

The minutes of the Village of Waterville Board of Trustees Annual Organizational meeting held on April 6th, 2026. Minutes to be approved at the next board meeting on Monday, April 20th, 2026.

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

Not in attendance: Trustee Conners, CEO Bialek

Public in attendance: Meredith Leland, Mary Fallon, Mark Mowrey

- 7 PM Call to Order – Pledge of Allegiance
- Swearing in of newly elected Village Trustee Brian Bogan. Term ends 3-31-28.
- Open 2026-2027 Organizational Meeting
- Approval of the following Mayoral Appointments:
 - Brian Bogan, Deputy Mayor ending 3-31-2027
 - Ben Bialek, Zoning/Codes Enforcement Officer ending 3-31-2027
 - Patty Louise, Historian ending 3-31-2027
 - The Waterville Times, Official Village Newspaper ending 3-31-2027
 - NBT, Official Village Bank ending 3-31-2027
 - Gayle Barnes, Records Management Officer and Records Access Officer ending 3-31-2027
 - Ruben Ostrander, Records Approval Officer 3-31-2027
 - Waterville Youth Commission Brian Bogan, Laurie Fuess, Gayle Barnes ending 3-31-2027

Motion to approve appointments – L. Stern 2nd – A. Briggs Carried

- Renew contract for legal services with Stephanie DiGiorgio for 1 year ending 4-6-2027

Motion to approve – B. Bogan 2nd – L. Stern Carried

- Approval of the 2026-2027 Village of Waterville Board Meeting List

April 20 th	November 16 th
May 18 th	December 21 st
June 15 th	January 20 th (Wednesday)
July 20 th	February 17 th (Wednesday)
August 17 th	March 15 th
September 21 st	April 5 th (Organizational Meeting)
October 19 th	

Motion to approve schedule – L. Stern 2nd – A. Briggs 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 - L. Stern Seconded by – A. Briggs 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 – B. Bogan Seconded by – L. Stern Carried

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

Motion moved by – A. Briggs Seconded by – L. Stern Carried

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

Motion moved by – B. Bogan Seconded by – A. Briggs Carried

- Approval of the following Resolutions:

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:

Section 1. 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 L. Stern Seconded by - Trustee B. Bogan 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 \$.725 per mile. This rate may change during the fiscal year.

Moved by – Trustee B. Bogan Seconded by – Trustee A. Briggs 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 – L. Stern Seconded by- Trustee A. Briggs Motion - Carried

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 L. Stern Seconded by – Trustee A. Briggs Motion - Carried

- Close Organizational meeting
Motion to close meeting – Trustee Bogan Seconded by – A. Briggs Motion - Carried
 - Time Out – 7:15pm

Village Clerk’s Signature

Date