

The annual organizational meeting of the Village Board was called to order at 6:30pm, April 4, 2011 in the Municipal Building by Mayor Flander. Also in attendance were Trustees Lynn Dumar, Tim Healey, Robert Galusha, and Walter Boyd, and Clerk JoAnn Downing.

RULES OF PROCEDURE FOR VILLAGE BOARD MEETINGS

These Rules of Procedure for Village Board Meetings are adopted for the sake of keeping order at all meetings and to enable the board members to conduct business and discuss all relevant issues in a timely manner.

Section 1. MONTHLY MEETINGS

The Village Board shall hold regular monthly meetings on the 2nd Monday of each month. Such monthly meetings shall commence at 6:30 p.m. and be conducted in the Village Municipal Building. Changes to the foregoing paragraph shall be determined by the Village Board.

Section 2. SPECIAL MEETINGS

Special meetings of the Village Board are all those board meetings other than regular monthly meetings. These meetings may be called by the Mayor or any board member upon notice to the entire board. Notice shall be given by telephone, in person, in writing or by e-mail.

Section 3. QUORUM

A quorum shall be required to conduct business. A quorum of the five (5) member board shall be three (3). In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

Section 4. EXECUTIVE SESSIONS

Executive sessions shall be held in accordance with the NYS Public Officer's Law§105. All executive sessions shall be commenced in a public meeting.

Section 5. AGENDAS

The agenda shall be prepared by the Clerk at the direction of the Mayor. Any member of the board may have an item placed on the agenda. When possible, items for the agenda shall be given to the Clerk at least 24 hours before the meeting; however, items may be placed on the agenda at anytime, including during the meeting.

Section 6. VOTING

Pursuant to Village Law each member of the board shall have one vote. The Mayor may vote on any matter, but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State Law. A vote upon any question will be taken by a "aye" or "nay." When taking votes, the Clerk must record in the minutes for each Trustee whether they voted aye, voted nay, abstained from voting, or were absent. Abstentions and absences are not counted as votes; they are simply no vote at all.

Section 7. MINUTES

Minutes shall be taken by the Clerk or designee. Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes shall be taken at executive session of any action that is taken by formal vote

and must consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law. Minutes shall also include the following:

Name of the board;

Date, place and time of the meeting;

Notation of presence or absence of board members and time of arrival or departure if different, from time of call to order and adjournment;

Name and title of other village officials and employees present, and approximate number of attendees;

Record of communications presented to the board;

Record of reports made by the board or other village personnel;

Time of adjournment;

Signature of Clerk or person who took the minutes of not the Clerk;

Minutes need not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the board shall resolve to have the Clerk do so.

Minutes shall be approved at the next monthly board meeting. Any further changes shall require board approval.

Section 8. ORDER OF BUSINESS

The order of business shall be:

Call to order

Pledge to the flag

Mayor's Report

Approval of Minutes

Clerk-Treasurer Report

DPW Report

Building and Codes Report

Water

Fire Chief Report

Trustee Reports

Correspondence

Other Business

Approval of Abstracts

Next Meeting Date

Adjournment

The order of business need not be followed if the Mayor determines that it is necessary to deviate.

Section 9. GENERAL RULES OF PROCEDURE

The Mayor shall preside at all meetings. In the Mayor's absence the Deputy Mayor shall preside. The presiding officer may debate, move or take other action that may be taken by other members of the board. Motions require a second. Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking. A member, once recognized, shall not be interrupted when speaking unless it be to call the member to order. If a member, while speaking, is called to order, they shall cease speaking until the question of order be determined, and, if in order, they shall be permitted to proceed.

There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained but shall require a two-thirds vote.

Section 10. GUIDELINES FOR PUBLIC COMMENT

1. Speakers must give their name, address and organization, if any.
2. Speakers must be recognized by the presiding officer.
3. Speakers should limit their remarks to five (5) minutes on a given topic. Option by presiding officer to amend time for public remarks.
4. Speakers may not yield any remaining time they may have to another speaker.
5. Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
6. All remarks shall be addressed to the board as a body and not to any member thereof, or any other individual present.
7. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
8. Interested parties or their representatives may address the board by written communications. Written communications shall be delivered to the Clerk or Clerk's designee. Speakers may not read written communications verbatim, but should summarize their contents.

Section 11. AMENDMENTS TO THE RULES OF PROCEDURE

The foregoing procedures may be amended from time to time by a majority vote of the board.

The foregoing rules were adopted on motion by Trustee Healey, second by Trustee Boyd, with all in favor.

Appointments by Mayor were:

- Deputy Mayor: Robert Galusha; term expires 3/31/2012
- Village Clerk-Treasurer-J. Downing, term expires 3/31/2012
- Superintendent of Public Works:John Wiltey, to be in charge of all Water Department matters including reservoirs, watershed, filtration and distribution including supervision of all employees.
- Deputy Clerk- VACANT
- Attorney-Michael M. Albanese, Gloversville; term expires 3/31/2012
- Building and Fire Code Enforcer: Mike Carney, term expires 5/31/2012. on a motion by Trustee Galusha, second by Trustee Healey, with all in favor
- Fire Chief-Don Wagoner
- Historian-Beverly Guiffre, term expires 3/31/2012, on motion by Trustee Dumar, second by Trustee Boyd.
- School Crossing Guard-Robert Peeler; salary now at \$10.50/hr. ;
- Official Newspaper(s)-*The Recorder* and *The Leader Herald* on a motion by Trustee Galusha, second by Trustee Dumar, with all in favor
- Official Depository-NBT and Key Bank, on a motion by Trustee Healey, second by Trustee Dumar, with all in favor.
- Tax Collector-JoAnn Downing, who was also authorized to invest funds on a motion by Trustee Healey, second by Trustee Galusha with all in favor.

- 2010 unpaid water and sewer rents to be added to village property taxes on May 3, approved on a motion by Trustee Boyd, second by Trustee Dumar with all in favor.
- Sewer Board members: John Wiltey- term expiring May 31, 2013; and Mayor Flander - term to expire May 31, 2012.
- Dog Warden-Lu Wilmot as appointed by the Town of Mohawk on a motion by Trustee Healey, second by Trustee Boyd with all in favor
- Superintendent of Cemetery-John Wiltey on a motion by Trustee Galusha, second by Trustee Healey with all in favor
- Water Plant Operator-Chris Ashbey on a motion by Trustee Boyd, second by Trustee Healey with all in favor

Assistant Plant Operator-vacant

Committees: Public Safety-T Healey W Boyd
 Streets(all transportation issues)-R Galusha T Healey
 Personnel-L Dumar K Flander
 Home+Community Services-K Flander W Boyd
 Buildings+Grounds-R Galusha T Healey
 Water and Sewer: T Healey K Flander

- Inventory Control Officer-Bob Galusha, who will be in charge of physical inventory to be performed annually; assisted by DPW Superintendent Wiltey on a motion by Trustee Dumar, second by Trustee Boyd with all in favor
- Records Management Officer-JoAnn Downing on a motion by Trustee Dumar, second by Trustee Galusha with all in favor

- The Village will participate in NYCOM as passed on a motion by Trustee Dumar, second by Trustee Healey with all in favor
- and also participate in the Rural Water Association as passed on a motion by Trustee Healey, second by Trustee Galusha with all in favor

Appointments to the Consolidated Board of Health: President-Town of Mohawk Supervisor Greg Rajkowski, Village of Fonda Mayor Flander as members Secretary-JoAnn Downing; Health Officer-Dr George Weis

- Resolution #1 2011/2012 Official Village Procurement Policy (attached) as amended per GML was adopted as written as offered by Trustee Boyd, second by Trustee Dumar with all in favor
- ◆ Official Memorandum of Understanding with the Fonda Fire Department use of Recreation Park Agreement was adopted as written (attached) on motion by Trustee Boyd, second by Trustee Galusha with all in favor.
- ◆ Official Investment Policy was adopted as written on a motion by Trustee Healey, second by Trustee Boyd with all in favor.
- ◆ Official Cyber Security Citizens' Notification Policy was adopted as written on a motion by Trustee Dumar, second by Trustee Galusha with all in favor.
- ◆ Official Computer and Internet Use Policy was adopted as written on a motion by Trustee Dumar, second by Trustee Galusha with all in favor.

- Official Cellphone Policy was adopted as written, to be reviewed by Board for possible changes at any time. on a motion by Trustee Healey, second by Trustee Boyd with all in favor.
- * Approval for payment of postage and utilities in advance of regular audit of monthly bills was made on a motion by Trustee Galusha, second by Trustee Dumar with all in favor.
- * All other vouchers to be considered for payment must be received in the Village Office by the first Wednesday of each month. Approval of abstract of bills as presented in summary form at each monthly meeting will be by single signature of each board member at the bottom of the last page. All questions will be addressed completely before signing the abstract. Any exceptions shall be noted and signed by the opposing board member; made on a motion by Trustee Healey, second by Trustee Boyd with all in favor.
- Mileage allowance reimbursement rate per mile approved by IRS for personal use of a vehicle for village business upon obtaining prior approval passed on a motion by Trustee Boyd, second by Trustee Dumar with all in favor
- Approval for mayor to attend school and conferences was given on a motion by Trustee Boyd, second by Trustee Galusha with all in favor

- Resolution to Establish a Capital Reserve Fund for a type of Equipment or Improvement
Resolution No. 2 2011/2012 by Trustee _____ second by Trustee _____

RESOLVED, that pursuant to Section 6-c of the General Municipal Law, as amended, this Village Board of Trustees of the Village of Fonda, NY does hereby establish a **Capital Reserve Fund** to finance the cost of construction and/or major building improvements to the Village Municipal Building

The Village Treasurer is hereby directed to deposit moneys of this reserve fund in a separate bank account to be known as “**Municipal Building Improvements Reserve Fund.**”

The Village Treasurer is authorized to invest, from time to time, the moneys of this fund pursuant to Section 6-f of the General Municipal Law.

No expenditure shall be made from this fund, except upon authorization of this board pursuant to Section 6-c of the General Municipal Law.

Motion to close the organizational meeting was made by Trustee Dumar, second by Trustee Galusha, with all in favor. Meeting adjourned at 8 pm.

8:00 Budget workshop- continued review of general , water and sewer funds. Much time was spent on trying to formulate a budget for the sewer fund based on the problems currently experiencing at the Joint Sewer Plant and the lack of adequate sewer funds available. Workshop ended at 9:15 pm. Too many unknowns at this time. Information should be forthcoming in the next few days that should help finalize an accurate sewer budget. Next workshop will be after the regular April 2011 meeting on the 11th.

Respectfully submitted,

JoAnn Downing
Clerk-Treasurer