

The official minutes of the Village of Waterville Board of Trustees Annual Organizational meeting held on April 7<sup>th</sup>, 2025. Minutes to be approved at the next board meeting on Monday, April 28<sup>th</sup>, 2025.

**In attendance:** Mayor - G. Ostrander, DPW Superintendent J. Bechy, Treasurer/Clerk - G. Barnes, Village Attorney S. DiGiorgio, Fire Chief Waufle, Trustees: L. Stern, Trustee B. Bogan, Trustee A. Hilley, Trustee A. Briggs

**Not in attendance:** CEO – W. Brown

**Public in attendance:** Patty Louise, Lori Anne DeAgrella, Jill Kervin, Ken Boone, Sean Baldwin

- 7 PM Call to Order – Pledge of Allegiance
- Trustee Bogan made the motion to open 2025-2026 Organizational Meeting  
**2<sup>nd</sup> by Trustee Stern Motion Carried Time open 7:04pm**
- Swearing in of newly elected Village Trustees each serving a term until 3-31-27
  - Village Trustee Amanda Briggs
  - Village Trustee Larry Stern
  - Village Mayor Ruben Ostrander
- Approval of the following Mayoral Appointments:
  - Clerk/Treasurer – 2 year appointment ending 3-31-2027
    - Gayle Barnes
  - Deputy Mayor – 1 year appointment ending 3-31-2026
    - Brian Bogan
  - Zoning/Codes Enforcement Officer – Temporary one month appointment ending 4-30-25
    - William Brown
  - Historian – 1 year appointment ending 3-31-2026
    - Patty Louise
  - Official Village Newspaper – 1 year appointment ending 3-31-2026
    - The Waterville Times
  - Official Village Bank – 1 year appointment ending 3-31-2026
    - NBT
  - Zoning Board of Appeals – 3 year appointment ending 3-31-2028
    - Jim Younes
    - Brian Gibbons
    - David O'Brien
  - Records Management Officer and Records Access Officer – 1 year appointment ending 3-31-2026
    - Gayle Barnes
  - Records Approval Officer – 1 year appointment ending 3-31-2026
    - Ruben Ostrander
  - Waterville Youth Commission – 1 year appointment ending 3-31-2026
    - Brian Bogan
    - Laurie Fuess
    - Gayle Barnes

**Motion to approve appointments – Trustee Hilley**

**2<sup>nd</sup> – Trustee Briggs**

**Carried**

- Renew contract for legal services with Stephanie DiGiorgio for 1 year ending 4-7-26  
**Motion to approve renewal of contract – Trustee Stern 2<sup>nd</sup> – Trustee Briggs Carried**

- Approval of the 2025-2026 Village of Waterville Board Meeting List
  - 2025-2026 Organizational Meeting to be held on April 6<sup>th</sup>, 2026  
**Motion to approve meeting list – Trustee Bogan 2<sup>nd</sup> – Trustee Hilley Carried**

- Approval of Village Justice/Village Clerk Blanket Undertaking Bond Resolution

NOW, THEREFORE BE IT RESOLVED: That the Village Board of the Village of Waterville hereby did pass by resolution the blanket undertaking bond covering of the Village Justice and Village Clerk /Treasurer as required by Public Officers Law Section 11 (2)

**Motion moved by Trustee Bogan                      Seconded by Trustee Briggs                      Carried**

- Approval of the Village of Waterville Employee Handbook with revisions which includes the Village Code of Ethics Policy, Sexual Harassment Policy, Workplace Violence Policy, Drug & Alcohol Policy, Discipline Policy, and Employer Health Emergency Plan.

**Motion moved by Trustee Hilley                      Seconded by Trustee Stern                      Carried**

- Approval of the Village of Waterville Cash and Investment Policy.

**Motion moved by Trustee Stern                      Seconded by Trustee Bogan                      Carried**

- Approval of the Village of Waterville Procurement and Credit Card Policy.

**Motion moved by Trustee Bogan                      Seconded by Trustee Hilley                      Carried**

- Approval of the following Resolution:

At the April 7<sup>th</sup>, 2025 Organizational Meeting of the Village of Waterville the following resolution were moved on and carried as follows:

WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight express charges, and any invoices where a late fee may be applied due to late payment and

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees,

NOW THEREFORE BE IT RESOLVED:

Section1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight, express charges, and any invoices where a late fee may be applied due to late payment, and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees.

**Moved by Trustee Stern                      Seconded by Trustee Hilley                      Motion - Carried**

WHEREAS the board of trustees has determined to pay a fixed rate  
For mileage as reimbursement to officers and employees of the Village  
who use their personal automobiles while performing their official  
duties on behalf of the Village;

NOW BE IT RESOLVED:

Section 1. That the board of trustees shall approve reimbursement to  
such officers and employees at the standard federal mileage rate which is currently \$.70 per  
mile. This rate may change during the fiscal year.

**Moved by Trustee Bogan    Seconded by Trustee Hilley    Motion - Carried**

WHEREAS there is to be held during the coming official year various  
meetings, schools and conferences it is determined by the board of trustees that attendance by  
certain municipal officials and employees

at these events requires approval in advance by the board of trustees.

NOW BE IT RESOLVED:

Section 1. That the board of trustees shall approve schooling and conferences.

**Moved by Trustee Stern    Seconded by Trustee Briggs    Motion - Carried**

- Approval of the following resolution naming the Village of Waterville Housing Officer

#### SECTION 504 RESOLUTION/Village of Waterville

**WHEREAS**, Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in  
programs and activities conducted by the U.S. Department of Housing and Urban Development (HUD) or by grantees  
that receive financial assistance from HUD, and

**WHEREAS**, Part 8 of Title 24 of the Code of Federal Regulations (24 CFR) requires adoption of grievance  
procedures to address complaints of those who feel they may have been discriminated against on the basis of disability  
and also requires the provision of notice of said grievance procedures, and

**WHEREAS**, it is the policy of the Village of Waterville not to discriminate against any individual, person or  
group on the basis of disability and the intent of the Village to address any complaints that may arise pursuant to Section  
504,

NOW, THEREFORE, BE IT RESOLVED that the Village of Waterville does hereby adopt by resolution internal  
grievance procedures (the "Procedure") providing for the prompt and equitable resolution of complaints alleging any  
action prohibited by Section 504 of the Rehabilitation Act of 1973 of the U.S. Department of Health and Human Services  
regulations implementing the Act, and

BE IT FURTHER RESOLVED, that the Village of Waterville does hereby designate **Brian Bogan** as the  
Grievance Coordinator who shall be responsible for receiving and addressing complaints pursuant to the Procedure  
adopted hereby and attached hereto, and

**BE IT FINALLY RESOLVED**, that the Village of Waterville will place its employee, the public, and potential beneficiaries of certain federal public programs on notice by undertaking certain actions that will include, but may not be limited to (1) providing a copy of the grievance procedure to its employees, (2) putting the public on notice by placing a notice in the Village's official newspaper subsequent to adoption of this Procedure, (3) placing copies of the Procedure in the Village Clerk's office located at 122 Barton Avenue, Waterville, NY for review and dissemination, and (4) adding language to federal program brochures to insure all potential program beneficiaries are aware of the Village's adopted grievance procedures.

**Moved by Trustee Hilley**

**Seconded by Trustee Briggs**

**Motion Carried**

- Close Organizational meeting

**Motion to close Organizational meeting made by Trustee Bogan**

**Seconded by Trustee Stern**

**Carried**

- Time Out 7:13pm

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Village Clerk's Signature

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Date