

# Village of Victory

## Organizational Meeting Minutes.

April 8, 2025

(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 to the office staff and the DPW employees.

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

**Section 3.** Mayor Helwig delegated Trustee Mitchell the responsibility and authority to preside at the meeting of the board.

**Section 4.** The board delegates Trustee Mitchell the responsibility and authority to sign the order directing the Village Clerk/Treasurer to pay claims referenced in subsection (d) of Section 4-4-2 of the NYS Village Law

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

***Motion was made by Trustee Leslie Dennison to Approve the Resolution and Seconded by Mayor Corey Helwig. All is Favor-Aye.***

### Appointments by Mayor Helwig:

Deputy Mayor.....Leslie Dennison

### Appointments by Board of Trustees

Public Works Commissioner.....Corey Helwig

Public Safety Commissioner.....Tammy Mitchell

Village Clerk/Treasurer (2-year term to begin 6/1/2025-5/31/2027).....No Appointment

Deputy Village Clerk/Treasurer(2-year term to begin 6/1/25-5/31/27)...No Appointment

Public Works Supervisor.....Logan Steele

Code Enforcement Officer.....Larry Wolcott

Registrar of Vital Statistics.....Gabrielle Hersey

Water Commissioners (2yr. term 6/1/2025-5/31/2027).....No Appointment

(2yr. term 6/1/2025-5/31/2027).....No Appointment

Alternate Commissioners.....  
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Designation of Village Depository.....Arrow Bank

Designation of Official Newspaper.....The Saratogian

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

1 Term (2024-2027) .....Terrie Wolcott

2 Term (2022-2025) .....Heather Freeburn

3 Term (2025-2028) .....Michelle Marshall

Alternate.....

Chairperson.....3 Member Board will be Co-Chair's

Planning Board: \*5-year terms\*

1 Term (2021-2026).....John Nazarenko

2 Term (2022-2027) .....Peter Healy

3 Term (2023-2028) .....Tim Fort

4 Term (2024-2029) .....Noah Chieco

5 Term (2025-2030).....Greg Arsenault

Alternate.....

Chairperson.....

Attorney for the Village.....Michael Catalfimo

(Resolution/New retainer agreement-

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 6:30 p.m., provided that where an official holiday falls on the second Tuesday of the month, said meeting shall be rescheduled at the discretion of the village board with the time remaining at 6:30 p.m.

RESOLVED, that the next organizational meeting of the Board of Trustees shall be held on the second Tuesday, on April 7, 2026 following the monthly meeting at 6:30 p.m.

RESOLVED, that special meeting 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. Credit Card Policy
9. CDBG Policies
10. Personnel Manuel
11. Land Use Escrow
12. Planning Bylaws
13. Zoning Bylaws
14. Building Use Policy
15. Terms of Office

Mileage Allowance (Based on Rate given from IRS allowance)

(See Attached Resolution)

Advance Approval and Payment of Claim

(See Attached Resolution)

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 to obtain annual credits to maintain certification; and
- (d.) The DPW Working Supervisor, 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 resolutions of the Board of Trustees.

*A Motion was made by Mayor Corey Helwig to Approve the Resolutions and was Seconded by Trustee Leslie Dennison. All in Favor-Aye.*

#### **ADJOURNMENT**

*A Motion was made by Mayor Corey Helwig and Seconded by Trustee Leslie Dennison to adjournment the meeting. All is Favor- Aye.*

**Respectfully submitted,**

*Gabrielle L Hersey*