

AGENDA
MALONE VILLAGE BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
MONDAY, DECEMBER 4, 2023
1:00PM

1. Pledge of Allegiance

2. Oaths of Officers – Mayor – Andrea M. Dumas

Trustee – C. Archie McKee

Trustee – Brian Langdon

3. Mayor's Appointments – Resolution No. 188

- Village Attorney
1 Year Term
- Special Counsel
1 Year Term
- Village Treasurer
2 Year Term
- Village Budget Officer
1 Year Term
- Village Clerk
2 Year Term
- Village Tax Collector
1 Year Term
- Village Health Officer
1 Year Term
- Deputy Mayor
1 Year Term

4. Mayor's Committees:

Resolution No. 189

Committee	Chair	Co-Chair
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DPW	Entire Board	
Public Safety	Mayor Dumas	Trustee Boyea
Building	Trustee Langdon	Trustee Bonner
Finance	Entire Board	
Recreation	Trustee Boyea	Trustee Bonner
Negotiation	Entire Board	
Insurance	Trustee Bonner	Trustee Langdon
Landfill	Mayor Dumas	Trustee McKee
Community Development, Revitalization, Grants	Trustee McKee	Trustee Boyea
Omnibus	Entire Board	
Policies & Procedures	Trustee McKee	Trustee Langdon

5. Official Newspaper:

Resolution No. 190

- Malone Telegram

6. Official Undertakings:

Resolution No. 191

Certain public officials, generally those officials that have custody or control of Village money, are required by law to execute an undertaking or bond. It is recommended that we review this annually.

- \$50,000 – Account Clerk
- \$250,000 – Front Ent Account Clerk
- \$500,000 – Village Clerk, Village Treasurer

7. Official Depositories:

Resolution No. 192

- Community Bank
- NBT Bank

- JP Morgan Chase

8. Rules of Procedure:

Resolution No. 193

- Village of Malone Rules of Procedure

9. Meeting Dates:

Resolution No. 194

Regular meetings will be held on the second and fourth Monday of the month at 5:30 PM. Regular meetings that fall on a legal holiday will either be rescheduled or cancelled. The organizational meeting will be held on the first Monday of December. Regular meetings that follow a public hearing will start immediately following the public hearing. Special meetings can be called by the mayor or by at least two Trustees acting together. Notice of a special meeting will be given to the Members of the Board and to the News Media as soon as practical after the calling of the special meeting.

10. Next Organizational Meeting

Resolution No. 195

- December 2, 2024

11. Advance Approval of Claims for Public Utility Service, Postage, Freight and Express Charges.

Resolution No. 196

12. Mileage Allowance:

Resolution No. 197

- Currently 65.5 cents per mile – Will be based on the new IRS Rates that come out in January.

13. Meal Allowance:

Resolution No. 198

- Each employee shall be paid the following amounts for meal expenses, while attending Village approved training, conferences, conventions or on official Village business not to exceed a total of \$45.00 per day):

\$10.00 Breakfast

\$15.00 Lunch

\$20.00 Dinner

Notwithstanding above, in the event of an over-night stay in the metropolitan New York area, a total of up to \$60.00 per day may be paid.

14. Training – Attendance at Schools and Conferences:

Resolution No. 199

- Mayor to authorize schools, conferences, seminars, etc. for Village employees.

15. Policies & Procedures:

Resolution No. 200

- **Cash Management and Investment Policy**
- **Procurement Policy**
- **Purchase Order Policy**
- **Workplace Violence Prevention Policy**
- **Cell Phone/Telephone Usage Policy**
- **Vehicle Use Policy**
- **Fix Assets Policy**
- **Sexual Harassment Policy**
- **Credit Card Policy**
- **Petty Cash Policies and Procedures**
- **Returned Check Policy**
- **Code of Ethics**
- **Conflict of Interest**
- **Language English Proficiency Plan**

16. Review of Procurement Policy

Resolution No. 201

17. Village Clerk Appointment:

Resolution No. 202

- Deputy Registrar

18. Adjournment: