

May 13, 2026

Present: Mayor Ernest Corino
Trustee Ron Langdon
Trustee Matt Schaertl
Brad Hixson
Ellie Shannon
Michael Scoville
Debby Herendeen
Rich Herendeen
Tracy Kraft
Fred Mink
Bob Woodhams
Kim Parmarter
Amy Alexander, Recording Clerk

Mayor Corino opened the Village Board Meeting order at 6:00 P.M.

The Pledge of Allegiance was recited.

The minutes of the previous meeting were prepared beforehand by the Village Clerk-Treasurer and on motion by Trustee Langdon, seconded by Trustee Schaertl, voted and carried unanimously to accept as prepared and placed on file. Motion was made by Trustee Langdon, seconded by Trustee Schaertl, voted and carried unanimously to accept the April 2026 Trial Balance and Revenue/Expenditure Analysis.

Motion was made by Trustee Langdon, seconded by Trustee Schaertl, voted and carried unanimously to audit and approve the following bills for payment and all budget transfers:

04/22/26	Abstract 11a	\$14,655.30 (#12920-12927)
	General	\$14,655.30
04/22/26	Abstract #11b	\$369.23 (#12928)
	General	\$198.71
	Water	\$170.52
005/13/26	Abstract #12	\$93,280.13 (#12929-12966)
	General	\$59,924.20
	Water	\$581.01
	Sewer	\$32,774.92

Board Items:

Fred Mink stated he was attending on behalf of Jim Lynch. Mr. Lynch is seeking permission from the village to be the coordinator of the Community Graden. Mr. Mink stated that some of Mr. Lynch’s ideas include raised garden beds and expanding the garden.

Trustee Schaertl made a motion, seconded by Trustee Langdon, voted and unanimously carried to give Jim Lynch authority to oversee the Community Garden to include the garden shed and water spigot.

Trustee Schaertl suggested that the village have a Recreation Committee and Jim Lynch should be the first person assigned to his committee. Trustee Schaertl made a motion, seconded by Trustee Langdon, voted and unanimously carried to have Jim Lynch be placed on the Recreation Committee with all financial decisions coming before the village board.

Chief Wagner gave his April 2026 Monthly Report, April Incident Run Log, and Budget Year End Spend Requests to the board.

Resolution 13-2026 and Resolution 14-2026 tabled until more information is provided.

Mayor Corino made a motion, seconded by Trustee Langdon, voted and unanimously to approve budget transfer of \$8,200 from F1990.4 (Contingency) to F8340.2 (Water Transmission & Distribution Equipment).

Mayor Corino closed the Village Board Meeting and opened the Organizational Meeting at 6:37 P.M.

The Village Board has designated The Finger Lakes Times as the official Legal Newspapers, to use as needed (1 yr.).

VOTE

Mayor Corino: aye
Trustee Langdon: aye
Trustee Schaertl: aye

The regular Board meetings of the Village Board will be held on the 2nd Wednesday of the month, unless there happens to be a meeting, such as a Public Hearing, Organizational Meeting and Special Meetings, etc. The legal news media will be notified in advance, if the regular board meeting is changed. All regular board meetings will be held in the Shortsville Village Conference Room at 6:00 P.M.

Resolution 7-2026 ADVANCED APPROVAL OF CLAIMS

WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, car rental fees, schooling fees, credit cards, and medical reimbursements, and

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees,

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges, car rental fees, schooling fees, credit cards, and medical reimbursements, and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees.

Section 2: That this resolution shall take effect immediately.

VOTE

Mayor Corino: aye

Trustee Langdon: aye

Trustee Schaertl: aye

Resolution 8-2026 MILEAGE ALLOWANCE

WHEREAS the board of trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees shall approve reimbursement to such officers and employees at the same federal mileage rate (currently \$0.72/mile).

Section 2. That this resolution shall take effect immediately.

VOTE

Mayor Corino: aye

Trustee Langdon: aye

Trustee Schaertl: aye

Resolution 9-2026 DESIGNATION DEPOSITORIES

WHEREAS the board of trustees has determined that Village Law s4-412(3)(2) requires the designation of banks or trusts companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees does hereby designate the following institutions as depositories of all moneys received by the village clerk, treasurer and receiver of taxes.

Names of Institutions: Canandaigua National Bank & Trust Co., Manchester/Shortsville, NY.

Section 2. That this resolution shall take effect immediately.

VOTE

Mayor Corino: aye

Trustee Langdon: aye

Trustee Schaertl: aye

Resolution 10-2026 ATTENDANCE AT SCHOOLS AND CONFERENCES

WHEREAS there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors Fall Training School for Fiscal Officers and Municipal Clerks; c) the New York State Conference

of Mayors Public Works School; d) the New York State Government Finance Officer Association training and conferences, d) Ontario County association meetings e) water works conferences and,

WHEREAS it is determined by the board of trustees that attendance by certain municipal officials and employees at one or more of these meeting, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the following schools: a) Mayor, Trustees, Clerk-Treasurer, Deputy Clerk-Treasurer, DPW Supervisor, Laborers

Section 2. That this resolution shall take effect immediately.

VOTE

Mayor Corino: aye

Trustee Langdon: aye

Trustee Schaertl: aye

Resolution 11-2026 Appointment of Village Attorney

WHEREAS, the Village Board is desirous of appointing Matthew St. Martin as Attorney for the Village of Shortsville; and,

NOW, BE IT RESOLVED, that the Village of Shortsville appoints Matthew St. Martin as Attorney for the Village of Shortsville, and,

BE IT FURTHER RESOLVED, that Mayor Corino is authorized to execute a Legal Services Agreement relative to this appointment.

This resolution shall take effect immediately.

VOTE

Mayor Corino: aye

Trustee Langdon: aye

Trustee Schaertl: aye

The Board of Trustees of the Village of Shortsville will act as the local Board of Health. Mayor Corino appointed Trustee Schaertl as President and appointed Village Clerk-Treasurer Amy Alexander as Secretary (1 yr.).

The Board of Trustees of the Village of Shortsville, no longer act as Assessors for the Village, as they are no longer an Assessing Unit by Local Law No. 2-1984. The Town of Manchester's village portion of the roll is used for the Village's Taxes. The taxable status of the Village is now March 1st.

The Village Clerk-Treasurer and the Deputy Village Clerk-Treasurer, will act as custodians to operate and sustain a Petty Cash Working Fund in the amount of \$60.00 General Petty Cash and \$40.00 Water/Sewer Petty Cash (1yr.).

The following positions will be held as follows:

- Mayor Ernest Corino----- (term 4 yrs.) expires 3/31/28
- Trustee Ronald Langdon ----- (term 4 yrs.) expires 3/31/28
- Trustee Matthew Schaertl ----- (term 4 yrs.) expires 3/31/30
- Deputy Mayor Ronald Langdon --- (term 4 yrs.) expires 3/31/28
- Village Clerk-Treasurer Amy Alexander -- (term 4 yrs.) expires 3/31/28
- Deputy Village Clerk-Treasurer Sandra Liberty ----- (term 4 yrs.) 3/31/28
- Registrar of Vital Statistics – Amy Alexander-----03/31/28)
- Deputy Registrar of Vital Statistics – Sandra J. Liberty ----- (expires 3/31/28)
- Village Historian – Debbie Herendeen (1 yr).

The following positions will remain vacant for the fiscal year 2026-2027

- Dog Control Officer
- Deputy Dog Control Officer
- 1 DPW MEO
- 1 Building Inspector (PT)

The decision was made due to the Intermunicipal Agreement made between the Town of Manchester, Village of Clifton Springs, and Village of Shortsville, on February 9, 1988, for two (2) years,

expiring on 12/31/89. The Village Clerk's Office will co-ordinate between the Town of Manchester Building Inspector III/Code Enforcement Officer, and information and obtaining permits and applications will be done at the Village of Shortsville Office for the village business. The new agreement runs for four (4) years (2028). The salary for the Code Enforcement Officer shall be set to run at a set figure from July 1 through June 30 of each year.

Resolution 12-2026 INVESTMENT POLICY

The following resolution was moved to adoption by Trustee Schaertl, seconded by Trustee Langdon.

The objective of this investment policy of the Village of Shortsville is to minimize risk; to ensure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the mayor is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

1. Certificates of Deposit issued by a bank or trust company authorized to do business in New York State.
2. Time Deposit Accounts in a bank or trust company authorized to do business in New York State
3. Obligations of New York State.
4. Obligations of the United States Government.

All investments shall comply with the following conditions:

1. Collateral
Certificates of deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the U.S., or obligations of New York State local governments. The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit.
2. Operations, Audit, and Reporting
The chief fiscal officer or the deputy fiscal officer shall authorize the purchase and sale of all securities and certificates of deposit on behalf of local government. Oral directions concerning the purchase or sale of securities shall be confirmed in writing. The Village of Shortsville shall pay for purchased securities upon the delivery or book-entry thereof.

The Village of Shortsville will encourage the purchase and sale of securities and certificates of deposit through a competitive process involving telephone solicitation of at least two bids for each transaction.

Funds are generally invested with the bank paying the highest rate of interest, providing there is sufficient collateral to cover such investment. These banks, in addition to posting collateral, have expressed interest in issuing certificates of deposit.

3. Term of Investment
Market conditions and cash flow requirements are considered in determining the term of an investment.

OBJECTIVES

The objectives of the Investment Policy of the Village of Shortsville are to conform to all applicable federal and state legal requirements; to adequately safeguard principal; to provide sufficient liquidity to meet all operating requirements; and to insure a competitive rate of return.

DELEGATION OF AUTHORITY

The Village Board's responsibility for administration of the investment program is delegated to the Village Clerk/Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on records incorporating description and amounts of investments, transaction dates, and other relevant information.

PERMITTED INVESTMENTS

In accordance with this policy, the Village Clerk/Treasurer, the chief fiscal officer, is hereby authorized to invest all funds, including proceeds of obligations and reserve funds, in:

- a. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- b. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such state or obligations of any public benefit corporation which under a specific state statute may be accepted as security for deposit of public moneys.
- c. Certificates of deposit issued by a bank or trust company authorized to do business in New York State.
- d. Time deposit accounts in a bank or trust company authorized to do business in New York State.

SAFEKEEPING AND COLLATERALIZATION

- A. Eligible securities used for collateralizing deposits shall be held by the depository and/or third-party bank or trust company subject to security and custodial agreements.
- B. The security agreement shall provide that eligible securities are being pledged to secure the Village's deposits together with agreed-upon interest, if any, and any cost or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in the form suitable for transfer or with an assignment in blank to the Village of Shortsville or its custodial bank.
- C. The custodial agreement shall provide those securities held by the bank or trust company, or agent of a custodian for the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be comingled with or become part of the backing for any other deposit or other liabilities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

DELIVERY OF SECURITIES

Payment shall be made by or on behalf of the Village for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States, United States obligations, certificates of deposit, and other purchased securities upon the delivery thereof to the custodial bank or, in the case of a book-entry transaction, when the purchased securities are credited to the custodial bank's Federal Reserve System account. All transactions shall be confirmed in writing.

WRITTEN CONTRACTS

Written Contracts are required for certificates of deposit and custodial undertakings. With respect to the purchase of obligations of the United States, New York State, or other governmental entities, etc., in which moneys may be invested, the interests of the Village will be adequately protected by conditioning payment on the physical delivery of purchased securities to the Village or custodian or, in the case of book-entry transactions, on the crediting of purchased securities to the custodian's Federal Reserve System account. All purchases will be confirmed in writing to the Village.

DESIGNATION OF DEPOSITORIES

Official depositories shall be designated at the Village's annual meeting, the first Monday of April.

FINANCIAL STRENGTH INSTITUTIONS

All trading partners must be credit worthy. Investments in time deposits and certificates of deposit are to be made with banks or trust companies. Their annual reports must be reviewed by the chief fiscal officers to determine satisfactory financial strength.

OPERATIONS, AUDIT AND REPORTING

- A. The chief fiscal officer shall authorize the purchase and sale of certificates of deposit on behalf of the Village. Oral directions concerning the purchase or sale shall be confirmed in writing. The Village will encourage the purchase of certificates of deposit through a competitive or negotiated process involving telephone solicitation of at least two bids for each transaction.
- B. Within 60 days of the end of each of the first three quarters of the fiscal year, the chief fiscal officer shall prepare and submit to the Board of Trustees of the Village a quarterly investment report which indicates new investments, the inventory of existing investments, and such other matters as the chief fiscal officer deems appropriate.
- C. Within 120 days of the end of the fiscal year, the chief fiscal officer shall prepare and submit to the Board of Trustees an annual investment report, any recommendations for change in these investment guidelines, the investment income record, a list of total fees, if any, paid to the custodial bank and such other matters as the chief fiscal officer deems appropriate.
- D. At least annually and, if practicable, at the annual meeting of the Board of Trustees, the Trustees shall review and amend, if necessary, these investment guidelines.
- E. The provision of these Investment Guidelines and any amendments hereto shall take effect prospectively, and shall not invalidate the prior selection of any custodial or prior investment.

RESOLVED; that the Board of Trustees hereby adopts the Village of Shortsville's Investment Policy.

VOTE

Mayor Corino: aye

Trustee Langdon: aye

Trustee Schaertl: aye

Resolution 13-2026 PROCUREMENT POLICY

The following resolution was moved to adoption by Trustee Schaertl, seconded by Trustee Langdon.

Section 104-b of the General Municipal law (GML) requires every municipality to adopt internal policies governing all procurement of goods and services not subject to the bidding requirements of GML § 103 or any other law. In accordance with that requirement, the following guidelines are established for use by the Village of Shortsville.

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML § 103. Every village officer, board member, department head or other personnel with the requisite purchasing authority (the purchaser) shall adhere to this policy. An employee wishing to make a purchase on behalf of the Village must have the purchase authorized by the appropriate department head.

Guideline 2. All purchases of goods, services, equipment or public works contracts:

- (a) Less than \$10,000 but greater than \$5,000 require a written request for proposal, written quote from three (3) vendors.
- (b) Purchases equal to or in excess of \$5,000 will also require approval of the Village Board.
- (c) Purchases of less than \$5,000 are at the discretion of the Department Head.
- (d) Any written request for proposal shall be from a reputable vendor, and must describe the desired goods, quantity and particulars of delivery.

Guideline 3. All purchase of goods or services, supplies or equipment which will exceed \$20,000 in the fiscal year for purchase contracts or public works contracts that exceed \$35,000 shall be formal bid pursuant to General Municipal Law § 103.

Guideline 4. The lowest responsible proposal or quote shall be awarded to the purchase or public works contact unless the purchaser prepares a written justification as to why it is in the best interest of the village and its taxpayers to make an award to other than the low bidder. If a vendor is not deemed responsible, facts supporting that judgement shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. However, if the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made. In no event shall the inability to obtain the required proposals or quotations be a bar to the procurement.

Guideline 6. In the event that there is only one supplier for a particular good or service, care must be taken to document that the item or service is unique in its benefits as compared to other items or service available in the market place. The purchaser must be sure that no other item or service provides a substantially equivalent or similar benefit.

RESOLVED; the Board of Trustees hereby adopts the Village of Shortsville's Procurement Policy.

VOTE

Mayor Corino: aye

Trustee Langdon: aye

Trustee Schaertl: aye

The Organizational Meeting was adjourned upon motion of Trustee Langdon seconded by Trustee Schaertl at 7:18 P.M.

Respectfully submitted,

Amy Alexander
Village Clerk-Treasurer