

At the organizational meeting of the Malone Village Board, held on December 5, 2011, at 6:30 PM, at the Malone Village Meeting Room, located at 16 Elm Street, the following were present:

Brent Stewart	Mayor
Todd LePine	Mayor Elect

Joe Riccio	Trustee
Hugh Hill	Trustee
Mike Maneely	Trustee
Dan Marlow	Trustee

Also in attendance:

Cheryl Douglas, Village Clerk  
Jeff Smith, DPW Supervisor  
Denise Raymo, Press Republican

Dorothy Maguire, Treasurer  
Tricia Livernois, Telegram  
Marc Tim Lashomb, Legislator

**PLEDGE OF ALLEGIANCE:**

After the pledge, before Brent Stewart stepped down as Mayor, Todd LePine asked Tim Lashomb to come forward. Tim Lashomb read Resolution #315-2011, offered by Franklin County Legislators Lashomb, Crossman and Jones. They publically recognized Brent's eight years of service to the Malone Village.

**OATH OF OFFICE** – Village Mayor – Todd LePine – Cheryl Douglas, Village Clerk read the oath to Mayor Elect Todd LePine.

**OATH OF OFFICE** – Village Trustees:

Hugh Hill – Cheryl Douglas, Village Clerk read the oath of office to Trustee Hugh Hill.  
Mike Maneely – Cheryl Douglas, Village Clerk read the oath of office to Trustee Mike Maneely.

Dan Marlow – Cheryl Douglas, Village Clerk read the oath of office to Dan Marlow who was appointed for a one year term to fill Todd LePine's seat as Trustee.

**APPOINTMENTS:**

Nathan Race	Village Attorney
	1 year term

Upon the motion of Trustee Riccio with a second thereto by Trustee Marlow and unanimously carried to accept the appointment of Nathan Race.

Dorothy Maguire	Village Treasurer
	2 year term

Upon the motion of Trustee Hill with a second thereto by Trustee Riccio and unanimously carried to accept the appointment of Dorothy Maguire.

Dorothy Maguire	Village Budget Officer
	1 year term

Upon the motion of Trustee Marlow with a second thereto by Trustee Hill and unanimously carried to accept the appointment of Dorothy Maguire.

Cheryl Douglas	Village Clerk
	2 year term

Upon the motion of Trustee Maneely with a second thereto by Trustee Marlow and unanimously carried to accept the appointment of Cheryl Douglas.

Cheryl Douglas	Village Tax Collector
	1 year term

Upon the motion of Trustee Riccio with a second thereto by Trustee Hill and unanimously carried to accept the appointment of Cheryl Douglas.

Emile Benardot, MD Village Health Officer  
1 year term

Upon the motion of Trustee Maneely with a second thereto by Trustee Hill and unanimously carried to accept the appointment of Emile Benardot, MD.

**MAYOR'S APPOINTMENT:** Deputy Mayor – Joe Riccio  
1 year term

**MAYOR'S COMMITTEES:**

DPW	Trustees Riccio & Hill
Public Safety	Trustees Riccio & Marlow
Building	Trustees Maneely & Marlow
Finance	Trustees Riccio & Marlow
Recreation	Trustees Hill & Maneely
Negotiation	Entire Board
Insurance	Trustees Riccio & Hill
Landfill	Trustees Maneely & Marlow
Community Development, Revitalization, Grants	Trustees Hill & Maneely
Omnibus	Entire Board

**OFFICIAL NEWSPAPER:**

Malone Telegram

Upon the motion of Trustee Riccio with a second thereto by Trustee Hill and unanimously carried to accept the official newspaper.

**OFFICIAL DEPOSITORIES:**

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

Upon the motion of Trustee Marlow with a second thereto by Trustee Riccio and unanimously carried to accept the official depositories.

**RULES OF PROCEDURE:**

Robert's Rules of Order

Upon the motion of Trustee Hill with a second thereto by Trustee Riccio and unanimously carried to accept 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 Riccio with a second thereto by Trustee Marlow and unanimously carried to accept the meeting dates.

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

Upon the motion of Trustee Hill with a second thereto by Trustee Riccio and unanimously carried to accept the advance approval of claims.

**MILEAGE ALLOWANCE:**

Currently \$0.45 per mile for the Village. Mayor LePine said that the Town is getting .50, the County is getting .52 and the Federal Government is getting .51. Trustee Hill felt we should stay at the current rate to show financial prudence and revisit at another time.

Upon the motion of Trustee Hill with a second thereto by Trustee Marlow and unanimously carried to accept the mileage allowance of .45.

**TRAINING:**

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

Upon the motion of Trustee Riccio with a second thereto by Trustee Hill and unanimously carried to accept the authorization of training.

**PROCUREMENT POLICY & PROCEDURES:**

Upon the motion of Trustee Hill with a second thereto by Trustee Maneely and unanimously carried to accept the procurement policies and procedures.

**CASH MANAGEMENT AND INVESTMENT POLICY:**

Upon the motion of Trustee Riccio with a second thereto by Trustee Maneely and unanimously carried to accept the cash management and investment policy.

**PURCHASE ORDER POLICY:**

Upon the motion of Trustee Marlow with a second thereto by Trustee Riccio and unanimously carried to accept the purchase order policy.

**VILLAGE CLERK APPOINTMENTS:**

Cheryl Douglas, Village Clerk made the following appointments:  
Karen Elmer-Pritchard, Deputy Clerk  
Cindy Gadway, Deputy Registrar  
Linda Shova, Sub-Registrar

Upon the motion of Trustee Riccio with a second thereto by Trustee Hill and unanimously carried to accept the appointments made by the Village Clerk.

**ADJOURNMENT:**

Upon the motion of Trustee Riccio with a second thereto by Trustee Marlow and unanimously carried to adjourn the meeting at 6:45 PM.

Respectfully submitted,

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Cheryl A. Douglas  
Village Clerk