

At the Organizational Meeting of the Malone Village Board, held on December 5, 2016 at 6:30 PM at 16 Elm Street the following were present:

Joseph Riccio	Mayor
Andrea Dumas	Trustee
Brian Langdon	Trustee
Archie McKee	Trustee
Norman Bonner	Newly Elected Trustee

Also in attendance:

Cheryl Douglas, Village Clerk  
Gerald Fisher, DPW Supervisor  
Chief Chris Premo  
Debbie Bonner

Kristine Lashway, Treasurer  
Mark Villa, Code Officer  
Frank DiFiore, Malone Telegram

**PLEDGE OF ALLEGIANCE:**

**SWEARING IN OF NEWLY ELECTED OFFICIAL:**

- ❖ Trustee – Norman Bonner – 2 year unexpired term

Cheryl Douglas, Village Clerk administered the oath to Norman Bonner, newly elected trustee at the General Election in November for a two year unexpired term.

**APPOINTMENTS:**

- |                    |                                       |
|--------------------|---------------------------------------|
| ❖ Kevin F. Nichols | Village Attorney<br>1 year term       |
| ❖ Richard Edwards  | Special Counsel<br>1 year term        |
| ❖ Kristine Lashway | Village Budget Officer<br>1 year term |
| ❖ Cheryl Douglas   | Village Tax Collector<br>1 year term  |
| ❖ Emile Benardot   | Village Health Officer<br>1 year term |

**MAYOR'S APPOINTMENT:**

Deputy Mayor – 1 year term – Brian Langdon

**MAYOR'S COMMITTEES:**

- |   |   |
|---|---|
| ❖ DPW   | Trustees Langdon & Dumas                |
| ❖ Public Safety   | Mayor Riccio & Trustee Bonner           |
| ❖ Building  | Trustees McKee & Langdon                |
| ❖ Finance   | Trustees McKee & Bonner                 |
| ❖ Recreation  | Trustees Dumas & Bonner                 |
| ❖ Negotiation   | Entire Board                            |
| ❖ Insurance   | Trustees Bonner & Langdon               |
| ❖ Landfill  | Trustees McKee & Dumas                  |
| ❖ Community Development,<br>Revitalization, Grants<br>Omnibus | Trustees Bonner & Dumas<br>Entire Board |

**OFFICIAL NEWSPAPER:**

- ❖ Malone Telegram

**OFFICIAL UNDERTAKINGS:**

- ❖ Certain public officials, generally those officials that have custody or control of village money, are required by law to execute an undertaking or bond. It is recommended that we review this annually.

- ❖ \$50,000 – Account Clerk
- ❖ \$250,000 – Account Clerk
- ❖ \$500,000 – Village Clerk, Village Treasurer

**OFFICIAL DEPOSITORIES:**

- ❖ Community Bank, NA
- ❖ NBT Bank
- ❖ Key Bank of New York
- ❖ HSBC Bank
- ❖ JP Morgan Chase

**RULES OF PROCEDURE:**

- ❖ Village of Malone Rules of Procedure

**MEETING DATES:**

Regular meetings will be held on the second and fourth Monday of the month at 6:30 PM. Regular meetings that fall on a legal holiday will either be rescheduled or cancelled. The organizational meeting will be held on the first Monday of December. Regular meetings that follow a public hearing will start immediately following the public hearing, but no earlier than 6:30 PM. Special meetings can be called by the Mayor or by at least two Trustees acting together. Notice of a special meeting will be given to the Members of the Board and to the News Media as soon as practical after the calling of the special meeting.

**NEXT ORGANIZATIONAL MEETING** – December 4, 2017

**ADVANCE APPROVAL OF CLAIMS FOR PUBLIC UTILITY SERVICE,  
POSTAGE, FREIGHT AND EXPRESS CHARGES:**

**MILEAGE ALLOWANCE:**

- ❖ Currently .54 per mile – Will be based on the new IRS Rates that come out in January.

**MEAL ALLOWANCE:**

- ❖ Each employee shall be paid the following amounts for meal expenses, while attending Village approved training, conferences, conventions or on official Village business (amount not to exceed a total of \$45.00 per day):

\$10.00 Breakfast  
\$15.00 Lunch  
\$20.00 Dinner

Notwithstanding above, in the event of an over-night stay in the metropolitan New York area, a total of up to \$60.00 per full day may be paid.

**TRAINING:**

- ❖ Mayor to authorize schools, conferences, seminars, etc. for Village employees

**POLICIES & PROCEDURES:**

to be reviewed and updated by a standing Committee comprised of Trustee Langdon and Trustee McKee and presented to the whole board for approval as they are completed:

- ✓ **CASH MANAGEMENT AND INVESTMENT POLICY:**
- ✓ **PROCUREMENT POLICY:**
- ✓ **PURCHASE ORDER POLICY:**
- ✓ **WORK PLACE VIOLENCE PREVENTION PROGRAM:**
- ✓ **CELL PHONE/TELEPHONE USAGE POLICY:**

- ✓ **VEHICLE USE POLICY:**
- ✓ **FIXED ASSETS POLICY:**
- ✓ **SEXUAL HARASSMENT POLICY:**
- ✓ **CREDIT CARD POLICY:**
- ✓ **PETTY CASH POLICIES AND PROCEDURES:**
- ✓ **RETURNED CHECK POLICY:**
- ✓ **CODE OF ETHICS:**
- ✓ **CONFLICT OF INTEREST:**

**VILLAGE CLERK APPOINTMENTS:** Deputy Clerk, Deputy Registrar

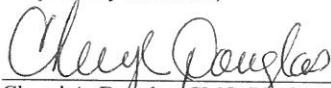
Village Clerk, Cheryl Douglas, has appointed Karen Elmer Pritchard as her Deputy Village Clerk and Linda Shova as her Deputy Registrar.

**CONTACTS FOR BOARD:** Cheryl Douglas, Village Clerk has provided the Board with a list of contacts, holidays, and meeting schedule.

Trustee McKee commented, that at least for the Village Attorney like any other professional contract the village enters into, that it should be put out for bid so that we have some choices.

**ADJOURNMENT:** On the motion of Trustee McKee to adjourn the meeting at 6:45 PM.

Respectfully submitted,

  
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Cheryl A. Douglas, CMC, RMC  
Village Clerk