

# VILLAGE OF VICTORY

At a meeting of the Village Board of Trustees of the Village of Victory, Saratoga County, New York, held at the Village Office Building, 23 Pine Street, Victory, New York, on the 15th day of September, 2011 at 7:00 o'clock p.m. there were:

PRESENT: James Sullivan, Mayor; Patrick Dewey and Timothy Healy, Trustees

ABSENT: None

Mr. Healy offered the following resolution and moved its adoption:

**WHEREAS**, pursuant to Section 4-412(1)(a) of the Village Law of the State of New York the Board of Trustees of the Village of Victory (the "Board") has the management of the Village's property and finances; and

**WHEREAS**, in the exercise of the foregoing power, the Board desires to adopt a policy and procedure regarding the processing and handling of "incoming mail", as that term is hereinafter defined;

## **NOW, THEREFORE, BE IT**

**RESOLVED**, that the processing and handling of "incoming mail", as that term is hereinafter defined, shall be governed by the following policy and procedure:

1. Definitions. For purposes of this Policy and Procedure, the following terms shall have the following meanings:
  - (a) "Mail" shall be defined to mean and include all articles (e.g., letters, parcels, etc.) sent or received through the United States Postal Service or a private carrier (e.g., Federal Express, United Parcel Service, etc.), and all communications received by facsimile transmission to the Village's fax machine.
  - (b) "Incoming Mail" shall be defined to mean all Mail which is addressed or delivered to the Village Office building, the Village's Post Office Box, or the Village's fax machine.
  - (c) "Incoming Mail Register" shall be defined to mean a log or register created and maintained by, or under the supervision of the Village Clerk, which contains at least the following items of information for each piece of Incoming Mail received by the Village: (i) a description of the mail; (b) the name of the sender; (c) the name of the addressee; (d) the date of mailing (if available); (e) the date of receipt; and (f) the name of the person to whom the mail was delivered after it was opened and logged.
  - (d) "Records Management Policy" shall be defined to mean the records management systems, policies and procedures specified and adopted from time to time by the Village's Records Management.
2. Address For Incoming Mail. All Mail addressed to the following officers, agents, employees or officials of the Village concerning a matter of official Village business, shall be addressed

to said person at an official address of the Village (i.e., the Village's post office box number, the street address of the Village office building, or the Village's fax number): Mayor, Trustee, Clerk, Treasurer, Code Enforcement Officer, Superintendent of Public Works, Planning Board, Planning Board Member, Zoning Board of Appeals, Zoning Board of Appeals Member. No such officer, agent, employee or official shall request, solicit or encourage any person to send or transmit Mail regarding his or her official duties or responsibilities to any other address; and upon receiving such mail at another address, he or she shall promptly deliver the mail, unopened, to the Village Clerk and advise her of the date, time and place that the mail was received.

3. Central Collection. All Incoming Mail shall be delivered to the desk of the Village Clerk immediately upon receipt.

4. Logging and Processing. The Village Clerk (or in her absence, the Village Clerk's designee) shall process all Incoming Mail in accordance with the following procedures:

(a) All Incoming Mail shall be promptly opened at the Village Clerk's desk, and date and time stamped.

(b) All Incoming Mail shall be logged into the Incoming Mail Register.

(c) All Incoming Mail which is addressed to the Board of Trustees or a Trustee of the Village, or which relates to a matter or item of business which is presently before the Board of Trustees, shall be copied by the Village Clerk and the copies shall be promptly placed in the internal mail boxes of each member of the Board of Trustees.

(d) After being processed in the manner specified above, all Incoming Mail shall be promptly distributed by the Village Clerk, or her designee, to the addressee.

5. Filing & Retention of Incoming Mail. All Incoming Mail shall be properly filed by the addressee in accordance with the Village's Records Management Policy. No Incoming Mail shall be destroyed or removed from the Village Office Building unless such destruction or removal is expressly authorized by the Village's Records Management Policy.

6. Amendments. This policy and procedure may be amended from time to time by a majority vote of the Board.

7. Construction. If any part of this policy and procedure, or its application to any persons or circumstances, is adjudged by a court to be invalid or ineffectual, such judgment shall not affect the remainder of the policy and procedure, or its application to any other person or circumstance. This policy and procedure shall supersede all prior Incoming Mail policies or procedures inconsistent with it to the extent of such inconsistency, but in all other respects shall be deemed supplemental to such policies or procedures.

And be it further

**FURTHER RESOLVED**, that the Clerk/Treasurer is hereby authorized and directed to take appropriate steps and to prepare and file all appropriate forms and statements in order to carry out the purpose and intent of this resolution; and be it

**FURTHER RESOLVED**, that this resolution shall take effect immediately.

Moved by <sup>Tr.</sup> Dewey, seconded by Tr. Healy and adopted as follows:

Mayor Sullivan, voting:   nay  

Trustee Healy, voting:   aye  

Trustee Dewey, voting:   aye  

### CERTIFICATION

I, MAUREEN KEMMET, Clerk of the Village of Victory, Saratoga County, New York, do hereby certify that the foregoing resolution was duly passed and adopted by the Village Board of the Village of Victory, Saratoga County, New York, at a meeting of the Village Board duly held on the 15th day of September, 2011 in the Village Office Building, 23 Pine Street, Victory Mills, New York, and that said resolution is now in full force and effect.

DATED: September 15, 2011

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MAUREEN KEMMET, Village Clerk/Treasurer  
Village of Victory