

VILLAGE OF EARLVILLE

Regular Monthly Meeting  
Village Hall

May 9, 2017  
7:00 PM

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NOTICE: Pursuant to Article 7 of the Public Officers Law § 104-1, notice of this meeting was given to the media at least seven days in advance and the same posted on April 12, 2017 .

*Tonight’s meeting minute notes: All votes by the Village of Earlville Board of Trustees (herein “Board” or “Village Board”) 5-0 are to be read as “aye” votes from Village of Earlville Board of Trustees members Corey, French, Moore and Piliero. The “Village Office” is the Village of Earlville Municipal Office located at 8 North Main Street.*

Deputy Mayor Margaret Corey called the meeting to order at 7:00 p.m. Board members present was Trustees Daniel Piliero, Shari Taylor and Jack Muhlfeld. Mayor William Excell was excused. Also present was Village Clerk-Treasurer Kelly Beach, Sherburne Town Councilman Ed Meyers, 2 representatives from Boy Scouts, Fire Chief John Fontaine and two new members of the Fire Department as well as three members of the public.

Motion #1-5.9.2017

On a motion by Muhlfeld, seconded by Piliero, the Meeting Minutes from the April 11, 2017 Public Hearing was approved unanimously 3-0.

MOTION # 2-5.9.2017

On a motion by Muhlfeld, seconded by Piliero, Abstract 853 General Fund Vouchers totaling \$18,511.76 were approved unanimously, 3-0.

MOTION # 3-5.9.2017

On a motion by Muhlfeld, seconded by Piliero, Abstract 854 Water Fund Vouchers totaling \$3,798.19 were approved unanimously, 3-0.

MOTION # 4-5.9.2017

On a motion by Muhlfeld, seconded by Piliero, Abstract 855 Trust & Agency Fund Vouchers totaling \$11,203.39 were approved unanimously, 3-0.

TOWN COUNCILMAN REPORT

Town of Sherburne Councilman Ed Meyers reported on the April 12<sup>th</sup> meeting, the next Town Board meeting is May 10<sup>th</sup>. Meyers gave a highway update; crews are working on cleaning roads, they will be starting work on Castle Hill Road soon. The Historic Park was discussed. They town has a new “take a book, leave a book program. The town received money from CHIPS. A Judicial grant has been applied for. The Town Board has approved a resolution for a solar and wind power program.

TRUSTEE REPORTS

Trustee Taylor reported that there was one FOIL request. Taylor is trying to contact French about finishing up the ramp, to date there are still no railings on half pipe.

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Trustee Piliero reported that he attended the Sherburne Town Meeting. Piliero stated that the Skatepark should be finished soon. Muhlfeld mentioned having the local Boy Scout Troop help with the Skatepark.

Trustee Corey reported that Earlville Days is July 14-15<sup>th</sup>. The Events committee is working hard on putting the event together. The next Events Committee meeting will be held on May 16<sup>th</sup>. The Fire Department will be hosting a Chicken BBQ Dinner during the event on Saturday July 15<sup>th</sup>. Corey reported that the Fire Department is in need of an old car for auto extraction practice. Fire Department members may have found a company that would provide rides for 1 day of Community Days in the future.

Trustee Muhlfeld reported on in the Justice Court. He also spoke with Piliero regarding finishing the skate ramp.

#### NEW BUSINESS

Boy scouts would like to use the upstairs office on Thursdays for their meetings since the Methodist church is closing and they have nowhere else to meet. After a brief discussion, the Board approved this unanimously and a certificate of liability was given to the clerk.

Chief Fontaine introduced two new members of the Fire Department; Amberlie Sherwood applied for Jr. Membership and Bradon Thornton is transferring from another fire department. After a lengthy discussion the Board approved both memberships 4-0, unanimously.

USDA Rural Development now requires a "Limited English Proficiency Plan" for all municipalities that have loans or dealings with them. The Village's plan was reviewed by the Board and adopted by Resolution 33-18 "Adoption of Limited English Proficiency Plan" on a motion by John Muhlfeld, seconded by Daniel Piliero, 4-0, approved and adopted unanimously.

Budget adjustments were reviewed by the Board; after a brief discussion, Budget adjustments of April 9<sup>th</sup> were approved 4-0.

Budget amendments were reviewed by the Board; after a lengthy discussion;

\*Resolution 33-15 "Approval of General Fund Budget Amendment to Reflect Actual Income from Fire Districts" was approved on a Motion made by Board Member Trustee Shari Taylor, seconded by Board Member Daniel Piliero, stating;

*WHEREAS, the Village of Earlville Clerk-Treasurer strives to reflect as accurately as possible the revenues and expenditures of the 2016-2017 budget, and*

*WHEREAS, Village Law Article 5-520 states that "The board of trustees, during a fiscal year, by resolution, may make additional appropriations or increase existing appropriations," and "Moneys... may be provided by transfer from ... unanticipated revenues within a fund";*

*WHEREAS, the Fire District Budget is created after the Village Fiscal Budget; therefore the Village Budget must be adjusted to reflect the true Income received;*

*NOW, THEREFORE, be it resolved, that the 2016-2017 General Fund is amended as follows:*

- A2262 Fire Protection Service Income line shall be increased from \$57,882.00 to \$61,602, a difference of \$3720.00*
  - A3410.463 Fire Fighting Apparel Expense line shall be increased from \$2,500 to \$4,780.59, a difference of \$2,280.59*
  - A3410.466 Training Expense line shall be increased from \$300.00 to \$550.00, a difference of \$250.00.*
-



- A3410.432 Equipment Expense line shall be increased from \$2,200.00 to \$3,389.48, a difference of \$1,189.48

Was approved unanimously 4-0.

Resolution 33-16 "Approval of General Fund Budget Amendment to Increase in Sales Tax Income" was approved on a Motion made by Board Member Trustee John Muhlfeld, seconded by Board Member Daniel Piliero, stating;

WHEREAS, the Village of Earlville Clerk-Treasurer strives to reflect as accurately as possible the revenues and expenditures of the 2015-2016 budget, and

WHEREAS, Village Law Article 5-520 states that "The board of trustees, during a fiscal year, by resolution, may make additional appropriations or increase existing appropriations," and "Moneys... may be provided by transfer from ... unanticipated revenues within a fund";

WHEREAS, the Village did receive \$12,524.12 more from Madison County Sales Tax Revenue than anticipated;

NOW, THEREFORE, be it resolved, that the 2016-2017 General Fund is amended as follows:

- A1120- Sales Tax- Madison County Revenue income line shall be increased from \$40,000 to \$52,524.12, a difference of \$12,524.12.
- A111.01- Justice PS expense line shall be increased from \$3123.63 to \$4,397.97 a difference of \$1,274.34
- A1325.1- Treasurer, PS Other expense line shall be increased from \$11,929.09 to \$14,278.31, a difference of \$2,349.22.
- A1410.1- Clerk-PS Other expense line shall be increased from \$19,898.29 to \$21,697.51, a difference of \$1,799.22
- A19104- Unallocated Insurance expense line shall be increased from \$13,651.19 to \$13,837.19, a difference of \$186.00
- A514211- Snow Removal OT expense line shall be increased from \$1,421.96 to \$1,760.96, a difference of \$339.00.
- A51421 Snow Removal PS- Other expense line shall be increased from \$6,772.11 to \$7,662.11, a difference of \$890.00.
- A19904 Contingent Account expense line shall be increased from \$5,249.23 to \$10,935.57, a difference of \$5,686.34.

Was approved unanimously 4-0.

Resolution 33-17 "Approval of General Fund Budget Amendment to Increase in Income Budget Lines" was approved unanimously 4-0, on a motion by Board Member John Muhlfeld, seconded by Board member Daniel Piliero.

WHEREAS, the Village of Earlville Clerk-Treasurer strives to reflect as accurately as possible the revenues and expenditures of the 2015-2016 budget, and

WHEREAS, Village Law Article 5-520 states that "The board of trustees, during a fiscal year, by resolution, may make additional appropriations or increase existing appropriations," and "Moneys... may be provided by transfer from ... unanticipated revenues within a fund";

WHEREAS, the Village did receive \$12,524.12 more from Madison County Sales Tax Revenue than anticipated;

NOW, THEREFORE, be it resolved, that the 2016-2017 General Fund is amended as follows:

- A1255.2- Fax Revenue income line shall be increased from \$0.00 to \$11.00, a difference of \$11.00
  - A1255.3- Tax Search income line shall be increased from \$50 to \$220 a difference of \$170.
  - A1603- Vital Statistics Fees income line shall be increased from \$50.00 to \$80.00, a difference of \$30.00.
  - A2555- License and Permits income line shall be increased from \$600 to \$640, a difference of \$40.00
  - A2610- Fines, Forfeits and Bail income line shall be increased from \$4,000 to \$6,530.90, a difference of \$2,530.90.
-

- A3001-State Aid Per Capita income line shall be increased from \$9,221 to \$9,457, a difference of \$236.
- A1990.4 Contingent Account expense line shall be increased from \$11,314.79 to \$14,332.69 a difference of \$3,017.90.

OLD BUSINESS

No old business

PUBLIC COMMENT

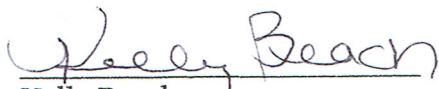
No public comment.

EXECUTIVE

No executive session.

With nothing further to discuss, Trustee Muhlfeld then ended the meeting by a motion to adjourn the Board Meeting at 7:303 pm, seconded by Trustee Piliero, and carried 3-0.

"I certify this document is a true and accurate description of the regular board meeting of the governing board of the Village of Earlville May 9, 2017."

  
Kelly Beach  
Clerk-Treasurer  
Village of Earlville

- Village Seal -



Resolution 33-15  
Approval of General Fund Budget Amendment to Reflect Actual Income from Fire Districts

Motion made by Board Member Trustee Shari Taylor

During the regular board meeting of the Village Trustees (the "Village") of the Village of Earlville, Counties of Madison and Chenango, State of New York held at the office of said Village Trustees in the Village of Earlville, Counties and State aforesaid, on the 9th day of May 2017,

Present:	Margaret Corey –	Trustee, Deputy Mayor
	Daniel Piliero-	Trustee
	John Muhlfeld-	Trustee
	Shari Taylor-	Trustee
	Kelly Beach –	Clerk/Treasurer

WHEREAS, the Village of Earlville Clerk-Treasurer strives to reflect as accurately as possible the revenues and expenditures of the 2016-2017 budget, and

WHEREAS, Village Law Article 5-520 states that "The board of trustees, during a fiscal year, by resolution, may make additional appropriations or increase existing appropriations," and "Moneys... may be provided by transfer from ... unanticipated revenues within a fund";

WHEREAS, the Fire District Budget is created after the Village Fiscal Budget; therefore the Village Budget must be adjusted to reflect the true Income received;

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- A3410.432 Equipment Expense line shall be increased from \$2,200.00 to \$3,389.48, a difference of \$1,189.48


Seconded by Board Member Trustee Daniel Piliero

The question of adoption of the foregoing resolution was duly put to vote; and upon role call, the vote was as follows:

Margaret Corey, Trustee	Voted	Yes
Daniel Piliero, Trustee	Voted	Yes
John Muhlfeld, Trustee	Voted	Yes
Shari Taylor, Trustee	Voted	Yes

The foregoing resolution was thereupon declared duly adopted, 4-0.

I hereby certify that this resolution was adopted on May 9, 2017 and is recorded in the Meeting Minutes of the Village of Earlville Board of Trustees.

  
\_\_\_\_\_  
Kelly Beach  
Village Clerk-Treasurer  
Village of Earlville

-Seal-

Resolution 33-16  
Approval of General Fund Budget Amendment to Increase in Sales Tax Income

Motion made by Board Member Trustee John Muhlfeld

During the regular board meeting of the Village Trustees (the “Village”) of the Village of Earlville, Counties of Madison and Chenango, State of New York held at the office of said Village Trustees in the Village of Earlville, Counties and State aforesaid, on the 9th day of May 2017,

Present: Margaret Corey – Trustee, Deputy Mayor  
Daniel Piliero- Trustee  
John Muhlfeld- Trustee  
Shari Taylor- Trustee  
Kelly Beach – Clerk/Treasurer

WHEREAS, the Village of Earlville Clerk-Treasurer strives to reflect as accurately as possible the revenues and expenditures of the 2015-2016 budget, and

WHEREAS, Village Law Article 5-520 states that “The board of trustees, during a fiscal year, by resolution, may make additional appropriations or increase existing appropriations,” and “Moneys... may be provided by transfer from ... unanticipated revenues within a fund”;

WHEREAS, the Village did receive \$12,524.12 more from Madison County Sales Tax Revenue than anticipated;

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- A19904 Contingent Account expense line shall be increased from \$5,249.23 to \$10,935.57, a difference of \$5,686.34.

Seconded by Board Member Trustee

The question of adoption of the foregoing resolution was duly put to vote; and upon role call, the vote was as follows:

Margaret Corey, Trustee, Mayor	Voted	Yes
Daniel Piliero, Trustee	Voted	Yes
John Muhlfeld, Trustee	Voted	Yes
Shari Taylor, Trustee	Voted	Yes

The foregoing resolution was thereupon declared duly adopted, 4-0.

I hereby certify that this resolution was adopted on May 9, 2017 and is recorded in the Meeting Minutes of the Village of Earlville Board of Trustees.

Kelly Beach  
Village Clerk-Treasurer  
Village of Earlville

-Seal-



Resolution 33-17  
Approval of General Fund Budget Amendment to Increase in Income Budget Lines

Motion made by Board Member John Muhlfeld

During the regular board meeting of the Village Trustees (the "Village") of the Village of Earlville, Counties of Madison and Chenango, State of New York held at the office of said Village Trustees in the Village of Earlville, Counties and State aforesaid, on the 9th day of May 2017,

Present:	William Excell –	Mayor
	Margaret Corey –	Trustee
	Daniel Piliero-	Trustee
	John Muhlfeld-	Trustee
	Shari Taylor-	Trustee
	Kelly Beach –	Clerk/Treasurer

WHEREAS, the Village of Earlville Clerk-Treasurer strives to reflect as accurately as possible the revenues and expenditures of the 2015-2016 budget, and

WHEREAS, Village Law Article 5-520 states that "The board of trustees, during a fiscal year, by resolution, may make additional appropriations or increase existing appropriations," and "Moneys... may be provided by transfer from ... unanticipated revenues within a fund";

WHEREAS, the Village did receive \$12,524.12 more from Madison County Sales Tax Revenue than anticipated;

NOW, THEREFORE, be it resolved, that the 2016-2017 General Fund is amended as follows:

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- A1255.3- Tax Search income line shall be increased from \$50 to \$220 a difference of \$170.
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- A2610- Fines, Forfeits and Bail income line shall be increased from \$4,000 to \$6,530.90, a difference of \$2,530.90.
- A3001-State Aid Per Capita income line shall be increased from \$9,221 to \$9,457, a difference of \$236.
- A1990.4 Contingent Account expense line shall be increased from \$11,314.79 to \$14,332.69 a difference of \$3,017.90.

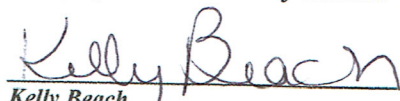
Seconded by Board Member Trustee Daniel Piliero

The question of adoption of the foregoing resolution was duly put to vote; and upon role call, the vote was as follows:

Margaret Corey, Trustee	Voted	Yes
Daniel Piliero, Trustee	Voted	Yes
John Muhlfeld, Trustee	Voted	Yes
Shari Taylor, Trustee	Voted	Yes

The foregoing resolution was thereupon declared duly adopted, 4-0.

I hereby certify that this resolution was adopted on May 9, 2017 and is recorded in the Meeting Minutes of the Village of Earlville Board of Trustees.

  
Kelly Beach  
Village Clerk-Treasurer  
Village of Earlville

-Seal-

Resolution 33-18  
Adoption of "Limited English Proficiency Plan"

Motion made by Board Member John Muhlfeld

During the regular board meeting of the Village Trustees (the "Village") of the Village of Earlville, Counties of Madison and Chenango, State of New York held at the office of said Village Trustees in the Village of Earlville, Counties and State aforesaid, on the 9th day of May 2017,

Present: Margaret Corey – Trustee, Deputy Mayor  
Daniel Piliero- Trustee  
John Muhlfeld- Trustee  
Shari Taylor- Trustee  
Kelly Beach – Clerk/Treasurer

WHEREAS, a majority of said Board being present and said meeting having been duly called; and

WHEREAS, the USDA, Rural Development requires a current Limited English Proficiency Plan as part of their Civil Rights Compliance as a condition of the Village's loan for the Water Project and,

WHEREAS, the Village did review the 2010 U.S. Census Report and determined that 5 persons in the Village of Earlville speaks a language other than English, of those, 2 persons had limited English proficiency, this is less than 1% of the overall population of Earlville,

NOW, THEREFORE, be it resolved, that the Village of Earlville hereby approves the "Limited English Proficiency Plan" effective immediately.


Seconded by Board Member Trustee Daniel Piliero

The question of adoption of the foregoing resolution was duly put to vote; and upon role call, the vote was as follows:

Margaret Corey, Trustee	Voted	Yes
Daniel Piliero, Trustee	Voted	Yes
John Muhlfeld, Trustee	Voted	Yes
Shari Taylor, Trustee	Voted	Yes

The foregoing resolution was thereupon declared duly adopted, 4-0.

I hereby certify that this resolution was adopted on May 9, 2017 and is recorded in the Meeting Minutes of the Village of Earlville Board of Trustees.

  
Kelly Beach  
Village Clerk-Treasurer  
Village of Earlville

-Seal-



Village of Earlville  
General Fund  
Budget Amendments

A1255.2 Fax	11	11	0
A1255.3 Tax Search	170	220	50
A1603 Vital Statistics Fees	30	80	50
A2555 - Licenses & Permits	40	640	600
A2610 - Fines, Forfeits of Bail	2530.9	6530.9	4000
A3001 - State Aid Per Capita	236	9457	9221
A19904 Contingent Account	3017.9		

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Village of Earlville  
General Fund  
Budget Amendments

A1130-Sales Tax - Chen. Co.	2026.18	24026.18	22000
A1170 - Franchise Fees	3759.17	15259.17	11500
A51424 Snow Removal CE	4055.97	8691.47	4635.5
A81701 Street Cleaning PS - Other	1350.16	8986.75	7636.59
A19904 Contingent Account	379.22	11314.79	10935.57

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Village of Earlville  
General Fund  
Budget Adjustments  
Apr-17

A3410412 Radios & Pagers	821.00		163.00
A3410411Cellular Service		150.00	916.00
A3410413 Telephone & Internet		671.00	2871.00
A3410483 Fuel Oil	2736.00		3764.00
A3410461 Veh & Dept Insurance		2736.00	15536.00

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VILLAGE OF EARLVILLE  
WATER FUND  
BUDGET ADJUSTMENTS

FX831045 Supplies	2339.24		517.62
FX831044 Software		1033.88	5377.83
FX83204 Auditor		1305.36	3075.98
FX83972 - Capital Proj.Eq Res.	5994.03		4405.97
Repairs		5994.06	9287
FX83401 Trans. & Dis. - PS - Other	3000		7087.77
FX83301.1 Water Purif OT		3000	3000
FX97507 Interest on Debt Ser	1000		52910
FX97506 Principal on Debt Ser		1000	25000
FX831043 Postage	90.81		1669.66
FX831042 Payroll Fees		48.11	115.6
FX83101.1 Water Admin OT		42.7	42.7
FX83404 Supplies	44.22		6402.94
FX83401.1 Trans & Dist OT		44.22	44.22

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3-0

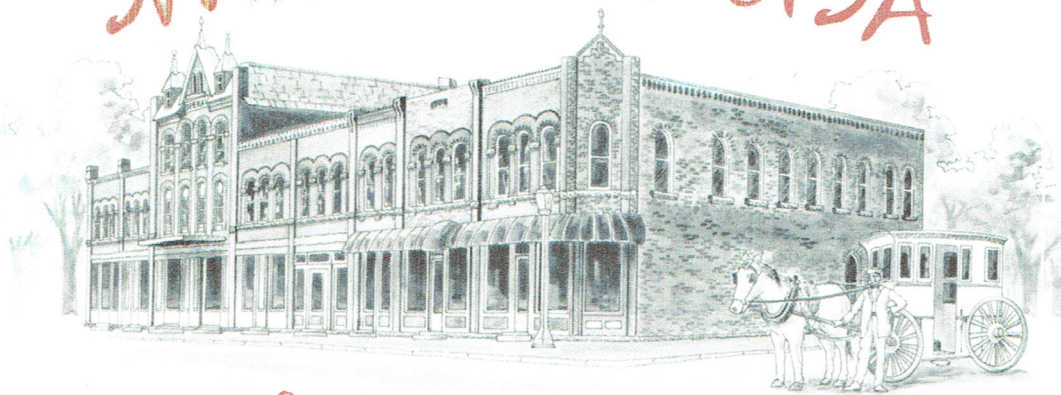


# Limited English Proficiency Plan

Village of Earlville

5/9/2017

Smalltown USA



Earlville, New York  
First Settlement 1792

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# I. INTRODUCTION

This *Limited English Proficiency Plan* has been prepared to address the Village of Earlville's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including Village of Earlville.

## • Plan Summary

The Village of Earlville has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency [LEP] who wish to access services provided. As defined Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, the Village of Earlville used the four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served by the Village of Earlville.
2. The frequency with which LEP persons come in contact with Village of Earlville services.
3. The nature and importance of services provided by the Village of Earlville to the LEP population.
4. The interpretation services available to the Village of Earlville and overall cost to provide LEP assistance. A summary of the results of the four-factor analysis is in the following section.



## **II. MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS**

- 1. The number or proportion of LEP persons in the service area who may be served or are likely to require Village of Earlville services.**

The Village of Earlville staff reviewed the 2010 U.S. Census Report and determined that 5 persons in Village of Earlville [.7% of the population] speak a language other than English. Of those, 2 persons have limited English proficiency; that is, they speak English “not well” or “not at all”, this is less than 1% of the overall population in Village of Earlville. In Village of Earlville, of those persons with limited English proficiency, 2 speak Spanish.

- 2. The frequency with which LEP persons come in contact with Village of Earlville services.**

The Village of Earlville staff reviewed the frequency with which Officials, office staff and maintenance staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, Village of Earlville has had no requests for interpreters and no requests for translated program documents. The Officials, office staff and maintenance staff have had very little contact with LEP persons.

- 3. The nature and importance of services provided by Village of Earlville to the LEP population.**

There is no large geographic concentration of any type of LEP individuals in the service area for the Village of Earlville. The overwhelming majority of the population, 98.7%, speaks only English. As a result, there are few social, service, professional and leadership organizations within Village of Earlville service area that focus on outreach to LEP individuals. The Village of Earlville Officials and staff are most likely to encounter LEP individuals through office visits, phone conversations, notifications from maintenance staff of impacts on services and attendance at Board meetings.

- 4. The resources available to the Village of Earlville and overall cost to provide LEP assistance.**

The Village of Earlville reviewed its available resources that could be used for providing LEP assistance, which of its documents would be most valuable to be translated if the need should arise, and contacted local citizens that would be willing to provide voluntary Spanish translation if needed within a reasonable time period. Other language translation if needed would be provided through a telephone interpreter line for which Village of Earlville would pay a fee.

### III. LANGUAGE ASSISTANCE

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to Village of Earlville services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

How the Village of Earlville staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- Village staff will be provided with “I Speak” cards to assist in identifying the language interpretation needed if the occasion arises.
- All Village of Earlville staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.  
When the Village of Earlville sponsors an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee’s ability to speak and understand English. Although translation may not be able to be provided at the event it will help identify the need for future events.

**A. Language Assistance Measures-**Although there is a very low percentage in Village of Earlville of LEP individuals, that is, persons who speak English “not well” or “not at all”, it will strive to offer the following measures:

1. The Village of Earlville staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.
2. The following resources will be available to accommodate LEP persons:
  - i. Volunteer interpreters for the Spanish language are available and will be provided within a reasonable time period.
  - ii. Language interpretation will be accessed for all other languages through a telephone interpretation service.



## IV. STAFF TRAINING

The following training will be provided to all staff:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of the “I Speak” cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

**All contractors or subcontractors performing work for Village of Earlville will be required to follow the Title VI/LEP guidelines.**

## V. TRANSLATION OF DOCUMENTS

- Village of Earlville weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factors, at this time it is an unnecessary burden to have any documents translated.
- Due to the very small local LEP population, the Village of Earlville does not have a formal outreach procedure in place, as of 2017. Translation resources have been identified and are limited in this region. However, when and if the need arises for LEP outreach, the Village of Earlville will consider the following options:
- When staff prepares a document, or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

## VI. MONITORING

**Monitoring and Updating the LEP Plan-** Village of Earlville will update the LEP Plan as required. At a minimum, the plan will be reviewed and updated when data from the 2020

U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the Village of Earlville service area. Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.

This institution is an equal opportunity provider, and employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D. C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)

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- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether Village of Earlville's financial resources are sufficient to fund language assistance resources needed.
- Determine whether the Village of Earlville fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

## **VII. DISSEMINATION OF VILLAGE OF EARLVILLE LEP PLAN**

- Post signs at Village office notifying LEP persons of the LEP Plan and how to access language services.