

**Village Board Meeting**  
**Minutes for the Annual Organizational Meeting April 15, 2025**

Board members in Attendance:

Mayor Robert Thurston, Jr.

Trustee Donna O'Hara

Trustee Brian Cornell

Trustee Bill Boyd (Enter 6:10)

Also in Attendance:

Village Attorney Chad Hayden

Village Clerk Christine Van Horn

Treasurer Jennifer Schenck

DPW Superintendent Joe Smith

Water Operator Kevin Thurston

Lynne Hopson (Exit 6:29)

**6:03 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 2026 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	Robert Rhea
Deputy Clerk	Lisa Snyder

**Section 2.** The Board of Trustees appoints the following for a Two-Year Term commencing immediately and expiring at the 2027 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 Brian Cornell, 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 Brian Cornell, 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 2026 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 2026 the meeting will take place on Monday March 16<sup>th</sup> at 6 p.m. due to the election.

**Section 2.** The 2025 Village Election shall be held on Tuesday, March 17, 2026.

**Section 3.** The next Organizational Meeting will be held at 6:00 PM on Tuesday, April 21, 2026.

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

Motion by Trustee Brian Cornell, seconded by Deputy Mayor Donna O'Hara, 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 26, 2025 Memorial Day

Thursday, June 19, 2025 Juneteenth

Friday, July 4, 2025 Independence Day

Monday, Sept. 1, 2025 Labor Day

Monday, Oct. 13, 2025 Columbus Day

Tuesday, Nov. 11, 2025 Veteran's Day

Thursday and Friday

Nov. 27 & 28, 2025 Thanksgiving

Thursday, Dec. 25, 2025 Christmas

Thursday Jan. 1, 2026 New Year's Day

Monday, Jan. 19, 2026 Martin Luther King Day

Monday, Feb. 16 ,2026 President's Day

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

Motion by Deputy Mayor Donna O'Hara, seconded by Trustee Brian Cornell, 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 Brian Cornell, 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 Brian Cornell, 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 \$.70 per mile.

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

Motion by Trustee Brian Cornell, seconded by Trustee Brian Cornell

## **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 Brian Cornell, 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, Generations Bank and NY CLASS

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

Motion by Trustee Brian Cornell, seconded by Deputy Mayor Donna O'Hara, 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 Deputy Mayor Donna O'Hara, seconded by Trustee Brian Cornell, all ayes.

**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 Brian Cornell, seconded by Deputy Mayor Donna O'Hara, all ayes

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Employee Signature

4/24/2025

Date