

**Village of Wolcott  
PO Box 85  
Wolcott, NY 14590**

**Organizational Meeting**

**Tuesday, April 5, 2011**

**ORDER** Mayor Baker called the meeting to order at 6:00 PM. The following persons were in attendance: Mayor Gary Baker, Trustees Colleen Penta, Lori Tyler, Kenneth VanFleet Jr. and Sharon White, Melanie DeBadts, Paul Wagner, Leon Hutchings and Kevin Costello

Mayor Baker led the Pledge of Allegiance

**APPOINT** The following motion was made by Trustee White and seconded by Trustee Penta to approve the following appointments. All voted in favor of the appointments.

Village Clerk/Treasurer a four-year term – Melanie A. DeBadts  
Deputy Village Clerk/Treasurer a one-year term – Brett E. Norsworthy  
Acting Village Justice for a one-year term – George Lachnicht  
Justice Court Clerk for a one-year term – Jennifer Buckalew  
Village Attorney for a one-year term – Arthur Williams  
Building Code Enf. Officer for a one-year term – Otis Vezzose  
Dog Control Officer for a one-year term – Gary Mettler  
Zoning Enforcement Officer for a one-year term – Otis Vezzose

**COMMIS** The following motion was made by Trustee Tyler and seconded by Trustee Penta to approve the following appointments.

Police Commissioner – Gary J. Baker  
Deputy Police Commissioner – Lori A. Tyler  
Fire Commissioner – Lori A. Tyler  
Deputy Fire Commissioner – Kenneth VanFleet Jr.  
Water Commissioner – Sharon J. White  
Deputy Water Commissioner – Colleen Penta  
Sewer Commissioner – Kenneth VanFleet Jr.  
Deputy Sewer Commissioner – Colleen Penta  
Highway Commissioner – Colleen Penta  
Deputy Highway Commissioner – Gary J. Baker  
Parks Commissioner – Colleen Penta  
Deputy Parks Commissioner – Sharon J. White  
Safety/Health Commissioner – Lori A. Tyler  
Deputy Safety/Health Commissioner – Colleen Penta  
Senior Citizens Commissioner – Sharon J. White  
Deputy Senior Citizens Commissioner – Gary J. Baker  
Planning/Zoning Commissioner – Sharon J. White  
Deputy Planning/Zoning Commissioner – Colleen Penta  
Sidewalk Commissioner – Sharon J. White

## COMMIS (CONT)

Deputy Sidewalk Commissioner – Colleen Penta  
Youth Commissioner – Colleen Penta  
Deputy Youth Commissioner – Lori A. Tyler

Mayor Baker opened the floor for discussion. Trustee VanFleet distributed to the Board and members of the public in attendance copies of a list describing key accomplishments involving the Police Department from November 2009 through April 2011, during which time Trustee VanFleet served as Police Commissioner. Trustee VanFleet asked that the list be entered into the minutes and as such the list is included as an attachment to the record.

Mayor Baker called for a roll call vote. The following members voted in favor: Trustees Penta, Tyler and White. Trustee VanFleet voted against. The motion was carried.

PAPER      The following motion was made by Trustee White and seconded by Trustee VanFleet. All voted in favor of the motion.

RESOLVED, that the official newspapers of the Village of Wolcott shall be the Wayne County Star and/or The Finger Lakes Times.

MILEAGE      The following motion was made by Trustee Penta and seconded by Trustee VanFleet. All voted in favor of the motion.

RESOLVED, that any Elected Official, Appointed Official and Village Employee who uses his or her own vehicle for village related business shall be reimbursed at the current federal rate.

MEETINGS      The following motion was made by Trustee White and seconded by Trustee VanFleet. All voted in favor of the motion.

RESOLVED, that the following meeting schedule shall be approved for the fiscal year 2011-2012:

The Village of Wolcott Board of Trustees shall meet the second and fourth Tuesday of each month at 7:00 PM, at the Village Hall, 6015 New Hartford Street, Wolcott, NY 14590 with the exception of the months of November and December, during which months meetings will be held only the second Tuesday of the month. The Annual Organizational Meeting shall be held the second Tuesday in April 2012.

The regular meeting of the Village of Wolcott Planning Board shall be held the second Monday of each month at 7:00 PM, at the Village Hall, 6015 New Hartford Street, Wolcott, New York 14590.

PRE-PAY      The following motion was made by Trustee VanFleet and seconded by Trustee Tyler. All voted in favor of the motion.

RESOLVED, that in order to prevent assessment of late fees, the Village Clerk/Treasurer shall be authorized to pay prior to board audit/meeting, the following:

- Gasoline Bills
- Electrical Bills
- Petty Cash Accounts
- Debt service and interest on debt
- Deposits for schools and conferences
- All Payroll related accounts

PETTY CASH      The following motion was made by Trustee White and seconded by Trustee Penta. All voted in favor of the motion.

RESOLVED, that the following petty cash accounts shall be authorized:

- Village Hall – Custodian, Melanie A. DeBadts - \$175.00
- Police Department – Custodian, David Smith - \$300.00
- Village Court – Custodian, Jennifer Buckalew - \$100.00

STATE AID      The following motion was made by Trustee White and seconded by Trustee VanFleet. All voted in favor of the motion.

RESOLVED, that the Mayor, Village Clerk/Treasurer, Village Court Clerk, and the Chief of Police be authorized to apply for the following:

State Aid

- Operation and Maintenance for the village sewer treatment plant
- Operation and Maintenance for the village water treatment plant
- Consolidated Highway Aid (CHIPS)
- Operation of Village of Wolcott Court
- Any other grant monies that should become available at no cost to the Village of Wolcott.

RE-LEVY      The following motion was made by Trustee Tyler and seconded by Trustee Penta. All voted in favor of the motion.

RESOLVED, that the Village Clerk/Treasurer be authorized to re-levy unpaid water and sewer rent accounts plus penalty on the Village taxes, and  
BE IT FURTHER RESOLVED, that the unpaid village taxes be re-levied to the Wayne County Treasurer's office for payment.

SCHOOL      The following motion was made by Trustee White and seconded by Trustee VanFleet. All voted in favor of the motion.

WHEREAS, there is to be held during the coming fiscal year: A. The Annual Meeting, The Main Street Conference, Fall Training School, Public Works Conference and Legislative Meeting, which are training classes and meetings to aid local governments sponsored by the New York State Conference of Mayors and Other Municipal Officers. B. The following Wayne County Meetings;

## SCHOOL (CONT)

Wayne County Village Officials Meetings, and Wayne County Village Clerks Meetings. C. And any other training schools or meetings that would benefit the Village of Wolcott.

WHEREAS, it is determined by the Board of Trustees of the Village of Wolcott that attendance by municipal officials and employees at these meetings, conferences and training schools would be beneficial to the Village of Wolcott:

NYCOM Annual Meeting	Elected Officials & Village Clerk/Treasurer
NYCOM Main Street Meeting	Elected Officials & Village Clerk/Treasurer
NYCOM Fall Training School	Elected Officials & Village Clerk/Treasurer
NYCOM Public Works Conference	Elected Officials, Village Clerk/Treasurer, Commissioners and Public Works Employees
NYCOM Legislative Meeting	Elected Officials and Village Clerk/Treasurer
Wayne County Village Officials	Board of Trustees, Clerks, Department Heads and Appointed Officials
Wayne County Clerks Meeting	Village Clerk/Treasurer and Deputy Clerk
Other Training Classes/Seminars	Board of Trustees, Appointed Officials and all Employees
NYS Justice Clerks Training	Court Clerk/Village Clerk
NYS Justice School	Village Justice and Acting Village Justice

BE IT SO RESOLVED THAT, this resolution shall take effect immediately.

**PAYROLL** The following motion was made by Trustee Penta and seconded by Trustee Tyler. Trustees Tyler, Penta and VanFleet voted in favor. Trustee White abstained. The motion was carried.

To approve the appointment of Trustee Sharon White to be the payroll review auditor on a weekly basis, without compensation, for the fiscal year 2011-2012.

## EMERGENCY MANAGEMENT COORDINATOR

The following motion was made by Trustee Tyler and seconded by Trustee Penta. All voted in favor of the motion.

To approve the appointment of Clyde Smith as the Emergency Management Coordinator for the Village of Wolcott and Casey Gilbert as Deputy, without compensation, for a one-year term.

BANK

The following motion was made by Trustee Penta and seconded by Trustee Tyler. Trustees Tyler, Penta and VanFleet voted in favor. Trustee White abstained. The motion was carried.

BE IT RESOLVED THAT, Lyons National Bank, Wolcott, New York and the Five Star Bank, Seneca Falls, New York are designated depositories of this corporation, and

BE IT FURTHER RESOLVED THAT, all drafts, checks and other instruments or orders for the payment of money drawn against an account or accounts of this corporation with said depositories shall be signed by any of the following:

Clerk/Treasurer	All accounts with the exception of Justice and Justice Bail Accounts
Deputy Clerk/Treasurer	All accounts with the exception of Justice and Justice Bail Accounts
Trustee Sharon J. White	All accounts with the exception of Justice and Justice Bail Accounts
Village Justice	Justice and Justice Bail Accounts
Acting Village Justice	Justice and Justice Bail Accounts

BE IT FURTHER RESOLVED THAT, said depositories are authorized to place to the credit of the account, or any of the accounts, of this corporation, funds, drafts, checks or other property by whoever delivered to said depositories the name of the corporation by facsimile, mechanical, manual or other signature (any such endorsement by whomever affixed shall be the endorsement of this corporation, or otherwise endorsed, provided that if any such item shall bear, or be accompanied by direction) by whomever made deposit to a specific account, then such deposit shall be to the credit of such account, and

BE IT FURTHER RESOLVED THAT, said depositories are hereby directed to accept, and/or pay and/or apply any draft, check, instrument or order for the payment of money, or any proceeds thereof, drawn on such account or accounts when signed as required by this resolution without limit as to amount, without limit injury, and without limit regard to the disposition of any such item or any proceeds thereof, and such item may be payable to the order of a person whose signature appears thereon or of any other officer or officers, agent or agents of this corporation, or such item or any proceeds thereof may be used or disposed of for the personal credit account of any such person or persons, officer or officers, agent or agents with the depository or otherwise, or in payments of the individual obligation of any such person or persons, officer or officers, agent or agents to the depositories or otherwise.

## CORPORATION OFFICERS

The following motion was made by Trustee White and seconded by Trustee Penta.

Trustees Tyler, Penta and White voted in favor. Trustee VanFleet abstained. The motion was carried.

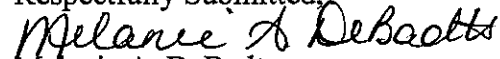
BE IT RESOLVED THAT, the following persons hold in this corporation the position indicated below:

Melanie A. DeBadts	Village Clerk/Treasurer
Brett E. Norsworthy	Deputy Clerk/Treasurer
Kenneth VanFleet Jr.	Deputy Mayor
Henry P. Krasucki	Village Justice
George Lachnicht	Acting Village Justice

## ADJOURNMENT

A motion to adjourn the organizational meeting at 6:26 PM was made by Trustee VanFleet and seconded by Trustee Penta. All voted in favor to adjourn.

Respectfully Submitted,



Melanie A. DeBadts

Village Clerk/Treasurer

# Wolcott Police Department-Accomplishments from November 2009 to April 2011

April 5, 2011

Item	Accomplishment
1	SJS Implemented NY DCJS Spectrum Justice System (SJS) to meet State information and reporting requirements
2	Evidence Evidence Locker purged and other improperly stored evidence (stored in an officer's personal locker) was properly secured. New procedures were implemented to ensure evidentiary value.
3	Leadership & Peer Recognition The Chief was elected to as Vice President of the Wayne County Chiefs Association
4	TraCS Implemented NY Traffic and Criminal Software System (TraCS ) system to provide a paperless ticket software interface to the SJS system.
5	Records A significant lapse in police department record entry was addressed by having three years of back data system-entered and submitted to the State. This project was necessary to qualify the Department for future grant opportunities and was performed using a cheaper and more efficient clerical resource creating a savings for the tax payers
6	E-Justice Implemented E-Justice Computer System for criminal history and information searches
7	Police Car Purchased a new police car for the sum of \$28,000 (not \$40,000). This replaced a 10 year old car with 86k hard- driven Village miles and countless hours of idle time. This acquisition was made after several significant break-down incidents with both cars including a fire, a wheel falling off and other significant officer and public safety concerns.
8	Wayne NET Department is a participant in the Wayne Narcotics Enforcement Team and has contributed to narcotic operations in and related to the Village resulting in several arrests and pending adjudications
9	Retention Have added several new officers with almost no turn-over other than Officer Ed Okonsky that had to voluntarily leave due to over-extending himself with FT employment
10	Accountability All issued equipment and firearms are now documented on up to date Quartermaster Sheets-this change addresses accountability problems with firearms and loss of equipment previously experienced.
11	Ethics and Integrity All new police officers were certified by NYDCJS and have successfully had professionally references verified by credible sources including Police Chiefs and ranking officers. This process focused on ensuring professional ethics and integrity as well as meeting the standard background requirements of DCJS. Officers have been counseled to set a positive example to youth and the public, to conduct themselves professionally and respectfully at all times and not to abuse their authority or give illicit favors to the public either on their own or at the direction of others.
12	Policy & Liability Several new SOPs have been reviewed and approved to guide officer conduct and reduce Village liability. This process follows NYMIR approved SOPs and is ongoing
13	Schedule Effectively provided police coverage based on seasonal variability e.g. cottager season, harvest season, little league season, etc. Key shifts (Thursday to Saturday consistently staffed)
14	School & Youth Department and Chief recognized by local business leaders (Gary Lockwood, etc.) for positive handling of youth incidents. Chief also participates in school district safety committee meetings.
15	Patrol & Public Confidence Members of the public have made numerous comments in and outside of Village Board meetings on how they appreciate the change in police coverage, increased and regular patrols.