

6. TRUSTEE TODD LEPINE

**VILLAGE DEPUTY MAYOR
1 YEAR TERM**

Upon motion made by Trustee Patnode seconded by Trustee Hafter, and unanimously carried by Trustee Richards and Mayor Stewart, Trustee Todd LePine is hereby appointed as Deputy Mayor for the Village of Malone for a one year term. Todd LePine took the oath of office administered by Mayor Stewart and signed the oath book of the Village of Malone.

Mayor Stewart thanked Trustee Hafter for all of her time and help during the last year as Deputy Mayor; he also thanked the board members, the department heads, and employees for all of their hard work and time. He stated that he hopes we have a positive year coming up.

MAYOR'S COMMITTEES:

DPW -	TRUSTEES LEPINE & PATNODE
PUBLIC SAFETY -	ENTIRE BOARD
BUILDING -	TRUSTEES LEPINE & PATNODE
FINANCE -	TRUSTEES RICHARDS & HAFTER
RECREATION -	TRUSTEES LEPINE & PATNODE
NEGOTIATION -	ENTIRE BOARD
BLOCK GRANT -	TRUSTEES RICHARDS & HAFTER
INSURANCE -	ENTIRE BOARD
LANDFILL -	TRUSTEES PATNODE & RICHARDS
REVITALIZATION -	TRUSTEES LEPINE & RICHARDS
YOUTH -	TRUSTEES HAFTER & LEPINE
INDUSTRIAL PARK -	TRUSTEES RICHARDS & HAFTER
OMNIBUS -	ENTIRE BOARD

Mayor Stewart stated that all of the committees are staying the same; things are working out the way they are so he would like to keep things the same.

OFFICIAL NEWSPAPER:

MALONE TELEGRAM

Upon motion made by Trustee Richards, seconded by Trustee Patnode and unanimously carried by Trustee Hafter, Trustee LePine and Mayor Stewart, the Malone Telegram is the official newspaper of the Village of Malone.

OFFICIAL DEPOSITORIES:

**COMMUNITY BANK
NBT BANK
KEY BANK OF NEW YORK
HSBC BANK
JP MORGAN CHASE
CITIZENS BANK**

Upon motion made by Trustee Hafter, seconded by Trustee LePine and unanimously carried by Trustee Richards, Trustee Patnode and Mayor Stewart, the above stated banks are the official depositories of the Village of Malone.

RULES OF PROCEDURE:

ROBERTS RULES OF ORDER

Upon motion made by Trustee Richards, seconded by Trustee LePine and unanimously carried by Trustee Hafter, Trustee Patnode and Mayor Stewart, the rules of procedure for the Village of Malone are the Roberts Rules of Order.

MEETING DATES:

REGULAR MEETINGS WILL BE HELD ON THE SECOND AND FOURTH MONDAYS OF THE MONTH AT 6:30 P.M. REGULAR MEETINGS THAT FALL ON A LEGAL HOLIDAY WILL BE EITHER 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 P.M. 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 PRACTICABLE AFTER THE CALLING OF THE SPECIAL MEETING.

Upon motion made by Trustee Hafter, seconded by Trustee Patnode and unanimously carried by Trustee LePine, Trustee Richards and Mayor Stewart, the meeting dates are hereby accepted as stated above.

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

Upon motion made by Trustee Richards, seconded by Trustee LePine and unanimously carried by Trustee Hafter, Trustee Patnode and Mayor Stewart, the Village Board hereby approves and authorizes the Treasurer to pay the above stated claims as written.

MILEAGE ALLOWANCE: CURRENTLY \$0.39 PER MILE.

Mayor Stewart stated that the state is currently allowing \$.50 per mile, but we do not have to follow them. Trustee Hafter noted that the town is paying \$.45 per mile. After some discussion the board voted as follows:

Upon motion made by Trustee Patnode, seconded by Trustee Richards and unanimously carried by Trustee Hafter, Trustee LePine and Mayor Stewart, the mileage allowance for the Village of Malone will stay at \$.39 per mile.

MAYOR TO AUTHORIZE SCHOOLS, CONFERENCES, ETC. FOR VILLAGE EMPLOYEES.

Upon motion made by Trustee LePine, seconded by Trustee Patnode and unanimously carried by Trustee Hafter, Trustee Richards and Mayor Stewart, the Mayor shall authorize schools, conferences, etc. for village employees.

PROCUREMENT POLICY & PROCEDURES.

Upon motion made by Trustee Richards, seconded by Trustee Hafter and unanimously carried by Trustee LePine, Trustee Patnode and Mayor Stewart, the procurement policy and procedures for the Village of Malone are accepted and approved as received.

CASH MANAGEMENT AND INVESTMENT POLICY.

Upon motion made by Trustee Hafter, seconded by Trustee LePine and unanimously carried by Trustee Richards, Trustee Patnode and Mayor Stewart, the cash management and investment policy for the Village of Malone is accepted and approved as received.

PURCHASE ORDER POLICY.

Upon motion made by Trustee Richards, seconded by Trustee LePine and unanimously carried by Trustee Patnode, Trustee Hafter and Mayor Stewart, the purchase order policy that is presently being used by the Village of Malone is accepted and approved as received.

ANNUAL ACCOUNTING /EXAMINATION OF BOOKS AND RECORDS FOR MALONE VILLAGE JUSTICE COURT.

Upon motion made by Trustee Hafter, seconded by Trustee Richards and unanimously carried by Trustee Patnode, Trustee LePine and Mayor Stewart, the annual accounting/examination of the books and records for the Malone Justice Court will continue as is being done at the present time.

The Village Clerk, Tammy LaValley announced her appointments as follows:

Village Deputy Clerk – Karen Elmer-Pritchard
Village Deputy Registrar – Cindy Gadway Douglas; soon to be Cindy Gadway
Village Sub Registrar – Carolyn Brown

Upon motion made by Trustee Richards, seconded by Trustee Patnode and unanimously carried by Trustee Hafter, Trustee LePine and Mayor Stewart, the above named appointments are approved and accepted as received.

ADJOURN.

Upon motion made by Trustee Patnode, seconded by Trustee LePine and unanimously carried by Trustee Hafter, Trustee Richards and Mayor Stewart, this meeting adjourned at 6:50 p.m.

RESPECTFULLY SUBMITTED:

**TAMMY R. LAVALLEY
MALONE VILLAGE CLERK**