

# *Village of Canton, New York*

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## **ANNUAL VILLAGE BOARD MEETING**

Meeting Minutes: December 12, 2016

### ***Board Present:***

Michael Dalton, Mayor  
Carol Pynchon, Trustee  
Beth Larrabee, Trustee

Sean O'Brien, Trustee  
Dwight Stevenson, Trustee

### ***Others Present:***

Gerald Ducharme, Village Attorney  
Cara Adams, Deputy Clerk  
Linda Casserly, Historian

Brien Hallahan, Superintendent  
Megan Mousaw, Part-Time Clerk

The Canton Village Board of Trustees Annual Organizational Meeting was held on December 12, 2016 at 6:00 PM in the Municipal Building Court Room.

### **Order of Business:**

1.
  - a. **Trustees Sworn In** – Deputy Clerk Adams swore in Beth Larrabee as Trustee and Dwight Stevenson as Trustee.
2. **Appointments**
  - a. **Mayor Appointments** – Mayor Dalton announced Carol Pynchon as Deputy Mayor. Deputy Clerk Adams swore in Carol Pynchon as Deputy Mayor.
  - b. **Staff Appointments** – Trustee Pynchon made a motion to accept the staff appointments as presented, seconded by Trustee Stevenson. All voted in favor. Motion carries.
  - c. **Board Appointments** – Trustee Stevenson made a motion to accept the board appointments as presented, seconded by Trustee Larrabee. All voted in favor. Motion carries.
  - d. **Board Committee Appointments** – Trustee Stevenson made a motion to accept the board committee appointments as presented, seconded by Trustee Pynchon. All voted in favor. Motion carries.
  - e. **Fire Police Appointments** - Trustee Larrabee made a motion to accept the fire police appointments, seconded by Trustee O'Brien. All voted in favor. Motion carries.
3. **Set Dates For Monthly Meetings** – Trustee Pynchon made a motion to accept the listed dates for monthly meetings, seconded by Trustee Stevenson. All voted in favor. Motion carries.
4. **Annual Resolutions**
  - a. **Designation of Official Newspaper** – Trustee Pynchon made a motion to adopt the resolution as presented, seconded by Trustee O'Brien. 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 Larrabee. All voted in favor. Motion carries.
  - c. **Bonds** – Trustee Pynchon made a motion to adopt the resolution as presented, seconded by Trustee Stevenson. All voted in favor. Motion Carries.
  - d. **Investment Policy** – Trustee Larrabee made a motion to adopt the resolution as presented, seconded by Trustee Stevenson. All voted in favor. Motion carries.
  - e. **Advance Approval of Claims** – Trustee Larrabee made a motion to adopt the resolution as presented, seconded by Trustee O’Brien. All voted in favor. Motion carries.
  - f. **Fair Housing Law Affirmation** – Trustee Stevenson made a motion to adopt the resolution as presented, seconded by Trustee Larrabee. All voted in favor. Motion carries.
  - g. **Affirmative Action Plan Affirmation** – Trustee Pynchon made a motion to adopt the resolution as presented, seconded by Trustee Stevenson. All voted in favor. Motion carries.
  - h. **Mileage Allowance** – Trustee Pynchon made a motion to adopt the resolution as presented, seconded by Trustee Larrabee. All voted in favor. Motion carries.
  - i. **Employee Travel Reimbursement Policy** - Trustee Larrabee made a motion to adopt the resolution as presented, seconded by Trustee Pynchon. All voted in favor. Motion carries.
  - j. **Attendance @ Professional Development Schools & Conferences** – Trustee Stevenson 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 Larrabee made a motion to adopt the resolution as presented, seconded by Trustee O’Brien. All voted in favor. Motion carries.
5. **Discuss and Take Action on Subdivision of Land @ 5933 U.S. 11 & SEQRA-**  
 Attorney Ducharme explained the subdivision request. He stated that the next step would be to complete the SEQRA. Mayor Dalton and the Board reviewed the SEQRA Part 2 and Part 3.
- Trustee Stevenson made a motion to approve the Negative Declaration for the Subdivision of land request located at 5933 U.S. 11 stating that the subdivision will not result in a significant adverse environmental impact. Trustee Larrabee seconded the motion. All voted in favor. Motion carries.
- Trustee Pynchon made a motion to approve the Subdivision of land requested at 5933 U.S. 11. Trustee Larrabee seconded the motion. All voted in favor. Motion carries.
6. **Easement Relocation Agreement-** Mayor Dalton added the Easement Relocation Agreement on the sewer easement for the new Rite Aid location. Authorization was approved at the November 21, 2016 Board Meeting. Mayor Dalton signed the Easement Relocation Agreement.
7. **Discuss and Take Action on Community Economic Development MOU-** Trustee Pynchon discussed a recommendation from the Joint Village/Town Economic Development Committee and the Economic Development Steering Community a Community Economic Development Memorandum of Understanding to work with the

Town on all economic development. Trustee Pynchon stated that the Town Board would be discussing at their meeting on December 12.

Trustee Pynchon made a motion to approve the Community Economic Development MOU and authorize Mayor Dalton to sign pending the Town of Canton's approval. Trustee Stevenson seconded the motion.

Mayor Dalton asked the Board for further input.

Trustee Stevenson stated that it was a good conversation between the Joint Committee.

Trustee Larrabee appreciates that it is in writing. She stated that Economic Developer Leigh Rodriguez has done a great job.

All in favor. Motion carries.

Trustee Pynchon suggested discussing the subdivision approval process be moved to the Village Planning Board. This topic will be added to the December 19, 2016 Board Meeting to discuss.

Trustee Pynchon made a motion to adjourn the meeting at 6:42PM. Trustee Larrabee seconded the motion. All voted in favor. The motion carries.

Respectfully submitted,

Cara Adams  
Deputy Clerk