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*Village of Ballston Spa*

MEMORANDUM

TO: Village Hall Staff; Department Heads - Chief Bush, Ms. Simmons, Mr. Gawrys, Judge Morrissey; Chairs, Boards and Committees; Chief Kevin Krogh

FROM: Christine M. Fitzpatrick, Deputy Mayor *CMF*

CC: Trustee Baskin, Trustee Kormos, Trustee Raymond

DATE: Nov. 1, 2021

SUBJECT: Mayoral Transition

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The purpose of this memo is to provide you with guidance and support after the resignation of Larry Woolbright. The guidance I provide below has been discussed with attorneys at the New York Conference of Mayors.

Larry's departure is a loss for our community, and Ballston Spa's presence in the news under our current circumstances is troubling for us all. We are, however, a resilient community, and I have every confidence that we will move forward and enjoy a bright future. Please note the following:

- 1) With Larry's departure at close of business on Fri. Oct 29, I assumed mayoral powers and responsibilities under Village Law until a successor Mayor is appointed. My title remains Deputy Mayor.
- 2) The "Official Year" of the Village of Ballston Spa remains the first Monday of April in one year and extends to the first Monday in April in the next year.
- 3) Our Village elections for Mayor, Trustees and Village Court remain in March.
- 4) The Board of Trustees must meet to appoint an individual to be Mayor for the balance of the official year, which is until April 2022. The date the Board of Trustees will meet to make this appointment has not yet been decided, but it is likely to be soon.
- 5) The individual appointed Mayor may be a current Trustee, or another individual who would otherwise qualify for the position. If a current Trustee is appointed as Mayor by the Village Board, there is then a vacancy in a Trustee position. The newly appointed Mayor may then fill the Trustee seat for the balance of the official year, which is until April 2022.
- 6) A Special Election will be held Tuesday March 15, 2022, to fill the balance of Larry Woolbright's term, which is for one year until April 2023.
- 7) If a current Trustee is appointed Mayor, the Special Election held in March of 2022 will also include an election of a Trustee for the balance of the Trustee's term who was appointed Mayor. This term could be until April 2023 for two

current Trustees (myself and Trustee Kormos) or March 2025 for two current Trustees, Trustee Baskin and Trustee Raymond.

I know this is complicated and confusing. Please bear with me. I will be meeting with department heads and Village Hall staff to discuss this information. I ask department heads to further communicate this information to their staff. While we will be sending this memo via email to members of boards and committees, I ask that all chairs of boards and committees ensure that this memo gets to every member of your board/committee.

I am sure you can appreciate that I will be very busy over the next several days, so if you are unable to speak to me about the above information, please direct your inquiries to Jennifer Moskowitz.

I am confident that I can count on your continued excellent work and on your forbearance during this transition.