



Village of Voorheesville
 Organizational Meeting
 April 1, 2024, 7:00 pm
 Village Hall, 29 Voorheesville Ave

AGENDA

1. CALL TO ORDER

2. SWEARING IN ELECTED OFFICIALS

None

3. APPOINTMENTS & DESIGNATIONS

The Mayor announces the following Appointments and Designations (appointments in bold are reappointments):

<u>OFFICERS (WITH A TERM)</u>	<u>NAME</u>	<u>TERM EXP.</u>
Deputy Clerk Treasurer I	Barbara Maughan	4/25
Deputy Clerk Treasurer II	Francine Rychcik	4/25
Deputy Mayor	Richard Berger	4/25
Mayor	Richard Straut	4/26
Trustee	Jack Stevens	4/26
Trustee	Richard Berger	4/26
Trustee	Kaitlin Wilson	4/27
Trustee	Sarita Winchell	4/27
Registrar	Francine Rychcik	4/26

<u>OFFICERS (NO TERM)</u>	<u>NAME</u>
Building Inspector/Codes Enforcement Officer	Steve Mason
Parking Officer/Animal Control Officer	Steve Mason, Brett Hotaling

<u>ZONING BOARD OF APPEALS MEMBERS (5)</u>	<u>TERM EXP. (5 yr)</u>
Chairperson	Jim Giglio
Members	Jim Giglio
	Michael O'Leary
	Nick Duncan
	Krystina Smith
	Mark Wight
Alternate	Vacancy
	4/25

3. APPOINTMENTS & DESIGNATIONS (continued)

<u>PLANNING COMMISSION MEMBERS (7)</u>		<u>TERM EXP. (7yr)</u>
Chairperson	Kathy Fiero	4/25
Members	Kathy Fiero	4/30
	David Prendergast	4/25
	Mike McTague	4/26
	Carrie Terraferma	4/27
	Stephen Reilly	4/28
	Todd Curley	4/29
	Jessica Burns	4/31
 Alternate	 Harvey Huth	 4/25

<u>CONSERVATION ADVISORY COUNCIL MEMBERS (5)</u>		<u>TERM EXP. (2yr)</u>
Chairperson	Nick Duncan	4/25
Members	Nick Duncan	4/25
	Joe Pucci	4/26
	Deborah Engel	4/26
	Judy Strauss	4/26
	Vacancy	4/25

The Mayor noted that Amber Bleau-Green will continue in the Clerk Treasurer position on holdover status in accordance with New York State Public Officer Law Section 5. No new appointment is being made at this time.

DESIGNATION of LIAISON POSITIONS

Mayor Straut	Village Office, Public Works, Bldg. Dept., Sewer, Water
Trustee Berger	Deputy Mayor, Public Safety Fire Dept/Ambulance/Parking
Trustee Stevens	Planning Commission, CAC, Senior Citizens Youth/Recreation/Bike Day
Trustee Wilson	Joint Historic Preservation Commission, Historian
Trustee Winchell	Budget Officer, ZBA

DESIGNATION of SUPERVISORS

The Clerk Treasurer is assigned as Supervisor to the Deputy Clerk Treasurer(s).

The Superintendent of Public Works is assigned as the Supervisor of Department Public Works employees.

4. DATE FOR MEETINGS

Regular monthly meeting dates and times for Village of Voorheesville Boards and Commissions will occur as follows:

Board of Trustees Meetings

Monthly, 4th Tuesday, 7pm – Village Hall, 29 Voorheesville Ave

Board of Trustees Workshops

Monthly, 2nd Wednesday as needed, 6pm – Village Hall, 29 Voorheesville Ave

Planning Commission Meetings

Monthly, 1st Tuesday, 7pm – Village Hall, 29 Voorheesville Ave

Zoning Board of Appeals Meetings

Monthly, 1st Thursday, 7pm – Village Hall, 29 Voorheesville Ave

Joint Historic Preservation Committee Meetings

Monthly, 1st Monday, 7pm – Wyman Osterhout Community Center or
– Village Hall, 29 Voorheesville Ave

Conservation Advisory Council

As needed, 7 pm – Village Hall, 29 Voorheesville Ave

****Motion to approve dates for meetings as listed***

5. OFFICIAL PAPER

Designate the Altamont Enterprise as the “Official Newspaper” of the Village of Voorheesville with “The Spotlight” to be used as a backup in case of publication date conflicts.

6. VILLAGE POLICIES AND PROCEDURES

<u>Policy Title</u>	<u>Most Recent Update</u>
Credit Card Policy	March 13, 2024
Drug and Alcohol Testing	April 3, 2022
Investment Policy	April 3, 2023
Petty Cash Policy	April 3, 2023
Purchasing Policy	March 13, 2024
Technology Policy (Cell Phone, Data Security)	n/a
Utility Procedure Policy	April 3, 2023

EMPLOYEE HANDBOOK POLICIES

<u>Policy Title</u>	<u>Most Recent Update</u>
Code of Ethics	April 3, 2023
Domestic Violence	April 3, 2023
Drug & Alcohol-Free Workplace	April 3, 2023
Non-Discrimination/Reproductive Health	April 3, 2023
Sexual Harassment Policy	April 3, 2023
Workplace Violence Prevention	April 3, 2023

CREDIT CARD USE DESIGNATIONS

Authorize use of the Village of Voorheesville’s credit cards per the Credit Card Policy by Clerk-Treasurer and the Superintendent of Public Works.

INVESTMENT AUTHORIZATION

Reapprove the Village of Voorheesville’s Investment Policy and authorize the Clerk-Treasurer to invest surplus funds pursuant to the conditions set forth therein.

PETTY CASH AMOUNT & CUSTODIAN DESIGNATIONS

Approve the keeping of petty cash in an amount not to exceed \$100. Designate the Clerk-Treasurer, Deputy-Clerk-Treasurer I and Deputy-Clerk-Treasurer II as custodians same.

CELL PHONE ASSIGNMENTS

Authorize the purchase of cell phones to be used by and supplied to the Village of Voorheesville’s Superintendent of Public Works and Building Inspector.

UNIFORM & BOOT ALLOWANCE

Establish a uniform limit and allowance for Department of Public Works work boot payments or reimbursement of \$150.

FIRE DEPARTMENT GYM ALLOWANCE

Establish a gym membership reimbursement for volunteer Village of Voorheesville Firefighters at an amount not to exceed \$1,200 for all enrolled members. Funds are to be divided by each member that applies, up to the amount paid by the individual.

MEAL REIMBURSEMENT

Set the meal reimbursement rate for Village of Voorheesville officers and employees at the rate established by the New York State Comptroller at the time of purchase.

PAYROLL

Approve that pay for all employees be paid on a bi-weekly basis, normally on Wednesdays, as appropriate. Pay dates will be adjusted as may be necessary to accommodate holidays.

**Motion to approve Policies and Procedures as listed*

7. RESOLUTIONS

**RESOLUTION NO. 6 of 2024
DESIGNATION OF DEPOSITORIES & SIGNATORIES**

The official Banks are BSNB & NYCLASS.

WHEREAS Village Law Section 4-412(3)(2) requires the Board of Trustees designate banks or trust companies for the deposit of all village monies; and

WHEREAS the Board of Trustees also seeks to designate signatories for Village of Voorheesville accounts.

NOW THEREFORE BE IT RESOLVED:

Section 1. The Board of Trustees does hereby designate the following institutions as depositories of all moneys received by the Village:

Ballston Spa National Bank & NYCLASS

Sections 2. The Clerk-Treasurer, Deputy Clerk-Treasurer I, Deputy Clerk-Treasurer II and Mayor are authorized to sign checks. Only one signature is required for checks under \$10,000. Two signatures are required for any check of \$10,000 or more.

Section 3. That this resolution is effective immediately.

**RESOLUTION NO. 7 of 2024
ADVANCE 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; and

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

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows;

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. All such claims must be presented at the next regular meeting for audit; and the claimant and officer incurring or approving the same are jointly and severally liable for any amount the board of trustees disallows.

Section 2. That this resolution is effective immediately.

**RESOLUTION NO. 8 of 2024
ATTENDANCE AT SCHOOLS & 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) related training schools; and d) software 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 meetings, conferences or schools benefits the municipality.

NOW THEREFORE BE IT RESOLVED:

Section 1. That officers and employees are hereby authorized to attend the schools listed above.

Section 2. That this resolution is effective immediately.

**RESOLUTION NO. 9 of 2024
MILEAGE ALLOWANCE**

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

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees approves reimbursement to such officers and employees at the IRS rate in effect at the time the vehicle is used.

Section 2. That this resolution is effective immediately.

**RESOLUTION NO. 10 of 2024
DESIGNATING VILLAGE ATTORNEY**

WHEREAS the Board of Trustees seeks to retain and designate attorneys to represent the Board of Trustees, Planning Commission and Zoning Board of Appeals in legal matters.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees appoint Gleason, Dunn, Walsh & O'Shea P.C. (Richard C. Reilly, of Counsel) as Village Attorney and counsel to the Board of Trustees, Planning Commission and Zoning Board of Appeals.

**RESOLUTION NO. 11 of 2024
DESIGNATING VILLAGE ENGINEER**

WHEREAS the Board of Trustees seeks to retain and designate an Engineer to represent the Village and its Boards and Commissions, and

WHEREAS the Board of Trustees has considered the qualifications of several engineering firms in relation to each firm's ability to serve the need of the Village.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees appoint CT Male Associates as the Village Designated Engineer for the Village of Voorheesville.

**RESOLUTION NO. 12 OF 2024
RECEIVING PAYMENTS WITH INSUFFICIENT FUNDS**

Add to the 2024 organizational meeting approval of a new annual resolution for policy on receiving payments with insufficient funds. Last one was 12/13/2004 and the amount approved for a fee from the Village is \$20.00

**Motion to approve resolutions 6-12 as listed.*

8. ESTABLISHMENT of NEXT ORGANIZATIONAL MEETING

The next Organizational Meeting will be Tuesday, April 1, 2025, 7pm, Village Hall, 29 Voorheesville Ave.

**Motion to approve Next Organizational Meeting as listed*

9. ADJOURNMENT

**Motion to adjourn*