

WATERVILLE VILLAGE BOARD ANNUAL ORGANIZATIONAL MEETING AGENDA

MONDAY, APRIL 6th, 2026

- 7 PM Call to Order – Pledge of Allegiance
- Swearing in of newly elected Village Trustees each serving a term until 3-31-28
 - Village Trustee Brian Bogan
 - Village Trustee Kaleigh Conners
- Open 2026-2027 Organizational Meeting
- Approval of the following Mayoral Appointments:
 - Deputy Mayor – 1 year appointment ending 3-31-2027
 - Brian Bogan
 - Zoning/Codes Enforcement Officer
 - Ben Bialek
 - Historian – 1 year appointment ending 3-31-2027
 - Patty Louise
 - Official Village Newspaper – 1 year appointment ending 3-31-2027
 - The Waterville Times
 - Official Village Bank – 1 year appointment ending 3-31-2027
 - 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 3-31-2027
 - Gayle Barnes
 - Records Approval Officer – 1 year appointment ending 3-31-2027
 - Ruben Ostrander
 - Waterville Youth Commission – 1 year appointment ending 3-31-2027
 - Brian Bogan
 - Laurie Fuess
 - Gayle Barnes
- Renew contract for legal services with Stephanie DiGiorgio for 1 year ending 4-6-2027
- Approval of the 2026-2027 Village of Waterville Board Meeting List
 - 2027-2028 Organizational Meeting to be held on April 5, 2027
 - Only one board meeting per month (with the exception of April) to be held on the third Monday of each month. If a holiday falls on the third Monday, the meeting will be held on the third Wednesday of that month.

- 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 - Seconded by - Carried

- Approval of the Village of Waterville Employee Handbook 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 - Seconded by - Carried

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

Motion moved by - Seconded by - Carried

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

Motion moved by - Seconded by - Carried

- Approval of the following Resolution:

At the April 6th, 2026 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 _____ , Seconded by Trustee _____, Motion _____

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 _____ , Seconded by Trustee _____, Motion _____

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 _____ , Seconded by Trustee _____, Motion _____

- 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 _____

Seconded by Trustee _____

Motion _____

- Close Organizational meeting
 - Time Out