

At an Organizational Meeting of the Malone Village Board, held on December 5, 2022 at 1:00 PM at 343 West Main Street the following were present:

Andrea Dumas	Mayor
Matthew Boyea	Trustee
Norman Bonner	Trustee
Brian Langdon	Trustee
Archie McKee	Trustee

Also in attendance:
Kristine Lashway, Village Treasurer
Rebahka Scaccia, Village Clerk
Alex Viola, Telegram

Mayor Dumas opened the Organizational Meeting at 1:00PM.

Pledge of Allegiance

➤ **Mayor's Appointments:**

**VILLAGE OF MALONE
RESOLUTION NO. 205-2022**

MAYORAL APPOINTMENTS

WHEREAS, Mayor Dumas has given her list of appointments; and

WHEREAS, they are as follows:

Village Attorney for a one-year term – John D. Aspland, Jr.
Special Counsel for a one-year term – Richard Edwards
Village Budget Officer for a one-year term – Kristine Lashway
Village Tax Collector for a one-year term – Rebahka Scaccia
Village Health Officer for a one-year term – Emile Benardot, MD

Mayor Dumas' Deputy Mayor Appointment for a one-year term – C. Archie McKee

Motion made by: Trustee Bonner

Second by: Trustee McKee

Approved by the Board of Trustees on: December 5, 2022

➤ **Mayor's Committees:**

**VILLAGE OF MALONE
RESOLUTION NO. 206-2022**

MAYOR'S COMMITTEES

WHEREAS, Mayor Dumas has given her list of committees; and

WHEREAS, they are as follows:

Committee	Chair	Co-Chair
DPW	Entire Board	Trustee Boyea
Public Safety	Mayor Dumas	Trustee Boyea
Building	Trustee Langdon	Trustee Bonner
Finance	Entire Board	Trustee McKee
Recreation	Trustee Boyea	Trustee Bonner
Negotiation	Entire Board	
Insurance	Trustee Bonner	Trustee Langdon
Landfill	Mayor Dumas	Trustee McKee
Community Development, Revitalization, Grants	Trustee McKee	Trustee Boyea
Omnibus	Entire Board	
Policies & Procedures	Trustee McKee	Trustee Langdon

NOW THEREFORE BE IT RESOLVED: The Village Board of Trustees approves the mayor's committees as above.

Motion Made By: Trustee Langdon

Seconded By: Trustee Bonner

Approved by Board of Trustees On: December 5, 2022

➤ **Official Newspaper:**

**VILLAGE OF MALONE
RESOLUTION NO. 207-2022**

OFFICIAL NEWSPAPER

WHEREAS, the official newspaper must be one which has general circulation within the Village; and

WHEREAS, the Malone Telegram will be our official newspaper; and

NOW THEREFORE BE IT RESOLVED: The Village Board of Trustees approves the Malone Telegram as our official newspaper.

Motion Made By: Trustee Bonner

Seconded By: Trustee Boyea

Approved by Board of Trustees On: December 5, 2022

➤ **Official Undertakings:**

**VILLAGE OF MALONE
RESOLUTION NO. 208-2022**

OFFICIAL UNDERTAKINGS

WHEREAS, certain public officials, generally those officials that have custody or control of village money, are required by law to execute an undertaking or bond; and

WHEREAS, the following will be the undertakings:

- ❖ \$50,000 – DPW Clerk/Treasurer’s Clerk
- ❖ \$250,000 – Front Office Account Clerk
- ❖ \$500,000 – Village Clerk, Village Treasurer

NOW THEREFORE BE IT RESOLVED: The Village Board of Trustees approves the undertakings as listed above.

Motion Made By: Trustee Bonner

Seconded By: Trustee McKee

Approved by Board of Trustees On: December 5, 2022

➤ **Official Depositories:**

**VILLAGE OF MALONE
RESOLUTION NO. 209-2022**

OFFICIAL DEPOSITORIES:

WHEREAS, Pursuant to Village Law §4-412(3)(2), the Board of Trustees must designate, by resolution, banks or trust companies in which the treasurer, clerk, receiver, and town receiver

who are designated and appointed as village receive may deposit village monies received by them; and

WHEREAS, the Board of Trustees has determined that Village Law §4-412(3)(2), requires the designation of banks and trust companies for the deposit of all village monies; and

NOW THEREFORE BE IT RESOLVED: The Village Board of Trustees designates the following institutions as depositories of all monies received by the village treasurer, clerk and receiver of taxes.

- ❖ Community Bank, NA
- ❖ NBT Bank
- ❖ JP Morgan Chase

That this resolution is effective immediately.

Motion Made By: Trustee McKee

Seconded By: Trustee Langdon

Approved by Board of Trustees On: December 5, 2022

➤ **Rules of Procedure:**

**VILLAGE OF MALONE
RESOLUTION NO. 210-2022**

RULES OF PROCEDURE:

WHEREAS, the Village of Malone adopted Rules of Procedure on December 3, 2012; and

WHEREAS, the rules of procedure should be reviewed each year;

NOW THEREFORE BE IT RESOLVED: The Village Board of Trustees has reviewed and amended the Rules of Procedure by a majority vote.

The vote was as follows:

Trustee Bonner – Yea

Trustee Boyea – Yea

Trustee Langdon – Yea

Trustee McKee – Yea

Mayor Dumas -- Yea

Motion Made By: Trustee Bonner

Seconded By: Trustee Langdon
Approved by Board of Trustees On: December 5, 2022

➤ **Dates for Regular Meetings:**

**VILLAGE OF MALONE
RESOLUTION NO. 211-2022**

DATES FOR REGULAR MEETINGS

WHEREAS, state law does not prescribe the number or frequency of meetings which must be held by the Board of Trustees; and

WHEREAS, the Board of Trustees decides by resolution when they will meet; and

WHEREAS, Regular meetings will be held on the second and fourth Monday of the month at 6:00 PM. Regular meetings that fall on a legal holiday will either be rescheduled or cancelled. The organizational meeting will be held on the first Monday of December. Regular meetings that follow a public hearing will start immediately following the public hearing. Special meetings can be called by the mayor or by two Trustees. Notice of a special meeting will be given to the Members of the Board and to the News Media as soon as practical after the calling of the special meeting.

NOW THEREFORE BE IT RESOLVED: The Village Board of Trustees agrees to the dates of the regular meetings.

Motion Made By: Trustee Boyea
Seconded By: Trustee Langdon
Approved by Board of Trustees On: December 5, 2022

➤ **Organizational Meeting:**

**VILLAGE OF MALONE
RESOLUTION NO. 212-2022**

ORGANIZATIONAL MEETING

WHEREAS, the organizational meeting for the next official year is not scheduled by operation of law, the Board of Trustees should establish the date;

WHEREAS, the next organizational meeting will be December 4, 2023; and

NOW THEREFORE BE IT RESOLVED: The Village Board of Trustees agrees to the date of the organizational meeting for 2023.

Motion Made By: Trustee Bonner
Seconded By: Trustee McKee
Approved by Board of Trustees On: December 5, 2022

➤ **Advance Approval of Claims:**

**VILLAGE OF MALONE
RESOLUTION NO. 213-2022**

ADVANCE APPROVAL OF CLAIMS

WHEREAS, Pursuant to Village Law §5-524(6), the Board of Trustees may, by resolution, authorize claims for public utility services, postage, freight and express charges to be paid in advance of audit; and

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; and

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.

That this resolution is effective immediately.

Motion Made By: Trustee Boyea
Seconded By: Trustee Langdon
Approved by Board of Trustees On: December 5, 2022

➤ **Mileage Allowance:**

**VILLAGE OF MALONE
RESOLUTION NO. 214-2022**

MILEAGE ALLOWANCE:

WHEREAS, the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to Village officers and employees who use their personal automobiles while performing their official duties; and

WHEREAS, the current rate is 62.5 cents per mile; and

WHEREAS, when the new rates come out from the IRS in 2023, we will follow those rates; and

NOW THEREFORE BE IT RESOLVED: that the Board of Trustees authorizes the 62.5 cents per mile per IRS mileage rate.

That this resolution is effective for 2022-2023 FY.

Motion Made By: Trustee Bonner

Seconded By: Trustee Langdon

Approved by Board of Trustees On: December 5, 2022

➤ **Meal Allowance:**

**VILLAGE OF MALONE
RESOLUTION NO. 215-2022**

MEAL ALLOWANCE

WHEREAS, each employee shall be paid the following amounts for meal expenses, while attending Village approved training, conferences, conventions or on official Village business (amount not to exceed a total of \$45.00 per day):

\$10.00	Breakfast
\$15.00	Lunch
\$20.00	Dinner

Notwithstanding above, in the event of an over-night stay in the metropolitan New York area, a total of up to \$60.00 per full day may be paid, by receipt only (no tax).

NOW THEREFORE BE IT RESOLVED: that the Board of Trustees authorizes payment in the amounts listed above as meal allowances.

That this resolution is effective immediately.

Motion Made By: Trustee Boyea

Seconded By: Trustee Langdon

Approved by Board of Trustees On: December 5, 2022

➤ **Attendance at Schools and Conferences:**

**VILLAGE OF MALONE
RESOLUTION NO. 216-2022**

ATTENDANCE AT SCHOOLS AND CONFERENCES:

WHEREAS, there is to be held during the coming official year a) the NY State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks; c) the New York State Conference of Mayors Public Works School, d) the following county association meetings; etc.; and

WHEREAS, attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality, as budgeted; and

NOW THEREFORE BE IT RESOLVED: that the Board of Trustees authorizes the attendance at seminars with advance approval.

That this resolution is effective immediately.

Motion Made By: Trustee Bonner

Seconded By: Trustee Langdon

Approved by Board of Trustees On: December 5, 2022

➤ **Policies and Procedures:**

**VILLAGE OF MALONE
RESOLUTION NO. 217-2022**

POLICIES AND PROCEDURES:

WHEREAS, there are certain policies and procedures that should be in place by the municipality; and

WHEREAS, the list is as follows; and

- ✓ CASH MANAGEMENT AND INVESTMENT POLICY:
- ✓ PROCUREMENT POLICY:
- ✓ PURCHASE ORDER POLICY:

- ✓ WORKPLACE VIOLENCE PREVENTION PROGRAM:
- ✓ CELL PHONE/TELEPHONE USAGE POLICY:
- ✓ VEHICLE USE POLICY:
- ✓ FIXED ASSETS POLICY:
- ✓ SEXUAL HARASSMENT POLICY:
- ✓ CREDIT CARD POLICY:
- ✓ PETTY CASH POLICIES AND PROCEDURES:
- ✓ RETURNED CHECK POLICY:
- ✓ CODE OF ETHICS:
- ✓ CONFLICT OF INTEREST:

NOW THEREFORE BE IT RESOLVED: The Mayor has appointed Trustee McKee and Trustee Langdon to review them and present them to the Board at regular meetings throughout the year for approval until they are all updated.

Motion Made By: Trustee Langdon

Seconded By: Trustee McKee

Approved by Board of Trustees On: December 5, 2022

➤ **Procurement Policy:**

**VILLAGE OF MALONE
RESOLUTION NO. 218-2022**

PROCUREMENT POLICY:

WHEREAS, the Village of Malone adopted a Procurement Policy on April 27, 1992; and

WHEREAS, the Procurement Policy should be reviewed each year; and

NOW THEREFORE BE IT RESOLVED: The Village Board of Trustees has reviewed the Procurement Policy.

Motion Made By: Trustee McKee

Seconded By: Trustee Boyea

Approved by Board of Trustees On: December 5, 2022

➤ **Village Clerk Appointments:**

**VILLAGE OF MALONE
RESOLUTION NO. 219-2022**

VILLAGE CLERK APPOINTMENTS:

WHEREAS, the Village Clerk has presented her appointments as follows:

Deputy Registrar – Sherri McDonald

NOW THEREFORE BE IT RESOLVED: The Board of Trustees approves the clerk's appointments as above.

Motion Made By: Trustee Bonner

Seconded By: Trustee McKee

Approved by Board of Trustees On: December 5, 2022

ADJOURNMENT:

Upon the motion of Trustee Bonner with a second by Trustee McKee to adjourn the meeting at 1:19PM.

Respectfully submitted,



Rebahka L. Scaccia, Village Clerk