

Re-Organizational Meeting

Heidi Foster was re-elected to a 2-year term as Trustee April 1, 2024

Called to order at 6:15PM. Present: Mayor Marshall, Trustee Foster, Trustee Ladd, Clerk Tiffany, Walt Cook, Roxanne Groves, Vern Groves, Christin Worlock

MAYORAL APPOINTMENT:

1. Deputy Mayor – Heidi Foster
2. Clerk/Treasurer - Ardene Tiffany
3. Water Superintendent – Aaron Pforter
4. Codes Enforcement officer – Charles Ladd
5. Deputy Clerk/Treasurer – None currently
6. Budget Officer – Ardene Tiffany

Motion by Trustee Ladd and second by Trustee Foster to approve these appointments all in favor and carried.

BOARD APPOINTMENTS: made by Trustee Foster and Seconded by Trustee Ladd.

Registrar - Rebecca Marshall; Deputy Registrar – TBD –both for a 2-year term from April 1, 2024, to March 31, 2025

Election Inspectors: Chairperson – Roxanne Groves, Sandy Camelbeek, alternates – Shelley S. and Teri Burdick

Official Newspaper – Cortland Standard

Official Bank - NBT Bank, DeRuyter Branch

Tax Collector – Ardene Tiffany

Insurance Broker: Skeele Agency, Bailey Place

Village Operating Hours Tuesday, Wednesday, Thursday 8-4:00 pm

Regular Meeting Dates - 3rd Wednesday of each month at 6:15 PM

Mileage – for use of own car on official business – State Rate 53.5 cents per mile

Procedure for Special Meetings

Board members will be notified by phone or in person if all three concur, otherwise they will be notified by certified mail at least 48 hours prior to the meeting.

For each of the following, Trustee Ladd made a motion seconded by Trustee Foster. A vote was taken, and all were in favor.

Motion to allow Clerk/Treas. To pay postage, utilities, Leases, and payroll prior to Board audit.

Motion to have Clerk/Treas. Sign all bank accounts and checks. Mayor to sign in her absence.

Motion to allow Clerk/Treas. to also place any ad in Hi Neighbor when deemed necessary to reach more people.

Motion to participate in the 2024 summer recreation program.

Motion to allow Clerk/Treas. To attend the Annual Fall Training School for fiscal officers and to pay allowable expenses (mileage, room, and board).

RESOLVED:

WHEREAS the next general Village Election for officers will be held on March 18,2025 and

WHEREAS the Board of Trustees must designate by resolution and publish the offices which are to be filled in such election and the terms thereof:

NOW BE IT RESOLVED:

Section 1. That the Board of Trustees designates the following offices as vacant at the end of the current official year, to be filled at the Village Election to be held on March 18, 2025, for the following terms:

Mayor (1) – two-year term

Trustee (1) – two-year term

Section 2. The Village Clerk is hereby directed to publish this resolution in full in the Cortland Standard.

Section 3. This resolution shall take effect immediately.

Leave Time for Full Time Employees

RESOLVED: That vacation time for permanent or probationary full-time employees be as follows:

- 5 days upon completion of one full year of service
- 10 days upon completion of two full years' service
- 12 days upon completion of five full years' service
- 15 days upon completion of ten full years' service
- 20 days upon completion of fifteen full years' service

Vacation time and pay are not to be accumulated.

BE IT FURTHER RESOLVED; That permanent or probationary full time Village employees shall accrue personal days in addition to vacation days as per the following:

- 2 days upon completion of 6 months full time employment
- 3 days upon completion of one full year service
- 4 days upon completion of five full years' service
- 5 days upon completion of ten full years' service

Employees will be authorized to use their personal days only upon the approval of their immediate supervisor.

Motion by Trustee Foster seconded by Trustee Ladd to close the re-organizational meeting and open the Public Hearing on the Preliminary Budget.

All in favor and carried. Meeting was closed at 6:20pm.

April 10, 2024

Public Hearing on 2024-2025 Budget was opened at 6:22 by Mayor Marshall

Comments: Trustee Ladd if there was an impact on the school budget if we raised the Youth program to \$20,000.00 Mayor Marshall explained that it was estimated to be an \$8.00 / household increase, but no impact on the school budget. No other commits were made.

The Public Hearing on Local Law #1 for 2024 entitled.

“A Local Law to Override the Tax Limit Established in General Municipal Law 3-c”

was called to order at 6:25 PM in the Clerk’s Office by Mayor Marshall. Also present were Mayor Marshall, Trustee Ladd, Trustee Foster, Clerk Tiffany, Walt Cook, Roxanne Groves, Vern Groves, Christin Worlock,

Comments: Mayor Marshall explained no override due to under the budget tax cap.

The Public Hearing closed at 6:29 PM.

Regular Meeting

Regular Meeting called to order by Mayor Marshall at 6:30 pm

Attendance: Mayor Marshall, Trustee Foster, Trustee Ladd, Clerk Tiffany, Walt Cook, Roxanne Groves, Vern Groves, Christin Worlock

Absent:

Accept/Approve March 2024 Minutes motion by Trustee Ladd, Seconded by Trustee Foster

Accept/Approve March 2024 Treasurers report, motion by Trustee Foster, Second Trustee Ladd all in favor and carried.

Old Business - On Hold:

Water Rules regulations update – Aaron & Mayor to review.

Solar and Wind Zoning Law –

Labor Contract with Town of DeRuyter – Mayor to meet with Town Supervisor

Fire Protection Contract – Contract up 2025, Budget time.

New Business

Discussion items

Highway- Walt Cook – May 18th Clean up day 7:00 am to Noon. Town Garage, mowing lawns next week, Mayor Marshall asked if they could haul topsoil for the fields-Action Topsoil in Minoa, Walt would like to cut back ditches on Dewey Ave. No word from NYS CHIPS on funding this year. State cut funds, now they are looking to reinstate the funds.

Joint Youth- Mayor Marshall reported baseball/ softball will start April 9th, weather permitting, fairgrounds fields are nice and dry., looking at taking down and rebuilding the batting cage.

Public Comment-

Other:

Vern Groves stated Mechanic Street is still having issues; asked about the burn band, Mayor Marshall stated that the burn band is on until middle of May, contact DEC if you feel someone is burning anything.

Christin Worlock expressed that Utica Street is getting worse, animals are still out, trash is getting higher, no one doing anything. Mayor Marshall stated it is a process. The code enforcer, the judges and himself (mayor) have been communicating and working on the issues, but it is a process. Mayor Marshall stated he has talked to several people regarding this issue. Mrs. Worlock stated people cannot sell their properties due to the looks of DeRuyter, Mayor Marshall stated that is not true, a lot of places have been sold. Mrs. Worlock asked about the ambulance service in DeRuyter. Mayor Marshall stated that Mr. Smith is short-handed and that the Fire department has offered to step up and help, Madison County Emergency Management is helping. Mr. Smith is doing the best he can. With everyone working together, hopefully things will get better.

Shawn Roser-Warren emailed stating as of January 17, 2024, the Hometown Hero Banners are no longer the project of the DeRuyter American Legion. The project that was started by Kitt and Shawn Roser-Warren is now being done by Shawn Roser-Warren thru the legacy of Kitt Warren as a not-for-profit organization that's purpose is to provide

services and information to families of Veterans including access to memorial banners, graveside markers and other information about how to honor their family Veteran. I look forward to continuing this amazing project that enhances the community of DeRuyter.

Board Action Items

Approve – April as Fair Housing Month, see resolution. Motion by Trustee Foster, Seconded by Trustee Ladd all in favor and carried.

Approve – Fair Housing Plan – see resolution. Motion by Trustee Ladd, Seconded by Trustee Foster, all in favor and carried.

Approve – PERMA – 6/1/2024-5/31/2025 Workers Compensation & Employees Liability, Volunteer Firefighters Benefits, motion by Trustee Foster, Seconded by Trustee Ladd, all in favor to accept PERMA contract for 2024-2025, all in favor to carried.

Approve – First Quarter Water Reading/billing dated 4/1/2024 in the amount of \$11,913.81. Need to amend Richard Foster water billing to reflect the correct number of gallons and amount owed. Motion by Trustee Ladd, Seconded by Trustee Foster, and Mayor Marshall to approve the first quarter water bills and to have clerk tiffany correct Rick Foster's water bill. All in favor and carried.

Approve – the agreement between the City of Cortland Youth Bureau and the Village of DeRuyter for swim lesson instruction services to be provided between July 8th – July 26, 2024, in the amount of \$4820.00. Swimming lessons will be Monday-Thursdays, Fridays will be for as a rain dates or make-up dates. Motion by Trustee Foster, Second by Trustee Ladd, all in favor and carried.

Approval – 2024-2025 General Fund. get Appropriations of \$322,185.06. Total Tax Levy of \$91,189.00. Tentative Tax Rate of \$5.9087117 down from last year's rate of \$5.966372 per thousand. Due to the Taxable assessed valuation is higher. Motion by Trustee Ladd, Seconded by Trustee Foster to Adopt the 2024-2025 as presented. All in favor and carried.

Approve – 2024-2025 Water Fund budget \$48,616.00 remains the same as 2023-2024. Motion by Trustee Ladd, Seconded by Trustee Foster to Adopt the 2024-2025 as presented. All in favor and carried.

Approve – 2022-2025 Youth Recreation Fund Program Budget from \$17500.00 to \$20,000.00 Motion by Trustee Ladd, Seconded by Trustee Foster to Adopt the 2024-2025 as presented. All in favor and carried.

Approve – Mayor Marshall would like to do a NYS Infrastructure improvement Grant, which is due June 14, 2024, the cost to ~ \$5800.00 to the Village with Laberge Group. WIIA Drinking Water projects – may be awarded the lesser of \$5 million or 60% of net eligible projects cost (total eligible project costs less any third-party grants awarded in respect of the project) Motion by Trustee Foster, Seconded by Trustee Ladd, all in favor and carried.

Motion to pay bills and approve payroll. Motion by Trustee Ladd, Seconded by Trustee Foster

- Payroll – March 2024 \$ 3875.91
- Abst # 11 \$ 310,36.99
- motion to adjourn meeting by: 7:00pm Time: Mayor Marshall

PROCLAMATION
MONTH OF APRIL

"WHEREAS, in accordance with the Title VIII Fair Housing Policy of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988 and,

WHEREAS the month of April 2024 has been designated by the U.S. Department of Housing and Urban Development's Office of Fair Housing and Equal Opportunity as Fair Housing Month.

NOW THEREFORE BE IT RESOLVED that the Village Board of the Village of DeRuyter hereby declares and proclaims April as Fair Housing Month in the Village.

Travis J. Marshall
Mayor

FAIR HOUSING PLAN

VILLAGE OF DERUYTER, NEW YORK

I. Policy Statement

It shall be the policy and commitment of the Village of DeRuyter to ensure that fair and equal housing opportunities are granted to all persons, in all housing opportunities and development activities funded by the Village, regardless of race, color, religion, gender, sexual orientation, marital status, lawful source of income, familial status, national origin, ancestry, age or mental or physical disability. This shall be done through a program of education, an analysis of impediments, and designation of a Fair Housing Office and development of a procedure for complaints of discrimination. This plan will incorporate the directives of state and federal laws and executive orders, including, but not limited to:

- a. Title VI of the Civil Rights Act of 1964
- b. The Fair Housing Act – Title VIII of the Civil Rights Act of 1968, as amended.
- c. Executive Order 11063, as amended by Executive Order 12259
- d. Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended.
- e. Section 109 of Title I of the Housing and Community Development Act of 1974, as amended.
- f. Section 3 of the Housing and Community Development Act of 1968, as amended.
- g. Sections 503 and 504 of the Rehabilitation Act of 1973, as amended.
- h. The Americans with Disabilities Act of 1990
- i. The Age Discrimination Act of 1975, as amended.
- j. Executive Order 11246 (as amended by Executive Orders 12375 and 12086) Equal Opportunity Under HUD contracts and HUD-assisted Construction Contracts
- k. Executive Order 12892, Leadership and Coordination of Fair Housing

The Village of DeRuyter commits to providing and promoting racial and economic integration in any housing development or financially supported with federal funding and will take affirmative steps to reach beneficiaries from all racial and ethnic groups as well as the physically or mentally handicapped and families with children and to reach a broad range of income eligible beneficiaries for appropriate and applicable housing opportunities.

II. Selection of Fair Housing Officer

In accordance with Title VIII, Civil Rights Act of 1968, as amended, the Fair Housing Officer below has been designated to manage fair housing complaints and activities:

Travis J. Marshall, Mayor

**1663 Cortland Street
DeRuyter, NY 13052
315-852-9625**

The Fair Housing Officer is responsible for the intake and processing of all housing complaints as well as implementation of the Fair Housing Plan activities and actions. While not expected to be an “expert” in Fair Housing Laws, at a minimum, the officer will be familiar with the complaint process and federal and state laws, which address Fair Housing. Records which show the date, time, nature of complaint and decisions made in the complaint process (es) will be fully documented. A separate file will maintain a record of all housing discrimination complaints and follow-up actions.

III. Complaint Process

Housing discrimination complaint forms such as Forms 903 and HUG903A (Spanish version) from HUD, as well as a summary of actions which constitute housing discrimination, and instructions for completing and filing housing discrimination complaints will be made available to citizens at Village Hall, 1663 Cortland Street DeRuyter, NY 13052. Forms will also be distributed to lenders, realtors, and at other public places such as the library periodically.

The Fair Housing Officer will reasonably assist the complainant in submitting the complaint to the appropriate body by providing assistance in explaining the form and/or contacting the appropriate office and allowing the use of Village phones for communication.

The individual(s) filing the complaint will then be advised of the option of filing directly with the Department of Housing and Urban Development (HUD), or the Equal Employment Opportunity Commission or with all agencies simultaneously. The Fair Housing Officer will keep a record of the progress on the number of complaints filed, actions taken, and the statute of each complaint.

IV. Implementation and Action Steps

The Village of DeRuyter will adopt annually the Fair Housing Policy Statement and Resolution as an indication of its commitment to Fair Housing Month during the month of April.

The Village of DeRuyter shall periodically prepare, solicit, and provide public service announcements in order to provide knowledgeable and information about Fair Housing.

The Village of DeRuyter will display Fair Housing posters identifying the Village’s Fair Housing Officer, title, address, and phone number in prominent locations. In addition, fair housing information will be distributed outside of traditional municipal locations including local realtors and banks.

All advertising of residential real estate owned by the Village of DeRuyter for sale, rent or financing will contain the Fair Housing logo, equal opportunity slogan as a means of educating the home seeking public that the property is available to all persons regardless of race, color, religion, sex, mental or physical disability, sexual orientation, familial status, marital status, national origin, age, ancestry, or lawful source of income. All bid advertisements by Village sponsored programs must include the phrase “Equal Opportunity/Affirmative Action Employer.” The type of logo, statement or slogan will depend on the type of media being used (visual or auditory). All logos/statements must appear at the end of the advertisement.

V. Amendments

The Village Board shall amend and revise this Plan as required to keep current with state/federal affirmative action and equal opportunity policies and procedures and local actions and activities to further the purposes of this Plan.

**Travis J. Marshall, Mayor
Mayor**

motion to adjourn meeting by: Mayor Marshall, second by Trustee Foster

Time: 7:00 pm

Respectfully submitted by

Clerk Ardene Tiffany