



VILLAGE OF DELANSON

Equal Opportunity Employer

MAYOR
GAYLE K. GIFFORD

BOARD OF TRUSTEES
JOSHUA D. O'CONNOR
GEORGE GRENIER

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VILLAGE CLERK
ISABELLE MORMANDO
VILLAGE TREASURER
NICOLE O'CONNOR
WATER COMMISSIONER
JEFFREY IVESON

VILLAGE OF DELANSON ORGANIZATIONAL MEETING MINUTES April 3, 2017

1. PLEASE STAND FOR THE PLEDGE OF ALLEGIANCE

2. MEETING CALLED TO ORDER: 6:42 P.M.

ALL PRESENT: Mayor Gifford, Trustee O'Connor, Trustee Grenier, Clerk Mormando

3. SWEARING IN OF NEWLY ELECTED OFFICIALS:

Gayle Gifford, Mayor	2017-2021
Joshua O'Connor, Trustee	2017-2021
Bucky Greiner, Trustee	2014-2018

4. MAYORAL APPOINTMENTS:

Joshua O'Connor – Deputy Mayor	2017-2021
Isabelle Mormando, Village Clerk/Deputy Treasurer	2017-2019
Nicole O'Connor, Village Treasurer/Deputy Clerk	2017-2019
Jeff Iveson, Water Commissioner	2017-2018
Steve Micheli, Asst. Water Commissioner	2017-2018
Lydia Marola, Village Attorney	2017-2019
Linda Brown, Dog Control Officer	2017-2019

Employee Appointment: Steve Mormando, Building Maintenance – with Board Approval. Board approves with 3 ayes.

5. PLANNING AND ZONING BOARD:

James Hyde	2017-2020
Dan Lindh, Chairman	2015-2018
Al Zubal	2015-2018
Bruce Barton	2017-2020

James Donnelly, Secretary

2016-2019

6. ZONING BOARD OF APPEALS:

Larry O'Connor	2015-2018
Jill Mackie	2015-2018
George Martin	2015-2018
Daryl Risley	2017-2020
Keith Meyers	2017-2020

7. TRUSTEE APPOINTMENTS:

Isabelle Mormando, Registrar of Vital Statistics	2017-2018
Nicole O'Connor, Deputy Registrar of Vital Statistics	2017-2018

8. GENERAL OPERATING PROCEDURES:

- A. Official Undertakings- Village Board serves as the Board of Directors
- B. Date for regular meetings- 2nd Monday of each month 7:00 PM
- C. Village Office hours are by appointment
- D. The 2018 Organizational Meeting is held on the first Monday in April – April 2, 2018
- E. Rules of Procedure- Roberts Rules of Order
- F. Official Newspaper- Daily Gazette
- G. Official television station- CBS 6
- H. Official designated banking institution is NBT Bank in Duaneburg
- I. Financial Advisor- Financial Services provided by Ellen Grasek
- J. Schenectady Board of Elections will conduct Village General Elections (Res. Jan. 2015)
- k. Water Supply Emergency Response Plan; Reminder to update
- l. Water Supply Vulnerability Assessment; Reminder to update personnel contact information

- M. Resolution 2017-04-1; Procurement Policy
- N. Resolution 2017-04-2; Deposit Frequency Policy
- O. Resolution 2017-04-3; Investment Policy
- P. Resolution 2017-04-4; Employee Policy & Procedures, Code of Ethics
- Q. Resolution 2017-04-5; FOIL Procedures
- R. Resolution 2017-04-6; Advance Approval of Claims
- S. Resolution 2017-04-7; Attendance at Schools and Conferences
- T. Resolution 2017-04-8; Mileage Allowance

Role call vote: 3 ayes

MOTION TO ACCEPT GENERAL OPERATING PROCEDURES AS READ: Trustee O'Connor
2ND: Trustee Grenier

9. MOTION TO ADJOURN: Trustee O'Connor 2nd: Trustee Grenier ADJOURNMENT: 6:56 P.M.