

**ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF BALLSTON SPA,
NY held on January 2, 2024**

1) Call to Order

2) Pledge of Allegiance

3) BOARD MEETINGS

A) Votes & Meetings

Motion made by Trustee _____, seconded by Trustee _____ that the Board of Trustees shall be polled on all resolutions on the basis of a voice vote except when specifically requested and required, at which time the vote will be verbally cast as either “yes” or “no”.

The regular meetings of the Board of Trustees shall be held on the second and fourth Mondays of each month at 7:00pm at the Ballston Spa Public Library’s basement (21 Milton Avenue, Ballston Spa, New York) unless otherwise advertised. A meeting may be changed to the following day at the discretion of the Mayor due to holidays or emergencies.

Special meetings shall be called by the Mayor or two trustees acting together, that upon being notified of the Special meeting the Village Clerk shall notify remaining members of the Board by telephone and the Clerk shall provide notice of the meeting to the news media and to the public as prescribed by the Open Meetings Law. Also, the Clerk is to notify the members by phone and shall verify if members cannot attend, with the other members.

The 2025 Organizational Meeting of the Board of Trustees will be held on Monday, January 6, 2025, at 7:00pm at 21 Milton Avenue, Ballston Spa, New York, unless otherwise advertised.

To the degree that this motion conflicts with the Board of Trustees’ Rules of Procedure, the Rules of Procedure shall take precedence over the conflicted item.

B) Motion made by Trustee _____, seconded by Trustee _____ that the Board of Trustee adopt the Rules of Procedure. (Attached)

4) GENERAL RESOLUTIONS

A) Training

Motion made by Trustee _____, seconded by Trustee _____ that:

WHEREAS, there is to be during the coming official year a) the New York Annual Conference of Mayors Annual Meeting and Training School; b) New York State Conference of Mayors Fall Training School for Finance Officers and Municipal Clerks; and c) Schools for Department of Public Works Working Supervisors; and

WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of their meetings, conferences or schools benefits the municipality.

NOW THEREFORE BE IT RESOLVED:

Section 1. The Village Board of Trustees, the Village Clerk, the Village Treasurer, the Deputy Village Treasurer, Accounting Assistant, Public Works Working Supervisor, and other employees as appropriate are hereby authorized to attend the above listed conferences and schools and others as determined by the Mayor.

Section 2. That this resolution shall take effect immediately.

B) Mileage Reimbursement

Motion made by Trustee _____, seconded by Trustee _____, that:

WHEREAS, the Board of Trustees has determined to pay a fixed rate for a mileage as reimbursement to officers and employees of the Village who shall use their personal vehicles while performing their official duties on behalf of the Village;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall approve a reimbursement to such officers, and employees at the current IRS reimbursement rate.

Section 2. That this resolution shall take effect immediately.

5) TRUSTEE LIAISON APPOINTMENTS

The following appointments of Liaisons for the purpose of assisting the Executive are made by the Mayor and will serve at the pleasure of the Mayor:

Deputy Mayor - Bernadette VanDeinse-Perez

Liaison to Department of Public Works - Shawn Raymond

Liaison to Fire Department - Bernadette VanDeinse-Perez

Liaison to Police Department - Frank Rossi, Jr.

Liaison to the Parks and Tree Board - Ben Baskin

Liaison to Library - Mary Price-Bush

Liaison to of Insurance and Human Resources - Bernadette VanDeinse-Perez

Liaison to Youth Social Services Agencies - Mary Price-Bush

Liaison to Not-for-Profit Organizations – Ben Baskin

Liaison to Senior Social Services Agencies and Senior Welfare - Mary Price-Bush

Liaison to BSBPA - Bernadette VanDeinse-Perez

6) CONSENT AGENDA - CLERK APPOINTMENTS

Motion made by Trustee _____, seconded by Trustee _____ that:

Teri O’Connor be appointed Village Clerk for a period of four years, with the end date not to be before December 31, 2027.

Melissa McCann be appointed Village Treasurer for a period of four years, with the end date not to be before December 31, 2027.

Tricia Hasbrouck be appointed Deputy Village Clerk for a period of one year, with the end date not to be before December 31, 2024.

Rebecca Little be appointed Deputy Village Treasurer for a period of one year, although subject to probationary part-time employment (that could be terminated) through May 18, 2024. After the probationary period, the end date of this appointment shall not be before December 31, 2024.

Teri O’Connor be appointed Registrar of Vital Statistics for a period of one year, with the end date not to be before December 31, 2024.

Tricia Hasbrouck be appointed Deputy Registrar of Vital Statistics for a period of one year, with the end date not to be before December 31, 2024.

The Village Clerk be designated the Records Management Officer with the necessary powers to carry out the efficient administration of the preservation of all Official Village Records, received by the Clerk's Office, Departments of the Village of Ballston Spa, including all personnel and Human Services Records for a period of one year, with the end date not to be before December 31, 2024.

7) CONSENT AGENDA – ANNUAL STAFF APPOINTMENTS:

Motion made by Trustee _____, seconded by Trustee _____ that:

Brandi Burns be appointed Associate Village Justice for a period of one year, with the end date not to be before December 31, 2024.

The following individuals be appointed part time Police Officers for a period of one year, with the end date not to be before December 31, 2024:

Stephen Porcello Jr.	Michael DeMartino	Timothy Hajec
Scott Ostrander	Jason Quinones	Michael Welch
Robert Kennedy	Stanley DeLong	Hector Monge
Ariel Santiago	Gregory Hafensteiner	Kyle Basta

The following individual be appointed crossing guards for a period of one year, with the end date not to be before December 31, 2024:

Carmen Isabella	Victor Matthews
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The following individuals be appointed Fire Policemen for a period of one year, with the end date not to be before December 31, 2024:

Lloyd Helman (Captain)	Stanley DeLong	Thomas Nolan	Patrick Mangini
Robert Kilinski (1st Lieu.)	Carmen Isabella	Alan Cunningham	John J. Morrissey
Al Sommers	Richard Duffy	Frederick Whittredge	

The following individuals be approved as Ballston Spa Fire Department leadership for a period of one year, with the end date not to be before December 31, 2024:

Fire Chief – Michael Bashore
1st Assistant Chief – Colby Krogh
2nd Assistant Chief – Bill Kenny
3rd Assistant Chief – Kevin Krogh
BSFD Secretary/Treasurer – Stanley DeLong
Fire Dept. Administrator – Glenn Bowers, Jr.

William Lewis be appointed Assistant Building Inspector for a period of one year, with the end date not to be before December 31, 2024.

Bob Cavanaugh be appointed Fire Code Enforcement Officer for a period of one year, with the end date not to be before December 31, 2024.

Bob Cavanaugh be appointed Inventory Control Officer for a period of one year, with the end date not to be before December 31, 2024.

Frank Rossi Jr. be appointed Budget Officer for a period of one year, with the end date not to be before December 31, 2024.

Bob Cavanaugh be appointed as a member of the Revenue Advisory Board until that Board's business is completed, replacing Mary Price-Bush.

Lori Acee be re-appointed as a member of the Library Board for a period of five years with the end date not to be before December 31, 2028.

Emily Bartell be re-appointed as a member of the Committee on the Arts for a period of three years with the end date not to be before December 31, 2026.

9) CONSENT AGENDA – MISC.

Motion made by Trustee _____, seconded by Trustee _____, that:

The following banks be designated as the Official Depositories of Village funds subject to change by a resolution of the Board of Trustees at any time: The Adirondack Trust Co. and/or Generations Bank.

The Daily Gazette be designated as the Official Village Newspaper.

The Village Clerk be authorized to send a single letter to the news media providing the schedule of regular meetings, further the Village Clerk shall post a public notice of such schedule.

Field Horne be appointed as Historian of the Village of Ballston Spa for a period of one year with the end date not to be before December 31, 2024.

To retain Bartlett, Pontiff, Stewart & Rhodes, P.C., as counsel for the Village for the 2024 year pursuant to the terms of the Legal Services Agreement, and authorizing the Mayor to execute said Agreement.

The Village Procurement Policy has been reviewed and re-adopted by the Village Board.

10) OTHER MOTIONS

a) Motion made by Trustee _____, seconded by Trustee _____ approving the agreement between Kormos & Company (Elizabeth Kormos as principal) and the Village of Ballston Spa for the limited purposes of completion and submission of the TAP-CMAQ application, and authorizing the Mayor to execute such agreement. (Note: Agreement being completed and revised prior to the meeting.)

b) Motion made by Trustee _____, seconded by Trustee _____ authorizing the Mayor to execute any and all documents required to finalize and submit the TAP-CMAQ grant only after the Mayor has received sufficient input from Board members that the application is acceptable and ready for submission.

11) ADJOURNMENT

Motion made by Trustee _____, seconded by Trustee _____ that the Organizational Meeting be adjourned at _____pm.
