



## VILLAGE OF DELANSON

MAYOR  
GAYLE K. GIFFORD  
  
BOARD OF TRUSTEES  
JOSHUA D. O'CONNOR  
GEORGE GRENIER

Equal Opportunity Employer

1797 MAIN STREET, P.O. BOX 235, DELANSON, NY 12053  
TELEPHONE: (518) 895-2199 FAX: (518) 895-2100  
WWW.DELANSON.NET

WATER COMMISSIONER  
JEFFREY IVESON  
  
CLERK/TREASURER  
NICOLE O'CONNOR  
DEPUTY CLERK  
SHARLENE GRENIER

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### VILLAGE OF DELANSON ORGANIZATIONAL MEETING APPROVED MINUTES April 3<sup>rd</sup>, 2023 at 6:30 PM

1. PLEASE STAND FOR THE PLEDGE OF ALLEGIANCE

2. MEETING CALLED TO ORDER: 6:41 P.M.

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

3. SWEARING IN OF NEWLY ELECTED OFFICIALS:

|                          |           |
|--------------------------|-----------|
| Gayle Gifford, Mayor     | 2021-2025 |
| Joshua O'Connor, Trustee | 2021-2025 |
| Bucky Greiner, Trustee   | 2022-2026 |

4. MAYORAL APPOINTMENTS:

|  |                  |
|--|------------------|
| Joshua O'Connor, Deputy Mayor                    | 2021-2025        |
| <b>Nicole O'Connor, Village Clerk/Treasurer</b>  | <b>2023-2025</b> |
| <b>Sharlene Grenier, Village Deputy Clerk</b>    | <b>2023-2024</b> |
| <b>Jeff Iveson, Water Commissioner</b>           | <b>2023-2024</b> |
| <b>Nick Pigliavento, Asst Water Commissioner</b> | <b>2023-2024</b> |
| <b>Lydia Marola, Village Attorney</b>            | <b>2023-2025</b> |
| Darla Gullotta, Dog Control Officer              | 2022-2024        |
| <b>Mary McLaughlin, Village Historian</b>        | <b>2023-2024</b> |

5. PLANNING AND ZONING BOARD:

|                     |                  |
|---------------------|------------------|
| Dan Lindh, Chairman | 2021-2024        |
| <b>James Hyde</b>   | <b>2023-2026</b> |
| Al Zubal            | 2021-2024        |
| Roy Lotfield        | 2022-2025        |
| Dana Mesick         | 2021-2024        |

**This institution is an equal opportunity provider, and employer. To file a complaint of discrimination, write:  
USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call  
(800) 795-3272 (voice) or (202) 720-6382 (TDD).**

6. ZONING BOARD OF APPEALS:

|                          |                  |
|--------------------------|------------------|
| Larry O'Connor, Chairman | 2021-2024        |
| Jill Mackie              | 2021-2024        |
| George Martin            | 2021-2024        |
| <b>Daryl Risley</b>      | <b>2023-2026</b> |
| VACANT                   | 2021-2024        |

7. TRUSTEE APPOINTMENTS:

|   |                  |
|---|------------------|
| <b>Nicole O'Connor, Registrar of Vital Statistics</b>         | <b>2023-2024</b> |
| <b>Sharlene Grenier, Deputy Registrar of Vital Statistics</b> | <b>2023-2024</b> |

8. GENERAL OPERATING PROCEDURES:

- A. Official Undertakings - Village Board serves as the Board of Directors
- B. Date for regular meetings - 2<sup>nd</sup> Monday of each month 7:00 PM
- C. Village Office hours are by appointment
- D. The 2024 Organizational Meeting is held on the first Monday in April – April 1, 2024
- 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 2023-04-1; Procurement Policy
- N. Resolution 2023-04-2; Deposit Frequency Policy
- O. Resolution 2023-04-3; Investment Policy
- P. Resolution 2023-04-4; Employee Policy & Procedures, Code of Ethics
- Q. Resolution 2023-04-5; FOIL Procedures
- R. Resolution 2023-04-6; Advance Approval of Claims
- S. Resolution 2023-04-7; Attendance at Schools and Conferences
- T. Resolution 2023-04-8; Mileage Allowance
- U. Resolution 2023-04-9; Village Trash Collection Policy
- V. Resolution 2023-04-10; Board of Elections to Conduct Village Elections

Role call vote:

Mayor Gifford: Aye  
Trustee O'Connor: Aye  
Trustee Grenier: Aye

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

2<sup>ND</sup>: Trustee Grenier

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9. MOTION TO ADJOURN: Joshua O'Connor

2<sup>nd</sup>: Trustee Grenier

ADJOURNMENT: 6:44 P.M.