

**ORGANIZATIONAL MEETING OF THE VILLAGE OF ANGELICA BOARD OF TRUSTEES  
DECEMBER 18, 2017  
HELD AT THE ANGELICA GRANGE**

**BOARD PRESENT-CALL TO ORDER:** Mayor Michael Trivisonoli, Trustees: Robert Claypool, Robert Perry, Jane Tylenda and Todd Haggstrom

**EMPLOYEES PRESENT:** Karen Herdman, Heath Gordon, Archie McRae and Kevin Demick

**VISITORS PRESENT:** Tracy Cassidy and Eric Jones

Mayor Trivisonoli called the Organizational meeting to order at 7:00pm.

Mayor Trivisonoli appointments Robert Claypool as Deputy Mayor.

**2017-2018 APPOINTMENTS** – Trustee Tylenda motioned to approve the Mayor’s appointments for 2017-2018 – second Trustee Haggstrom – Claypool-Aye, Perry-Aye, Tylenda-Aye, Haggstrom-Aye – carried.

**RESOLUTION (#12-1217) – ADVANCE OF AUDIT CLAIMS** – Offered by Trustee Claypool and seconded by Trustee Tylenda – the Board of Trustees has determined to authorize payment in advance of audit claims for public utility services, postage, freight and express charges – all such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows – (see attached)

Roll Call Vote – Claypool-Aye, Perry-Aye, Tylenda-Aye, Haggstrom-Aye, Trivisonoli-Aye

The Mayor therefore declared the resolution duly adopted.

**RESOLUTION (#13-1217) – MILEAGE REIMBURSEMENT** – Offered by Trustee Perry and seconded by Trustee Claypool – the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to village officers and employees who use their personal automobiles while performing their official village duties – the board of trustees will approve reimbursement to such officers and employees at the rate of 50 cents per mile – (see attached)

Roll Call Vote – Claypool-Aye, Perry-Aye, Tylenda-Aye, Haggstrom-Aye, Trivisonoli-Aye

The Mayor therefore declared the resolution duly adopted.

**RESOLUTION (#14-1217) – OFFICIAL DEPOSITORY** – Offered by Trustee Perry and seconded by Trustee Tylenda – the Board of Trustees has determined that Village Law §4-412 (3) (2) requires the designation of banks or trust companies for the deposit of all village monies; the board of trustees designates the following institutions as depositories of all monies received by the village treasurer, clerk, and receiver of taxes. Names of institutions: Community Bank, N.A. (Angelica Branch) and New York CLASS and Fiver Star Bank (see attached)

Roll Call Vote – Claypool-Aye, Perry-Aye, Tylenda-Aye, Haggstrom-Aye, Trivisonoli-Aye

The Mayor therefore declared the resolution duly adopted.

**RESOLUTION (#15-1217) – SCHEDULE OF REGULAR BOARD MEETINGS** – Offered by Trustee Claypool and seconded by Trustee Tylenda – the Board of Trustees has determined that the schedule of the regular board meetings for the upcoming year are set as follows (see attached) – the board of trustees will hold said meetings at 7:00pm at the Angelica Grange, 55 Park Circle, Angelica NY –

Roll Call Vote – Claypool-Aye, Perry-Aye, Tylenda-Aye, Haggstrom-Aye, Trivisonoli-Aye

The Mayor therefore declared the resolution duly adopted.

**RESOLUTION (#16-1217) – PROCEDURES FOR CALLING SPECIAL MEETINGS** – Offered by Trustee Perry and seconded by Trustee Claypool – Special board meetings of the Board of Trustees are all those board meetings other than regular meetings – may be called by the Mayor or any two Trustees upon notice to the entire board. Notice shall be given by telephone, in person, or in writing including email or text messages at least 24 hours in advance unless an emergency exists – (see attached)

Roll Call Vote – Claypool-Aye, Perry-Aye, Tylenda-Aye, Haggstrom-Aye, Trivisonoli-Aye

The Mayor therefore declared the resolution duly adopted.

**RESOLUTION (#17-1217) – ATTENDANCE AT SCHOOLS AND CONFERENCES** – Offered by Trustee Claypool and seconded by Trustee Tylenda – Officers and employees are authorized to attend schools and or training upon board approval for the coming official year – (see attached)

Roll Call Vote – Claypool-Aye, Perry-Aye, Tylenda-Aye, Haggstrom-Aye, Trivisondoli-Aye

The Mayor therefore declared the resolution duly adopted.

**RESOLUTION (#18-1217) – MUTUAL AID AGREEMENT BETWEEN THE MUNICIPALITIES OF ALLEGANY COUNTY, NEW YORK** – Offered by Trustee Claypool and seconded by Trustee Tylenda – Whereas, the Board of Trustees of the Village of Angelica hereby agrees to allow Kevin Demick, Streets Supervisor to extend Mutual Aid assistance to another participating municipality within the County of Allegany when requested to do so by such municipality in time of abnormal snow or work conditions. This agreement is subject to the conditions listed in the written agreement - (see attached)

Roll Call Vote – Claypool-Aye, Perry-Aye, Tylenda-Aye, Haggstrom-Aye, Trivisondoli-Aye

The Mayor therefore declared the resolution duly adopted.

**RESOLUTION (#19-1217) – RULES OF PROCEDURE FOR VILLAGE OF ANGELICA BOARD MEETINGS** – Offered by Trustee Tylenda and seconded by Trustee Perry – the Board of Trustees has determined that board meetings will be conducted according to the following Rules of Procedure (see attached)

Roll Call Vote – Claypool-Aye, Perry-Aye, Tylenda-Aye, Haggstrom-Aye, Trivisondoli-Aye

The Mayor therefore declared the resolution duly adopted.

**RESOLUTION (#20-1217) – PROCUREMENT POLICIES AND PROCEDURES** – Offered by Trustee Claypool and seconded by Trustee Tylenda – The procurement policy was adopted on April 18, 2016, by majority vote of the Board of Trustees of the Village of Angelica – (file and attached)

Roll Call Vote – Claypool-Aye, Perry-Aye, Tylenda-Aye, Haggstrom-Aye, Trivisondoli-Aye

The Mayor therefore declared the resolution duly adopted.

**RESOLUTION (#21-1217) – INVESTMENT** – Offered by Trustee Tylenda and seconded by Trustee Claypool – The investment policy was adopted on December 18, 2017, by majority vote of the Board of Trustees of the Village of Angelica – (file and attached)

Roll Call Vote – Claypool-Aye, Perry-Aye, Tylenda-Aye, Haggstrom-Aye, Trivisondoli-Aye

The Mayor therefore declared the resolution duly adopted.

**RESOLUTION (#22-1217)– CREDIT CARD POLICY** – Offered by Trustee Tylenda and seconded by Trustee Perry – The Credit Card Policy was adopted on December 18, 2017, by majority vote of the Board of Trustees of the Village of Angelica – (file and attached)

Roll Call Vote – Claypool-Aye, Perry-Aye, Tylenda-Aye, Haggstrom-Aye, Trivisondoli-Aye

The Mayor therefore declared the resolution duly adopted.

**2018 ORGANIZATIONAL MEETING** – Trustee Tylenda motioned that the next organizational meeting will be held on December 17, 2018 – second Trustee Haggstrom – Claypool-Aye, Perry-Aye, Tylenda-Aye, Haggstrom-Aye, Trivisondoli-Aye – carried.

With no further business to discuss Trustee Claypool motioned to adjourn at 7:10pm – second Trustee Tylenda - Claypool-Aye, Perry-Aye, Tylenda-Aye, Haggstrom-Aye, Trivisondoli-Aye – carried.

Respectfully Submitted,

Karen E. Herdman  
Clerk-Treasurer