

**VILLAGE OF OAKFIELD
BOARD OF TRUSTEES**

**ANNUAL ORGANIZATIONAL MEETING
June 10th, 2024 @ 6:30 p.m.**

The Annual Organizational Meeting was called to order at 6:30 p.m. by Mayor David Boyle.
Trustees Present: Igoe, D’Alba, Mullen, and Cianfrini.

A Motion was made by Trustee Igoe to open the public hearing for the Annual Organizational Meeting @ 6:30 PM, second by Trustee Cianfrini. Ayes: Igoe, Cianfrini, D’Alba, and Mullen.
Carried

APPOINTMENTS BY MAYOR BOYLE:

APPOINTMENT OF CLERK – TREASURER- Kimberly A. Staniszewski 4/1/2024-3/31/2025.

A Motion by Trustee Igoe to approve Kimberly Staniszewski as Clerk-Treasurer for the term of 4/1/2024 to 3/31/2025, second by Trustee D’Alba. Ayes: Igoe, Cianfrini, D’Alba, and Mullen.
Carried.

APPOINTMENT OF DEPUTY CLERK-TREASURER – Brenda Brownlie

A Motion by Trustee Cianfrini to approve Brenda Brownlie as Deputy Clerk-Treasurer, second by Trustee Mullen. Ayes: Igoe, Cianfrini, D’Alba, and Mullen. Carried.

APPOINTMENT OF SUPERVISOR OF PUBLIC WORKS – Thomas Mikolajczyk 4/1/2024-3/31/2025,

A Motion by Trustee Cianfrini to approve Thomas Mikolajczyk as Supervisor of Public Works for the term of 4/1/2024 to 3/31/2025, second by Trustee Igoe. Ayes: Igoe, Cianfrini, D’Alba, and Mullen. Carried.

DEPUTY MAYOR – Trustee - John Igoe. 4/1/2024 to 3/31/2025

A Motion by Trustee D’Alba to approve John Igoe as Deputy Mayor for the term of 4/1/2024 to 3/31/2025 second by Trustee Mullen. Ayes: Cianfrini, D’Alba, Mullen. Abstain: Trustee Igoe, Carried.

PUBLIC WORKS MAINTENANCE – John Draper and Cody Smith, 4/1/2024-3/31/2025

A Motion by Trustee Mullen to approve John Draper and Cody Smith as Public Works Maintenance Workers for the term of 4/1/2024 to 3/31/2025, second by Trustee Cianfrini. Ayes: Igoe, Cianfrini, D’Alba, and Mullen. Carried.

FAIR HOUSING OFFICER - Trustee - John Igoe, 4/1/2024 to 3/31/2025

FIRE CHIEF – Sean Downing

DOG CONTROL – Genesee County Animal Control.

VILLAGE ATTORNEY – Whiting Law Firm on a per diem basis at a rate of \$180 per hour.

INSPECTOR OF SANITATION– Public Works Supervisor – Thomas Mikolajczyk– 4/1/2024-3/31/25

APPOINTMENT OF VILLAGE HISTORIAN - Oakfield Historical Society: Acting President.

APPOINTMENT OF REGISTRAR – Town of Oakfield Clerk – 4/1/24 – 3/31/2025.

RECORDS ACCESS OFFICER - Kimberly Staniszewski, Clerk/Treasurer.

A Motion by Trustee Mullen to approve the following appointments: Fair Housing Officer, Fire Chief, Dog Control, Village Attorney, Inspector of Sanitation, Village Historian, Registrar, and Records Access Officer as stated above for the term of 4/1/2024 to 3/31/2025, second by Trustee Cianfrini. Ayes: Igoe, Cianfrini, D’Alba, and Mullen. Carried

ZONING ENFORCEMENT OFFICER – Michael Morris, 4/1/2024-3/31/2025.

BUILDING & FIRE CODE OFFICER – Michael Morris, 4/1/2024-3/31/2025.

APPOINTMENT - ZONING BOARD OF APPEALS – Five Year Term – None at this time

APPOINTMENT – PLANNING BOARD – Five Year Term - None at this time.

SECRETARY TO ZONING AND PLANNING BOARD - The Planning and Zoning Board’s Chairpersons will assign one of the appointed members the duty of minute taking.

A Motion by Trustee Igoe to approve the following appointments; Zoning Enforcement Officer, and Building and Fire Code Officer as stated above for the term of 4/1/2024-3/31/2025, second by Trustee D’Alba. Ayes: Igoe, Cianfrini, D’Alba, and Mullen. Carried.

OFFICIAL BANKS –M&T Bank and Bank of Castile

INVESTMENT PROVIDER –NYCLASS Investment

AUTHORIZED DEBT CARD: Clerk-Treasurer: M&T Bank Debit Card, must be authorized for usage by Village Board of Trustees per transaction and must always be secured in the vault of the village office.

A Motion by Trustee Cianfrini to approve the above Financial Institutions as providers for the Village of Oakfield, second by Trustee D’Alba. Ayes: Igoe, Cianfrini, D’Alba, and Mullen. Carried

OFFICIAL NEWSPAPER – The Daily News.

MILEAGE REIMBURSEMENT – Federal/I.R.S. rate – currently 65.5 cents per mile.

BOARD MEETINGS – Time 6:30 p.m., the second Monday of each month, January through December.

VILLAGE OFFICE HOURS – 7:30 A.M. – 3:30 P.M. Monday thru Friday. Mayor reserves the right to close the Village Office on Mayoral Order.

PETTY CASH-Two drawers totaling \$150.00

VILLAGE LICENSES- Clerk/Treasure is authorized to sign in the absence of the Mayor.

ADVANCED APPROVAL OF CLAIMS- Clerk/Treasurer is authorized to make payment in advance of audit of claims for utilities, postage, health insurance premiums, and any claims that would otherwise incur finance charges or interest. All claims must be presented at the regular meeting of the month for audit in the monthly abstract.

OFFICIAL UNDERTAKINGS-An Employee Dishonesty Bond in the amount of \$120,000 for the Village Clerk and Deputy Clerk is provided through Stahlka Agency.

A Motion by Trustee Mullen to approve the above including Advance Approval of Claims by Clerk/Treasurer Staniszewski and an Employee Dishonesty Bond of \$120,000 thru Stahlka Agency, second by Trustee Igoe. Ayes: Igoe, Cianfrini, D’Alba, and Mullen. Carried.

PROCUREMENT POLICY - Annual Review will be done by Trustee Igoe and provided to the Board. There are no changes to propose for the Procurement Policy.

PERSONNEL POLICY/CODE OF ETHICS POLICY - Annual Review will be done by Mayor Boyle and provided to the Board. At this time, there is one noted change to propose for the Personnel Policy. The Village of Oakfield will amend the current Sexual Harassment Policy (amended 10-2218) to a more complete Policy Against Discrimination and Harassment

A Motion by Trustee Igoe to approve Resolution #26-2024 Personnel Policy Amendment to Discrimination and Harassment Policy, second by Trustee D’Alba. Ayes: Igoe, Cianfrini, D’Alba, and Mullen. Carried.

INVESTMENT POLICY: Annual Review will be done by Trustee Mullen and provided to the Board. There are no changes to propose for the Investment Policy.

FUND BALANCE POLICY: The Board of Trustees have reviewed the Fund Balance Policy. There are no changes to propose for the Fund Balance Policy.

WORKPLACE VIOLENCE PROGRAM AND SEXUAL HARRASMENT POLICY: Annual Review will be done by Trustee D’Alba and the Personnel Officer with all employees.

HIGHWAY SHARED SERVICES AGREEMENT: Annual Review will be conducted by the Board of Trustees. There are no changes to propose.

EMERGENCY WATER PLAN-Annual Review will be conducted by Trustee D’Alba and provided to the Board. There are updates to the Emergency Water plan that require approval.

A Motion by Trustee Mullen to approve Village of Oakfield’s Policies, Plans, and Agreements as noted above with no changes at this time, second by Trustee Igoe. Ayes: Igoe, Cianfrini, D’Alba, and Mullen. Carried.

PROCEDURES FOR SPECIAL MEETING as follows:

1. Method of Notice to Board Members – Clerk will notify by e-mail or telephone.
2. News Media and the Public, as soon as practical, by notice.

A Motion by Trustee Cianfrini to approve the above Procedures for Special Meetings, second by Trustee D’Alba. Ayes: Igoe, Cianfrini, D’Alba, and Mullen. Carried

COMMITTEE APPOINTMENTS

Streets: Trustee Igoe/Trustee D’Alba.
Grants: Trustee D’Alba.
Sidewalks: Trustee Mullen.
Parks/Beautification: Mayor Boyle.
Fire Department: Trustee Igoe.
Water: Trustee Cianfrini/Trustee Mullen.
Public Safety: Trustee D’Alba.
Technology/Website: Trustee D’Alba.
Solar Field WWTP: Trustee D’Alba

Ordinances: Trustee Mullen
Finance/Monthly Audit: Trustee Igoe/Trustee D’Alba
Youth Commission: Trustee Cianfrini.
Insurance: Trustee Cianfrini.
Personnel: Mayor Boyle.
Sewer: Trustee Igoe/Trustee Cianfrini.
Operations: Trustee Igoe
GAM: Mayor Boyle/Alternate Scheduling

A Motion was made by Trustee Igoe to approve the above said Committee Appointments, second by Trustee Cianfrini. Ayes: Igoe, Cianfrini, D’Alba, and Mullen. Carried.

A Motion was made by Trustee Igoe to close the public hearing for the Annual Organizational Meeting @ 7:51 PM, second by Trustee D’Alba. Ayes: Igoe, Cianfrini, D’Alba, and Mullen. Carried

Respectfully submitted,



Kimberly Staniszewski
Clerk/Treasurer
June 10th, 2024

VILLAGE OF OAKFIELD

RESOLUTION #26 – 2024 AMENDING THE VILLAGE OF OAKFIELD PERSONNEL POLICY

Adopted: June 1, 2024

The Village Board of the Village of Oakfield met at a regular board meeting at the Village Board Room located at 39 Main Street in the Village of Oakfield, New York on June 10, 2024 commencing at 6:30 p.m. and thereafter a public hearing was held at 6:30 p.m. and the following members were:

PRESENT: Mayor Boyle
Trustee Igoe
Trustee Cianfrini
Trustee Mullen
Trustee D’Alba

ABSENT/ABSTAIN: None

WHEREAS, all Village Board Members, having due notice of said meeting, and that pursuant to Section 94 of the Public Officers Law (Public Meetings Law), said meeting was open to the general public and due and proper notice of the time and place whereof was given as required by law; and

WHEREAS, the Village Board of the Village of Oakfield is considering a **AMENDING THE VILLAGE OF OAKFIELD PERSONNEL POLICY, specifically the “SEXUAL HARRASMENT POLICY” section;** and

WHEREAS, the proposed amendment to the Village of Oakfield Personnel Policy would be compliant with the new Labor Law Standards. The updated Policy Against Discrimination and Harassment provides a commitment of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without subjugation to harassment or discrimination in the workplace. The policy will clearly list the steps taken for each incident and provide a standardized complaint form. Employees will also receive discrimination and harassment training annually and/or upon hire.

WHEREAS, the Village Board of the Village of Oakfield, after due deliberation, finds it in the best interest of said Village to adopt said resolution amending the Village of Oakfield Personnel Policy.

NOW ON MOTION by Trustee Igoe which has been duly seconded by Trustee D’Alba, to approve **RESOLUTION # - 2024: AMENDING THE VILLAGE OF OAKFIELD PERSONNEL POLICY;** and

BE IT RESOLVED, that the Village Board of the Village of Oakfield hereby approves and adopts **RESOLUTION #26 -2024: AMENDING THE VILLAGE OF OAKFIELD PERSONNEL POLICY**, effective immediately.

Ayes: Trustee Igoe, Cianfrini, Mullen, and D’Alba
Nays:
Quorum Present: Yes No
Carried.

Dated: June 10, 2024

State of New York)
County of Genesee)
Village of Oakfield) ss.

I, Kimberly Staniszewski, Village Clerk of the Village of Oakfield in the County of Genesee, and State of New York, hereby certify that the foregoing Resolution # 26 - 2024 was duly approved at a meeting of the Village Board of the Village of Oakfield held on the 10th day of June 2024, by the required necessary vote of the members to approve this Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Village of Oakfield, Genesee County, New York this 10th day of June 2024.



Kimberly Staniszewski, Clerk/Treasurer