

**VILLAGE OF DANSVILLE
BOARD OF TRUSTEES
ORGANIZATIONAL MEETING MINUTES
APRIL 12, 2017**

CALL TO ORDER: By Mayor Vogt at 6 p.m. Held concurrently with 2017-18 budget public hearing.

PLEDGE OF ALLEGIANCE: Mayor Vogt

PRESENT: Mayor Peter Vogt, Trustee Robin Humphrey, Trustee Mike Nagle

ABSENT: Trustee Dan Rittenhouse, Trustee Norm Zeh

GUESTS: Justice Scott Kenney, Tamara Kenney, Sharon Burnett, Police Chief Charlie Perkins, Superintendent of Public Works Scott Tracy, Fire Chief Glenn Camuto, Ambulance President Jerry Jackson

APPOINTMENTS:

MAYOR VOGT to present the following for Board Approval:

- Clerk/Treasurer – two (2) year term – Megan Aldrich (tabled until regular meeting)
- Deputy Clerk/Treasurer – one (1) year term – Jessica Nolan: motion, Mayor Vogt; second, Trustee Humphrey. Vote: Trustee Nagle, aye; Trustee Humphrey, aye; Mayor Vogt, aye. Approved 3-0.
- Village Attorney – one (1) year term - John Vogel: motion, Trustee Nagle; second, Mayor Vogt. Vote: Trustee Humphrey, aye; Trustee Nagle, aye; Mayor Vogt, aye. Passed 3-0.
- Engineer of Record – one (1) year term - MRB Group: motion, Trustee Humphrey; second, Mayor Vogt. Vote: Trustee Nagle, aye; Trustee Humphrey, aye; Mayor Vogt, aye. Carried 3-0.
- Fire Chief – two (2) year term – Glenn Camuto: motion, Mayor Vogt; second, Trustee Nagle. Vote: Trustee Humphrey, aye; Trustee Nagle, aye; Mayor Vogt, aye. Approved 3-0.
- 1st Assistant Fire Chief – one (1) year term – Brian Wood: motion, Mayor Vogt; second, Trustee Nagle. Vote: Trustee Humphrey, aye; Trustee Nagle, aye; Mayor Vogt, aye. Passed 3-0.
- 2nd Assistant Fire Chief – one (1) year term – Chad Conte: motion, Mayor Vogt; second, Trustee Nagle. Vote: Trustee Humphrey, aye; Trustee Nagle, aye; Mayor Vogt, aye. Carried 3-0.
- Fire Dept. President – one (1) year term – James Wolfer: motion, Mayor Vogt; second, Trustee Nagle. Vote: Trustee Humphrey, aye; Trustee Nagle, aye; Mayor Vogt, aye. Approved 3-0.

MOTION TO ACCEPT THE FOLLOWING VILLAGE BOARD LIAISON POSITIONS: Mayor Vogt with second by Trustee Humphrey

- Public Safety – Trustee Nagle
- Street & Parks and Recreation – Trustee Zeh
- Water & Sewer – Trustee Humphrey
- Budget, Finance & Audit – Trustee Rittenhouse
- Legislative & Technology – Mayor Vogt

Vote: Trustee Nagle, aye; Trustee Humphrey, aye; Mayor Vogt, aye.
Motion passed 3-0.

MAYOR VOGT to appoint the following for Board approval:

- **Planning Board:** motion, Mayor Vogt; second, Trustee Nagle. Vote: Trustee Humphrey, aye; Trustee Nagle, aye; Mayor Vogt, aye. Carried 3-0.

Chairman – five (5) year term – Nancy Nice
Member – five (5) year term – Tim Brundage
Member – five (5) year term – Brian Teachout
Secretary – one (1) year term – Sharon Harris
Alternate – five (5) year term – Lucas Nice

- **Zoning Board of Appeals:** motion, Mayor Vogt; second, Trustee Humphrey. Vote: Trustee Nagle, aye; Trustee Humphrey, aye; Mayor Vogt, aye. Approved 3-0.

Chairman – five (5) year term – David Luce
Member – five (5) year term – Dick Gillard
Secretary - one (1) year term - Jessica Nolan
Alternate – five (5) year term - Vacant

NAME THE OFFICIAL NEWSPAPER: Livingston County News. Motion, Mayor Vogt; second, Trustee Humphrey. Vote: Trustee Nagle, aye; Trustee Humphrey, aye; Mayor Vogt, aye. Passed 3-0.

MOTION to appoint Village Clerk (or delegate) to notify each member of the Village Board individually should a Special Meeting of said Board be required. Motion, Mayor Vogt; second, Trustee Nagle. Vote: Trustee Humphrey, aye; Trustee Nagle, aye; Mayor Vogt, aye. Carried 3-0.

MOTION TO SET TIME AND DATE OF REGULAR VILLAGE BOARD MEETINGS:

RESOLUTION #01-04-17: motion, Mayor Vogt; second, Trustee Nagle. Vote: Trustee Humphrey, aye; Trustee Nagle, aye; Mayor Vogt, aye. Approved 3-0.

RESOLVED, that the regular meetings of the Village Board of Trustees shall be held in the Town Hall at 14 Clara Barton St., Dansville, New York, according to the below listed calendar; and

BE IT FURTHER RESOLVED, that the public notice of the time and place of the regular meetings of the Village Board of Trustees of the Village of Dansville as established by this Resolution be given to the news media as required by New York State and that a copy of this Resolution and such public notice shall be forthwith posted conspicuously on the Village of Dansville bulletin board in the Town Hall at 14 Clara Barton St., Dansville, New York and on the Village website at www.dansvillenys.us and remain conspicuously posted on said designated bulletin board and website during the Village official year 2017-2018.

**VILLAGE BOARD OF TRUSTEE MEETINGS
7 P.M.**

APRIL 18, 2017
MAY 16, 2017
JUNE 20, 2017
JULY 18, 2017
AUGUST 15, 2017
SEPTEMBER 19, 2017
OCTOBER 17, 2017
NOVEMBER 21, 2017
DECEMBER 19, 2017
JANUARY 16, 2018
FEBRUARY 20, 2018
MARCH 20, 2018

MOTION TO DESIGNATE DATE FOR 2017 ORGANIZATIONAL MEETING:

RESOLUTION #02-04-17: motion, Mayor Vogt; second, Trustee Nagle. Vote: Trustee Humphrey, aye; Trustee Nagle, aye; Mayor Vogt, aye. Passed 3-0.

WHEREAS, the Village Law states that the official year of a Village begins at noon on the first Monday of the month following the month of the Village election; and

WHEREAS, the Village of Dansville annually holds the Village election, when needed, in the month of March, and has traditionally held the Village Organizational Meeting to coincide with the Village official year;

NOW, THEREFORE, BE IT RESOLVED: That the Village Organizational Meeting for the year 2017-2018 will be held on Wednesday, April 11, 2018.

MOTION TO ALLOW ATTENDANCE AT SCHOOLS AND CONFERENCES:

RESOLUTION #03-04-17: motion, Mayor Vogt; second, Trustee Humphrey. Vote: Trustee Nagle, aye; Trustee Humphrey, aye; Mayor Vogt, aye. Carried 3-0.

WHEREAS, pursuant to General Municipal Law 77-b, municipal officers and employees may attend schools, conferences and seminars conducted for the benefit of the local government; however, attendance is not authorized, nor can reimbursement be applied for, unless the board of trustees approves the attendance in advance; and

WHEREAS, some trainings are attended annually and some are required by NYS to be compliant with their positions;

NOW, THEREFORE, BE IT RESOLVED: The following officers and employees are authorized to attend the following schools: Clerk/deputy Clerk to NYCOM Fall Training School, Code Enforcement Officer to FLBOA Spring training and Fall training of new regulations, Police officers to required trainings, Planning and Zoning members to training required by NYS, Justices and Court Clerks to required training, Water and Sewer employees to required trainings.

This resolution is effective immediately.

MOTION TO PAY MILEAGE ALLOWANCE USING 2017 IRS STANDARD MILEAGE RATE:

RESOLUTION #04-04-17: motion, Mayor Vogt; second, Trustee Nagle. Vote: Trustee Humphrey, aye; Trustee Nagle, aye; Mayor Vogt, aye. Approved 3-0.

RESOLVED, the Board of Trustees of the Village of Dansville 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 duties on behalf of the Village;

NOW, THEREFORE, BE IT RESOLVED: That the Board of Trustees shall approve reimbursement to such officers and employees at the approved IRS Business Mileage Rate in effect at the time of the adoption of this resolution (53.5 CENTS per mile) providing that proper receipts are received.

This policy goes into effect immediately.

MOTION TO DESIGNATE DEPOSITORIES:

RESOLUTION #05-04-17: motion, Mayor Vogt; second, Trustee Humphrey. Vote: Trustee Nagle, aye; Trustee Humphrey, aye; Mayor Vogt, aye. Passed 3-0.

BE IT RESOLVED, that the following banks be designated as official depositories for the funds of the Village of Dansville for the year 2017-2018

Community Bank

Five Star Bank

Bank of Castile

MOTION FOR ADVANCE APPROVAL ON CLAIMS:

RESOLUTION #06-04-17: motion, Trustee Nagle; second, Trustee Humphrey. Vote: Trustee Nagle, aye; Trustee Humphrey, aye; Mayor Vogt, aye. Carried 3-0.

WHEREAS, Section 5-524(6) of Village Law provides that the Board of Trustees may, by resolution, authorize payment in advance of claims for certain recurring charges, and

WHEREAS, such claims must be presented for audit at the next regular meeting,

NOW, THEREFORE, BE IT RESOLVED: That the Village Board of the Village of Dansville does authorize payment in advance of a regular scheduled meeting: utility bills, insurance premiums, postage, bond debt, contractual payments, fees for registration and attendance at pre-approved meetings, seminars and conferences.

This policy goes into effect immediately and will be reviewed annually.

PROCUREMENT POLICY

Motion, Trustee Humphrey; second, Trustee Nagle. Vote: Trustee Nagle, aye; Trustee Humphrey, aye; Mayor Vogt, aye. Approved 3-0.

**VILLAGE OF DANSVILLE
PROCUREMENT POLICY**

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement police for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Village of Dansville involved in the procurement process;

NOW, THEREFORE, BE IT RESOLVED, that the Village of Dansville does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE VILLAGE OF DANSVILLE

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts involving expenditures of \$20,000 or

less (effective June 22, 2010), contracts for public work involving expenditures of \$35,000 or less (effective Nov. 12, 2009) and professional services and other procurements not required by law to be competitively bid; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts (e.g. equipment, materials, supplies) over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy:

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>Estimated Cost</u>	<u>Method</u>
\$1,000 - \$2,999	Seek and document (2) verbal quotations
\$3,000 - \$4,999	Seek and document (2) written/fax quotations
\$5,000 - \$19,999	Seek and document (2) written/fax quotations or written request for proposals

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

attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.

5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offer. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6. Pursuant to General Municipal Law Section 104-b (2) (f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interest of the Village of Dansville to solicit quotations or document the bases for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods or services under \$1000. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

7. This policy shall go into effect January 1, 1992, and will be reviewed annually.

Revised 3-31-10 per GML

RULES OF PROCEDURES FOR MEETINGS OF THE VILLAGE BOARD OF TRUSTEES

Motion, Trustee Humphrey; second, Trustee Nagle. Vote: Trustee Nagle, aye; Trustee Humphrey, aye; Mayor Vogt, aye. Passed 3-0.

MEETING RULES OF PROCEDURE

The procedures below are implemented for the purpose of defining the process to be used to conduct business by the Village Board of Trustees of Dansville, New York.

I. Meetings: All meetings shall be open to the public, except executive sessions.

A. Department Head Meetings:

1. Unless otherwise determined at the first meeting of the official year or by vote of the Board at another time, the department head meeting with the Board of Trustees will be held the second Wednesday of each month.
2. The purpose of the department head meeting is to put topics on the table for discussion and placement on the agenda (if necessary) for the monthly regular meeting. Said meetings will less than formal and allow for open and frank discussion between the Board and department heads. However, they will remain civil at all times and directed to a topic, not individuals. Unless of an emergency/time-sensitive nature, no motion/vote will be taken/held during the department head meeting. Said meetings shall commence at 6 P.M. at 14 Clara Barton Street, Dansville, and Livingston County, NY.
3. When the time, date or location of such scheduled meeting is changed, the Village Clerk shall provide notice of such change to the official newspaper of the Village of Dansville.

B. Regular Meetings:

1. The regular meetings of the Board of Trustees for the Village of Dansville are to be scheduled as determined at the first meeting of the official year.
2. Unless otherwise determined at the first meeting of the official year, regular meetings will be held on the 3rd Tuesday of each month. Said meetings shall commence at 7 P.M. at 14 Clara Barton Street, Dansville, and Livingston County, NY.

3. When the time, date or location of a scheduled meeting is changed, the Village Clerk shall provide notice of such change to the official newspaper of the Village of Dansville.

C. Special Meetings: The Mayor or any Trustee may call a special meeting upon notice to the entire Board of Trustees. Notice shall be given by telephone, in person or in writing at least 72 hours in advance. Media will be contacted and notice will be posted on the bulletin board located adjacent to the Village Clerk's office and on the Village website.

D. Emergency Meetings: An emergency is an unforeseen circumstance which calls for immediate action by the Village Board. No written notice or agenda is possible. Only items relative to the emergency shall be officially acted upon at this meeting and a written report of the proceedings must be recorded. Emergency meetings shall be called at the direction of the Mayor or at the request of any Trustee.

E. Informational Meeting: These meetings are to be convened to receive or dispense information relative to any matter of concern or responsibility of the Village Board of Trustees. No written agenda is necessary, and no official voting action can be conducted during an informational meeting.

F. Executive Sessions: All executive sessions shall be commenced in a public meeting and identified by the general subject to be considered and attended only by members of the Board and other persons authorized by the Board. Business conducted during executive session is confidential and is expressly prohibited to be discussed or revealed under any circumstances. No electronic recording (open or surreptitious) will be made of executive sessions. Minutes will be taken only of actions taken by formal vote, if any.

II. Quorum: A quorum is a majority of the Board and shall be required to conduct business.

III. Order of Business:

A. Agenda: The agenda shall be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. The agenda for each meeting of the Village Board of Trustees, except as may be set apart for special meetings, shall be as follows:

1. Call to order
2. Pledge of Allegiance
3. Approve minutes of the last meeting (s).
4. Privilege of the Floor

5. Mayor's Comments/Correspondence
6. Committee reports
7. Unfinished business
8. New business
9. Public comments
10. Executive Session (as needed)
11. Adjournment

B. The Mayor shall preside at the meeting. In the Mayor's absence, the Deputy Mayor shall preside.

1. Board members must be recognized by the presiding officer before making motions and speaking.
2. A Board member recognized shall not be interrupted.
3. Motions to close or limit debate may be entertained by simple majority of those Board members in attendance.
4. The agenda must be followed in the order established unless otherwise approved by a majority vote of the Board.
5. Only the Mayor and trustees shall speak when items on the agenda are discussed. The Mayor or any Trustee may request others who are duly recognized by the presiding officer to speak from time to time while covering the agenda. Remarks by such person shall be limited to three (3) minutes. Everyone in attendance, including Board members, shall observe the commonly accepted rules of courtesy, dignity and good manners. There shall be no references to personalities, no interruptions and no private conversations. Consequences for failure to comply include ejection from the meeting.

C. Citizen Participation: The public and the news media may attend meetings but may not participate without previously being placed on the agenda. Citizens shall be allowed to speak (privilege of the floor) upon recognition of the Mayor or at such other times as a majority on the Board shall allow.

1. Said speakers must be recognized by the presiding officer and may have a limit of two subjects for five minutes per topic. Board members may interrupt the speaker only for the purpose of clarifying information.
2. Visitor recognition will be on a first-come, first-served basis for the first five people who contact the clerk a week or more before the meeting date. After that limit is reached, visitors will be scheduled on the next available meeting agenda. The exception to this will be time sensitive matters. Prior to being placed on the agenda, would-be speakers must have addressed the issue with the appropriate department head and mayor.

3. In addition to visitor recognition time, individual members of the public will be given 1-2 minutes each at the end of the meeting to speak on any topic which was specifically raised during that evening's meeting.
4. All remarks shall be addressed to the Board as a body.
5. A member of the Board may request the presiding officer to rule a speaker out of order.

D. Recess: Any member of the Board may request a recess stating the length of time. Such a request must be approved by a majority of the Board present in order to call the recess.

E. Voting: Each member of the Board has one vote. The Mayor may vote in any matter, but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter. A vote on any question shall be taken by ayes and noes. Names of members present and their votes shall be entered in the minutes.

F. Adjournment: Meetings shall be adjourned by motion only after all items on the agenda have been acted on but not later than 9 p.m. unless voted on by a majority of the Board to extend the meeting.

V. Minutes:

A. Minutes shall be taken by the Village Clerk or in the Clerk's absence, the Deputy Clerk.

B. Minutes shall be taken at all open meetings of the Board and shall be available to the public after their approval by the Board at the next scheduled regular meeting.

C. Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record or summary of final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law.

D. Minutes shall include the following:

1. Name of the Board
2. Date, place and time of the meeting
3. Notation of presence or absence of Board members and time of arrival and departure if different from time of call to order and adjournment

4. Name and title of other village officials and employees present and approximate number of attendees by name if possible
5. Record of reports made by Board or other village personnel
6. Time of adjournment
7. Signature of Clerk, or person who took the minutes if not the Clerk

E. Minutes shall not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board shall resolve to have the Clerk do so.

F. Amendments to and approval of the minutes shall require a majority vote of the Village Board.

VI. Electronic Devices: While the use of audio and video recording devices is permitted during all Board meetings except executive sessions, such devices should not intrude on the conduct of the meeting. Cell phones should be turned off or put on vibration. Texting by all personnel (including Board members) is prohibited. Emergency personnel (police, ambulance and fire) are exempted with regard to emergency notification devices if such devices cannot be placed in a vibrating mode.

VII. Amendments to Rules of Procedure: The forgoing procedures may be amended from time to time by a majority vote of the Board.

Revised 5/5/09

Revised 10/14/10

Revised 4/9/13

Revised 4/2/14

STANDARD WORK DAY AND REPORTING RESOLUTION FOR ELECTED OFFICIALS, APPOINTED OFFICIALS AND EMPLOYEES

RESOLUTION #07-04-17: motion, Trustee Nagle; second, Trustee Humphrey. Vote: Trustee Humphrey, aye; Trustee Nagle, aye; Mayor Vogt, aye. Carried 3-0.

BE IT RESOLVED, that the Village Board of Trustees of the Village of Dansville, Location code 40168, hereby establishes the following as standard workdays for these titles and will report days worked to the New York State and Local Employees' Retirement System or Police and Fire Retirement System based on the time keeping system or record of activities maintained and submitted by these members to the Clerk of this body:

ELECTED OFFICIALS – Five-day work week, six-hour day:

Mayor

4-year term

Trustee (4)

4-year term

Justice (2)

4-year term

APPOINTED OFFICIALS – Five-day work week, eight-hour day:

Village Clerk/Treasurer

2-year term

Deputy Village Clerk/Treasurer

1-year term

EMPLOYEES - Six-hour day:

Typist

Court Clerk

Code and Zoning Clerk

Planning Board Secretary

Laborer

EMPLOYEES - Eight-hour day:

Chief of Police

Police Officer

Code and Zoning Enforcement Officer

Public Works Superintendent

Water Treatment Plant Operator

Wastewater Treatment Plant Operator

Water/ Wastewater Treatment Plant Operator Trainee

Motor Equipment Operator

Laborer

Account Clerk/Typist

BE IT FURTHER RESOLVED, that employees who sign and file a daily work record, are exempt from keeping a (3) three month record.

MOTION TO SET FEES FOR GOODS AND SERVICES PROVIDED BY THE VILLAGE OF DANVILLE

RESOLUTION #08-04-17: (Put on hold until regular meeting.)

BE IT RESOLVED, that the Village Board of Trustees of the Village of Dansville does hereby adopt the following fee schedules, which are intended to be applied to the goods and services provided by the Village as listed

BUILDING FEE SCHEDULE

SERVICE OFFERED	SERVICE RATE
RESIDENTIAL	
BASEMENT/FOUNDATION/CRAWLSPACE/SLAB	\$ 35.00
SINGLE FAMILY DWELLING – HABITABLE SPACE	.15 SQFT \$25 minimum
MULTIFAMILY DWELLING – HABITABLE SPACE	.15 SQFT \$25 minimum
GARAGE (DETACHED/ATTACHED) NONHABITABLE	.08 SQFT \$20 minimum
PORCHES, DECKS, PATIOS, BREEZEWAYS	.08 SQFT \$20 minimum
MOBILE HOME SITE (NOT UNIT)	\$ 25.00
MODULAR/MANUFACTURED HOME (OWN LOT)	.15 SQFT INCLUDES ALL
ADDITIONS	.12 SQFT \$20 minimum
INTERIOR ALTERATIONS (ELEC/PLUMBING/HEAT)	.12 SQFT \$20 minimum
MINOR HOME REMODEL	(½ total sqft) .12
SHEDS, POLEBARNs, ACCESSORY BUILDINGS	.08 SQFT \$20 minimum
CHIMNEY/FIREPLACE/WOODSTOVE	\$ 25.00 Plus C/C
POOL – ABOVE	\$ 20.00 Plus C/C
POOL – IN GROUND	\$ 25.00 Plus C/C
DEMOLITION/TEARDOWN	\$ 5.00 Plus C/C
SITE VISIT – FLOOD ZONE INTERPRETATION	\$ 25.00
CofO & CofC – WITH A BUILDING PERMIT	\$ 15.00 \$ 25.00 WITHOUT A PERMIT
TEMPORARY (30 DAY) CofO – WITH PERMIT	\$ 10.00
RENTAL REGISTRY – RENTAL - SALE INSPECTIONS	
Rental Registry	
1 – 5 UNITS	\$ 30.00 PER UNIT
6 -10 UNITS	\$ 50.00 – PLUS \$20 per unit
11-20 UNITS	\$100.00 - PLUS \$20 per unit
OVER 20	\$250.00 - PLUS \$20 per unit
Rental Unit Inspection -Initial Inspection	\$ 15.00 per unit
Reinspection – corrections	No charge
Reinspection w/no corrections	\$100.00
Sale Inspection	
Single Family	\$ 50.00
Multifamily & Commercial	\$ 50.00 plus \$10.00 per unit
COMMERCIAL	
0 TO 4000 SQFT FLOOR SPACE	.12 SQFT \$20 minimum
4001SQFT PLUS	.10 SQFT \$20 minimum
STORAGE BUILDING	.08 SQFT \$20 minimum
FOUNDATION/SLAB/CRAWLSPACE	\$ 100.00
CofO & CofC – WITH A BUILDING PERMIT	\$ 15.00
TEMPORARY (30 DAY) CofO – WITH PERMIT	\$ 10.00
New Business Review + Permit	\$ 35.00
SITE PLAN REVIEW	\$ 250.00 PLUS ENGINEERING COSTS
RESIDENTIAL/COMMERCIAL	
SIGN PERMIT - PERMANENT	\$ 50.00 PLUS \$1.50 SQFT
SIGN PERMIT - TEMPORARY (30 DAY)	\$ 10.00
TANK INSTALLATION/REMOVAL	\$ 25.00
TOWERS	\$ 15.00 PER LINEAR FOOT
CofC or CofO - NO BUILDING PERMIT	\$ 50.00
Temporary Construction Permits	\$ 25.00
PLANNING/ZBA FEES	
Special Use Permit	\$ 65.00
Application for Variance	\$ 95.00
Application for Interpretation/Ammendment	\$ 125.00
Site Plan Review – Residential	\$ 250.00 plus \$20 PER UNIT
Site Plan Review - Commercial	\$ 250.00 plus \$2.50/1000 of value over 50k
FIRE INSPECTIONS	
YEARLY OPERATION AL USE PERMITS (assembly over 100 occupants)	NO Charge 1 st Year - \$15.00 each successive year – Existing \$ 15.00 1 st Year - \$15.00 each successive year – New
FIRE INSPECTIONS	NO CHARGE

MISC. FEE SCHEDULE

Tax Search	\$15.00
Peddler Permit	\$100.00
License to operate Taxicab	\$5.00 annually for one vehicle plus \$2 for each additional vehicle
Side walks	\$10.00 per linear ft.
Aprons	\$3.25 per square ft.
Water and Sewer search	\$15.00
Reservoir permit	\$2.00 (*residents, vets & senior citizens exempt)
Coin op water dispenser	.25 per 50 gallons
Septage intake	.04 per gallon
Water base charge in Village	\$83.00 per quarter
Water base charge outside Village	\$98.00 per quarter
Water usage rate in Village	\$3.50 per thousand gallons
Water usage rate outside Village	\$4.00 per thousand gallons
Sewer base charge in Village	\$83.00 per quarter
Sewer base charge outside Village	\$98.00 per quarter
Sewer usage rate in Village	\$3.50 per thousand gallons
Sewer usage rate outside Village	\$4.00 per thousand gallons
Excavation Permit	\$500.00 refundable deposit

DEPARTMENT HEAD MEETINGS

6 P.M.

Motion to approve the following: Trustee Humphrey; second, Trustee Nagle. Vote: Trustee Humphrey, aye; Trustee Nagle, aye; Mayor Vogt, aye. Approved 3-0.

APRIL 12, 2017
MAY 10, 2017
JUNE 14, 2017
JULY 12, 2017
AUGUST 9, 2017
SEPTEMBER 13, 2017
OCTOBER 11, 2017
NOVEMBER 8, 2017
DECEMBER 13, 2017
JANUARY 10, 2018
FEBRUARY 14, 2018
MARCH 14, 2018

Motion to adjourn organization meeting: Trustee Nagle. Second: Trustee Humphrey. Vote: all ayes. Time: 6:15 p.m.