



VILLAGE OF DELANSON

Equal Opportunity Employer

MAYOR
GAYLE K. GIFFORD

BOARD OF TRUSTEES
JOSHUA D. O'CONNOR
GEORGE GRENIER

1797 MAIN STREET, P. O. BOX 235, DELANSON, NY 12053
TELEPHONE: (518) 895-2199 Fax: (518) 895-2100
www.delanson.net

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

VILLAGE OF DELANSON ORGANIZATIONAL MEETING MINUTES April 9, 2018

1. PLEASE STAND FOR THE PLEDGE OF ALLEGIANCE

2. MEETING CALLED TO ORDER: 6:01PM

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	2018-2022

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	2018-2019
Steve Micheli, Asst. Water Commissioner	2018-2019
Lydia Marola, Village Attorney	2017-2019
Linda Brown, Dog Control Officer	2017-2019

5. PLANNING AND ZONING BOARD:

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James Hyde	2017-2020
Dan Lindh, Chairman	2018-2021
Al Zubal	2018-2021
VACANT (Bruce Barton resigned)	2017-2020
Roy Lotfield (replaced James Donnelly)	2016-2019

6. ZONING BOARD OF APPEALS:

Larry O'Connor	2018-2021
Jill Mackie	2018-2021
George Martin	2018-2021
Daryl Risley	2017-2020
Keith Meyers	2017-2020

7. TRUSTEE APPOINTMENTS:

Isabelle Mormando, Registrar of Vital Statistics	2018-2019
Nicole O'Connor, Deputy Registrar of Vital Statistics	2018-2019

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 2019 Organizational Meeting is held on the first Monday in April – April 1, 2019
- 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 2018-04-1; Procurement Policy
- N. Resolution 2018-04-2; Deposit Frequency Policy
- O. Resolution 2018-04-3; Investment Policy
- P. Resolution 2018-04-4; Employee Policy & Procedures, Code of Ethics
- Q. Resolution 2018-04-5; FOIL Procedures
- R. Resolution 2018-04-6; Advance Approval of Claims
- S. Resolution 2018-04-7; Attendance at Schools and Conferences
- T. Resolution 2018-04-8; Mileage Allowance
- U. Resolution 2018-04-0-9; BOE to conduct Village Elections

Role call vote: Passed with 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: 6:21 P.M.