

<b>Present:</b>	Mayor (via Zoom)	William Peeler
	Deputy Mayor	Tim Healey
	Trustees	Lynn Dumar, Scott Sprague
	Clerk Treasurer	Christine Kearns
	Deputy Clerk	Andrea Sprague
	Street & Water Commissioner	Christopher Weaver
	Code Enforcer	Stan Waddle
	Village Attorney	Michael Albanese (Arrived at 6:24 pm)
	Public	Sal Riggi, Raymond Blackwood, Kathleen Wood (arrived at 6:26 pm)

Type of Meeting: Annual Organizational Meeting Board of Trustees  
Meeting Facilitator: Mayor William F. Peeler

I. Call to order

II. Roll call

III. Appointments by Mayor

**Deputy Mayor:** Timothy Healey; Term Expires 3/31/2024,

**Village Clerk-Treasurer:** Christine Kearns, who was also authorized to invest funds; Term Expires 3/31/2024

**Street and Water Commissioner:** Christopher Weaver is to be in charge of all Water Department matters, including reservoirs, watershed, filtration, and distribution, including supervision of all employees; Term Expires 3/31/2024.

**Deputy Clerk-Treasurer:** Daniel Denofrio; Term Expires 3/31/2024 & Andrea Sprague; Term Expires 3/31/2024

**Village Attorney:** Michael M. Albanese, Gloversville; Term Expires 3/31/2024.

**Building and Fire Code Enforcer:** Stan Waddle; Term Expires 3/31/2024.

**Historian:** Beverly Guiffre, Term Expires 3/31/2024

**Purchasing Agent:** Christine Kearns, Clerk-Treasurer, Term Expires 3/31/2024.

**Sewer Board members (members 4 yr term, staggered by 2 yrs. per agreement)**

1. Jim Park, Chairperson; Joint Appointment; Term Expires 3/31/2025.
2. Robert Klim, Member; Term Expires 3/31/2024.
3. Raymond Blackwood, Member; Term Expires 3/31/2026.

**Dog Warden:** Rosalie Quon as appointed by the Town of Mohawk

**Superintendent of Cemetery:** Christopher Weaver; Term Expires 3/31/2024

**Park Superintendent:** Christopher Weaver; Term Expires 3/31/2024

**Water Plant Operator:** Chris Ashbey; Term Expires 3/31/2024

**Assistant Plant Operator:** Christopher Weaver; Term Expires 3/31/2024

**Tax Collector:** Christine Kearns; Term Expires 3/31/2024

**Inventory Control Officer:** Tim Healey and Scott Sprague, who will oversee physical inventory to be performed annually before July 15<sup>th</sup>, assisted by the Street and Water Commissioner; Term Expires 3/31/2024

**Village Comprehensive Plan Steering Committee:** Terms Expire 3/31/2024.

Mayor Peeler, Chairperson  
Andrea Sprague, Secretary - Resident  
Patricia Laux, Business Member  
Scott Sprague, Resident, and Trustee  
Stan Waddle, Code Enforcement – Village Advisor  
Chris Weaver, Street & Water Commissioner – Village Advisor

**Architectural Review Board:** Terms Expire 3/31/2024

Mayor Peeler, Chairperson  
Patricia Laux, Business Member  
Stanley Waddle, NYS Building and Fire Code Officer

**Flood Damage Prevention Appeals Board:** Terms Expire 3/31/2024

Christopher Weaver  
Rodd Hicks  
Mark Hoffman  
Stanley Waddle, NYS Building and Fire Code - Chairperson

**Records Management Officer:** Christine Kearns; Term Expires 3/31/2024

**Village Auditor:** None assigned

**Computer IT Technician:** Claudio Sandoval; Term Expires 3/31/2024

**Personnel Committee & Discrimination and Harassment Committee:** Scott Sprague and Tim Healey; Terms Expire 3/31/2024

**Workplace Violence Contact:** William Peeler; Term Expires 3/31/2024

**Public Safety:** Timothy Healey and Scott Sprague; Terms Expire 3/31/2024

**Building & Grounds:** Scott Sprague and Timothy Healey; Terms Expire 3/31/2024

**Village Streets & Community:** Scott Sprague and Lynn Dumar; Terms Expire 3/31/2024

The appointments to positions, adopted on a motion Mayor Peeler, second by Trustee Healey with a vote of the board of trustees:

Name	Aye	Nay	Abstained	Absent
Mayor Peeler	X			
Trustee Dumar	X			
Trustee Healey	X			
Trustee Sprague	X			

**Deputy Mayor Healey** swore in Sewer Board member Raymond Blackwood and Deputy Clerk Treasurer Andrea Sprague

#### IV. General Assigned Appointments

**Participation and Membership:**

The Village will participate in NYCOM; Term Expires 3/31/2024.

The Village of Fonda will participate in the Rural Water Association and American Water Works Association; Terms Expire 3/31/2024.

**Official Newspaper:** The Recorder of Amsterdam, New York; Term Expires 3/31/2024

**Official Depository:** NBT Bank; Term Expires 3/31/2024

The generally assigned appointments adopted on a motion by Mayor Peeler second by Trustee Dumar, with a vote of the board of trustees:

Name	Aye	Nay	Abstained	Absent
Mayor Peeler	X			
Trustee Dumar	X			
Trustee Healey	X			
Trustee Sprague	X			

V. General Policies and Procedures Term Expires 3/31/2024

**Official Village Procurement**

Individuals responsible for making purchases under the procurement policy:

Christine Kearns, Clerk-Treasurer, Term Expires 3/31/24

**Official Investment Policy**

**Official Fixed Asset Policy and Infrastructure Capitalization for GASB**

**Official Information Security and Citizens’ Notification Policy**

**Official Computer and Internet Use Policy**

**Official Social Media Policy**

**Official IT Disaster Recovery Plan**

**Official Cellphone Policy**

**Resolution #8-2023 Resolution Amending the Cellphone Policy of April 2019**

Offered by Mayor Peeler, Second by Trustee Sprague

WHEREAS, the Village of Fonda has established a policy regarding cell phones and their use for conducting village business; and

WHEREAS this policy is to be adopted annually at the organizational meeting each April with a provision included to amend said policy and revise it from time to time; and

WHEREAS, said policy requires revision;

NOW, THEREFORE, BE IT RESOLVED

THAT, the Mayor of the Village of Fonda is at this moment granted a monthly allowance of \$75.00; and

THAT, the Village of Fonda will continue to reimburse the Mayor at that rate by submission of a voucher; and

THAT, said voucher will be submitted quarterly; and

THAT, full-time DPW Laborers will receive a monthly stipend of \$15.00 per month for the use of their personal cellphone used for village business by submission of a voucher; and

THAT, said voucher will be submitted bi-monthly; and

THAT, Street and Water Commissioner and Code Enforcement Officer will receive a monthly stipend of \$45.00 per month by submitting a voucher; and

THAT, said voucher will be submitted quarterly; and

THAT, until such time a further revision is needed, this policy is hereby amended to reflect the changes as presented.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows

Roll Call Name	Aye	Nay	Abstained	Absent
Mayor Peeler	X			
Trustee Dumar	X			
Trustee Healey	X			
Trustee Sprague	X			

***Official Dump Truck Usage Policy***

***Official Policy Against Discrimination and Harassment***

***Workplace Violence Prevention Program Policy***

***Public Access to Records Policy***

***Permit Schedule Policy***

***Advance Payment Policy:*** Approval for payment of postage, utilities, health insurance premiums, and Village Credit Card with NBT Bank in advance of a regular audit of monthly bills.

***Voucher Payment System:*** All vouchers to be considered for payment must be received in the Village Office by the first Wednesday of each month, 10:00 AM. Approval of the abstract of bills as presented in summary form at each monthly meeting will be by the single signature of each board member at the bottom of the last page. All questions will be addressed completely before signing the abstract. Any exceptions shall be noted and signed by the opposing board member.

***Mileage Policy:*** Mileage allowance reimbursement rate per mile approved by IRS for personal use of a private vehicle for village business upon obtaining prior approval from the Mayor.

***Park Rules & Policies***

***Conferences Attendance:*** Approval for the mayor to attend school and conferences or designee given.

***Unpaid Water Attachments:*** 2022 unpaid water and sewer rents will be added to the village property taxes on May 1, 2023.

The general policy and procedures adopted on a motion by Mayor Peeler, second by Trustee Dumar, with a vote of the board of trustees:

Name	Aye	Nay	Abstained	Absent
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Mayor Peeler	X			
Trustee Dumar	X			
Trustee Healey	X			
Trustee Sprague	X			

**VI. Rules of Procedures for Village Meetings** – Tabled until future meeting.

**VII. Review of Commercial Quarterly Water and Sewage Services Billing**

**Resolution # 9-2022: In Support of Water and Sewage Services for Commercial Business**

Offered by Mayor Peeler, Second by Trustee Sprague

**WHEREAS** the Village of Fonda currently provides water and sewage services to both commercial and residential properties within the corporate boundaries of the Village of Fonda and the Town of Mohawk; and

**WHEREAS** as per Resolution #3-2017, the Trustees, Village Clerk, and Street and Water Commissioner have performed their annual review of all water customers; and

**WHEREAS** at the Organizational Meeting, amendments are to be made to the list of qualifying accounts, either added to or dropped from, as necessary,

**NOW, THEREFORE BE IT RESOLVED** that the Village of Fonda establishes that the following accounts have been identified as Commercial with consumptions greater than 24,000 gallons per month average, or cumulative per entity greater than 24,000 gallons per month average, and will be billed on a quarterly basis,

The Trustees will place established commercial properties [see list below] on file with the Village Clerk and the Street and Water Commissioner.

Account	Customer	Average 1 Month Usage
49	Mt Co Court House Bway	1,521
55	Mt Co Office – Broadway	45,850
234	Mt Co Emergency Management Garage	82
240	Mt Co DPW Park St	24,591
241	Mt Co Annex Bldg Park St	6,655
253	Mt Co Old Courthouse Jail St	3,104
281	KasKel Mill	106,162
355	Mt Co - Boiler room Jail St	0
445	Keymark #2	2,459,914
446	Keymark #3	130,425
447	Keymark #4-high flow	2,800,541
448	Keymark #4-low flow	448,761
449	Paintline	739,635
450	Keymark #6 -anodizing shop sewer only	18,148
451	Keymark #7- shop sewer only	11,602
452	Keymark #8- restrooms only	26,683
489	Nare Farm	193,572
499-500	FFCS	132,358

Adopting the foregoing Resolution was duly put to the vote on roll call, resulting as follows:

Name	Aye	Nay	Abstained	Absent
Mayor Peeler	X			
Trustee Dumar	X			

Trustee Healey	X			
Trustee Sprague	X			

**Adjournment:** Motion by Mayor Peeler, Second by Trustee Dumar, with all in favor at 6:34 pm.

Respectfully submitted,

Christine Kearns  
Clerk Treasurer