied by publication in the official newspaper. The North Country This Week is to be used when time permits, but if time constraints do not allow publication in the North Country This Week then the Watertown Daily Times will be used.

Duly adopted this day of December 7, 2020 by the following vote:

Ayes 5

Nays

Absent


Sally Noble
Village Clerk/Treasurer

RESOLUTION

DECEMBER 7, 2020

DEPOSITORY OF VILLAGE FUNDS

WHEREAS, the Village of Canton, New York, supports the State Mandate that all municipalities designate the Official Depository of their funds; and

WHEREAS, motion to do so was made by Trustee Pynchon and seconded by Trustee Proemm.


NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Canton, New York that the Community Bank, NA, Canton, New York, shall be said depository for all funds belonging to the Village of Canton.

Duly adopted this 7th day of December, 2020 by the following vote:

Ayes 5

Nays

Absent


Sally Noble
Village Clerk Treasurer

RESOLUTION

DECEMBER 7, 2020

BONDS

WHEREAS, the Village of Canton, New York, carries comprehensive insurance to protect against specified loss and/or damages; and


WHEREAS, a part of that coverage is to protect against failure of an employee to faithfully perform his/her duties; and

WHEREAS, motion to continue this coverage was made by Trustee Sorensen; and seconded by Trustee Larrabee;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Canton, New York, that the Village of Canton will maintain a Blanket Bond with a Faithful Performance of Duty clause for its employees.

Duly adopted this 7th day of December, 2020 by the following vote:

Ayes 5 Nays Absent


Sally Noble
Village Clerk/Treasurer

RESOLUTION

December 7, 2020

INVESTMENT POLICY FOR VILLAGE OF CANTON

I. SCOPE

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the local government's investment activities are,

- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity);
- to obtain a reasonable rate of return (yield); and
- to conform with all of applicable federal, state and other legal requirements (legal).

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Village Clerk/Treasurer with prior approval of the Village Board.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village of Canton to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. INTERNAL CONTROLS

It is the policy of the Village of Canton for all monies collected by any officer or employee of the government to transfer those funds to the (chief fiscal officer) within 10 days of deposit, or within the time period specified in law, whichever is shorter.

VI. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of monies up to the maximum amounts are:

Any bank licensed to do business in New York State.

VII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, 10, all deposits of the Village of Canton, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML 10, equal to the aggregate amount of deposits from the categories designated, or
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposit in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other uncured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements; or
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

VIII. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be by the bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village of

Canton or its custodial bank. The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

IX. PERMITTED INVESTMENTS

As authorized by General Municipal Law 11, the Village of Canton authorizes the Clerk/Treasurer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- a. Special time deposit accounts;
- b. Certificates of deposit;
- c. Obligations of the United States of America
- d. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- e. Obligations of the State of New York;
- f. Obligations issued pursuant to LFL 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Village of Canton;
- g. Obligations of public authorities, public and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investment.
- h. Certificates of Participation (COPs) issued pursuant to GML 109-b.
- i. Obligations of this local government, buy only with any monies in a reserve fund established pursuant to GML 6-c, 6-d, 6-e, 6-g, 6-h, 6j, 6-k, 6-l, 6-m, or 6-n.

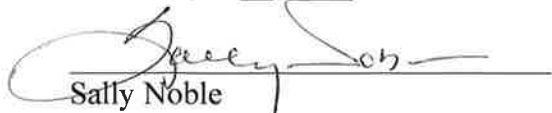
All investment obligations shall be payable or redeemable at the option of the Village of Canton within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village of Canton within two years of the date of purchase.

Duly adopted this 7th day of December, 2020 by the following vote:

Ayes 5

Nays _____

Absent _____


Sally Noble
Village Clerk/Treasurer

RESOLUTION

DECEMBER 7, 2020

ADVANCE 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, express, health, vision and dental insurance charges and to include invoices that would result in early payment discounts; and

WHEREAS, all such claims shall be presented at the next regular meeting for audit;

NOW THEREFORE, BE IT RESOLVED:

Section 1. Trustee Pynchon authorizes payment in advance of audit of claims for public utility services, postage, freight and express, health and dental insurance charges and to include invoices that would result in early payment discounts and all such claims shall be presented at the next regular meeting for audit, seconded by Trustee Proemm. All in favor. Carries

Section 2. That this resolution shall take effect immediately.

Duly adopted 7th day of December, 2020 by the following vote:

Ayes 5

Nays _____

Absent _____



Sally Noble
Village Clerk/Treasurer

RESOLUTION

DECEMBER 7, 2020

MILEAGE ALLOWANCE

WHEREAS, the Board of Trustees has determined to pay for mileage as reimbursement to officers and employees of the Village who use their personal automobile 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 New York State rate per mile; **only if** a Village vehicle is not available as determined in advance by the appropriate Department Head;

Section 2. If a Village Vehicle is available and the employee chooses to use their own vehicle mileage will be reimbursed at a rate of 40 cents per mile;

Section 2. That this resolution shall take effect immediately.

Duly adopted this 7th day of December, 2020 by the following vote:

Ayes 5

Nays _____

Absent _____



Sally Noble
Village Clerk/Treasurer

RESOLUTION

DECEMBER 7, 2020

EMPLOYEE TRAVEL REIMBURSEMENT POLICY

WHEREAS, the Board of Trustees has determined to pay all Village employees for travel reimbursement while on Village business. Reimbursement will follow the Per Diem rates established annually by the U.S. General Services Administration for the area traveled to. GSA sets the rates annually;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Board of Trustees shall approve travel reimbursement to such officers and employees at the current rate listed by the U.S. General Services Administration (GSA) for the primary destination traveled to;

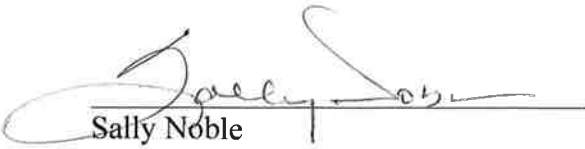
Section 2. The rate of the first and last travel day is calculated at 75 percent of full Per Diem reimbursement;

Section 3. All reimbursements will be requested on the proper forms provided by the Village of Canton Clerk's Office;

Section 4. That this resolution shall take effect immediately.

Duly adopted this 7th day of December, 2020 by the following vote:

Ayes 5 Nays Absent


Sally Noble
Village Clerk/Treasurer

RESOLUTION

DECEMBER 7, 2020

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 Schools, b) the New York State Conference of Mayors and Fall Training for Fiscal Officers and Municipal Clerks and, c) the Annual Conference for Police Chiefs and the Annual New York State Recreation and Parks Conference;

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, that benefits the municipality;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the following Annual Meetings; The Clerk/Treasurer or designee and Deputy Treasurer or Deputy Clerk to attend the NYCOM Fall Training School for Fiscal Officers and Municipal Clerks; The Police Chief to attend the Annual Conference for Police Chiefs, the Mayor or designee to attend New York Conference of Mayors meetings and Training Schools, and the Recreation Director to attend the Annual New York State Recreation and Parks Society Conference.

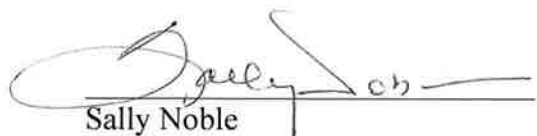
Section 2. That this resolution shall take effect immediately.

Duly adopted this 7th day of December, 2020 by the following vote:

Ayes 5

Nays

Absent


Sally Noble
Village Clerk/Treasurer

RESOLUTION

VILLAGE PROCUREMENT POLICY

WHEREAS, the Village of Canton Board of Trustees adopted a resolution on May 18, 1998, which restated the Village Procurement Policy by providing that "it shall be the policy of the Village of Canton, its Departments, Agents, and Employees to make required purchases in accordance with this Worksheet, and it is further stated that due consideration and awards shall be given to local vendors when they are competitive. Village reserves the right to accept a bid from a Village vendor that does not exceed 5% of the lowest bid", and

WHEREAS, the Village Board recognizes the financial benefit that may be realized by the Village if it has the right to accept a bid from a local vendor as compared with vendors which are not locally situated;

NOW, THEREFORE, IT IS HEREBY RESOLVED, that it shall be the policy of the Village of Canton, its Departments, Agents and Employees to make required purchases in accordance with the following Worksheet. Due consideration and awards shall be given to local vendors when they are competitive. The Village reserves the right to accept a bid from a Village vendor that does not exceed 5% of the lowest bid. Where no Village vendor bids falls within this range, then: (a) where bids are submitted by vendors both from within and outside the State of New York, the Village reserves the right to accept a bid from a New York State vendor that does not exceed 5% of the lowest bid, and (b) where bids are submitted by New York State vendors, the Village reserves the right to accept a bid that does not exceed 5% of the lowest bid, which is submitted by a New York State vendor located within one hundred fifty (150) miles from the boundaries of the Village of Canton.

Worksheet

Date: _____

Item or Service Required _____

Estimated Cost: \$ _____

	<u>Type Purchase</u>	<u>Dollar Value</u>	<u>Minimum Required</u>
1.	Purchase Contract (Materials only)	\$ 500 - \$2,999 \$2,999 - \$20,000*	2 Verbal Quotes 3 Written/Fax Quotes
2.	Services Contract (Labor & Material)	\$ 500 - \$2,999 \$2,999 - \$4,999 \$5,000 - \$19,999	2 Verbal Quotes 2 Written/Fax Quotes 3 Written/Fax Quotes

Quotes Obtained:

<u>Vendor</u>	<u>Amount</u>
Verbal _____	\$ _____
Verbal _____	\$ _____
Verbal _____	\$ _____
Written _____	\$ _____
Written _____	\$ _____
Written _____	\$ _____

Budget Code: _____

Signed: _____ Date: _____

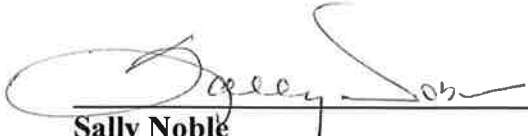
Title: _____

***Purchases in excess of these amounts require formal bidding.**

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

Mayor Michael Dalton	VOTING	<u>AYE</u>
Trustee Carol Pynchon	VOTING	<u>AYE</u>
Trustee Anna Sorensen	VOTING	<u>AYE</u>
Trustee Beth Larrabee	VOTING	<u>AYE</u>
Trustee Klaus Proemm	VOTING	<u>AYE</u>

The foregoing Resolution was reviewed, voted upon and approved by the Board of Trustees of the Village of Canton, New York on the 7th day of December 2020.



Sally Noble
Village Clerk

(CORPORATE SEAL)