

**Special Board Meeting of the Village of Solvay Board of Trustees
Monday, September 30, 2019**

**OFFICE OF THE CLERK
HARRY DECARLO**

Today, Monday, September 30th the **SPECIAL BOARD MEETING of the SOLVAY VILLAGE BOARD OF TRUSTEES** was called to order by Mayor Derek Baichi at the Village of Solvay Conference Room, 1100 Woods Road, Solvay, NY 13209 at 5:30 p.m.

PLEDGE TO THE FLAG

ATTENDANCE ROLL CALL:	Trustees	William McVicker	Present
		Daniel Bellotti	Absent
		Thomas Tarolli	Present
		Raymond Fougner	Present
		John Cregg	Present
	Deputy Mayor	John Fall Sr	Present
	Mayor	Derek Baichi	Present

CORRESPONDENCE:

A briefing of the new Cost Cutting Committee was discussed. Roberts Rules of Order was discussed as well. The "Rules of Procedure" were discussed by the board members. Suggested edits were debated by the board.

RESOLUTIONS:

1. Authorization from the Board of Trustees to adopt and accept the Rules of Procedure, as revised in the incorporated document pending approval by legal counsel:

**VILLAGE OF SOLVAY BOARD MEETINGS
RULES OF PROCEDURE**

1. Regular meetings of the Village of Solvay Board of Trustees will take place on the fourth Tuesday of each month, commencing at 6:00 p.m.
2. Regular meetings of the Board of Trustees will take place in the main meeting room at the Town of Geddes Town Hall, 1000 Woods Road, Solvay, New York or at such other location as may be designated.
3. Special meetings of the Board of Trustees may be called by the Mayor or any two Trustees, upon notice to the entire Board. In such event, notice to the public shall be given in accordance with the New York Open Meetings Law.
4. A quorum of the Board of Trustees must be present in order to conduct business. A member of the Board may attend a Village Board meeting through video conferencing technology but proper notice of any meeting where video conferencing will be used must provide an opportunity for the public to attend, listen and observe at any site at which a member of the Board participates. To ensure confidentiality, participation in an executive session of the Board by means of video conferencing will not be permitted.

5. Executive sessions will be held in accordance with §105 of the New York Public Officers Law. Any and all matters discussed in Executive Session are of a confidential nature. Breach of this confidentiality is considered unethical behavior and gross misconduct.

6. The agenda for every meeting of the Board of Trustees will be prepared by the Village Clerk, at the direction of the Mayor.

7. The Mayor or any Trustee should have items placed on the agenda, at least one week prior to a scheduled meeting, at which time the agenda will be circulated to all Board members, along with any supporting documentation. A final agenda will be prepared and emailed to all Board members no later than 5:00 p.m. the Friday before the meeting. If necessary, a supplemental agenda may be distributed at the beginning of the meeting. Any item to be placed on the agenda by a Trustee requires prior approval by the Mayor.

8. Items may be added to the agenda at any time, including during the meeting, by a majority vote of the Board of Trustees.

9. Each member of the Board of Trustees has one vote.

10. The Mayor may vote on any matter but must vote in case of a tie.

11. A vote upon any question will be taken by "yes" and "no".

12. The Village Clerk shall record the votes on each item, including any abstentions or members absent.

13. For purposes of determining whether a matter passed, the clerk must tally the number of "yes" votes.

14. Unless otherwise specified by NYS Law, a majority of the totally authorized voting power of the board must vote "yes" for the matter to pass.

15. Minutes will be taken by the Village Clerk.

16. Minutes must consist of a record of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.

17. The Mayor shall preside at all meetings of the Board.

18. In the Mayor's absence, the Deputy Mayor will preside. In the absence of both the Mayor and the Deputy Mayor, the Board members present shall select a presiding officer for that meeting.

19. Board members shall be recognized by the presiding officer before making motions or speaking.

20. All motions require a second.

21. A member, once recognized, may not be interrupted when speaking.

22. Motions to close or limit debate require a two-thirds vote.

23. A "Petitions" or public comment period, intending to serve as a "one-way dialogue" to allow the public an opportunity to address the Village Board, will be held at the beginning of each Regular Village Board meeting. The public may only speak during the meeting's "Petitions" period, during public hearings and at such other time as a majority of the Board allows.

24. Speakers must be recognized by the presiding officer.

25. Speakers, except for Board members, must step up to the podium to speak.

26. Speakers must give their name and address, for the record.

27. Speakers must limit their remarks to five minutes on a given topic.

28. Speakers may not yield any remaining time they may have to another speaker.

29. All remarks must be addressed to the Board as a body and not to individual Board members or to other members of the public.

30. All members of the public and all public officials may tape or video record meetings of the Board. Recording is not allowed during executive sessions. Any such recording must be done in a manner which does not interfere with the meeting.

31. Speakers, including Village Board Members, must observe commonly accepted rules of courtesy, decorum, dignity and good taste. There shall be no demonstrations, booing, clapping or other disruption of the meeting.

32. It shall be the responsibility of the Village Clerk to enforce the time limitations imposed upon Petitioners and during opportunities for public comment.

MOTION: Raymond Fougner

SECOND: Derek Baichi

AYES: 6

NAYES: 0

MOTION CARRIED

PETITIONS: None

Resolved that this Board of Trustees move into Executive Session to discuss a personnel matter at 6:42 p.m.

MOTION: John Fall Sr

SECOND: Raymond Fougner

AYES: 6

NAYES: 0

MOTION CARRIED

Resolved that the Executive Session be closed and that this Board return to the regular meeting at 7:02 p.m.

MOTION: John Cregg

SECOND: William McVicker

AYES: 6

NAYES: 0

MOTION CARRIED

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ADJOURNMENT:

The Special meeting of the Solvay Board of Trustees be adjourned at 7:04 pm

MOTION: John Cregg

SECOND: Raymond Fougner

AYES: 6

NAYES: 0

MOTION CARRIED

Respectfully submitted,

Harry DeCarlo, Village Clerk