



VILLAGE OF RICHFIELD SPRINGS BOARD OF TRUSTEES
2021-22 ORGANIZATIONAL MEETING MINUTES AND ORDER OF BUSINESS

April 5, 2021 5:05pm in the Public Library Memorial Room

Present: Elected Officers Mayor Robin Moshier, Trustees Barbara Wahl-Shypski, Kevin Putnam and Warren Leonard
Not present: Trustee Lucas VanRiper

Appointed Officers Clerk Dayle A. Barra

Meeting called to order at 5:10pm by Mayor Moshier, requesting a moment of silence in memory of ZBA member, Robert Hazelton, followed by the *Pledge of Allegiance*.

ELECTED OFFICERS (2-year Term)

Barbara Wahl-Shypski Trustee
Lucas VanRiper Trustee

MAYORAL APPOINTED (3-year Term)

Nancy Duevel ZBA Member Expires 2023
Anastasia Zavitz ZBA Member 2021
Shane Johnson ZBA Member 2022

Motion by Trustee Leonard, 2nd by Trustee Putnam to approve Mayoral Appointments. All voted yes.

BOARD APPOINTED (1-year Term)

Dayle A. Barra Registrar of Vital Statistics
Harriett Geywits Deputy Registrar
Harriett Geywits Village Historian
Harriett Geywits Cemetery Sexton

Motion by Trustee Wahl-Shypski 2nd by Trustee Putnam to approve Board Appointments. All voted yes.

Previously Elected Officials

Justice Corrie Damulis (2022)

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 2026
Aletha Sprague 2022
Alice Mahardy 2023
FaithAnn Young 2024
Heidi Bond 2025

Motion by Trustee Leonard, 2nd by Trustee Wahl-Shypski to approve appointment of Library Board member Jackie Hinckley. All voted yes.

Village Attorney Michelle Kennedy

Petty cash established at \$150

2021-22 Tax Collector Dayle A. Barra

MEETING PROCEDURES

Regular Meeting

Bimonthly: 2nd Tuesday & last Tuesday 7pm Public Library Memorial Room. Mayor Moshier hold office hours 5-6pm Mondays prior to each regular meeting to provide the opportunity for 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 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.

2022 Organizational Meeting

Monday April 4, 2022 at 5:05pm 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 available 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 Wahl-Shypski, 2nd by Trustee Leonard to approve Meeting Procedures, as stipulated. All voted yes.

Official Newspaper

The Daily Star

OFFICIAL POLICIES

Procurement

Investment

Fund Balance

Sexual Harassment Prevention

Leak Forgiveness

Village-Owned Property and Services Use

Complete Streets

Tobacco-Free

Motion by Trustee Putnam, 2nd by Trustee Leonard to approve policies. All voted yes.

Motion by Trustee Wahl-Shypski, 2nd by Trustee Putnam to approve the following. All voted yes.

- Work boot Allowance \$150
- Mileage Reimburse \$.50/mile

ESTABLISHED RESOLUTIONS

➤ 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, 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.

Motion by Trustee Wahl-Shypski, 2nd by Trustee Putnam 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 Clerks 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, that officers and employees are hereby authorized to attend schools, conferences and/or seminars with prior Board approval 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 Leonard, 2nd by Trustee Wahl-Shypski 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, Bank of Cooperstown including use of Insured Cash Sweep Program, NBT Financial, State Farm Bank and Citizen's Bank.

Motion by Trustee Putnam, 2nd by Trustee Leonard to Adopt Resolution. All voted yes.

Motion by Trustee Leonard, 2nd by Trustee Wahl-Shypski to adjourn Meeting at 5:32pm. All voted yes.

Respectfully submitted,

Dayle A. Barra, Village Clerk