



Village of Endicott

A Quality Community

Linda Jackson, Mayor
Eileen Konecny, Deputy Mayor
R. Ted Warner, Trustee
Patrick Dorner, Trustee
Nicholas Burlingame, Trustee
Anthony Bates, Village Manager
Robert McKertich, Attorney to the Village

Regular Board Meeting March 01, 2021

Order of Business

1. Pledge of Allegiance – Moment of Silence

2. Announcement of Fire and ADA Compliance

3. Mayor's Announcements

The Police Reform Committee is holding a Town Hall meeting tomorrow night, March 2nd at 7:00 pm. Attended a water board meeting. The Broome County Health department reported on our water system. They found it to be in compliance with all regulations, operated efficiently, and well managed. . Argonne St testing has shown it is a particularly good possibility for an additional well site. Talked to Jason Shaw about several things re: our water districts. We talked about adding the Village taxes to the GIS to make it more accessible to the public. I received a visit by three gentlemen from Bangladesh. They and their community, have moved to Endicott, bought property, and are working here. They have invited myself and our Police Chief to their mosque next month to meet with their community. I am honored to accept this gracious invitation.

On March 29th we will have a special meeting to approve the Police Reform document by the board so we can send it to the governor by his April 1st guideline.

I spoke at Endicott proud. Housing Visions is looking for another property in the Village to develop as a high-end apartment complex with amenities. This company has proved to be a very accommodating to work with. They are not asking for a PILOT or Village tax credits.

I want to say a special thank you to Endicott Proud for their continued support of our Village and the new committees they are forming. Alicia and I will be continuing something I started last year – ‘Where is the Mayor on Friday.’ We will be visiting businesses in the Village and highlighting some each week.

I attended a zoom meeting with the Broome County Land bank. They voted unanimously to demolish 108 Roosevelt for the Village. Demolition is planned for some time in June. I was honored to be invited to our Endicott Auxiliary police meeting and awards night. Had a meeting with Paul Stratton who is the senior Vice president of Imperium 3. He also talked to Ford motor company about getting a contract to supply their batteries. Imperium. This means a lot more business and jobs for our area. Mr. Stratton is extremely interested in working with the other professionals on repairing the Village reputation.

Jason Garnar will be delivering his ‘State of the County’ report at our March 15th meeting at 6:00 pm. The Governor has extended the COVID ‘State of Emergency’ to March 25th.

Our carousel has still being repaired and may take until the end of April to complete. We would like to ask the ‘Participation in Government class at Union Endicott high school to help us find a way to have the carousel open to the public, as well as follow COVID guidelines.

The Northside pool should be ready by spring, but we still need to see what the COVID rules will be this summer. In response to the first hearing of visitors on March 1, 2021 One person, or even a whole street, cannot put themselves above the rest of the village. These trees were causing damage to our infrastructure and costing all the village taxpayers money to fix them constantly. As well as the other people who had to pay for their laterals to be cleaned. Our village employees were spending countless hours on this one street, cleaning sewers, trimming trees, etc. The light department told me they spend one month each spring trimming those trees from interfering with the wires. This decision to remove the trees was made by three Village departments. I told them I agreed.

Again, the rest of the Village cannot keep paying for this one street. We have 12,000 people to take care of.

4. Trustees’ Reports

Trustee Konecny- stated that the Porch Fest Event will not be happening this year. The 100th celebration of the Arch will consist of Johnson City, The Shriner’s and Rotary. She is working with Jason Shaw re: Police Reform. Murals (3) will be placed on Washington Ave through the Binghamton fund. The VOE fire dept will be holding a press conference to unveil the new firetruck.

Trustee Burlingame- Commended the VOE Fire & Police depts. for their efforts this past weekend. He is introducing a resolution this evening re: The Parks Advisory Commission. The next temporary refuse commission meeting is 3/11/21. He attended a lecture by Dr. Paul Connitt on 2/18 re: Zero Waste and will propose to begin conversation on this topic. He made comments re: 10 point plan and is working on cleaning up the perception of the Village.

He made a motion to add a section for the Delta Presentation after the comment section and this was seconded by Trustee Warner

Roll Call

Mayor Jackson- Abstain	Konecny-Yes	Dorner-Yes
Warner-Yes	Burlingame-Yes	

A motion from him to add an email from Niki Wales under communications for filing was made and seconded by Trustee Warner

Roll Call

Mayor Jackson- Abstain	Konecny-Yes	Dorner-Yes
Warner-Yes	Burlingame-Yes	

Trustee Dorner-stated that the fire loss on Odell Ave has been settled by the insurance company. He added that he will be in attendance for the budget meetings with the VOE department heads. He stated that during his discussions with Jason Garner last week that he mentioned a COVID relief package for the Village of Endicott and made it public today.

Trustee Warner- stated in re: to adding the motion for Presentations, this new item will be added to the updated agenda that is to be voted on under New Business. Spoke in detail of the prior 10 point plan that had been approved and future goals. Commented on a letter from Attorney McKertich re: committees and commissions.

5. Attorney Report

Attorney McKertich commented on the VOE agreement with Charter Communications (franchise fees) and this will be reviewed in April/May. He received a letter from Griffiths Engineering re: Skye View Project stating they would like to assist with engineering services.

6. Manager Report

Village Manager Bates stated an email has been received from the County re: Taylor Garbage reopening soon. The RFP for the Infill project is out and we are waiting on proposals. A few grant projects will be closing out and waiting on reimbursement. Budget meetings with department heads will be scheduled. An email was received from the County Emergency Services re: the December snow storm and there will not be an emergency declaration on the storm meaning monies that had been spent by communities will not be reimbursed. They are looking at 3/8 at 1:00pm for the Fire Truck press conference. Commented on the stimulus payments for municipalities.

7. Special Presentation- Delta Engineering re: Skye View Phase II Project

8. Public Hearings

Call for a Public Hearing on 3/15/21 re: Police Reform and Reinvention Collaborative Draft Plan
A motion to call for the public hearing on 3/15/21 at 6:00pm was made by Trustee Konecny and seconded by Trustee Burlingame

Roll Call

Mayor Jackson- Abstain	Konecny-Yes	Dorner-Yes
Warner-Yes	Burlingame-Yes	

9. Approval of Minutes

- a. VOE 2/1/21- Held Over
- b. VOE 2/15/21- Held Over

10. Bids- None

11. Communications for Filing

- a. Town of Union Meeting 2/3/21, Agenda & Meeting 2/10/21 & Agenda 2/17/21
- b. Notice of Filing from the Department of State re: Local law #01-2021
- c. Complaint/email from Niki Wales

A motion to approve communications for filing was made by Trustee Konecny and seconded by Trustee Burlingame

Roll Call

Mayor Jackson- Abstain	Konecny-Yes	Dorner-Yes
Warner-Yes	Burlingame-Yes	

12. Communications for Action

a. Consultant Contract- Snow Removal

A motion to approve the contract was made by Trustee Konecny and seconded by Trustee Burlingame

Roll Call

Mayor Jackson- Abstain	Konecny-Yes	Dorner-Yes
Warner-Yes	Burlingame-Yes	

b. Police Department Promotions:

1. Detective James Rossi promoted to Sergeant with a salary of \$78,105.35

A motion to approve was made by Trustee Konecny and seconded by Trustee Dorner

Roll Call

Mayor Jackson- Abstain	Konecny-Yes	Dorner-Yes
Warner-Yes	Burlingame-Yes	

2. Patrol Officer John Dunham promoted to Sergeant with a salary of \$78,105.35

A motion to approve was made by Trustee Konecny and seconded by Trustee Warner

Roll Call

Mayor Jackson- Abstain	Konecny-Yes	Dorner-Yes
Warner-Yes	Burlingame-Yes	

c. A request from WWTP, Chief Operator Philip Grayson to reject all Bids for Primary Clarifier Components

A motion to reject all prior bids was made by Trustee Konecny and seconded by Trustee Burlingame

Roll Call

Mayor Jackson- Abstain	Konecny-Yes	Dorner-Yes
Warner-Yes	Burlingame-Yes	

d. A request from WWTP, Chief Operator Philip Grayson to re-bid Primary Clarifier Components

A motion to re-bid for Primary Clarifier Components was made by Trustee Konecny and seconded by Trustee Warner

Roll Call

Mayor Jackson- Abstain	Konecny-Yes	Dorner-Yes
Warner-Yes	Burlingame-Yes	

e. A motion to add the proposal from Griffiths Engineering to the agenda was made by Trustee Burlingame and seconded by Trustee Warner

Roll Call

Mayor Jackson- Abstain	Konecny-Yes	Dorner-Yes
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Warner-Yes

Burlingame-Yes

f. A motion to accept the proposal from Griffiths Engineering re: Skye View Heights Project was made by Trustee Konecny and seconded by Trustee Warner

Roll Call

Mayor Jackson- Abstain

Konecny-Yes

Dorner-Yes

Warner-Yes

Burlingame-Yes

13. Presentation and Approval of Accounts Payable 3/1/21

\$854,609.41

GENERAL	\$245,308.95
LIGHT	\$84,312.03
WATER	\$57,506.11
WASTEWATER	\$67,712.12
CAPITAL	\$338,269.20
LIBRARY	\$15,233.20
PARKING	\$0.00
TRUST & AGENCY	\$46,267.80
TOTAL	\$854,609.41

A motion to approve was made by Trustee Warner and seconded by Trustee Konecny

Roll Call

Mayor Jackson- Abstain

Konecny-Yes

Dorner-Yes

Warner-Yes

Burlingame-Yes

14. First Hearing of Visitors

Donna Moody- questioned if anyone knew about the meters being removed from Exchange Ave. Stated the poles should be removed as well.

Heather Staley, questioned how the recycling laws relate to rental properties.

Niki Wales, 505 South St- Comments re: the tree removals on South St. Trustee Warner would like to propose a motion so that this will never happen again such as future tree removal in excess on Village streets should be decided by the Board and not just 1 person.

Mayor Jackson responded by saying Just so everyone knows, one person, or even a whole street, cannot put themselves above the rest of the village. These trees were causing damage to our infrastructure and costing all the village taxpayers money to fix them constantly. As well as the other people who had to pay for their laterals to be cleaned. Our village employees were spending countless hours on this one street, cleaning sewers, trimming trees, etc. The light department told me they spend one month each spring trimming those trees from interfering with the wires. This takes them away from doing other work for the rest of the Village residents. This decision was made by three Village departments. It is their job to protect village property. I told them I agreed.

I have had many conversations with Mrs. Wales, trying to explain. I have talked to Cornell already about trees that can replace those taken down but will not interfere with our infrastructure.

Our infrastructure, especially water, has so many places to put money on repairs, we cannot afford to spend it by constantly repairing those sewers!

Again, the rest of the Village cannot keep paying for this one street. We have 12,000 people to take care of.

Terri Farrell- comments re: tree removals on South St and its prevention of ever happening again and discussed a future Arbor Day Event to be held in the Village

Diane Hunter, 519 ½ E Main St- commended Niki and Heather for working on the tree removal issues. She suggested something be in place for future when the Mayor & Deputy Mayor are not available.

As no one else wished to speak, Mayor Jackson closed the 1st Hearing of Visitors

15. Resolutions/Local Laws

a. R#13-2021- Snow Removal Equipment

A motion to approve was made by Trustee Konecny and seconded by Trustee Burlingame
Roll Call

Mayor Jackson- Abstain Konecny-Yes Dorner-Yes
Warner-Yes Burlingame-Yes

R#13-2021

March 1, 2021

Authorizing signature of a grant application and acceptance of a grant offer from the Federal Aviation Administration (FAA) and the New York State Department of Transportation (NYSDOT) for work at the Tri-Cities Airport described as Snow Removal Equipment (SRE) Acquisition.

***WHEREAS**, the Tri-Cities Airport, as a public-use facility included in the National Plan of Integrated Airport Systems (NPIAS) and a part of the New York State Airport System Plan (SASP), is eligible for funding through the Federal Aviation Administration's (FAA) Airport Improvement Program (AIP), and*

***WHEREAS**, the Snow Removal Equipment (SRE) Acquisition is eligible for funding of 90% under the AIP (AIP Grant # TBD), 5% by the New York State Department of Transportation (NYSDOT), and 5% by the Village of Endicott.*

***WHEREAS**, the Village Board of the Village of Endicott desires to advance the Project by committing funds for the local match, the funding shares being up to Federal (FAA) \$342,000; State \$19,000; Local \$19,000; and Total \$380,000; now, therefore be it*

***RESOLVED**, that the Village of Endicott Board of Trustees hereby endorses and approves the application to the Federal Aviation Administration for the Snow Removal Equipment (SRE) Acquisition, and it is further;*

RESOLVED, that the Mayor of the Village of Endicott is hereby authorized to execute all necessary documents and plans on behalf of the Village of Endicott with the Federal Aviation Administration in connection with this project, and it is further;

RESOLVED, that a Certified copy of this Resolution be filed with the Federal Aviation Administration by attaching it to any necessary Agreement in connection with the Project; and it is further

***BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.*

CERTIFICATION

I, Anthony J. Bates, do hereby certify that I am the Village Manager of the Village of Endicott and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Village Board at a meeting thereof held on the 1st day of March, 2021. Said resolution was adopted by the following roll call vote:

Said resolution was adopted by the following roll call vote:

<i>Trustee Eileen Konecny</i>	<i>Yes</i>
<i>Trustee R. Ted Warner</i>	<i>Yes</i>
<i>Trustee Patrick Dorner</i>	<i>Yes</i>
<i>Trustee Nicholas Burlingame</i>	<i>Yes</i>

b. R#14 -2021- Zero Waste Commission/Parks Commission

A motion to approve was made by Trustee Burlingame and seconded by Trustee Warner

Roll Call

Mayor Jackson- Abstain	Konecny-Yes	Dorner-Yes
Warner-Yes	Burlingame-Yes	

R#14-2021

At a meeting of the Board of Trustees of the Village of Endicott, held on the 1st day of March 2021, the following resolution was offered and seconded:

***WHEREAS**, pursuant to a Resolution adopted by the Board of Trustees on January 20, 2021 and NYS Village Law 4-412(1), the Village Board of Trustees has created Board Advisory Commissions; and **WHEREAS**, the Village Board of Trustees now finds it in the best interests of the Village to establish certain Board Advisory Commissions to advise the Board on issues of public concern; and*

***NOW, THEREFORE BE IT RESOLVED** that the Village Board of Trustees of the Village of Endicott hereby establishes the following Endicott Board Advisory Commissions:*

- 1. Village Board Zero Waste Advisory Commission.*
- 2. Village Board Parks Advisory Commission.*

***BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.*

CERTIFICATION

I, Anthony J. Bates, do hereby certify that I am the Village Manager of the Village of Endicott and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Village Board at a meeting thereof held on the 1st day of March, 2021. Said resolution was adopted by the following roll call vote:

Said resolution was adopted by the following roll call vote:

Trustee Eileen Konecny	Yes
Trustee R. Ted Warner	Yes
Trustee Patrick Dorner	Yes
Trustee Nicholas Burlingame	Yes

c. **R#15 -2021-** Lead Agency Status-105 1/2 Skye Island Dr

A motion to approve was made by Trustee Burlingame and seconded by Trustee Warner
Roll Call

Mayor Jackson- Abstain	Konecny-Yes	Dorner-Yes
Warner-Yes	Burlingame-Yes	

R#15-2021

At a meeting of the Board of Trustees of the Village of Endicott, held on the 1st day of March, 2021, the following resolution was offered and seconded:

WHEREAS, the Village of Endicott is considering a proposed project known as “Altura at Skye View Heights”, located at 105½ Skye Island Drive, Tax Map No. 157.05-5-12, which includes an application for rezoning from the Suburban Single Family Zoning District to the Planned Unit Development Zoning District, together with a development plan under Article 65 of the Village of Endicott Zoning Code for the construction of a 4-story 159,600 square foot multi-family senior residential housing facility and associated site improvements; and

WHEREAS, said Project requires review under the State Environmental Quality Review Act (“SEQRA”).

NOW, THEREFORE BE IT RESOLVED by the Village Board of the Village of Endicott as follows:

1. The Village Board hereby determines that the action is subject to SEQRA; and
2. The Village Board hereby makes a preliminary classification of the action as an Unlisted Action pursuant to 6 NYCRR 617; and
3. The Village Board hereby determines that it intends to conduct a coordinated review and serve as Lead Agency with respect to SEQRA and, in that capacity, will determine if the proposed action will have a significant adverse impact on the environment; and
4. A copy of this Resolution and information concerning the Project will be sent to Involved Agencies and Interested Agencies, as applicable; and
5. Involved Agencies shall be given 30 days from the mailing of the Lead Agency Notice to challenge the Village Board’s Lead Agency designation and to provide written comments on the full Environmental Assessment Form.

RESOLVED that this resolution will take effect immediately.

CERTIFICATION

I, Anthony J. Bates, do hereby certify that I am the Village Manager of the Village of Endicott and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Village Board at a meeting thereof held on the 1st day of March, 2021. Said resolution was adopted by the following roll call vote:

Said resolution was adopted by the following roll call vote:

Trustee Eileen Konecny	Yes
Trustee R. Ted Warner	Yes
Trustee Patrick Dorner	Yes
Trustee Nicholas Burlingame	Yes

d. R#16-2021- Appointing Members- Parks Advisory Commission

A motion to approve was made by Trustee Burlingame and seconded by Trustee Warner

Roll Call

Mayor Jackson- Abstain	Konecny-Yes	Dorner-Yes
Warner-Yes	Burlingame-Yes	

R#16-2021

At a meeting of the Board of Trustees of the Village of Endicott, held on the 1st day of March 2021, the following resolution was offered and seconded:

***WHEREAS**, pursuant to Resolutions adopted by the Board of Trustees on January 20, 2021 and NYS Village Law 4-412(1), the Village Board of Trustees has established the Village Board Parks Advisory Commission; and*

***WHEREAS**, the Village Board of Trustees now seeks to appoint the members of said Board Advisory Commission; and*

***NOW, THEREFORE BE IT RESOLVED** that the Village Board of Trustees of the Village of Endicott hereby appoints the following individuals to the Village Board Parks Advisory Commission:*

3. Nicholas Burlingame
4. Anthony Bates
5. Timothy Wright
6. Shannon Sharpe
7. Matthew Burnett
8. Teresa Farrell
9. Randy Storms
10. Marien Henricksen
11. Mike Romeo
12. Janette Burnett

***BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.*

CERTIFICATION

I, Anthony J. Bates, do hereby certify that I am the Village Manager of the Village of Endicott and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Village Board at a meeting thereof held on the 1st day of March, 2021. Said resolution was adopted by the following roll call vote:

Said resolution was adopted by the following roll call vote:

Trustee Eileen Konecny	Yes
Trustee R. Ted Warner	Yes
Trustee Patrick Dorner	Yes
Trustee Nicholas Burlingame	Yes

16. Unfinished Business- None

17. New Business

a. Board Room Schedule- Trustee Burlingame

A motion by Trustee Burlingame to approve that the board room and conference room schedules be posted on the Village of Endicott website calendar. If the meeting is scheduled 3 or more days in advance and if the meeting is not open to the public, the website calendar should reflect this.

Seconded by Trustee Konecny

Roll Call

Mayor Jackson- Abstain Konecny-Yes Dorner-Yes
Warner-Yes Burlingame-Yes

b. Media Company/Social Media-- Trustee Burlingame

A motion by Trustee Burlingame to have the Attorney for the Village draft up a Municipal Social Media Policy to be voted on at a later date was made by Trustee Burlingame and in the interim he made a motion to remove administrative access from all elected officials from the Village of Endicott Facebook page and seconded by Trustee Warner

Roll Call

Mayor Jackson- Abstain Konecny-Yes Dorner-Yes
Warner-Yes Burlingame-Yes

A motion by Trustee Burlingame was made to have the Village Manager contact our Media Company, Roseann Sall Advertising, Inc and enable the private message feature from the Village of Endicott Facebook page and if this is not possible to set an auto response message that states this is an unmanned inbox and to contact the Village of Endicott. Seconded by Trustee Warner

Roll Call

Mayor Jackson- Abstain Konecny-Yes Dorner-Yes
Warner-Yes Burlingame-Yes

A motion by Trustee Burlingame was made to have the Village Manager contact our Media Company, Roseann Sall Advertising, Inc and have them change the password and/or sign on credentials to the Village of Endicott Facebook page and provide the updated password to the Village Manager and a designated employee of his choosing. The new password is not to be distributed to any Village of Endicott elected official. Seconded by Trustee Konecny

Roll Call

Mayor Jackson- Abstain Konecny-Yes Dorner-Yes
Warner-Yes Burlingame-Yes

A motion by Trustee Burlingame to have the Attorney for the Village draft up a Municipal Social Media Policy was made by Trustee Burlingame and seconded by Trustee Warner

Roll Call

Mayor Jackson- Abstain Konecny-Yes Dorner-Yes
Warner-Yes Burlingame-Yes

c. LL# -2021- Rezoning-105 1/2 Skye Island Dr- **introduced only, no action at this time**

d. Update #3 of 3 Meeting Procedures- Trustee Warner

A motion to approve the updated information stating ability to adopt a standard agenda, work sessions can be called at any time and board advisory meetings are not open to the public and rescind the prior (2) Board Meeting Procedures was made by Trustee Warner and seconded by Trustee Burlingame

Roll Call

Mayor Jackson- Abstain Konecny-Yes Dorner-Yes
Warner-Yes Burlingame-Yes

A RESOLUTION TO APPROVE MEETING PRODECURES FOR THE OPERATING OF VILLAGE OF ENDICOTT, NY MEETINGS

At previous meetings of the Board of Trustees of the Village of Endicott, the Board of Trustees approved updated rules and regulations for the operating of Village Board meetings called the 'Village of Endicott, NY Meeting Procedures'.

***WHEREAS,** pursuant to those Meeting Procedures, the Board of Trustees seeks to rescind all previously approved 'Village of Endicott, NY Meeting Procedures' and replace them with the following new and updated 'Village of Endicott, NY Meeting Procedures'*

VILLAGE OF ENDICOTT, NY

BOARD OF TRUSTEES -- MEETING PROCEDURES

By majority vote, the Village of Endicott Board of Trustees may approve these Meeting Procedures which shall become effective immediately. All prior Meeting Procedures approved by the Board shall be immediately rescinded. This action shall not necessitate a local law to be valid.

By majority vote, the Village of Endicott Board of Trustees may make changes to these Meeting Procedures at any time which shall be effective immediately unless otherwise stated. This action shall not necessitate a local law to be valid.

These Meeting Procedures shall be placed on the Village website and labeled "Meeting Procedures" within three (3) business days after Board approval and shall remain permanently and conspicuously on the site (by one click maximum) at the beginning of its "Board Meetings" page. They shall be updated on the website within three (3) business days after any future change(s) are approved by the Board.

DEFINITIONS

Board: 'Board' refers to the Endicott, NY Board of Trustees consisting collectively of four Trustees and the mayor.

Executive Session: An 'executive session' is the portion of a Board meeting that is not open to the general public.

Meeting: A 'meeting' is defined in the Open Meetings Law as the official convening of a public body for the purpose of conducting public business, including the use of video and/or telephone conferencing for attendance and participation by Board members and the general public.

Minutes: 'Minutes' are the official written notes that record the happenings during a meeting. They may be taken during a meeting or from a recording after the meeting. NYS Public Officers Law #106 outlines the minimum requirements of the information that must be included in any minutes.

Motion: A motion is a procedure whereby a Board member makes a verbal or written proposal to the Board for their vote for approval or denial. Once seconded, the Board shall make their decision by a roll call vote.

Noticing of Meetings: NYS Public Officers Law #104 states the laws for noticing the public about public meetings.

Open Meeting Requirement: Every meeting of a public body must be open to the general public by in-person attendance and/or by audio/video conferencing. Public bodies must make reasonable efforts to ensure that meetings are held in facilities that can accommodate the anticipated crowd size and that permit barrier-free physical access for the physically handicapped as defined in Public Building's Law #50.

Presiding Officer: Pursuant to NYS Village Law #4-400 & and #4-412, the Village mayor presides at meetings of the Board of Trustees. If the mayor is absent, the deputy mayor presides at the Board meeting. If the mayor and deputy mayor are both absent, the Trustees shall appoint one of their number to act as Presiding Officer for that meeting.

Public body: A 'public body' is defined in NYS Law as any entity for which a quorum is required in order to conduct public business and which consists of two or more members performing a governmental function for the State or for an agency or department thereof or for a public corporation as defined in General Construction Law #66 or a committee or subcommittee or other similar body of such public body.

Quorum: A 'quorum' is defined as a majority of the total authorized membership of the publicbody, regardless of any vacancies and absences. On a five member Board of Trustees, three members constitute a quorum. Pursuant to General Construction Law #41, a quorum of a public body must be present to conduct business. For any action to pass, a majority of the total authorized membership of the body, regardless of vacancies and absences, must vote in favor of a given action or proposal regardless of how many members of the public body are present at the meeting. If only three members of a five-member Board are present, all three must vote 'YES' to pass any action.

Resolution A resolution is a motion that is presented in writing because of its importance or because it is long and having it in writing may make it easier for discussion and easier for distribution to others.

BOARD MEETING PROCEDURES

1. AGENDA: By majority vote, the Board of Trustees may adopt a standard Agenda format with the list of the meeting's topics in a sequential order that shall be followed for all Board meetings. The topics and/or the sequential order may only be changed by a majority vote of the Board which is effective immediately unless otherwise stated.

The mayor, the Trustees, and the Village Manager may place items onto an Agenda by submitting them to the Village Clerk by 2:00 P.M. on the Friday before a Monday Board meeting or three days before a Board meeting scheduled on any other day. No items may be added to the Agenda after the 2:00 PM deadline. If an item is not submitted by the 2:00 PM deadline it must wait for the next Board meeting. After the 2:00 PM deadline, an item(s) may only be added to the Agenda by a majority vote of the Board during the Board meeting which shall be effective immediately.

Inserting items submitted by the Trustees, the mayor, or the Village Manager onto the Agenda is the sole responsibility of the Village Clerk. The Village Clerk shall complete the following between 2:00 PM and 5:00 PM on the Friday before a Monday Board meeting or three days before a Board meeting scheduled on any other day: 1.) the Agenda shall be prepared and sent by email to each Board member

and the Village Manager and Village Attorney. Once emailed, including its time & date stamp, it shall be considered the FINAL Agenda and it may only be changed by a majority vote of the Board during the Board meeting. 2) Hard copies shall be placed in the mailbox of each Board member and the Village Manager; 3.) the Final Agenda shall be added to the Village website. Only those items listed on the Agenda may be discussed at the Board meeting except an item(s) approved during the Board meeting by a majority vote of the Board.

2. QUORUM: A quorum for a five-member Board of Trustees is three members. A quorum of the Board of Trustees must be present to open a Regular or Special meeting, to conduct business, or to take a vote.

3. WORK SESSIONS Work Sessions are unofficial Board of Trustees meetings to informally discuss local issues. Work Sessions shall be open to the public. The public is not allowed to speak unless otherwise approved by a majority vote of the Board during the Work Session which shall be effective immediately. No official Village business or Board votes may be conducted during Work Sessions. Minutes of Work Sessions are not required.

Any two Board members may call for a Work Session providing a majority of the Board members agree verbally during a Board meeting or providing there is proof that a written notice was sent to all Board members by mail or by email or by text or providing Board members are notified by one of the methods required when calling Special Meetings.

4. REGULAR MEETINGS: Regular meetings of the Endicott Board of Trustees shall start at 6:00 PM on the first and third Mondays of each month during the year. By majority vote, the Board may change the meeting dates and times which shall be effective immediately unless otherwise stated and shall not necessitate enacting a local law to be valid.

5. SPECIAL MEETINGS: Special Meetings of the Board of Trustees may be called by any two Trustees or the mayor by causing a written notice, specifying the time and place thereof, to be served upon each member of the Board personally at least one hour before the meeting, or by leaving a notice at their residence or place of business with some person of suitable age and discretion at least eighteen (18) hours before the meeting, or by mailing such notice to their home address at least seventy-two (72) hours before the meeting. Notice made verbally during a Board of Trustees meeting at least one hour before the Special Meeting is valid notice for all Board members present in person at the Board meeting or through audio/video conferencing. For those not present when a verbal notice is given, an email sent to their personal and/or Village email address at least one hour before the Special Meeting shall be valid notice.

6. EXECUTIVE SESSIONS: Executive Sessions shall be held in accordance with NYS Public Officer Law #105. All executive sessions must be entered into from a properly noticed and convened public meeting. The purpose for the Executive Session must be stated which must comply with Public Officer Law #105. Any recording of Executive Sessions is prohibited.

7. GENERAL PROCEDURES During every Board of Trustees meeting, the mayor and the Trustees shall not interrupt other individuals who are speaking.

The mayor presides at Board of Trustees meetings. The presiding officer may debate, make motions, and take any action that other Board members may take. Public bodies shall make, or cause to be made, all

reasonable efforts to ensure that meetings are held in an appropriate facility which can adequately accommodate members of the public who wish to attend such meeting. By majority vote the Board may close or limit debate on any issue(s).

8. MOTIONS & RESOLUTIONS Board members may make Motions and propose Resolutions at any time during a Regular meeting, a Special meeting, or an Executive Session.

When a Motion or Resolution is introduced for the first time at a Regular, Special, or Executive Session Board of Trustees meeting, it may be held over until the next Board meeting by any one Board member. 'Holding it over' must be announced following the Motion, the second, and the discussion on the Motion.

Motions or Resolutions involving Board procedural events may not be held over unless otherwise approved by a majority vote of the Board including, but not limited to, scheduling a meeting or a hearing, adding an item(s) to the Agenda during the meeting, changing the Meeting Procedures or the Agenda format, adjourning a meeting, etc. If challenged, the Board may decide by majority vote if the subject of a Motion or Resolution is a procedural event.

9. HEARING OF VISITORS: There shall be at least two separate Hearing of Visitors at the designated locations on the adopted Agenda format during every regular meeting of the Board of Trustees. By majority vote, which can be taken at any time during a SPECIAL MEETING and effective immediately, the Board may allow one or more Hearing of Visitors during the SPECIAL MEETING. Speakers may speak only once at every Hearing of Visitors for a maximum of three minutes each time. Speakers may speak on more than one topic, providing each topic(s) is relevant to Village of Endicott matters or business. If challenged, the Board may decide by majority vote if a topic(s) is relevant to Village matters or business.

10. PUBLIC HEARINGS: A public hearing is required to insure that the public body or agency charged with taking action on a particular issue is fully aware of the public's sentiment about the proposed action, and to give the public an opportunity to voice their opinions, their support, or their opposition. A quorum must be present at the Public Hearing for it to be a valid meeting. Speakers' comments and/or questions must only address the specific topic or subject of the public hearing.

11. SPEAKERS AT HEARING OF VISITORS AND PUBLIC HEARINGS

Everyone who wishes to speak must be allowed to speak during each Hearing of Visitors and each Public Hearing. Prior notice to the Village, or to any person, in order to speak is not required. Speakers must observe the commonly accepted rules of courtesy, decorum, dignity, and good taste. Speakers shall not make personal attacks or political statements. If challenged the Board may determine, by majority vote, if a comment(s) is a personal attack or a political statement.

Speakers may speak only once during each Hearing of Visitors and each Public Hearing for a maximum of three minutes each time. Speakers may not yield any of their time to other speakers. Speakers must state their name and address before they speak. Speakers must address their comments and/or questions to the full Board and not to any individual Board member. Board members may not interrupt a Speaker except for a clarification or informational reason and the time used shall not be counted as part of the Speaker's three minutes. After a Speaker's time has elapsed, Board members may, but are not required to, make a comment(s), answer a question(s) posed by the Speaker, and/or ask the Speaker a question(s).

12. VOTING: The sequence of events of the procedure for taking a vote is: First, a Board member makes a motion, then another Board member seconds the motion, then the Board discusses the motion, then a motion may be made to amend the wording of the motion, then that motion is seconded, then the

Board discusses the amendment, then a vote is taken on the amendment, then a roll call vote is taken on the original motion including any approved amendment(s).

All votes taken by the Board shall be a roll call vote. Pursuant to New York State law, each member of the Board of Trustees (each Trustee and the mayor) may vote once, and only once, on every issue. The Village Clerk must record in the minutes how each Trustee, and how the mayor, voted on every vote taken.

Every Board member (each Trustee and the mayor) has only four options for voting:

- 1.) 'YES'
- 2.) 'NO'
- 3.) 'ABSTAIN'
- 4.) (remaining silent)

Anyone who votes in any manner other than 'YES' or 'NO', including remaining silent, is abstaining from voting and the Clerk shall record their vote in the minutes as 'ABSTAIN'. The Clerk must record in the minutes a vote of YES, NO, or ABSTAIN for the mayor and each Trustee on every vote. 'ABSTAIN' is neither a positive nor a negative action. It is simply no vote at all. Whenever a tie vote occurs, the mayor must vote either 'YES' or 'NO' to break the tie. The mayor is not allowed to vote on a matter - and then also take a second vote to break a tie on the same matter. The mayor has only one total vote on any matter. To determine if a matter is approved, the Clerk shall tally the number of 'YES' votes. Unless otherwise specified by State Law, or unless the matter being voted on requires a super majority vote, the matter is approved (passes) when a majority of the total authorized members of the Board votes 'YES'. On a five-member Board, three (3) 'YES' votes are required to approve any matter even when only three (3) Board members are present at the meeting.

13. ADJOURNMENT: Adjournment of a Board meeting requires a motion to adjourn, a second, and three 'YES' votes.

14. MINUTES: Board of Trustees meetings shall be recorded. Audio and/or video recording of Executive Sessions is prohibited. The Clerk shall take the minutes for the Board meetings. The Village Manager shall take the minutes for Executive Sessions. Minutes of Executive Sessions are not required unless the Board takes a formal vote on an action(s).

Minutes for Endicott Board of Trustees meetings must include the following: the name of the Board, the meeting date, time, and location, the names of Board members who are present and absent, any Board members' time of arrival and/or time of departure if different from the time the meeting was called to order and adjourned, the names and titles of other Village officials and employees present, the number of attendees from the public, a record of communications presented, a record of reports made by the Board members and other Village personnel, a record of all motions, proposals, resolutions or any other matter, the person who made each motion, the person who seconded each motion, how each Trustee and the mayor voted, a statement of the final vote results as either APPROVED or NOT APPROVED, the time the meeting was adjourned, and the signature of the Clerk or the person who took the minutes if not the clerk.

These same items are required for minutes of all Endicott 'Committees', 'Boards', and 'Commissions'.

Village of Endicott Board of Trustees' minutes must be approved by a majority vote of the Board once they are complete, accurate, typed, without cross-outs, and without handwriting. A majority vote of the Board is required to amend any minutes. After approval by a majority vote of the Board the minutes, or amended minutes, shall be permanently posted on the Village of Endicott website within three (3) business days. If the minutes have not been approved by thirty (30) days after the meeting date, the most recent draft of the minutes shall be posted on the Village website for public viewing and shall be conspicuously labeled "Unofficial" and "Not Complete" and "Not Approved." The item(s) that is still in question must be stated with an explanation of why it is still in question. Once any "NOT COMPLETE" minutes are completed and approved by the Board, they shall be posted on the Village

website as the 'Final Minutes' within three (3) business days after being approved by the Board. For the public's ease of use and their ease of doing fast computer searches, all past minutes shall remain permanently on the Village website in separate monthly files, and also in separate calendar yearly files, and also in separate 5-year files (EG: 2001-2005, 2006-2010, etc). They must be in WORD format, easily viewable and searchable, and also easily downloadable by the public in Microsoft WORD and PDF format.

15. RECORDING: Audio and/or video recording of all public meetings is permitted except recording during Executive Sessions is prohibited. By majority vote, the Board may determine whether the recording(s) being done is disruptive to the meeting after taking into consideration, but not limited to, brightness of lights, distance from the Board, size of the equipment, the amount of noise generated by the activity, and the ability of the public to observe or hear the meeting. By majority vote, the Board may require that any individual(s) stop recording, or leave the meeting, or be removed from the meeting. By majority vote, the Board may adopt any other rules governing audio and video recording of public meetings which shall be effective immediately unless otherwise stated. It shall be the mayor's responsibility to keep the rules for recording meetings posted conspicuously in the Village Board room and in any other room(s) where any Village public meetings are held.

16. ZOOM: Those attending Endicott public meetings by video conferencing (with Zoom or similar programs) must use the "raise hand" feature to indicate if they would like to speak and the meeting administrator will unmute them. Those attending by telephone conferencing will be unmuted one at a time by the meeting administrator and allowed to speak. For details on how to join Village meetings with Zoom: Go to the Endicott website. Then click "Local Government". Then click "Board Meetings".

ENDICOTT HAS THREE TYPES OF COMMITTEES (or BOARDS, or COMMISSIONS)

The Board creates Committees, Boards, Commissions by resolution or by passing a law. Endicott volunteers serve as members.

17. (#1 of 3) LEGISLATIVE COMMITTEES (or BOARDS or COMMISSIONS): These are created by the Board of Trustees. NYS and/or Village law govern, but not limited to, the naming of members, the Chair, the members term length, and the guidelines the members must follow when making decisions. **The Village of Endicott has ten. All ten are subject to the Open Meetings Law so their meetings must be open to the public.** The ten are: 1.) **Planning Board** 2.) **Zoning Board of Appeals** 3.) Board of **Water Commissioners** 4.) Board of **Light Commissioners**. 5.) **Waste-Water Oversight Committee** 6.) **Airport Advisory Commission** 7.) **Parking Advisory Commission** 8.) **Library Board of Trustees** 9.) **Veterans Memorial Committee** 10.) **Youth Recreation Commission** (inactive for decades).

18. (#2 of 3) BOARD ADVISORY COMMITTEES (BAC): By majority vote, the Board of Trustees may create or disband 'Board Advisory Committees' (BAC) at any time during a Board meeting which shall be effective immediately. Each BAC shall serve at the sole direction and pleasure of the Board of Trustees who may determine, but not limited to, its duties, purpose(s), members, chairperson, beginning date, ending date, meeting place and times, and frequency of meetings.

BACs are purely advisory in nature and have no legal authority, no terms of office, no quorum requirements, and the Board of Trustees may take any action with or without their advice. Therefore, meetings of BACs are not subject to the Open Meetings Law. BAC meetings are not open to the public. BAC meetings are only open to their own committee members unless otherwise approved by the Board. The Board is solely responsible for appointing and approving the committee members for all BACs.

Being approved and sanctioned by a majority vote of the Board of Trustees, BACs may use Village of Endicott buildings and properties for their meetings and may use other Village resources for their work including audio/video conferencing equipment and the Village website and Facebook site. They may call on Village employees and department heads to attend a meeting(s) and to provide advice, and may call on people and entities

who are under contract with the Village, or who are receiving money from the Village, to attend meetings and to provide advice and other purpose(s).

Minutes for BAC meetings must include the following: the name of the committee, the meeting date, time, and location, the names of committee members who are present and absent, any committee members' time of arrival and/or time of departure if different from the time the meeting was called to order and adjourned, the names and titles of other Village officials and employees present, the number of attendees from the public, a record of communications presented, a record of reports made by the committee members and other Village personnel, a record of all motions, proposals, resolutions or any other matter, the person who made each motion, the person who seconded each motion, how each committee member voted, a statement of the final vote results as either APPROVED or NOT APPROVED, the time the meeting was adjourned, and the signature of the person who took the minutes.

19. (#3 of 3) MAYORAL ADVISORY COMMITTEES (MC) The mayor may create or disband 'mayoral advisory committees' (MC) that serve at the direction and pleasure of the mayor for the sole purpose of providing advice to the mayor. Being not approved or sanctioned by the Board of Trustees, MCs may not use Village buildings or properties for their meetings, or Village resources for their work, or the Village website or Facebook site. They may not call on Village employees or department heads to attend meetings or for advice, may not call on people or entities under contract with the Village or who receive money from the Village to attend meetings or for advice or any other purpose(s). Minutes for MC meetings will go to the Village Manager and the Board by five business days after each meeting and include the same items listed in Item 18 (BAC) above.

20. CONTACT INFORMATION - BOARD MEMBERS: The public may contact Trustees or the mayor with comments, questions, or concerns. For Contact information: Go to the village website. Click 'Local Government'. Then, Click 'Mayor and Village Board'.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of the Village of Endicott hereby rescinds all previously approved Village of Endicott, NY Meeting Procedures and hereby approves the above VILLAGE OF ENDICOTT, NY BOARD OF TRUSTEES MEETING PROCEDURES

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

e. Update #3 of 3 Agenda format- Trustee Warner

A motion to approve the addition of item #7- Presentations- was made by Trustee Warner and seconded by Trustee Burlingame

Roll Call

Mayor Jackson- Abstain Konecny-Yes Dorner-Yes
Warner-Yes Burlingame-Yes



Village of Endicott Linda Jackson, Mayor
Eileen Konecny, Deputy Mayor

R. Ted Warner, Trustee
Patrick Dorner, Trustee

Nicholas Burlingame, Trustee
A Quality Community

Anthony Bates, Village Manager
Robert McKertich, Attorney to the

Village

Board Meeting Agenda
Date:

Order of Business

- 1. Pledge of Allegiance – Moment of Silence**
- 2. Announcement of Fire and ADA Compliance**
- 3. Mayor’s Announcements**
- 4. Trustees’ Reports**
- 5. Attorney Report**
- 6. Manager Report**
- 7. Special Presentation**
- 8. Public Hearings**
- 9. Approval of Minutes**
- 10. Bids- None**
- 11. Communications for Filing**
- 12. Communications for Action**
- 13. Presentation and Approval of Accounts Payable**

GENERAL	
LIGHT	
WATER	
WASTEWATER	
CAPITAL	
LIBRARY	
PARKING	
TRUST & AGENCY	
TOTAL	

- 14. First Hearing of Visitors**
- 15. Resolutions/Local Laws**

16. Unfinished Business

17. New Business

18. Second Hearing of Visitors

19. Board Members' Comments

20. Executive Session

21. Adjournment

f. A motion to forego future work sessions unless they are called following the rules that have just been passed was made by Trustee Warner and seconded by Trustee Konecny

Roll Call

Mayor Jackson- Abstain Konecny-Yes Dorner-Yes
Warner-Yes Burlingame-Yes

g. A motion to cancel the 3/3/21 Special Meeting was made by Trustee Warner and seconded by Trustee Burlingame

Roll Call

Mayor Jackson- Abstain Konecny-Yes Dorner-Yes
Warner-Yes Burlingame-Yes

18. Second Hearing of Visitors

As no one wished to speak, Mayor Jackson closed the 1st Hearing of Visitors

19. Board Members' Comments

Trustee Burlingame- made note to the residents in case they missed it that LL#01-2021- Recycling- has been officially filed with the Department of State

Trustee Warner- commended all on following the Board Meeting Procedures and feels a pattern is being set for future board meetings and how they are run.

A motion to call for a Special meeting on 3/29/21 at 6:00pm was made by Trustee Konecny and seconded by Trustee Burlingame

Roll Call

Mayor Jackson- Abstain Konecny-Yes Dorner-Yes
Warner-Yes Burlingame-Yes

20. Executive Session- None

21. Adjournment

A motion to adjourn at 9:00pm was made by Trustee Warner and seconded by Trustee Burlingame

Roll Call

Mayor Jackson- Abstain

Konecny-Yes

Dorner-Yes

Warner-Yes

Burlingame-Yes