



## 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 1<sup>st</sup>, 2024 at 6:30 PM

1. PLEASE STAND FOR THE PLEDGE OF ALLEGIANCE

2. MEETING CALLED TO ORDER: 6:34 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
Nicole O'Connor, Village Clerk/Treasurer	2023-2025
<b>Sharlene Grenier, Village Deputy Clerk</b>	<b>2024-2025</b>
<b>Jeff Iveson, Water Commissioner</b>	<b>2024-2025</b>
<b>Nick Pigliavento, Asst Water Commissioner</b>	<b>2024-2025</b>
Lydia Marola, Village Attorney	2023-2025
VACANT, Dog Control Officer	2024-2026
<b>Mary McLaughlin, Village Historian</b>	<b>2024-2025</b>

5. PLANNING AND ZONING BOARD:

<b>Dan Lindh, Chairman</b>	<b>2024-2027</b>
James Hyde	2023-2026
<b>Al Zubal</b>	<b>2024-2027</b>
Roy Lotfield	2022-2025
<b>Dana Mesick</b>	<b>2024-2027</b>

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**

**2024-2027**

**Jill Mackie**

**2024-2027**

**George Martin**

**2024-2027**

Daryl Risley

2023-2026

VACANT

2024-2027

7. TRUSTEE APPOINTMENTS:

**Nicole O'Connor, Registrar of Vital Statistics**

**2024-2025**

**Sharlene Grenier, Deputy Registrar of Vital Statistics**

**2024-2025**

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 2025 Organizational Meeting is held on the first Monday in April – April 7, 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 Duanesburg

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 2024-04-1; Procurement Policy

N. Resolution 2024-04-2; Deposit Frequency Policy

O. Resolution 2024-04-3; Investment Policy

P. Resolution 2024-04-4; Employee Policy & Procedures, Code of Ethics

Q. Resolution 2024-04-5; FOIL Procedures

R. Resolution 2024-04-6; Advance Approval of Claims

S. Resolution 2024-04-7; Attendance at Schools and Conferences

T. Resolution 2024-04-8; Mileage Allowance

U. Resolution 2024-04-9; Village Trash Collection Policy

V. Resolution 2024-04-10; Board of Elections to Conduct Village Elections

Role call vote:

Mayor Gifford - Aye

Trustee O'Connor - Aye

Trustee Grenier - Aye

All resolutions passed.

MOTION TO ACCEPT GENERAL OPERATING PROCEDURES AS READ: Mayor Gifford

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2<sup>ND</sup>: Trustee O'Connor

9. Landscaping contract:

Mayor Gifford has asked Bill Reed from the Town of Duaneburg to come and assess the damage from plowing.

Trustee O'Connor makes a motion to accept the proposal from New Looks Landscaping as amended. Trustee Grenier seconds.

9. MOTION TO ADJOURN: Trustee O'Connor

2<sup>nd</sup>: Mayor Gifford

ADJOURNMENT: 6:49 P.M.