**Annual Re-Organizational Meeting**

**April 4, 2016**

Present: Mayor Hoisington, Deputy Mayor Rovnak, Trustees Cordia, Heller, Huffnagle, Village-Clerk Treasurer, Jackie Hoisington, Code Enforcer, Paul Ryerse, Resident-Harry Gibbons

\*Meeting opened at 6:30 pm by Mayor Hoisington;

\*Pledge to the flag led by Harold Gibbons;

\*Mayor Jere Hoisington sworn into office by Village-Clerk Treasurer, Jackie Hoisington;

\*Vacancy appointment for Trustee, 1 person approached the mayor, the mayor appointed Elizabeth (Dolly) Huffnagle;

\*Trustees George Cordia, Yvonne Heller & Elizabeth Huffnagle sworn into office by Village-Clerk Treasurer, Jackie Hoisington;

\*Motion by Deputy Mayor Rovnak; second by Trustee Heller to appoint Jackie Hoisington as Village-Clerk Treasurer to go with term of the mayor. All in favor-Aye; Mayor-abstain;

\*Jackie Hoisington sworn in as Village-Clerk Treasurer by Mayor Hoisington;

\*Review & approval of re-organizational appointments, committees and rules:

We have added Office Manager-Vincent Rovnak, as Office Manager, he has direct responsibility for the office personal, he reports directly to me.

**Resolved by Trustee Cordia, second by Trustee Rovnak\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

**To adopt the following appointments of Officials and Committees as recommended by**

 **Mayor Jere R. Hoisington and the Farnham Village Board All terms are for a period of one year**

**unless otherwise specified.**

**Deputy Mayor/Office Manager Vincent Rovnak**

**Village Clerk-Treasurer (Term expires with Mayor’s term) Jacqueline M. Hoisington**

**Budget Director Jere R. Hoisington**

**Registrar of Vital Statistics Jacqueline M. Hoisington**

**Deputy Clerk Sarah LaBarge**

**Village Attorney Shaw & Shaw, P.C.**

**Accountant/Financial Consultant Tronconi, Segarra & Associates**

**Village Engineer Mark C. Burr, PE**

**Code Enforcement Officer Paul Ryerse**

**Village Historian Elizabeth(Dolly)Huffnagle**

 **Yvonne Heller**

**Official Newspaper The Observer**

**Official Banks Evans National Bank**

 **M & T Bank**

**Assessing Committee Town of Brant**

**Fire Department Liaisons George Cordia**

 **Vincent Rovnak**

**Disaster Coordinator Jere Hoisington**

**Asst. Disaster Coordinator Vincent Hoisington**

**Streets Committee George Cordia**

 **Yvonne Heller**

**Sidewalk Committee George Cordia**

 **Elizabeth Huffnagle**

**Buildings & Grounds Committee George Cordia**

 **Yvonne Heller**

**Water Committee Vincent Rovnak**

 **Yvonne Heller**

**Insurance Committee Vincent Rovnak**

 **Elizabeth Huffnagle**

**Employee Liaison Committee Vincent Rovnak**

 **Elizabeth Huffnagle**

**Historical Committee Yvonne Heller**

 **Elizabeth Huffnagle**

**Election Inspectors Marilyn Cordia**

 **Kathy Vespa**

**Zoning Board of Appeals Charles Berns (4/2015-2020)**

 **Harry Gibbons (4/2012-2017)**

 **Ginger Schilling (4/2016-2021)**

 **Scott Cordia (4/2016-2021)**

 **Steve Hamm (4/2013-2018)**

**Planning Board Thea Ells (4/2013-2018)**

 **Susan Zaenglein (4/2013-2018)**

 **Nick Spratz (4/2016-2021)**

 **James Russell (4/2015-2020)**

 **Jason Hoisington (4/2016-2021)**

**Auditing Committee Village Board of Trustees**

**\*\*\*Mayor shall be ex-officio member of all committees\*\*\***

1. **That in all matters of parliamentary procedure; Robert’s Rules of order shall prevail, except where such rules are inconsistent with a local rule or resolution pertaining to the conduct of Village Business.**
2. **Authorize payment in advance of audit of claims, as they come due, for public utility bills, postage, freight and express charges, and bi-weekly payroll. (Section 5-524(6) Village Law).**
3. **Mileage reimbursement to Village Officers and employees for Official Business is set at the rate of $0.575 per mile (Village Law 5-524(7)).**
4. **Authorize the attendance of the Mayor, Trustees, and Clerk-Treasurer to attend the New York State conferences and monthly Association meetings for which the Village is a member with actual and necessary expenses, reimbursable by the Village of Farnham. Clerk-Treasurer authorized to issue travel expense advances as provided by law (77-b General Municipal Law).**
5. **Authorize the Clerk-Treasurer and/or the Budget Director to deposit or invest monies not required for immediate expenditure as provided by law (11-1 General Municipal Law) and in full compliance with the cash management and investment policy procedures outlined in Subsection 2.000 of Financial Management Guide for Local governments issued by the New York State Comptroller.**
6. **Set the Village Office hours as Monday, Tuesday, Thursday and Friday from 9:00am to 12:00 noon and 1:00pm to 5:00pm, and Wednesday from 9:00am to 12:00 noon, exclusive of approved Holidays.**
7. **Authorize the spending limit of any department head without prior approval at $400.00 for any single item. Prior approval of the Mayor and/or Village Board must be obtained for purchases exceeding $400.00.**
8. **Authorize the Mayor to hire additional and/or temporary employees on a tentative basis until a meeting of the Board of Trustees is held and set the salary for the same at the current minimum wage per hour.**
9. **Set the regular Village Board Meetings on the 3rd Tuesday of each month at 7:00pm with the exception of the year where there is a March Village Election; in which case the Board will meet the following Tuesday. All meetings will be held at the Village Hall.**

**The above approved by the Village of Farnham, Board of Trustees on the 4th day of April, in the year 2016, sworn before me on this day.**

Motion by Mayor to close Re-Organizational meeting and go into 2016-2017 Budget work session @ 6:52 pm; second by Trustee Cordia;

We had some increases, decreases and some of the items stayed the same.

The mayor stated he went through every item and used actual costs to come up with figures; he also had meetings with full-time employees to negotiate salaries.

Jere is meeting with the accountant on Wed. the 6th to go over the budget to make sure we are in a good place and under the tax cap.

Water Budget- we will have a 7% increase in water rates, which is greatly needed; some lines stayed the same, some were doubled. Everything was gone over to have figures at actual cost which hasn’t been done in many years.

**Motion to adjourn work session @ 7:30pm by Trustee Heller; second by Trustee Rovnak; all in favor AYE**

**ANNUAL PUBLIC BUDGET MEETING**

 **APRIL 12, 2016**

Present: Mayor Hoisington, Deputy Mayor Rovnak, Trustees Cordia, Heller, Huffnagle, Village Clerk-Treasurer-Jackie Hoisington, DPW Supervisor-Ellsworth Nolan- NO RESIDENTS PRESENT

\*Pledge to Flag- Ellsworth Nolan

\*Opened by Mayor @ 6:30pm

\* Question by Mr. Nolan, asked what is going on with a raise for his part-timer? Trustee Rovnak said he has addressed that, it is in the budget if an increase is proposed prior to June 1st.

\*Mayor stated he increased the Budget due to the Church St. project.

\*Trustee Rovnak stated that any work done that deals with the FEMA projects will be paid out of the FEMA reimbursement received.

\*Motion to close meeting @ 6:37 by Trustee Heller; second by Trustee Rovnak; all in favor; AYE

**Respectfully Submitted,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Jacqueline M. Hoisington**

**Village Clerk-Treasurer**

**Farnham, New York 14061**