

Upon the motion of Trustee Richards seconded by Trustee LePine and unanimously carried to appoint Emile Benardot, MD as Village Health Officer for a one year term.

- ❖ Judge John Marsden Village Justice
1 year term

Upon the motion of Trustee Hafter seconded by Trustee Patnode and unanimously carried to appoint Judge John Marsden for a one year term.

- ❖ Village Deputy Mayor - 1 year term

Mayor Brent Stewart thanked Todd LePine for all of his time and help during the last year as Deputy Mayor. On the appointment of Mayor Brent Stewart Trustee Lenora Richards was appointed as Deputy Mayor for a one year term.

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 he talked with each Trustee and that all of the committees will remain the same.

OFFICIAL NEWSPAPER:

- ❖ Malone Telegram

Upon the motion of Trustee Hafter seconded by Trustee Patnode and unanimously carried to name the Malone Telegram as the official newspaper for the Village of Malone.

OFFICIAL DEPOSITORIES:

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

Upon the motion of Trustee Hafter seconded by Trustee Patnode and unanimously carried the above stated banks will be the official depositories of the Village of Malone.

RULES OF PROCEDURE:

- ❖ Robert's Rules of Order

Upon the motion of Trustee Richards seconded by Trustee LePine and unanimously carried to have Robert's Rules of Order as the 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.

Upon the motion of Trustee Hafter seconded by Trustee LePine and unanimously carried to keep the meeting dates as above.

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

Upon the motion of Trustee Richards seconded by Trustee LePine and unanimously carried to have advanced approval on the above claims.

MILEAGE ALLOWANCE:

- ❖ Currently the Village of Malone is at \$0.39/mile, \$0.55 per mile per New York State, and \$0.45 per mile for the Town of Malone.

Upon the motion of Trustee Hafter seconded by Trustee Patnode and unanimously carried to change the mileage rate to \$0.45 a mile.

TRAINING:

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

PROCUREMENT POLICY & PROCEDURES:

Upon the motion of Trustee Hafter seconded by Trustee Patnode and unanimously carried to readopt the procurement policy and procedures.

CASH MANAGEMENT AND INVESTMENT POLICY:

Upon the motion of Trustee LePine seconded by Trustee Richards and unanimously carried to keep the cash management and investment policy as is.

PURCHASE ORDER POLICY:

Upon the motion of Trustee Richards seconded by Trustee Hafter and unanimously carried to keep the purchase order policy in place as developed by the Village Treasurer.

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

Upon the motion of Trustee Hafter seconded by Trustee LePine and unanimously carried to have an annual accounting of the Justice Court records.

VILLAGE CLERK APOPINTMENTS:

Village Deputy Clerk – Karen Elmer-Pritchard
Village Deputy Registrar – Cindy Gadway
Village Sub Registrar – Carolyn Brown

ADJOURNMENT:

Upon the motion of Trustee Patnode seconded by Trustee LePine and unanimously carried to adjourn the meeting at 6:55 PM.

Respectfully submitted,

Cheryl A. Douglas
Village Clerk