**VILLAGE OF VICTORY**

**ORGANIZATIONAL MEETING MINUTES**

**April 9, 2019**

(Immediately following the monthly meeting)

Resolution Exercising & Delegating Powers Under LL1-2011:

**Section 1**. The authority and power to supervise all department and non-elected officers and employees of the village including but not limited the office staff and the DPW employees.

**Section 2**. The board appoints Mayor Dewey as the Budget Officer.

**Section 3**. Mayor Dewey delegated Trustee Healy the responsibility and authority to preside at the meetings of the board.

**Section 4**. The board delegates Trustee Healy the responsibility and authority to sign the order directing the Village Clerk/Treasurer to pay claims referenced in subsection (d) of Section 4-402 of the NYS Village Law.

**Section 5**. That this resolution takes effect immediately.

Appointments by Mayor Dewey:

 Deputy Mayor…………………………………………….……Trustee Timothy Healy

Appointments by Board of Trustees

 Public Works Commissioner…………………………………………....Mayor Dewey

Public Safety Commissioner………..……….………………………….Trustee Healy

 Village Clerk/Treasurer (2 year term 6/1/19-5/31/21).…………… Maureen Lewsey

 Deputy Village Clerk/Treasurer

 (2 year term 6/1/19-5/31/21) …………………………….…..........JoAnn Bielkiewicz

 Public Works Supervisor…......................................................................William Lloyd

Code Enforcement Officer……………………..…….......……..……….Larry Wolcott

 Registrar of Vital Statistics…………………..…..…………..………..Maureen Lewsey

 Water Commissioners (2 yr. term 6/1/19-5/31/2021)………..………....Leslie Dennison

 (2 yr. term 6/1/19-5/31/2021)………………………..Tim Healy

 Alternate Commissioners……………..……….…………..……...…………vacant

 ………………………………..…………….………..…..vacant

Designation of Village Depository…..……………………………...….Glens Falls National Bank

It is resolved that the Board of Trustees designates the Glens Falls National Bank as the institution as depository of all moneys received by the Village Clerk/Treasurer, Deputy Village Clerk/Treasurer and receiver of taxes. **A motion was made by Trustee Healy and seconded by Trustee Dennison to designate Glens Falls National Bank as the Village Depository. All in favor – aye. Motion passed.**

Designation of Official Newspaper……….………………………….……….……The Saratogian

Zoning Board of Appeals: \*3 year terms\*

1 term (2018-2021)……………………..…………………..…….……….…..…..Terrie Wolcott

2 term (2019-2022)……………………………………….....………………….Heather Freebern

3 term (2017-2020)………………………………….…..…….……………………Jamie O’Neill

Alternate…………………………………………………….……………………….Michele Marshall

Chairperson………………………………………………………………………….Jamie O’Neill

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Planning Board: \*5 year terms\*

1 term (2016-2021)…appointed 4/10/17/fulfill remainder of term.…………………Jacob Fort

2 term (2017-2022)……………………..…………….………………………..…....Peter Healy

3 term (2018-2023)…………………………………….…………….………..……….Tim Fort

4 term (2019-2024)………………………………………..……………...…......William Lloyd

5 term (2015-2020) ……………………………………...………………...….…Corey Helwig

Alternate……………………………………………………….…………….……...Chad Bradfield

Chairperson…………………………………………………………….…….………Corey Helwig

Attorney for the Village……………………………………….………..….Michael J. Catalfimo

It is resolved that pursuant to the powers conferred upon Section 4-412 of the Village Law of the State of New York, Village of Victory Local Law #2011, Section 10 of the New York Municipal Home Rule Law and other applicable provisions of law, the Board does hereby employ and engage Michael J. Catalfimo, Esq. as Attorney for the Village of Victory. **A motion was made by Trustee Healy and seconded by Mayor Dewey to employ and engage Michael J. Catalfimo, Esq. as Attorney of the Village of Victory. All in favor – aye. Motion passed.**

Schedule of Board of Trustee Meetings

 RESOLVED, that the regular meeting of the Village Board of Trustees of the Village of Victory shall be held in the Village Board Room of the Village Hall, 23 Pine Street, Victory Mills, New York, on the ***Second Tuesday of each month***, beginning at 7:00 p.m., provided that where an official holiday falls on the first Tuesday of the month, said meeting shall be rescheduled at the discretion of the village board with the time remaining at 7:00 p.m.

 RESOLVED, that the next organization meeting of the Board of Trustees shall be held on the second Tuesday, on April 14, 2020 following the monthly meeting at 7:00 p.m.

 RESOLVED, that special meetings of the Board of Trustees may be called by the Mayor or a majority of the Board of Trustees upon notice to the entire Board. Notice shall be given in accordance with law.

Village Policies and Procedures

RESOLVED, that, having reviewed the following Village Policies and having determined that no changes or revisions are required to be made to the same at this time, the Board of Trustees do hereby ratify, affirm, re-approve and re-adopt the following existing Village Policies and Procedures:

 1. Procurement Policy

 2. Investment Policy

 3. Cash Receipts Policy

 4. Incoming Mail Policy

 5. Code of Ethics

 6. Building Access Policy

 7. Municipal Web Site Content Policy

 8. Cellular Phone Use Policy

Mileage Allowance

**A motion was made by Trustee Healy and seconded by Mayor Dewey to approve the resolution for reimbursement to such officers and employees at the rate of $.58 per mile for all business use (business standard mileage rate). This is the Internal Revenue Service, mileage rate effective January 1, 2019. All in favor – aye. Motion passed.**

Advance Approval and Payment of Claims

**A motion was made by Trustee Healy and seconded by Trustee Dennison, that the Board of Trustees authorize payment in advance of audit claims for public utility services, postage, freight and express charges. All such claims must be present at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are joint and severally liable for any amount the Board of Trustee disallows. All in favor – aye. Motion passed.**

Authorized Attendance at Conferences and Meetings

RESOLVED, that authorization is given for travel to:

 (a) The Mayor, Trustees, Clerk/Treasurer, Deputy Clerk/Treasurer and Attorney for the Village for attendance at Annual Meetings and training sessions of the New York State Conference of Mayors and other Municipal Officials organizations;

 (b) The Fire Chief, and one (1) assistant Fire Chief or other officer of the Department, for attendance at the annual conference of New York State Fire Chiefs;

 (c) The Code Enforcement Officer, for attendance at approved training opportunities in order to obtain annual credits to maintain certification; and

 (d) The Superintendent of Public Works, for attendance at training opportunities for the public works department and for maintaining the Class D license for water certification.

 RESOLVED, that attendees be reimbursed by the Village for regular and reasonable budgeted expenses incurred by their attendance at the above functions pursuant to Section 77-b of the General Municipal Law of the State of New York, or as provided for by resolution of the Board of Trustees.

**ADJOURNMENT: A motion was made by Trustee Healy and seconded by Trustee Dennison to adjourn the Organizational Meeting. All in favor – aye. Motion passed.**

**Respectfully submitted,**

**JoAnn Bielkiewicz**

**Recording Secretary**