

# *Village of Canton, New York*

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## **ANNUAL VILLAGE BOARD MEETING**

Meeting Minutes: December 4, 2017

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

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

Sean O'Brien, Trustee  
Klaus Proemm, Trustee

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

Sally Noble, Clerk/Treasurer  
Brien Hallahan, Superintendent  
Cara Adams, Deputy Clerk

Gerald Ducharme, Village Attorney  
Linda Casserly, Historian

The Canton Village Board of Trustees Annual Organizational Meeting was held on December 4, 2017 at 6:00 PM in the Municipal Building Board Room.

### **Order of Business:**

1. **Mayor Sworn In** – Clerk Noble swore in Michael Dalton as Mayor.
2. **Trustees Sworn In** – Clerk Noble swore in Carol Pynchon as Trustee for a 2-year term, Sean O'Brien as Trustee for a 2-year term and Klaus Proemm as Trustee for a 1-year term.
3. **Appointments**
  - a. **Mayor Appointments** – Mayor Dalton announced Carol Pynchon as Deputy Mayor. Clerk Noble 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 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 Proemm. All voted in favor. Motion carries.
  - d. **Board Committee Appointments** – Mayor Dalton presented the Board Committee Appointments.
4. **Set Dates For Monthly Meetings** – Trustee O'Brien made a motion to accept the listed dates for monthly meetings, seconded by Trustee Larrabee. All voted in favor. Motion carries.
5. **Annual Resolutions**
  - a. **Designation of Official Newspaper** – Trustee Proemm made a motion to adopt the resolution as presented, seconded by Trustee Pynchon. 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 O’Brien. All voted in favor. Motion carries.
  - c. **Bonds** – Trustee Pynchon made a motion to adopt the resolution as presented, seconded by Trustee Proemm. All voted in favor. Motion Carries.
  - d. **Investment Policy** – Trustee O’Brien made a motion to adopt the resolution as presented, seconded by Trustee Larrabee. 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 Pynchon made a motion to adopt the resolution as presented, seconded by Trustee Proemm. 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 Larrabee. All voted in favor. Motion carries.
  - h. **Mileage Allowance** – Trustee Proemm 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 Proemm made a motion to adopt the resolution as presented, seconded by Trustee O’Brien. All voted in favor. Motion carries.
  - j. **Attendance @ Professional Development Schools & Conferences** – Trustee Larrabee made a motion to adopt the resolution as presented, seconded by Trustee Proemm. All voted in favor. Motion carries.
  - k. **Review of the Procurement Policy** – Trustee Pynchon made a motion to adopt the resolution as presented, seconded by Trustee O’Brien. All voted in favor. Motion carries.
6. **Resolution Regarding Restore NY Grant to Include Approval of Application Fee-** Trustee Pynchon made a motion approving and endorsing the application to Empire State Development for Funding Under Round 5 Restore NY Community Initiative. Trustee Proemm seconded the motion. All voted in favor. Motion carries.
7. **Set Public Hearing for Restore NY Grant- December 11<sup>th</sup> at 6:30pm-** The Board set the Public Hearing for the Restore NY Grant for December 11<sup>th</sup> at 6:30pm.
8. **Discuss and Approval of the Appointment of Recreation Employee-** Trustee Pynchon made a motion to appoint Murray Averill as Laborer to start part-time on December 6, 2017 and full-time on December 20, 2017 at \$14.00 an hour. After six months the pay will increase to \$14.50 an hour. Trustee Proemm seconded the motion. All in favor. Motion carries.

**Executive Session** -Trustee Pynchon made a motion to enter into executive session at 6:35 PM for a purpose as identified in Public Officers Law §105(1) (e. negotiations). Trustee Proemm seconded the motion. All in favor. The motion carries.

Trustee O’Brien made a motion to come out of executive session at 6:46 PM. The motion was seconded by Trustee Proemm. All voted in favor. The motion carries.

Trustee Pynchon made a motion to adjourn the meeting at 6:55 PM. Trustee Proemm seconded the motion. Everyone voted in favor. The motion carries.

Respectfully submitted,

Cara Adams  
Deputy Clerk