

**REGULAR MEETING
VILLAGE OF ENDICOTT
BOARD OF TRUSTEES
JANUARY 4, 2021
6:00pm**

Mayor: Linda Jackson

Attorney: Robert McKertich

Village Manager: Anthony J. Bates

Trustees: Eileen Konecny, R. Ted Warner, Patrick Dorner & Nick Burlingame

ORDER OF BUSINESS:

1. Pledge of Allegiance- Moment of Silence- Announcement of Fire and ADA Compliance

2. Mayor's Announcements

I want to thank our Village employees for the fantastic way they handled this storm disaster. While I have been working on relationships with higher official offices, I was still surprised to receive the call offering us anything we needed! And, they delivered! The State, Broome County, National Guard, Town of Union, and even local contractors. This endeavor was skillfully conducted by our Police Chief Pat Garey and Manager Anthony Bates. With Eileen helping in the command center with volunteers. What a great job they did! A special thanks to John Mayer. He plowed out streets in his area. Helping some of our workers get home to take a rest after working 36 hours, and plowing out a driveway for an ambulance. The man lived! What a wonderful feeling to have people willing to help without even being asked!

At our Main street meeting, we approved four properties for their projects. Four more need additional planning, which our committee is extending to them. We have \$100,000 additional if they want to add more to their projects.

This is the Main street grant that we were awarded last year to property owners on the first block of Washington Avenue.

The Washington Avenue Revitalization project if the Greater Binghamton fund which we will have six million for the Avenue on public and private projects. I will have a complete report of what money will go where at the next meeting after we meet with the architect. That meeting was canceled when the snow storm hit!

CLARIFICATION:

At our reorganization meeting Trustee Warner made some very personal and slanderous attacks on Cheryl Chapman. This was totally uncalled for and vicious. Also surprising since he told her how much he would miss her and that she should stay involved with the Village at the December 7th meeting.

First, The Village of Endicott residents do not dislike Cheryl. She only lost by about 300 after absentee votes were counted. Still, about 2,000 people out of 4300 voted for her! Maybe some people disagreed with how she voted on some projects, but that does not mean that they did not want her to help save money for the Village!

Second, that nonsense with some members of the Broome County Democratic Executive Committee, not the whole party, looking for publicity at Cheryl's expense over liking something on facebook was a joke. Even our diversity teacher said you do not know what you do not know. It is what you do about it that counts. We were both humbled with the support we received from many people of color who also

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did not know about this sentence being offensive! Even Ted admitted to Alberta that he was not aware of that being offensive, and he was a history buff.

Third, that protest was planned two weeks earlier and was about 12 prisoners who died while in custody. That is why they blocked the road for 12 minutes. None of the real organizations knew or cared about Cheryl or me. Some people just tried to hijack this cause.

In conclusion. There will not be any more personal attacks or harassment of anyone by anyone at Village of Endicott Board Meetings. Your constitutional rights end when you try to take away someone else's constitutional rights.

3. Committee Reports

Deputy Mayor Konecny

Main St Grant is underway collecting applications.

Trustee Burlingame- Nothing to report.

Trustee Dorner- spoke with the General Manager at Taylor Garbage and he was unaware that he was taking over the discussions from Cheryl Chapman. He spoke with Donna LuPardo re: Glass Recycling Bottles. He feels this will be a State/County Initiative.

Trustee Warner-acknowledged and thanked all VOE employees on their assistance of the winter.storm.

Village Manager- thanked all employees, departments, private contractors, State, & County for assisting with the winter storm.

4. Public Hearing(s)- None

5. Approval of Minutes

VOE 12/7/2020

A motion to approve was made by Trustee Konecny and seconded by Mayor Jackson

Ayes -4

Nays -0

Absent -0

6. Bid(s)- None

7. Communications for filing

a. Notice from NYSDOT re: School Speed Limit Reduction

b. NYS receipt of filing of Local Law #20-25

c. Town of Union Meeting 12/2/20 and Agenda 12/16/20

d. Notice from BC Dept/Planning and Economic Development-239 Review- 701 Oak Hill Ave

e. Notice from the Town of Union re: Area Variance- 701 Oak Hill Ave

f. Parking Authority Meeting Minutes 11/19/20

A motion to approve was made by Trustee Konecny and seconded by Mayor Jackson

Ayes -4

Nays -0

Absent -0

8. Communication for Action

a. WWTP/ Contract Renewal- Greater Binghamton Airport- de-icing fluids

A motion to approve was made by Trustee Konecny and seconded by Mayor Jackson

Ayes -4

Nays -0

Absent -0

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b. Traffic Signal Upgrade- Watson Blvd/Oak Hill Ave

A motion to approve was made by Trustee Konecny and seconded by Mayor Jackson

Ayes –4 Nays –0 Absent -0

9. Presentation and Approval of Accounts Payable –\$321,866.65

GENERAL	\$138,574.24
COMMUNITY DEVELOPMENT	\$0.00
LIGHT	\$41,533.26
WATER	\$60,616.58
WASTEWATER	\$61,478.96
CAPITAL	\$6,871.00
LIBRARY	\$12,657.05
PARKING	\$135.56
TRUST & AGENCY	\$0.00
TOTAL	\$321,866.65

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

Ayes –4 Nays –0 Absent -0

10. Hearing of Visitors- None

11. Resolutions/Local Laws- None

12. Unfinished Business- Items Held Over from 1/1/21 Meeting

1. Committee Appointments

Planning Board-

Mark Murphy- term exp 12/31/2021

Cynthia Totolis-- term exp 12/31/2022

Larry Coppola-- term exp 12/31/2023

Robert Gazda-- term exp 12/31/2024

A motion to approve was made by Mayor Jackson and seconded by Trustee Konecny

Ayes –4 Nays –0 Absent -0

David Powell-- term exp 12/31/2025 (to fill vacant seat and approved below)

A motion to approve was made by Mayor Jackson and seconded by Trustee Warner

Ayes –4 Nays –0 Absent -0

A motion to appoint Larry Coppola, Chair of the Planning Board was made by Mayor Jackson and seconded by Trustee Konecny- Motion Denied

Yes-2 No-3 Absent -0

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Zoning Board-

Ellen Coppola- term exp 12/31/2021

Louis Bishop- term exp 12/31/2022

Tim Columbia-Chairman- term exp 12/31/2023

Douglas Cortright- term exp 12/31/2024

A motion to approve was made by Mayor Jackson and seconded by Trustee Konecny

Yes-4 No-0 Absent -0

Val Gobbo- term exp 12/31/2025 (to fill vacant seat)

A motion to approve was made by Mayor Jackson and seconded by Trustee Warner

Yes-4 No-0 Absent -0

Full Board Approval:

a. Official Newspaper- Press & Sun Bulletin-

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

Yes-4 No-0 Absent -0

b. Official Depositories- M&T Bank, Key Bank, JP Morgan Chase, NBT Bank & Tioga State Bank

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

Yes-4 No-0 Absent -0

c. Village Code Attorney- Micheal Pehinice, Coughlin & Gerhart. LLP

A motion to approve was made by Mayor Jackson and seconded by Trustee Konecny

Yes-4 No-0 Absent -0

d. Village, Zoning & Planning Boards Attorney- Robert McKertich, Coughlin & Gerhart, LLP

A motion to approve Robert McKertich as Attorney for the Village of Endicott, Attorney for the Endicott Zoning Board of Appeals and the Attorney for the Endicott Planning Board was made by Trustee Warner and seconded by Trustee Burlingame

Yes-4 No-0 Absent -0

Mayoral Appointments:

a.. Acting Justice- Alfonso Ortega

A motion to approve was made by Mayor Jackson and seconded by Trustee Konecny

Yes-4 No-0 Absent -0

b. Board of Light Commissioners- Held Over

c. Deputy Clerk Treasurer/ Registrar- Janice Orlando

A motion to approve was made by Mayor Jackson and seconded by Trustee Konecny

Yes-4 No-0 Absent -0

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2021 STAFF APPOINTMENTS, BOARDS, COMMITTEES & COMMISSIONS DIRECTORY

VILLAGE MAYOR

Linda Jackson	Village of Endicott	757-2420	1/1/2020 - 12/31/2023
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DEPUTY MAYOR

Eileen Konecny	Village of Endicott		1/1/2021- 12/31/2021
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VILLAGE MANAGER

Anthony Bates	Village of Endicott	757-5337	1/1/2021- 12/31/2025
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ATTORNEY FOR THE VILLAGE

Robert McKertich	Coughlin & Gerhart	723-9511	1/1/2021/12/31/202 1
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ACTING JUSTICE

Al Ortega	Village of Endicott	757-2483	1/1/2021/12/31/202 1
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ASSISTANT CLERK/TREASURER

Janice Orlando	Village of Endicott	757-2435	1/1/2021/12/31/202 1
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MAYOR'S SECRETARY

Alicia Thoennes	Village of Endicott	757-2421	1/1/2021- 12/31/2021
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ZONING BOARD OF APPEALS /PLANNING BOARD ATTORNEY

Robert McKertich	Coughlin & Gerhart	723-9511	1/1/2021- 12/31/2021
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POLICE MATRON (1 year term)

Lisa Darrow	VOE Police Dept.	785-3341	1/1/2021- 12/31/2021
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PLUMBING INSPECTOR

Fire Chief Joseph Griswold	VOE Fire Dept.	757-2463	
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Fire Marshal/Code Inspector Brian Botsford	VOE Fire Dept.	757-2465	
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REGISTRARS

Janice Orlando	Registrar	757-2435	1/1/2021-12/31/2021
Connie Palmer	Deputy Registrar	757-2449	1/1/2021-12/31/2021
Police Chief Pat Garey	Substitute Registrar	757-2476	1/1/2021-12/31/2021

OFFICIAL DEPOSITORIES

Citizens Bank	18 Washington Ave.	754-5021	1/1/2021-12/31/2021
Key Bank	65 Court St.	772-5412	1/1/2021-12/31/2021
JP Morgan	2 Court St.	(585) 797-0169	1/1/2021-12/31/2021
M & T Bank	1250 Upper Front St.	723-3521	1/1/2021-12/31/2021
NBT Bank	1256 Upper Front St.	724-6337	1/1/2021-12/31/2021
Tioga State Bank	1430 Upper Front St.	722-3335	1/1/2021-12/31/2021

ACTING JUSTICE

Al Ortega	aortega@nycourts.gov	757-2484	1/1/2021/12/31/2021
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MAYOR'S SECRETARY

Alicia Thoennes	mayorsec@endicottny.com	757-2421	
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DEPUTY CLERK/TREASURER

Janice Orlando	asstreas@endicottny.com	757-2435	
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POLICE MATRON

Lisa Darrow		757-2475	
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AIRPORT ADVISORY COMMISSION (5 members, 5 year terms)

Seat #	Member	Term Expires 12/31
1 (Chair)	Gerard Corprew	2023
2	Robert Kosztyo	2024

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3	Bob Wheeler	2022
4	Mark Farabaugh	2021
5	Nick Burlingame	2025
Advisor	Al Linville	2025

BOARD OF LIGHT COMMISSIONERS (7 Members, 4 year terms)

Seat #	Member	Term Expires 12/31
1	Bill Mooney	2023
2	Francis Magee	2023
3	Dennis Kovalich	2024
4	Dave Solomita	2025
5	James Macouch	2021
6	Dean Daniels	2022
7	Kevin Babcock	2021
	Mayor Linda Jackson	2024
Light Dept. Supervisor	Chad Scott	2023
Light Comm. Sec.	Connie Palmer	2021
Advisors		
	Dave Baker	2023
VOE Manager	Anthony Bates	2021

BOARD OF WATER COMMISSIONERS (5 members, 5 year terms)

Seat #	Member	Term Expires 12/31
1	Doug Courtright	2024
2	Mark Mandyck	2021
3	Richard Greco	2023
4	Dave Baker	2025
5		2022
Advisors		
VOE Manager	Anthony Bates	2024
VOE Mayor	Linda Jackson	2021
VOE Water Department	Kevin Pero	2021
VOE Water Department	Jeff Cheney	2024

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	Sean Readon	2024

LIBRARY BOARD (between 5-11 members, 5 year term: can serve 3 consecutive terms)

Seat #	Member	Term Expires 12/31
1	Paul DelRosso	2021
2	Emilie Chang	2021
3	Elizabeth Rivera	2021
4	Jennifer Musa	2022
5	Joseph Ciccarino	2023
6	Jeffrey Ribner	2023
7	Melissa Lawson	2024
8	Jo Whitney	2024
9	George Snyder Jr.	2025

PARKING ADVISORY COMMISSION (5 members, 5 year terms)

Seat #	Member	Term Expires 12/31
1	Craig Williams, Asst. Police Chief, Chair	2025
2	Charlie Smales, VOE Lieutenant	2021
3	Janice Orlando, Dept. Clerk Treasurer	2022
4	Larry Coppola	2023
5	Eileen Konecny, Deputy Mayor	2024
Advisor	Dave Barnhart, VOE Parking	2024

PLANNING BOARD (5 members, 5 year terms)

Seat #	Member	Term Expires 12/31
1	Mark Murphy, Chair	2021
2	Cindy Totolis	2022
3	Larry Coppola	2023
4	Bob Gazda	2024
5	David Powell	2025
Alternate(s)		
Advisors		
VOE Attorney	Robert McKertich	2024
Fire Marshal/Code	Brian Botsford	2022
	Richard Greco	2022

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VETERANS MEMORIAL PARK COMMITTEE (12 members)

Seat #	Member	Term Expires 12/31
1	Eileen Konecny	2021
2	Gary Denmon	2021
3	Pat Scanlon	2021
4		2021
5		
6		
7		2021
8		2021
9		2021
10		2021
11		2021
12		2021

WASTE WATER OVERSIGHT COMMITTEE (5 members)

Seat #	Member	Term Expires on 12/31
1	Anthony Bates	2021
2	Philip Grayson	2021
3	Lou Caforio	2021
4	Laura Lindsey	2021
5	Laura McKane	2021

ZONING BOARD OF APPEALS (5 members, 5 year term)

Seat #	Member	Term Expires 12/31
1	Ellen Coppola	2021
2	Lou Bishop	2022
3	Tim Columbia, Chair	2023
4	Doug Courtright	2024
5	Val Gobba	2025
Alternate	Jim Corbin	2023
Advisors		
VOE Attorney	Robert McKertich	2024
Fire Marshal/Code	Brian Botsford	2022
	John Mayer	2024

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ENGINEERING CONSULTANTS for Tri-Cities Airport

McFarland	Metro Center, Bing.	723-9421	1/1/2021- 12/31/2021
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OFFICIAL NEWSPAPER

Press & Sun Bulletin		798-1234	1/1/2021- 12/31/2021
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REGISTRAR

Janice Orlando	Village of Endicott	757-2435	1/1/2021- 12/31/2021
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ATTORNEY FOR THE VILLAGE

Robert McKertich	Coughlin & Gerhart	723-9511	1/1/2021/12/31/202 1
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VILLAGE CODE ATTORNEY

Michael C. Perehinec	MPerehinec@cglawoffices.com	723-9511	1/1/2021- 12/31/20
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ZONING BOARD OF APPEALS /PLANNING BOARD ATTORNEY

Robert McKertich	Coughlin & Gerhart	723-9511	1/1/2021- 12/31/2021
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CODE ADVISORY COMMITTEE (1 year term)

Linda Jackson	VOE MAYOR	1/1/2021- 12/31/2021
Jeff Smith		1/1/2021- 12/31/2021

COMMUNITY EVENTS AND ENDICOTT VISITOR'S CENTER COMMITTEE (1 year term)

Monica Jordan	Events Coordinator	757-5355 ext.1	1/1/2021- 12/31/2021
Eileen Konecny	Deputy Mayor		1/1/2021- 12/31/2021
Colleen Becker	VOE Visitor Center	757-5355 ext.2	1/1/2021- 12/31/2021
Jackie Tedesco	VOE Visitor Center	757-5355 ext.2	1/1/2021- 12/31/2021
Carol Vanuga			1/1/2021- 12/31/2021

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Morgan Bowman	VOE Community Room		1/1/2021-12/31/2021
Marge Gaul	VOE Visitor Volunteer		1/1/2021-12/31/2021

DOWNTOWN ENDICOTT BUSINESS ASSOCIATION (1 year term)

Zach Pedley	Chair	1/1/2021-12/31/2021
Pamela Riddleberger	UE Schools	1/1/2021-12/31/2021
Eileen Konecny	Deputy Mayor	1/1/2021-12/31/2021

ENTERTAINMENT COMMITTEE “Stage at Little Italy” (1 year term)

Mike Romeo	President, Little Italy	1/1/2021-12/31/2021
Palma Longo		1/1/2021-12/31/2021
Tammy Briga		1/1/2021-12/31/2021
Eileen Konecny	Deputy Mayor	1/1/2021-12/31/2021

HISTORIC PRESERVATION COMMITTEE (1 year term)

Alberta Fiori-Gazda	Chair	1/1/2021-12/31/2021
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MAIN STREET GRANT STEERING COMMITTEE

Linda Jackson	VOE Mayor	757-2420	1/1/2020-12/31/2024
Anthony Bates	VOE Manager	757-5337	1/1/2020-12/31/2021
Eileen Konecny	Deputy Mayor		1/1/2020-12/31/2021
Joe Moody	TOU Economic Developer	786-2945	1/1/2020-12/31/2021
Pamela Riddleberger	UE Schools		1/1/2020-12/31/2021

OFFICIAL PHOTOGRAPHER

Mike Vanuga	1/1/2021-12/31/2021
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PARKS COMMITTEE (1 year term)

Gregory Diaferio		
Lou Bishop		
Joe Moody	TOU Economic Developer	786-2945
Brett Manchester	Advisor	757-5381

STRATEGIC INVESTMENT COMMITTEE (1 year term)

Anthony Bates	VOE Manager	1/1/2021-12/3/2021
Linda Jackson	VOE Mayor	1/1/2021-12/3/2021
Joe Moody	TOU Economic Developer	1/1/2021-12/3/2021
Larry Coppola		1/1/2021-12/3/2021
Mary Morley		1/1/2021-12/3/2021

WASHINGTON AVENUE REVITALIZATION COMMITTEE

Linda Jackson	VOE Mayor	757-2420
Anthony Bates	VOE Manager	757-5337
Larry Coppola	Chair	
Eileen Konecny	Deputy Mayor	
Alicia Thoennes	Mayor's secretary	
Monica Jordan	Event Coordinator	
Joe Moody	TOU Economic Developer	786-2945
Alberta Fiori-Gazda	Chair	
Matt White	Lighting and Signage	
Angel	Angel's Fashions	
Joe Becker	Face's Barber Shop	
INFASTRUCTURE		
Cameron Williams	VOE Engineer	757-2425
Chad Scott	Light Supervisor	757-2456
Brett Manchester	Street Supervisor	757-5381
Kevin Pero	Chief Water	757-2497
Jeff Cheney	Distribution Supervisor	757-5301

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2. Meeting Procedures

a. A motion to approve the attached Board Meeting Procedures for Board meetings was made by Trustee Burlingame and seconded by Trustee Warner

Yes-4

No-0

Absent -0

VILLAGE OF ENDICOTT, NY BOARD MEETING PROCEDURES

Once approved by a majority vote of the Board these Board Meeting Procedures shall become effective immediately. By majority vote of the Board, they may be officially changed at any time and such changes shall be effective immediately. These 'Meeting Procedures' shall be posted conspicuously and permanently (by one click maximum) on the Village of Endicott website at the beginning of its "board meeting" page. For future changes, the website shall be updated within five business days after their approval by the Board.

DEFINITIONS

A. Presiding Officer.

Pursuant to Village Law# 4-400 & # 4-412, the Village Mayor presides at meetings of the Board of Trustees. If the Mayor is not present, the Deputy Mayor presides at meetings of the Board of Trustees. If Mayor and Deputy Mayor are both absent from the meeting of the Board of Trustees, the Trustees shall appoint one of their number to act as Presiding Officer during the absence of the Mayor and Deputy Mayor.

B. Quorum Requirements.

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

C. 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 the members of the public body.

D. Public body.

A 'public body' is defined in State 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.

E. Open Meeting Requirement.

Every meeting of a public body must be open to the general public. Consequently, public bodies must make reasonable efforts to ensure that meetings are held in facilities that can accommodate the anticipated crowd size and that permits barrier-free physical access for the physically handicapped as defined in Public Building's Law #50.

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F. Executive Session.

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

G. Noticing of Meetings.

NYS Public Officers Law #104 sets forth the requirements for noticing meetings of public bodies.

H. Minutes.

NYS Public Officers Law #106 outlines the minimum requirements for meeting minutes.

BOARD MEETING PROCEDURES

1. REGULAR MEETINGS

Endicott Law #70-1 specifies that the Endicott Board of Trustees shall hold regular meetings on the first and third Monday of each month at 7:00 PM. Work Sessions will precede each Board meeting and the time will be announced by the Village Manager.

If the Board passes a law that rescinds Endicott Law #70-1, and does not replace it with a new law, the following shall become effective immediately and will not necessitate a new law to be valid:

“Meetings will be held on the first and third Mondays. Regular Board meetings will start at 6:00 PM and Work Sessions will start at 5:15 PM. Thereafter, any changes of dates and times may be made at any time by majority vote of the board by resolution, and shall be effective immediately, and shall not necessitate enacting a local law to be valid.”

2. SPECIAL MEETINGS:

Endicott Law #70-2 specifies the procedure for calling Special Meetings.

If the Board passes a law that rescinds Endicott Law #70-2 and does not replace it with a new law, the following shall become effective immediately and will not necessitate a new law to be valid:

“A Special Meeting of the Board of Trustees may be called by the Mayor, or by any two Trustees, 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 24 hours before the meeting, or by mailing such notice at least 72 hours before the meeting, or by verbal notice during a Board of Trustees meeting which shall be a valid notice to those board members in attendance.”

3. EXECUTIVE SESSION:

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 and one of the valid reasons listed in NYS Public Officers Law #105 must be stated as its purpose. Recording Executive Sessions is not allowed.

4. QUORUM:

A quorum of the Board of Trustees must be present to conduct business.

A quorum of a five-member Board of Trustees is three members.

5. AGENDA:

By majority vote, the Board of Trustees may adopt a standard Agenda format or template that shall be used and followed for each Board of Trustee meeting. It will list the sequence that the 'order of business' items will

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follow during each Board meeting. The Village topics that will go onto the Agenda for every Board of Trustees meeting will be prepared by the Clerk at the direction of the Mayor. The Mayor, the Trustees, and the Village Manager may place items on the Agenda by submitting them to the Clerk by 2:00 P.M. on the Friday prior to each Monday Board meeting. No additional items may be added to the Agenda after the 2:00 PM deadline. If an item(s) of importance and/or time sensitiveness arises, it could only be added to the Agenda during the Board meeting by a majority vote of the Board during that meeting. The Agenda shall be prepared; emailed to each Board member and the Village Manager, placed into each Board member's and Village Manager's mailboxes, and added to the village website no later than 5:00 P.M. on the Friday prior to each Board meeting. Only those items listed on the Agenda or the amended Agenda may be discussed at Board meetings except an item(s) of importance and/or time sensitiveness that was approved by a majority vote of the Board during that meeting

6. VOTING:

Pursuant to New York State law, each member of the Board of Trustees has one vote. The Mayor may vote on every matter and is required to vote whenever there is a tie vote. All votes shall be recorded by the clerk as 'yes' or 'no' or 'abstain' or 'present'. Any other type of 'vote', including remaining silent, shall be recorded as 'Abstain' for that vote for that Board member. The clerk shall record in the minutes how each Trustee and the Mayor voted. Absences, abstentions, 'present', or remaining silent shall be noted as such in the minutes by the clerk and shall count as no vote at all. Absences, abstentions, 'present', and remaining silent are neither positive nor negative actions. They are simply no vote at all. 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 topic being voted on requires a super majority vote, the matter is 'passed' when a majority of the total authorized members of the Board vote 'yes'.

7. MINUTES:

Minutes shall be taken by the Clerk. Meetings shall be recorded. Minutes of Executive Sessions must be taken if the Board takes any action by formal vote. Executive Session minutes need not contain the contents of the discussion during the Executive Session, but must include a record, including the date and vote, of any final determinations. If no action is taken while in Executive Session, minutes are not required. Minutes must always include a record of all motions, proposals, resolutions, any other matter formally voted upon, how the mayor and each board member voted, and the vote count thereon.

Minutes of Executive Sessions shall be taken by the Village Manager of any vote taken and must include the date, how the mayor and each Board member voted, the final results of the vote thereon, the name of the Board; the date, place and time of the meeting; notation of the Board members who are present and absent, and the Board member's time of arrival 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 approximate number of attendees; a record of communications presented to the Board; a record of reports made by the Board members and other Village personnel; the time the meeting is adjourned, and the signature of the Clerk or person who took the minutes if not the clerk. Minutes must be approved by a majority vote of the Board at its next meeting. Meeting minutes may only be amended by a majority vote of the Board.

8. GENERAL RULES OF PROCEDURE:

The Mayor presides at Board of Trustee meetings. In the Mayor's absence, the Deputy Mayor presides. The presiding officer may debate, make motions, and take any other action that other Board members may take.

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Motions require a second, then a debate, then a possible motion to amend, a second to amend, a debate on an amendment, a vote on the amendment, then a vote on the original motion including any approved amendment(s). Board members shall not interrupt other board members who are speaking except for clarification or information. By majority vote the Board may close or limit debate on a topic. 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 add to, or delete, or change any Definitions or Procedures herein at any time and such change(s) shall be effective immediately unless otherwise stated. Such additions, deletions, and/or changes shall not necessitate a law to be valid.

If the Board passes a law that rescinds Endicott Law #70-3 and does not replace it with a new law, the following shall become effective immediately and will not necessitate a new law to be valid:

“When a motion or resolution is introduced at a Board of Trustees meeting for the first time, it may be held over until the next board meeting by any one Board member. Motions or resolutions relating to Board procedural events may not be held over unless otherwise approved by a majority vote of the Board (EG: scheduling a meeting, scheduling a hearing, adjourning the meeting, etc.)”

9. GUIDELINES FOR HEARING OF VISITORS:

Each Regular meeting of the Board of Trustees shall hold a at least two separate Hearing of Visitors. By a majority vote of the Board, one Hearing of Visitors may be added to any Special Meeting(s). Prior notice, by email or any other method, is not required in order to speak at Board meetings during the Hearing of Visitors. Speakers may speak on more than one topic, providing that each topic must be relevant to Village business.

Everyone who wishes to speak must be provided the opportunity to speak. Speakers must observe the commonly accepted rules of courtesy, decorum, dignity, and good taste. Speakers may not make personal attacks or political statements. Speakers may speak only once during any Hearing of Visitors for a maximum of three minutes. Speakers may not yield any of their time to other speakers. Speakers must state their name and address before they speak. Speakers must address comments and/or questions to the full Board and not individual Board members. Board members may not interrupt a speaker during their remarks except for a clarification or information.

Once each Speaker’s three minutes expire, the Mayor and any Board member(s) may, but are not required to, comment and/or ask questions and/or answer the Speaker’s questions.

10. GUIDELINES FOR 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 concerns, opposition, or support. A quorum of the Board must be present at the Public Hearing for it to be a valid meeting. Speakers’ comments and/or questions must only address the public hearing’s specific topic or subject. Everyone who wishes to speak must be provided the opportunity to speak. Speakers must observe the commonly accepted rules of courtesy, decorum, dignity, and good taste. Speakers may not make personal attacks or political statements. Speakers may speak only once during any Hearing of Visitors for a maximum of three minutes. Speakers may not yield any of their time to other speakers. Speakers must state their name and address before they speak. Speakers must address comments and/or questions to the full Board and not individual Board members. Board members may not interrupt a speaker during their remarks except for a clarification or information. Once each Speaker’s three minutes expire, the Mayor and any

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Board member(s) may, but are not required to, comment and/or ask questions, and/or answer the Speaker's questions.

11. GUIDELINES FOR USE OF RECORDING EQUIPMENT:

Audio or video recording of any public meeting is permitted. Recording during an Executive Sessions is not allowed. By majority vote, the Board may determine that the recording is being done in a manner that disrupts 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. The vote may require that the individual(s) either stop recording, or leave the meeting, or be removed from the meeting. By majority vote, the Board may adopt any other reasonable rules governing the use of cameras and recording devices during public meetings. The rules for recording equipment must be written, conspicuously posted in the Board room and conspicuously and permanently posted on the village website at the beginning of the 'Board meetings' page.

12. ZOOM GUIDELINES

Those attending any village public meetings by video conferencing need to use the "raise hand" feature on Zoom to speak at any Hearing of Visitors and the meeting administrator will unmute them. Those attending by telephone conferencing will be unmuted one at a time at each Hearing of Visitors by the meeting administrator and asked if they want to speak. To connect to village meetings with Zoom, go to the village website - Click "Local Government", and then click "Board Meetings".

13. ADJOURNMENT:

Meetings shall be adjourned by a motion, a 2nd, and a majority vote of the Board.

14. CONTACT:

The public may contact any Trustees or the mayor at any time with comments, questions, or concerns. See village website for emails and phone numbers: Click 'Local Government', then 'Village officials'.

b. A motion for the Village Attorney to draft up a law to amend Endicott Laws 70-1 through 70-4 was made by Trustee Warner and seconded by Trustee Dorner

Yes-4

No-0

Absent -0

3. Recycling Facilities

A motion to call for a public hearing to prohibit recycling facilities in industrial zones LL#21-01 on 2/1/21 was made by Trustee Warner and seconded by Trustee Dorner

Yes-4

No-0

Absent -0

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4. Agenda

A motion to approve the attached new VOE agenda format was made by Trustee Dorner and seconded by Trustee Warner

Yes-4

No-0

Absent -0

REGULAR MEETING AGENDA MONDAY, _____, 2021

Trustees Present	R. Ted Warner, Patrick Dorner, Nicholas Burlingame, Eileen Konecny		
Trustees Absent:			
Mayor	Linda Jackson	Present	Absent
Village Manager:	Anthony Bates	Present	Absent
Village Attorney:	Robert McKertich	Present	Absent

AGENDA

1. Pledge of Allegiance / Moment of Silence

2. Fire and ADA Compliance Announcement

3. Mayor - Comments

4. Trustees - Comments

5. Village Manager - Report

6. Village Attorney - Report

7. Public Hearing(s) - 3 Minute limit

- a.
- b.

8. Approval of Minutes

- a.
- b.

9. Communications for Filing

- a.
- b.

10. Communications for Action

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- a.
- b.

11. Bid(s)

- a.
- b.

12. Accounts Payable for Action

13. 1st Hearing of Visitors – 3 minute limit

14. Resolutions / Local Laws

- a.

15. Unfinished Business

- a.
- b.

16. New Business

- a.
- b.

17. 2nd Hearing of Visitors – 3 minute limit

18. Board Members – Comments

19. Executive Session -

20. Adjournment Motion by: _____ 2nd: _____
Roll call vote
Meeting adjourned at _____ : _____ PM .

13. New Business- None

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14. Executive Session

A motion to enter into executive session to discuss potential employment for employees was made by Trustee Konecny and seconded by Mayor Jackson

A motion to exit executive session at 8:00pm was made by Trustee Konecny and seconded by Trustee Burlingame

A motion to allow (3) new EPD Officers to attend the Police Academy in March 2021 was made by Mayor Jackson and seconded by Trustee Konecny

Yes-4 No-0 Absent -0

15. Board Member Comments

Trustee Burlingame stated that he is happy to see the public hearing called for the Repeal of the Recycling Law

16. Adjournment

A motion to adjourn at 8:01pm was made by Mayor Jackson and seconded by Trustee Konecny

Yes-4 No-0 Absent -0

**Janice Orlando
Deputy Clerk/Treasurer**

Transcript is available for review in the Deputy Clerk/Treasurer's Office

cc.

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