

Village of Canton, New York

ANNUAL VILLAGE BOARD MEETING

Meeting Minutes: December 3, 2018

Board Present:

Michael Dalton, Mayor
Carol Pynchon, Trustee

Sean O'Brien, Trustee
Klaus Proemm, Trustee

Others Present:

Sally Noble, Clerk/Treasurer
Cara Adams, Deputy Clerk

Brien Hallahan, Superintendent

The Canton Village Board of Trustees Annual Organizational Meeting was held on December 3, 2018 at 4:00 PM in the Municipal Building Board Room.

Order of Business:

1. **Trustees Sworn In-** Clerk Noble swore in Klaus Proemm as Trustee for a 3-year term.
2. **Appointments**
 - a. **Mayor Appointments** – Mayor Dalton announced Carol Pynchon as Deputy Mayor.
 - b. **Staff Appointments** – Mayor Dalton made a motion to accept the staff appointments as presented, seconded by Trustee Proemm. All voted in favor. Motion carries.
 - c. **Board Appointments** – Mayor Dalton made a motion to accept the board appointments as presented, seconded by Trustee O'Brien. All voted in favor. Motion carries.
 - d. **Board Committee Appointments** – Mayor Dalton presented the Board Committee Appointments.
3. **Set Dates For Monthly Meetings** – Trustee Pynchon made a motion to accept the listed dates for monthly meetings, seconded by Trustee O'Brien. All voted in favor. Motion carries.
4. **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 O'Brien made a motion to adopt the resolution as presented, seconded by Trustee Proemm. All voted in favor. Motion carries.
 - c. **Bonds** – Trustee Proemm made a motion to adopt the resolution as presented, seconded by Trustee O'Brien. All voted in favor. Motion Carries.
 - d. **Investment Policy** – Trustee Pynchon made a motion to adopt the resolution as presented, seconded by Trustee Proemm. All voted in favor. Motion carries.

- e. **Advance Approval of Claims** – Trustee O’Brien made a motion to adopt the resolution as presented, seconded by Trustee Proemm. All voted in favor. Motion carries.
- f. **Fair Housing Law Affirmation** – Trustee Proemm made a motion to adopt the resolution as presented, seconded by Trustee O’Brien. All voted in favor. Motion carries.
- g. **Affirmative Action Plan Affirmation** – Trustee Proemm made a motion to adopt the resolution as presented, seconded by Trustee O’Brien. All voted in favor. Motion carries. Trustee Pynchon would like to review the plan to be updated.
- h. **Mileage Allowance** – Trustee O’Brien made a motion to adopt the resolution as presented, seconded by Trustee Proemm. All voted in favor. Motion carries.
- i. **Employee Travel Reimbursement Policy** - Trustee Pynchon 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 Proemm made a motion to adopt the resolution as presented, seconded by Trustee O’Brien. All voted in favor. Motion carries.
- k. **Review of the Procurement Policy** – Trustee O’Brien made a motion to adopt the resolution as presented, seconded by Trustee Proemm. All voted in favor. Motion carries.

Trustee Proemm made a motion to suspend the meeting at 4:30pm. Trustee O’Brien seconded the motion. All voted in favor. Motion carries.

Trustee Proemm made a motion to enter back into the meeting at 4:55pm. Trustee O’Brien seconded the motion. All voted in favor. Motion carries.

Trustee Proemm made a motion to adjourn the meeting at 4:56pm. Trustee O’Brien seconded the motion. All voted in favor. Motion carries.

Respectfully submitted,

Cara Adams
Deputy Clerk