



VILLAGE OF RICHFIELD SPRINGS BOARD OF TRUSTEES 2024-25 ORGANIZATIONAL MEETING MINUTES AND ORDER OF BUSINESS

April 1, 2024 @ 5:05 pm in the Public Library Memorial Room

Present: Elected Officers, Mayor Richard Spencer, Trustees Robin Moshier, Fred Culbert and Ruth Stewart

Appointed Officers Clerk Lori Gilliam

Meeting called to order at 5:13 pm by Mayor Spencer, followed by the Pledge of Allegiance.

Elected Officers (2-year term)

Richard Spencer Mayor
Robin Moshier Trustee
Ruth Stewart Trustee

Mayoral Appointed (3-year term) (1&2-year term)

Nancy Duevel ZBA Member Expires 2026
Jeanne Grampp ZBA Member Expires 2025

Board Appointed (2-year term)

Julie Yacco Treasurer Expires 2026
Lori Gilliam Village Clerk Expires 2026
Harriett Geywits Deputy Clerk Expires 2026

(1-year term)

Lori Gilliam Registrar of Vital Statistics Expires 2025
Harriett Geywits Deputy Registrar Expires 2025

Planning Board (5-year term)

Kurt Zurmuhlen Chairman Expires 2027
Steve Klemm Member Expires 2026
Cory Grogan Member Expires 2025
Jeanne Grampp Member Expires 2028
Leo Tyo Member Expires 2029

Motion by Trustee Stewart , 2nd by Trustee Culbert to approve Board Appointments. All voted yes.

Previously Appointed Officials

Lisa Weingates Health Officer, DVM
Joseph Roberts Zoning Enforcement Officer
Mark Yerdon Dog Control Officer

Library Board (5-year term)

Jackie Hinckley Expires 2029
Aletha Sprague 2025
Heidi Bond 2026
Ronald Frohne 2027
Alice Mahardy 2028

Motion by Trustee Moshier, 2nd by Trustee Stewart to approve Appointment of Library Board Member Jackie Hinckley. All voted yes.

Village Attorney

Michelle A. Kennedy, Esq

2024-25 Village Tax Collector -Lori Gilliam

MEETING PROCEDURES

Regular Meeting

Bimonthly: 2nd Tuesday & last Tuesday 7pm Public Library Memorial Room. Mayor Spencer will hold office hours 5-6 pm Mondays prior to each regular meeting to facilitate informal public interaction with board members. No Village business will be conducted during this time.

Special Meeting

An emergency meeting may be called by the Mayor or by any (2) two Trustees. The law requires, of course, that it must be for good reason. Each member must be personally contacted by the Clerk, and public notice must be given to the extent possible.

Executive Sessions

Held in accordance with NYS Public Officers Law §105

Cancellation of Meetings

The Mayor, with the approval of one other Trustee, can cancel a meeting if a weather or other emergency arises. In that case, each Trustee will be contacted by the Clerk or Mayor to advise them of the cancellation and to be notified of the time when the meeting will be rescheduled. The Mayor will make every effort to reschedule the meeting for a time when every member of the Board of Trustees can be present.

2025 Organizational Meeting

Monday April 7, 2025 at 5:05 pm in the Public Library Memorial Room.

Agenda

Draft sent to Board members for review allowing edits up to 4pm prior to each regular meeting. Trustee comments will be on a rotating schedule.

Claims Auditing Process

Clerk prepares vouchers prior to each regular meeting in accordance with Board adopted Procurement Policy. Trustees are responsible to review and initial each voucher they approve. A minimum of three (3) trustees must audit each voucher in order to be presented for payment. The Clerk presents the Abstract Summary for Board motion authorizing payment.

Motion by Trustee Culbert , 2nd by Trustee Stewart to approve Meeting Procedures, as stipulated. All voted yes

Official Newspaper

The Daily Star

Official Policies

Procurement

Investment

Fund Balance

Sexual Harassment Prevention

Employee Handbook/P.P.S.I.

Leak Forgiveness

Village-Owned Property and Services Use

Complete Streets

Tobacco Free

Collection Rates as proposed by Priority

Petty Cash Established at \$150

Work Boot Allowance \$200. Work Pants: \$300/first seven pairs, \$200/5 pairs.

Mileage Reimbursement \$.67/mile

Motion by Trustee Moshier, 2nd by Trustee Culbert to approve policies. All voted yes

Established Resolutions

Advanced 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, 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.

Motion by Trustee Culbert, 2nd by Trustee Stewart to Adopt Resolution. All voted yes.

Attendance at Schools & Conferences

WHEREAS, there are to be held, during the coming official year, both conferences and training schools conducted by various professional organizations such as, but not limited to, New York State Conference of Mayors, American water Works Associations, New York State Rural Water Association, Village Clerk Association, Regional Planning/Zoning Commission; and

WHEREAS, it is determined by the Board of Trustees that attendance by municipal officials and employees at one or more of these meetings, conferences or schools, benefits the municipality;

NOW, THEREFORE, BE IT RESOLVED officers and employees are hereby authorized to attend schools, conferences and/or seminars and apply by voucher for reimbursement for their expenses.

BE IT FURTHER RESOLVED, elected officials are hereby authorized to attend schools, conferences and/or seminars upon Mayoral approval and must apply by voucher for reimbursement for additional expenses, if any.

Motion by Trustee Moshier, 2nd by Trustee Culbert to Adopt Resolution. All voted yes.

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, the board of trustees designates the following institutions as depositories of all monies received by the village treasurer, clerk, deputy clerk/treasurer and receiver of taxes:

NBT Bank, Citizens Bank, Bank of Cooperstown including use of Insured Cash Sweep Program, NBT Financial Services and Wayne/USNY.

Motion by Trustee Stewart, 2nd by Trustee Moshier to approve Designating Depositories. All Votes Yes.

Motion by Trustee Stewart, 2nd by Trustee Culbert to adjourn meeting at 5:33 pm. All voted yes.

Respectfully submitted,
Lori Gilliam, Village Clerk