

VILLAGE OF PORT DICKINSON
Village Board Meeting Agenda
December 9, 2014
6:00 pm
Port Dickinson Village Hall

CALL TO ORDER

APPROVAL OF MINUTES: November 11, 2014 meeting

PUBLIC PARTICIPATION:

TREASURER'S REPORT:

AUDIT & PAYMENT OF CLAIMS:

1. No. as listed on the Abstract of Unaudited vouchers for the General Fund for \$
2. No. as listed on the Abstract of Unaudited vouchers for the Water Fund for \$
3. No. as listed on the Abstract of Unaudited vouchers for the Sewer Fund for \$

COMMUNICATIONS:

1. Notice from NYS Insurance Fund – Cancellation of Certificate of Workers Comp Insurance for James Randall d/b/a Randall Remodeling.
2. Certificate of Insurance received for K J Mullins Building & Remodeling
3. Certificate of Insurance received for Sanford Excavating LLC

COMMITTEE REPORTS:

Administration/Community Association – James DeGennaro, Trustee
Parks/Public Works – Robert Aagre, Trustee
Planning – none
Public Safety – Michael Cashman, Trustee
Water & Sewer – Charles Harding, Trustee
Zoning Board of Appeals – none

OLD BUSINESS:

RESOLUTIONS FOR APPROVAL:

1. Resolution approving Mayor's reappointment of Herbert Kline as Village Attorney for a term to expire December 31, 2015 and and Jeffrey A. Jacobs as Deputy Village Attorney for a term to expire December 31, 2015.
2. Resolution approving the Mayor's appointment of William Broderick as Building Inspector for a one-year term to expire December 31, 2015.
3. Resolution approving the Mayor's appointment of John Broughton as Code Enforcement Officer for a one-year term to expire December 31, 2015
4. Resolution approving Mayor's reappointment of Corina Beames as Deputy Village Clerk for a term to expire December 31, 2015
5. Resolution approving Mayor's reappointment of Robert Blakeslee and Roger Shaller as Village Historians for a term to expire December 31, 2015
6. Resolution approving Mayor's reappointment of Patrick J. Doyle as member of the Planning Board for a term to expire December 31, 2019
7. Resolution approving Mayor's reappointment of Robert Sherling as member of the Zoning Board of Appeals for a term to expire December 31, 2019

8. Resolution reaffirming mayoral appointment of ad hoc members for the Zoning Board of Appeals - Ryan Grace and Patrick Harrington.
9. Resolution approving Robert Shields, Edward Corcoran, Robert Aagre as members to the Tree Board.
10. Resolution reaffirming and re-adopting resolutions establishing Procurement Policy adopted February 14, 1995 and Cash Management and Investment Policies adopted December 14, 1993
11. Resolution designating the following Tuesdays of each month as Village Board meeting nights at Port Dickinson Village Hall
 - Second Tuesday – Regular Village Board Meeting 6:00pm
 - Fourth Tuesday – Work Session 5:00pm
12. Resolution appointing the Press & Sun-Bulletin as the official newspaper for 2014, and requiring the applicant on a zoning matter or an environmental matter to pay the cost of such publication in the official newspaper of the Village.
13. Resolution naming all commercial banks in Broome County as depositories for Village funds.
14. Resolution reaffirming the Village Hall Use Policy adopted 10/8/2002.
15. Resolution reaffirming the Village Employee Personnel Policy adopted 11/12/2002 as amended.
16. Resolution requiring all vouchers to be submitted to the Village Clerk's office before noon on the Monday prior to the first Tuesday of each month to qualify for audit and payment at next regular Village Board meeting.
17. Resolution establishing reimbursement of travel and mileage expenditures incurred in 2015 for travel and use of private vehicles on Village business at the Internal Revenue Service (IRS) rates prescribed for 2014.
18. Resolution authorizing payment in advance of audit on claims for public utility services and postage.
19. Resolution setting the date for the next organization meeting as December 08, 2015.
20. Resolution authorizing the Mayor and Trustees to attend any and all meetings of the Broome County Association of Towns & Villages.
21. Resolution designating the bulletin board on the south wall inside the main front door as the official place for posting legal notices by the Village Clerk.
22. Resolution renewing the agreement with Phelps Creek Associates for lawn mowing and snow removal if the property owner does not do so within time allowed.
23. Resolution renewing the agreement with Whitesell Enterprises, LLC d/b/a Dick's Garage for the calendar year of 2015.
24. Resolution renewing the agreement with SUNCO HOLDING CORP. d/b/a U SAVE TOWING AND RECOVERY, with offices located at 339 Front Street, Binghamton, NY 13901, hereinafter referred to as "U SAVE."

NEW BUSINESS/DISCUSSION:

1. Computer Use Policy
2. Deputy Mayor appointments for 2015
 - 1st Quarter – Trustee James DeGennaro
 - 2nd Quarter – Trustee Charles Harding
 - 3rd Quarter – Trustee Robert Aagre
 - 4th Quarter – Trustee Michael Cashman
3. Committee Assignments for 2015

Administration Commissioner – James Degennaro

 - Community Association Liaison.
 - Broome County Shared Services Health Care Committee.
 - Medical Insurance Cost Containment Initiative.

Public Safety Commissioner – Michael Cashman

- Broome County Emergency Services Liaison. (Fire, Police and EMS)

Public Works & Parks Commissioner - Robert Aagre.

- MP3.
- Broome County Shared Services Public Works Committee.
- FEMA Coordinator of applications and activity.
- Village Tree Committee Leader.
- County & Municipalities Sharing of Parks Services Committee.
- Broome County Parks Liaison.
- Local Waterfront Redevelopment Project.

Water & Sewer Commissioner – Charles Harding.

- MS4 (Municipal Separate Storm Sewer System) coordinate compliance with Engineer.
- Sewer Treatment (BJCJSTP) Representative.
- CMOM operations.

Mayor:

Greater Binghamton Council of Governments.
 Broome County Association of Towns & Villages.
 NYSDOT Greenway Committee.
 NYSDOT Liaison to Regional Director and local Engineers.
 Outside Sewers Users Group of the BJCJSTB.
 Broome County Legislature Finance Committee.
 Millennium Pipeline Relations.
 Broome County Civil Service.
 Broome County Executive Point of Contact.
 Flood Mitigation Coordination – FEMA, DEC, Corp. of Engineers & Local Engineers.

ADJOURNMENT

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VILLAGE OF PORT DICKINSON

Internet Access, Internet E-Mail, Intranet E-Mail Usage Policy

It is the policy of the Village of Port Dickinson (hereinafter referred to as “the Village”) to limit the use of the Internet e-mail and intranet e-mail for business purposes only. Access to the internet, Internet e-mail and Intranet e-mail is considered a valuable business tool and company asset. Employees are expected to treat the use of the Internet access as such. The internet Access Usage Policy covers the Village’s Internet access and mail systems via any web browser or other software application, regardless of the location of the Internet or mail access point. This policy is subject to revision at any time.

Employees may not use the Internet for personal commercial purposes, may not access any obscene, pornographic, violent, or any other site designated as prohibited by the Village, and may not access or use information in any manner that may be considered harassing (sexual or otherwise). Employees abusing such privileges will be subject to immediate disciplinary action, up to and including termination of employment and legal prosecution.

Access of the internet and mail systems from a company-owned or other computer or through company owned connections, is reserved for and constitutes business usage. As such, the Village reserves the right to monitor employee Internet usage at any time. The employee acknowledges and consents to the Village accessing, monitoring, intercepting, recording and/or reviewing his or her Internet or mail usage. This includes but is not limited to an employee’s browsing, downloading, sending, copying, modifying or installing any documents, files, e-mail attachments or other data.

It is not realistic to define all possible unauthorized Internet or mail use, therefore disciplinary action may occur for Internet or mail activities not specifically described in this policy if the circumstances warrant it.

Examples of unacceptable usage or behavior that will result in disciplinary action include, but are not limited to:

- *Accessing any obscene, pornographic, violent or prohibited site.*
- *Downloading or installing any software, files or data from Internet sites from file attachments, or from any outside source into the Village computers, computer system or network. This is strictly prohibited.*
- *Superfluous use of resources (network bandwidth, memory, disk space or CPU cycles) that are needed for business use. Web Radio, video and chat rooms are strictly prohibited. Personal use of Internet and e-mail is allowed with these restrictions: use must be brief, held to a minimum number and is restricted to non-work time (breaks, lunch hours).*
- *Unauthorized attempts to break into any computer, computer system or network, where normal business access is denied (hacking).*
- *Using company time and resources for personal gain.*
- *Using the Village name or logo without prior authorization.*
- *Theft of electronic files or data.*
- *Copying of company electronic files or data without proper authorization*
- *Sending or posting company confidential files or data either inside or outside the Village computers, computer system or network to unauthorized personnel.*
- *Compromising the privacy of users of the Village computers, computer system or network.*
- *Damaging the integrity of a computer, computer system or network, the data, the structure or the program.*
- *Disrupting the intended use of a computer, computer system or network*
- *Copying proprietary software of the Village or its contracted software vendors without authorization.*
- *Any unauthorized and/or excessive snooping, probing or otherwise connecting to a computer, computer system.*

This policy applies to all elected or appointed, full-time, part-time, contract or temporary employees, any independent subcontractor producers or salespersons, or any individual having access to the Village computers, computer system or network.

ACKNOWLEDGEMENT

I acknowledge that the Village computers, computer system or network, Internet access and e-mail systems are reserved for related business usage. The Village has the right to monitor, randomly and at their discretion, my usage of their computers, computer system or network, e-mail systems and Internet access.

I have read and understand the above policy statements and agree to adhere to this policy.

Employee Signature

Date

Printed Employee Name