

**Village Board Meeting**  
**Minutes for the Annual Organizational Meeting June 4, 2024**

Board members in Attendance:

Mayor Robert Thurston

Trustee Donna O'Hara

Trustee Jeremy Smith

Also in Attendance:

Village Attorney Chad Hayden

Village Clerk Christine Van Horn

Treasurer Jennifer Schenck

DPW Superintendent Joe Smith

Water Operator Kevin Thurston

**6:04 PM Call to Order**

**Annual Organizational Meeting**

**RESOLUTION 1**

ANNUAL AND BI-ANNUAL APPOINTMENTS

WHEREAS, several Village positions are appointed for One Year Terms, and

WHEREAS, such terms have expired,

NOW THEREFORE BE IT RESOLVED:

**Section 1.** The Board of Trustees appoints the following for One Year Terms commencing immediately and expiring at the 2024 Village Organizational Meeting:

Village Attorney

Chad R. Hayden

Village Tax Collector

Christine Van Horn

Village Treasurer	Jennifer Schenck
Chestnut Hill Cemetery Registrar	Christine Van Horn
Historian	Jean Lanning
Code Enforcement Officer	Howard Tanner
Deputy Clerk	Garrett Shepherd

**Section 2.** The Board of Trustees appoints the following for a Two-Year Term commencing immediately and expiring at the 2025 Village Organizational Meeting:

Village Clerk	Christine Van Horn
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**Section 3.** That this resolution is effective immediately.

Motion made by Deputy Mayor Donna O'Hara and seconded by Trustee Jeremy Smith, all ayes

## **RESOLUTION 2**

### **OFFICIAL NEWSPAPER**

WHEREAS the Board of Trustees wishes to designate an official newspaper for publication of Village notices;

NOW THEREFORE BE IT RESOLVED:

**Section 1:** The Auburn Citizen is designated the official newspaper of the Village for publication of Village Notices.

**Section 2.** That this resolution is effective immediately.

Motion by Deputy Mayor Donna O'Hara and seconded by Trustee Jeremy Smith, all ayes

## **RESOLUTION 3**

REGULAR MEETING NIGHT, VILLAGE ELECTION AND  
NEXT ORGANIZATIONAL MEETING

WHEREAS, the The Board of Trustees may establish a regular meeting night for purposes of scheduling; and

WHEREAS the The Board of Trustees must establish the date of the 2025 Village Election;

WHEREAS, the The Board of Trustees must establish the next Organizational Meeting;

NOW THEREFORE BE IT RESOLVED:

**Section 1.** The Board of Trustees shall meet at 6:00 PM on the Third Tuesday of each month. Except for March of 2025 the meeting will take place on Monday March 17<sup>th</sup> at 6 p.m. due to the election.

**Section 2.** The 2025 Village Election shall be held on Tuesday, March 18, 2025.

**Section 3.** The next Organizational Meeting will be held at 6:00 PM on Tuesday, April 15, 2025.

**Section 4.** That this resolution is effective immediately.

Motion by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes

**RESOLUTION 4**

VILLAGE HOLIDAYS

WHERAS, the Board of Trustees shall determine the official holidays to be observed by the Village,

NOW THEREFORE BE IT RESOLVED:

**Section 1.** The Village Office and the Dept. of Public Works will be closed to observe the designated holidays for the next year as follows:

Monday May 27, 2024 Memorial Day

Wednesday, June 19, 2024 Juneteenth

Thursday, July 4, 2024 Independence Day

Friday, July 5, 2024 Floater

Monday, Sept. 2, 2024 Labor Day

Monday, Oct. 14, 2024 Columbus Day

Monday, Nov. 11, 2024 Veteran's Day

Thursday and Friday

Nov. 28 & 29, 2024 Thanksgiving

Wednesday, Dec. 25, 2024 Christmas

Wednesday Jan. 1, 2025 New Year's Day

Monday, Jan. 20, 2025 Martin Luther King Day

Monday, Feb. 17 ,2025 President's Day

**Section 2.** That this resolution is effective immediately

Motion by Trustee Jeremy Smith, seconded by Deputy Mayor Donna O'Hara, all ayes

## **RESOLUTION 5**

### **AGREEMENT TO ASSIST OTHER MUNICIPALITIES**

WHEREAS it is in the best interests of the Village to participate with other municipalities in joint projects to save costs and increase efficiencies,

NOW THEREFORE BE IT RESOLVED:

**Section 1.** The Superintendent of Public Works is authorized to render such assistance to other municipalities and to receive such assistance from other municipalities for public projects, as he deems beneficial to the Village.

**Section 2.** That this resolution is effective immediately

Motion by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes

## **RESOLUTION 6**

### **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 must 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 the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows.

**Section 2.** That this resolution is effective immediately.

Motion by Trustee Jeremy Smith, seconded by Deputy Mayor Donna O'Hara, all ayes

## **RESOLUTION 7**

### **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 will approve reimbursement to such officers and employees at the rate of \$.67 per mile.

**Section 2.** That this resolution is effective immediately.

Motion by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith

## **RESOLUTION 8**

### **ATTENDANCE AT SCHOOLS AND MEETINGS**

WHEREAS there is to be held during the coming official year a) NYCOM's Annual Meeting and Training School b) NYCOM's Fall Training school c) NYCOM's Public Works Training School, and d) county association meetings, and Municipal Insurance Consortium meetings; e) NYS Rural Water trainings and

WHEREAS 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 the following officers and employees are authorized to attend the above schools: All Trustees, Mayor, Supervisor of Public Works, Clerk, Treasurer, Waste Water Treatment Plant Operator.

**Section 2.** That this resolution is effective immediately.

Motion by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes

## **RESOLUTION 9**

### DESIGNATING DEPOSITORIES

WHEREAS the Board of Trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

**Section 1.** That the Board of Trustees designates the following institutions as depositories of all moneys received by the village treasurer, clerk, and receiver of taxes: Cayuga Lake National Bank and NY CLASS

**Section 2.** That this resolution is effective immediately.

Motion by Deputy Mayor Donna O'Hara, seconded by Jeremy Smith, all ayes.

## **RESOLUTION 10**

### PROCEDURE FOR SPECIAL MEETINGS

WHEREAS the Board of Trustees wishes to adopt a procedure to call Special Meetings;

NOW THEREFORE BE IT RESOLVED:

**Section 1.** Special meetings may be called by the Mayor or any two Trustees.

Clerk to notify Mayor and Trustees by both telephone message and email.

**Section 2.** If Clerk not available, whomever called meeting to notify Mayor and Trustees by both telephone message and email.

**Section 3.** If time permits, there shall be notice to the public by posting on Village web site and at Village Hall.

**Section 4.** That this resolution is effective immediately

Motion by Trustee Jeremy Smith, seconded by Deputy Mayor Donna O'Hara, all ayes.

## **RESOLUTION 12**

### **OFFICIAL UNDERTAKINGS**

WHEREAS the Board of Trustees is required by Village Law 3-306 to post an official undertaking in such sum and form and with such sureties as the Board shall direct for both the Village Clerk and the Village Treasurer, as custodians of Village funds, and

WHEREAS the amount of such undertakings shall be in an amount established by the Board and may be at the expense of the Village,

NOW THEREFORE BE IT RESOLVED:

**Section 1.** The Village will post an undertaking for each of the Village Clerk and the Village Treasurer. The amount of each undertaking shall be \$10,000.00.

**Section 2.** The expense of each undertaking shall be an expense of the Village.

**Section 3.** Each undertaking shall be executed by a surety company authorized transact business in New York State.

## **APPOINTMENTS BY MAYOR**

Deputy Mayor

Donna O'Hara

Water Commissioner

Brian Cornell



Sewer Commissioner	Bill Boyd
Park Commissioner	Jeremy Smith
Street Commissioner	Donna O'Hara

Both ZBA and Planning Board will consist of five member boards with staggered five-year expiring terms. Each Board member must obtain a minimum of four hours of annual training.

**ZONING BOARD OF APPEALS:**

Eric Rosenkrans	Term expires 2027
Jason Guy	Term expires 2026
Andrew Fayette	Term expires 2025
Vacant	
Vacant	

**PLANNING BOARD:**

Lloyd Dropkin	Term expires 2028
John Becker	Term expires 2027
Chris Yorkey	Term expires 2026
Vacant	
Vacant	

Deputy Clerk will post vacancies to the public with flyers throughout the village.

Mentioned possibility of paying and or combining. Checking to see what other villages and towns do.

Adjournment at 6:15 p.m.

Motion by Trustee Jeremy Smith, seconded by Deputy Mayor Donna O'Hara

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Employee Signature

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Date