

Present: Mayor Washburn  
Tr Miller, Bannister, Eliaz  
Clerk Weiss

Also present: R Uptegrove, W Wallace, M Hotchkiss, Perry Herald

At 7:00 pm Mayor Washburn called the meeting to order and led in the Pledge of Allegiance.

Minutes of the previous meetings were read.

A motion was made by Tr Eliaz, seconded by Tr Bannister, that the minutes be approved as read.

Polled: Ayes: Mayor Washburn, Miller, Eliaz, Bannister

Noes: None Carried

Public Comments: M Hotchkiss informed the Board that the Village Bicentennial booklets are now for sale.

Bills as listed on Abstract #20 in the amounts of \$248.32 for Sewer Funds, \$1,224.88 for General Funds, \$744.32 for Water Funds, \$609.39 for Water Capital Funds, and \$39,784.01 for Electric Funds were audited.

A motion was made by Tr Miller, seconded by Tr Bannister, that the bills be approved and paid.

Polled: Ayes: Mayor Washburn, Miller, Eliaz, Bannister

Noes: None Carried

Mayor's Report: There will be a merger meeting with Genesee Falls at 7pm on Thursday, March 24.

Committee Reports: Tr Miller discussed tractors driving on sidewalks.

Supt's Report: Silver Springs came in to help us with an electric problem. The Fire siren will be put up on Tuesday, March 22.

Clerk's Report: A motion was made by Tr Bannister, seconded by Tr Miller that the following Meal Reimbursement Policy be accepted:

#### **MEAL PAYMENT POLICY**

It is the policy of the Village of Castile to pay for actual meal expenses incurred by officials and employees while traveling away from home overnight on village business and for actual meal expenses that are for the convenience of the employer, such as attending a meeting that is conducted during a meal. This policy establishes the maximum amounts of payment for meal expenses, what is needed from the employee to pay a meal expense, when a meal is eligible for payment, what the Village will not pay for and when a payment request may be reviewed.

#### **Maximum Amount to be Paid:**

Breakfast	\$12.00
Lunch	\$18.00
Dinner	\$36.00

#### **What is Needed to Substantiate the Meal and Request a Meal Payment:**

Employee must submit **ORIGINAL** receipts with their purchase amount. The receipt should show the amount, the date, the time, the location and the business reason for the expense. These receipts must identify what was purchased and from whom. Tips may be added to the receipt and are to be included in the maximum amount listed above up to 16%.

#### **What Constitutes a Meal:**

A meal that an employee purchases when the employee has received overnight travel approval from the Board and does in fact stay away from home overnight for a work related event.

#### **What is Not Payable by the Village:**

The Village of Castile will not pay for the purchase of alcoholic beverages.  
 The Village of Castile will not pay for meals purchased during overnight travel or a meeting for the convenience of the employer when a meal is provided as part of the meeting or training event.  
 The Village of Castile will not pay for snacks or non-meal beverages.  
 The Village of Castile will not pay for Breakfast or for any other meal that is included at no additional cost to the employee.  
 The Village of Castile will not pay for any amount that exceeds the maximum amount. Any costs exceeding those are the responsibility of the employee.  
 The Village of Castile will not pay the cost of any non employee accompanying the employee at any eligible meal.  
 The Village of Castile will not pay for sales tax. Tax exempt paperwork must be presented when purchasing meals.

**When may a Request be Reviewed:**

Meal requests may be reviewed by the Board at any time, and may involve further clarification from the department head and/or employee.

**Daily Meal Payments**

It is the policy of the Village of Castile to pay for actual lunch meal expenses incurred by officials and employees who travel for training during the day.

**What Constitutes a Meal:**

A meal that an employee purchases when attending a meeting for the convenience of the employer, whose main purpose of the meeting is the active conduct of business. For example: seminars and training sessions that begin before the lunch meal time and conclude after the lunch meal time unless the meal is provided as part of the training or meeting event.

**Maximum Amount to be Paid:**

Lunch \$18.00

Polled: Ayes: Mayor Washburn, Miller, Eliaz, Bannister  
 Noes: None Carried

A motion was made by Tr Eliaz, seconded by Tr Miller to appoint David Reed as the Deputy Mayor.

Polled: Ayes: Mayor Washburn, Miller, Eliaz, Bannister  
 Noes: None Carried

A motion was made by Tr Eliaz, seconded by Tr Miller, to approve the following appointment list:

Appointments with term 04/01/16 – 04/01/17

Deputy Mayor	David Reed
Clerk Treasurer	Waneta Weiss
Deputy Clerk	Andrea Ferris
Supt of Public Works	George T Wright
Zoning Officer	David Swede
Zoning Clerk	Waneta Weiss
Historian	Linda Little
Recreation Supervisor	Kristi Weaver
Village Attorney	David DiMatteo
<u>Planning Board</u>	
Richard Eliaz	04/01/12-04/01/18
Margaret Rambler	04/01/10-04/01/19
Esther Handschke	04/01/12-04/01/18
Kevin Belkota	04/01/14-04/01/17
Susan Ferris	04/01/10-04/01/19
<u>Board of Appeals</u>	
Edward James	04/03/08-04/01/18
Cheryl Preston	04/05/12-04/02/17

Donald Spencer 04/03/11-04/01/21  
James Loomis 04/01/14-04/01/19  
Melinda Sacco 04/01/10-04/01/20

Committees

Mayor Washburn Audit, Employee Relations, Electric, Streets, Water, Town  
Trustee Eliaz Grants, Parks and Recreation, Public Service, Zoning  
Trustee Miller Audit, Employee Relations, Electric, Streets, Town, Zoning  
Trustee Bannister Culture, Grants, Public Safety, Public Service  
Trustee Reed Employee Relations, Parks and Recreation, Public Safety, Sewer  
Richard Eliaz SLWSC

Culture- Library, Historical Society, Celebrations  
Public Safety – Fire Department, Rescue Squad  
Public Services- Cemetery, Senior Citizens, Building, Grounds,  
Official Media – Perry Herald  
Mileage Reimbursement – .54 per mile  
Board Meetings – 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month

Policies

Investment as approved 04/01/96  
Procurement as approved 04/01/96  
Personnel as of 01/16/03

Polled: Ayes: Mayor Washburn, Miller, Eliaz, Bannister  
Noes: None Carried

A motion was made by Tr Bannister, seconded by Tr Eliaz, that the following amendment to the 2015-2016 Budget be made:

Debit A2501, Credit A5110.4 for \$3,852.17

Polled: Ayes: Mayor Washburn, Miller, Eliaz, Bannister  
Noes: None Carried

The Board discussed purchasing LED lightbulbs for our electric customers using our CEEP fund. We will get prices from Country Line in Silver Springs and Walmart in Warsaw.

A motion was made by Tr Bannister, seconded by Tr Miller that the monthly reports as presented by the Treasurer be approved.

Polled: Ayes: Mayor Washburn, Miller, Eliaz, Bannister  
Noes: None Carried

The Treasurer presented the tentative budgets to the Board.

A motion was made by Tr Miller, seconded by Tr Bannister, to schedule a public hearing for the budget on April 4<sup>th</sup> at 7pm.

Polled: Ayes: Mayor Washburn, Miller, Eliaz, Bannister  
Noes: None Carried

The Oath of Office was administered to Keith Washburn (Mayor) and Dennis Miller (Trustee).

At 7:25, a motion was made by Tr Bannister, seconded by Tr Eliaz to go into Executive Session to discuss personnel.

At 8:25, Executive Session ended and a motion was made by Tr Eliaz, seconded by Tr Bannister, that the meeting be adjourned.

Polled: Ayes: Mayor Washburn, Miller, Eliaz, Bannister

Noes: None

Carried

Respectfully submitted,

Waneta Weiss  
Clerk Treasurer