



## Village of Perry Board of Trustees Organizational Meeting and Resolutions – April 3, 2023

### **RESOLUTION SETTING THE VILLAGE BOARD MEETING SCHEDULE**

**BE IT RESOLVED**, that the Village of Perry Board of Trustees meetings will, throughout April 1, 2023 until March 31, 2024, be held at 7:30pm on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month at the Perry Village Hall. The following exceptions apply for Labor Day, New Year’s Day, Martin Luther King Jr. Day, and Presidents Day:

- a. First September meeting will be Tuesday, September 5, 2023
- b. First January meeting will be Tuesday, January 2, 2024
- c. Second January meeting will be Tuesday, January 16, 2024
- d. Second February meeting will be Tuesday, February 20, 2024; and

**RESOLVED**, special workshops may be called as required and allowed by Village Law; and

**RESOLVED**, that the minutes of the Board meeting shall be made available to the public after approval by the board at the next regular meeting and will be posted on the Village’s website within 7 business days after approval; and

**RESOLVED**; that the Village Clerk is hereby directed to post the Village Board meeting schedule on the official bulletin, on the Village website and to provide a copy of the schedule to the local media.

### **RESOLUTION APPROVING THE APPOINTED OF CERTAIN OFFICIALS**

**BE IT RESOLVED**, that the Village of Perry Board of Trustees hereby approves the following appointments and committee assignments:

		Expires:
Deputy Mayor	Dariel A. Draper	3/31/2024
Tax Collector	Christina Slusser	3/31/2024
Treasurer/Chief Fiscal Officer	Samantha Marcy	3/31/2024
Deputy Treasurer	Christina Slusser	3/31/2024
Village Clerk	Christina Slusser	3/31/2024
Deputy Village Clerk	Amanda Bouchard	3/31/2024
Superintendent of Public Works	Steve Deaton	3/31/2024

Acting Village Justice	Tammy Kelsey	3/31/2024
Village Attorney	David DiMatteo	3/31/2024
Registrar of Vital Statistics	Christina Slusser	3/31/2024
Deputy Registrar of Vital Statistics	Amanda Bouchard	3/31/2024
Records Management Officer	Christina Slusser	3/31/2024
Fair Housing Officer	Rick Hauser	3/31/2024
Section 3 Coordinator	Samantha Marcy	3/31/2024
Silver Lake Association Liaison	Rick Hauser	3/31/2024
Silver Lake Watershed Commission Representative	Jacque Billings	3/31/2024
Letchworth Cable Access Rep.	Ernie Lawrence	3/31/2024
Perry Main Street Association	Rick Hauser	3/31/2024
Letchworth Gateway Villages Rep	Rick Hauser	3/31/2024
Tree Board Representative	Ernie Lawrence	3/31/2024
BIL Committee – Trustee	Arlene Lapiana	3/31/2024
BIL Committee – Member at Large	Eleanor Jacobs	3/31/2024
BIL Committee – Member at Large	Vacant	
Planning Board Member	Christa McIntyre	3/31/2028
Planning Board Alternate	Dana Grover	3/31/2024
Planning Board Alternate	Terri Humberstone	3/31/2024
Zoning Board of Appeals Member	Joe Rebisz	3/31/2028

Zoning Board of Appeals Alternate	George Smith	3/31/2024
Zoning Board of Appeals Alternate	Vacant	3/31/2024

Committee Assignments:

Budget	Hauser, Billings, Draper, Lapiana, Lawrence
Public Safety (Police & Fire)	Draper, Lawrence
Public Works (DPW, Water & Sewer)	Billings, Draper
Recreation & Resources (Parks & Rec, SLWC)	Billings, Lawrence
Office (Oper., Employee Relations, Ins. Tech)	Hauser, Lapiana
Planning (Plan/Zoning, Grant & Dev., Revit.)	Lapiana, Hauser
Police-Community Collaborative Review Committee	D. Draper, E. Lawrence, J. Billings, M. Grover, G. Gentile, B. Doyle, S. Plantz, D. McLaughlin, T. McGinnis, J. Wheeler, E. Bryant, R. Lowery, D, O’Geen, N. Effman

**RESOLUTION SETTING THE VOUCHER AUDITING SCHEDULE FOR 2023-2024**

**BE IT RESOLVED**, that the Voucher Auditing Schedule is as follows:

April 2023	Lapiana
May	Lawrence
June	Billings
July	Draper
August	Lapiana
September	Lawrence
October	Billings
November	Draper
December	Lapiana
January 2024	Lawrence
February	Billings
March	Draper
April 2024	Lapiana

**RESOLUTION DESIGNATING HOLIDAYS FROM APRIL 2023 TO MARCH 2024**

**BE IT RESOLVED**, during the April 2023 – March 2024 year, the following holidays will be observed, and all Village Offices will be closed:

Memorial Day, Monday, May 29, 2023

Independence Day, Tuesday, July 4, 2023  
Labor Day, Monday, September 4, 2023  
Columbus Day, Monday, October 9, 2023  
Veterans' Day, observed on Friday, November 10, 2023  
Thanksgiving Day, Thursday, November 23, 2023  
Day After Thanksgiving, Friday, November 24, 2023  
Christmas Day, Monday, December 25, 2023  
New Year's Day, Monday, January 1, 2024  
Martin Luther King Day, Monday, January 15, 2024  
President's Day, Monday, February 12, 2024  
Employees Birthday or observed on the closest scheduled workday; and

**BE IT FINALLY RESOLVED**, the Village Clerk is hereby directed to post the Village Board Holiday Schedule and Closings on the official bulletin and on the Village's website and to provide a copy of the schedule to the local media.

#### **RESOLUTION DESIGNATING OF OFFICE DEPOSITORY**

**BE IT RESOLVED**, Manufacturers and Traders Trust Company be named the official depository for the General Fund, Water/Sewer Funds, Community Development, Silverlake Watershed Commission and Capital Monies; Perry Office of the Bank of Castile be the official depository for the Trust and Agency, Payroll and Capital Monies. The Treasurer is authorized to invest Village Monies pursuant to the Village Investment policy adopted on December 7, 1992.

#### **RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER FOR PUBLICATIONS**

**BE IT RESOLVED**, that the Perry Herald is hereby designated as the Official Village of Perry newspaper for publication of legal notices and the Village Clerk shall provide a copy of this resolution to the Perry Herald.

#### **RESOLUTION AUTHORIZING PAYMENT OF BILLS FOLLOWING VILLAGE BOARD AUDIT**

**BE IT RESOLVED**, the Perry Village Board hereby authorizes the Mayor, Village Administrator/Treasurer, or Village Clerk/Deputy Treasurer to make payments of all bills after audit & approval by the majority of the Village Board.

#### **RESOLUTION AUTHORIZING PAYMENT OF BILLS PRIOR TO AUDIT**

**BE IT RESOLVED**, the Perry Village Board hereby authorizes the Mayor, Village Administrator/Treasurer, or Village Clerk/Deputy Treasurer to make payments of all bills without prior audit for public utility services such as gas, electric, water, sewer, fuel oil, telephone services as well as for postage, payment of bills to avoid late charges, medical payments, and payroll.

#### **RESOLUTION AUTHORIZING COUNTERSIGNING CHECKS**

**BE IT RESOLVED**, the Village will require two signatures for disbursement of funds by check from Village bank accounts with one signature from an elected official and one appointed official. The Treasurer's signature is required on all investments including savings and CD's as per the investment policy. The designated officials authorized to be signers for the bank accounts are Mayor Frederic Hauser, Deputy Mayor Dariel A. Draper, Treasurer Samantha Marcy, and Village Clerk Christina Slusser.

**RESOLUTION ACKNOWLEDGING YEARLY REVIEW OF CERTAIN VILLAGE POLICIES AND PROCEDURES**

**BE IT RESOLVED**, the Village of Perry Board of Trustees will review all Village Policies and the Comprehensive Plan on an annual basis.

**RESOLUTION APPOINTING HANDICAP PARKING PERMIT ISSUING AGENT**

**BE IT RESOLVED**, pursuant to Vehicle and Traffic Law, §1203-a (1), the Village of Perry Board of Trustees does hereby designate the Village Clerk and Deputy Village Clerk as the Village of Perry handicap parking permit issuing agents and the Village Clerk shall post this designation and information on how to obtain a handicap parking permit on the Village's website.

**RESOLUTION REQUIRING DEPARTMENT HEAD PRESENTATIONS**

**BE IT RESOLVED**, the Village of Perry Board of Trustees requires all department heads to give presentations to the Village Board at a minimum of two times per year in addition to yearly budget presentations.

**RESOLUTION APPROVING REIMBURSEMENT RATE FOR TRAVEL**

**BE IT RESOLVED**, that the Village of Perry Board of Trustees approves the reimbursement of the federal IRS rate per mile for travel related to municipal business when using private transportation for Village Officials and employees.

**RESOLUTION AUTHORIZING TRAININGS AND CONFERENCES FOR OFFICIALS AND EMPLOYEES**

**BE IT RESOLVED**, the Village of Perry Board of Trustees hereby authorizes municipal officials and employees to attend schools, conferences, association meetings and seminars that would benefit the municipality provided funds are available in the current fiscal year budget.

**RESOLUTION ACKNOWLEDGING POLICY OF GRANT APPLICATIONS ON BEHALF OF THE VILLAGE OF PERRY**

**BE IT RESOLVED**, that it is the policy of the Village of Perry Board of Trustees that any Grant Application or any form of financial assistance or obligation that is intended to be made on the Village of Perry's behalf, must be submitted to the board in writing prior to the Village Board granting its approval and the Village's approval must be received prior to any grant application being made. This includes any public area the Village has jurisdiction over and any program or policy that is within the purview of the Village, per municipal law.