

**THE COPENHAGEN VILLAGE BOARD HELD THEIR 2023 ORGANIZATIONAL MEETING  
AT THE VILLAGE HALL  
WEDNESDAY  
JANUARY 11, 2023  
18:00:00**

AT 18:00:00/6:00:00 MAYOR SOUVA CALLED THE MEETING TO ORDER, AFTER THOSE IN ATTENDANCE RECITED THE PLEDGE OF ALLEGIENCE.

PRESENT WHERE: MAYOR MARK SOUVA  
TRUSTEES: KIM VOGT, KERRY COLTON, PATTY BATES  
CLERK: KIMBERLY AUGUSTINE  
GUESTS: GERALD CARTER, KENNETH CLARKE, RON VOGT,  
GAIL ALEXANDER, SCOTT ALEXANDER

**OATH'S OF OFFICE:**

THERE WERE NO OATH'S OF OFFICE.

**APPOINTMENTS:**

**RESOLUTION 1-2023**

MAYOR SOUVA EXTENDED SUPERINTENDENT ROSS'S APPOINTMENT FROM MAY 19<sup>TH</sup>, 2023 TO DECEMBER 31, 2023. MOTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE BATES.

VOTE TAKEN:

TRUSTEE VOGT: AYE  
TRUSTEE STOKELY: ABSENT  
TRUSTEE COLTON: AYE  
TRUSTEE BATES: AYE  
MAYOR SOUVA: AYE

ALL AYES, MOTION CARRIED

MAYOR SOUVA EXTENDED PROPERTY MAINTENANCE OFFICER McKEEVER'S APPOINTMENT FROM JUNE 1, 2023 TO DECEMBER 31, 2023. MOTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE BATES.

VOTE TAKEN:

TRUSTEE VOGT: AYE  
TRUSTEE STOKELY: ABSENT  
TRUSTEE COLTON: AYE  
TRUSTEE BATES: AYE  
MAYOR SOUVA: AYE

ALL AYES, MOTION CARRIED

**RESOLUTION 1-2023 APPROVED 01.11.23**

**ANNUAL BUSINESS**

**ATTORNEIES:**

**RESOLUTION 2-2023**

A MOTION WAS MADE BY TRUSTEE BATES AND WAS SECONDED BY TRUSTEE COLTON TO

**THE COPENHAGEN VILLAGE BOARD 2023 ORGANIZATIONAL MEETING  
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APPROVE KENDALL, WALTON & BURROWS FIRM; AS AN ENTITY, TO BE THE VILLAGE ATTORNEY.

VOTE TAKEN:

TRUSTEE VOGT: AYE  
TRUSTEE STOKELY: ABSENT  
TRUSTEE COLTON: AYE  
TRUSTEE BATES: AYE  
MAYOR SOUVA: AYE  
ALL AYES, MOTION CARRIED

**RESOLUTION 2-2023 APPROVED 01.11.23**

**RESOLUTION 3-2023**

A MOTION WAS MADE BY TRUSTEE VOGT AND WAS SECONDED BY TRUSTEE COLTON TO APPROVE CANDANCE RANDALL FROM CAMPANY, McARDLE & RANDALL, PLLC AS THE VILLAGE ATTORNEY FOR THE FIRE ATTORNEY FOR THE FIRE DEPARTMENT MATTERS AND ANY AND ALL OTHER MATTERS, IF THE VILLAGE ATTORNEY CANNOT TEND TO THEM.

VOTE TAKEN:

TRUSTEE VOGT: AYE  
TRUSTEE STOKELY: ABSENT  
TRUSTEE COLTON: AYE  
TRUSTEE BATES: AYE  
MAYOR SOUVA: AYE  
ALL AYES, MOTION CARRIED

**RESOLUTION 3-2023 APPROVED 01.11.23**

**ACCOUNTANT:**

**RESOLUTION 4-2023**

A MOTION WAS MADE BY TRUSTEE BATES AND WAS SECONDED BY TRUSTEE COLTON TO APPROVE NORTH COUNTRY CPA'S AS THE VILLAGE ACCOUNTANTS, RUN THE WILLIAMSON LAW BOOK ALONG SIDE THE VILLAGE CLERK, AND ASSIST WITH THE AUD REPORTS.

VOTE TAKEN:

TRUSTEE VOGT: AYE  
TRUSTEE STOKELY: ABSENT  
TRUSTEE COLTON: AYE  
TRUSTEE BATES: AYE  
MAYOR SOUVA: AYE  
ALL AYES, MOTION CARRIED

**RESOLUTION 4-2023 APPROVED 01.11.23**

**OFFICIAL NEWSPAPER:**

**RESOLUTION 5-2023**

A MOTION WAS MADE BY TRUSTEE VOGT AND WAS SECONDED BY TRUSTEE BATES TO APPROVE THE OFFICIAL NEWSPAPERS AS WATERTOWN DAILY TIMES AND OR THE JORNAL & REPUBLICAN.

VOTE TAKEN:

TRUSTEE VOGT: AYE  
TRUSTEE STOKELY: ABSENT  
TRUSTEE COLTON: AYE  
TRUSTEE BATES: AYE  
MAYOR SOUVA: AYE

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ALL AYES, MOTION CARRIED

**RESOLUTION 5-2023 APPROVED 01.11.23**

**REGULAR MEETINGS:**

**RESOLUTION 6-2023**

A MOTION WAS MADE BY TRUSTEE VOGT AND WAS SECONDED BY TRUSTEE BATES TO APPROVE THE REGULAR MONTHLY MEETING BE HELD ON THE SECOND WEDNESDAY OF EACH MONTH UNLESS OTHERWISE STATED IN MINUTES. THE MEETINGS WILL BEGIN AT 18:30/06:30PM.

VOTE TAKEN:

TRUSTEE VOGT:                   AYE  
TRUSTEE STOKELY:               ABSENT  
TRUSTEE COLTON:               AYE  
TRUSTEE BATES:                 AYE  
MAYOR SOUVA:                 AYE

ALL AYES, MOTION CARRIED

**RESOLUTION 6-2023 APPROVED 01.11.23**

**SPECIAL MEETINGS:**

**RESOLUTION 7-2023**

A MOTION WAS MADE BY TRUSTEE VOGT AND WAS SECONDED BY TRUSTEE BATES TO APPROVE THAT SPECIAL MEETINGS WILL BE CALLED BY THE MAYOR OR ANY TWO TRUSTEES BY GIVING ALL MEMBERS OF THE BOARD AT LEAST 24 HOURS NOTICE, AND A SPECIAL MEETING MAY BE WAIVED OF THE 24 HOURS IF ALL 5 BOARD MEMBERS CONSENT TO SUCH WAIVER. THE CLERK SHALL CONTACT EACH TRUSTEE.

VOTE TAKEN:

TRUSTEE VOGT:                   AYE  
TRUSTEE STOKELY:               ABSENT  
TRUSTEE COLTON:               AYE  
TRUSTEE BATES:                 AYE  
MAYOR SOUVA:                 AYE

ALL AYES, MOTION CARRIED

**RESOLUTION 7-2023 APPROVED 01.11.23**

**ORGANIZATIONAL MEETING:**

**RESOLUTION 8-2023**

A MOTION WAS MADE BY TRUSTEE BATES AND WAS SECONDED BY TRUSTEE COLTON TO APPROVE THAT THE ANNUAL ORGANIZATIONAL MEETING WILL BE HELD IN ACCORDANCE WITH THE FIRST BOARD MEETING OF THE NEW CALENDAR YEAR.

VOTE TAKEN:

TRUSTEE VOGT:                   AYE  
TRUSTEE STOKELY:               ABSENT  
TRUSTEE COLTON:               AYE  
TRUSTEE BATES:                 AYE  
MAYOR SOUVA:                 AYE

ALL AYES, MOTION CARRIED

**RESOLUTION 8-2023 APPROVED 01.11.23**

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**POLICIES:**

**RESOLUTION 9-2023**

A MOTION WAS MADE BY TRUSTEE VOGT AND WAS SECONDED BY TRUSTEE BATES TO REVIEW THE FOLLOWING INPLACE POLICIES AND APPROVE.

**POLICIES:**

- CREDIT CARD POLICY
- PROCUREMENT POLICY
- WORKPLACE VIOLENCE PREVENTION POLICY
- DISCRIMINATION AND HARRASSMENT PREVENTION POLICY
- INTERNET POLICY
- VEHICLE USE & MAINTENANCE POLICY
- DRUG AND ALCOHOL POLICY
- CREDIT CARD POLICY
- PETTY CASH
- INVESTMENT POLICY
- TOBACCO POLICY

VOTE TAKEN:

TRUSTEE VOGT:                    AYE  
TRUSTEE STOKELY:                ABSENT  
TRUSTEE COLTON:                 AYE  
TRUSTEE BATES:                  AYE  
MAYOR SOUVA:                    AYE

ALL AYES, MOTION CARRIED

**RESOLUTION 9-2023 APPROVED 01.11.23**

**ADVANCED APPROVAL OF CLAIMS:**

**RESOLUTION 10-2023**

A MOTION WAS MADE BY TRUSTEE VOGT AND WAS SECONDED BY TRUSTEE BATES TO APPROVE THE LIST OF ADVANCED APPROVAL OF CLAIMS:

- PUBLIC UTILITIES
- POSTAGE
- FREIGHT & EXPRESS CHARGES
- PAYROLL
- CHARGES OF ATTENDANCE AND MEALS (IF CHARGES ARE SEPARATE FROM REGISTRATION) FOR OFFICIAL MEETINGS, SEMINARS, CONFERENCES (THOSE APPROVED UNDER SPECIAL RESOLUTIONS).
- DEBT PAYMENTS

VOTE TAKEN:

TRUSTEE VOGT:                    AYE  
TRUSTEE STOKELY:                ABSENT  
TRUSTEE COLTON:                 AYE  
TRUSTEE BATES:                  AYE  
MAYOR SOUVA:                    AYE

ALL AYES, MOTION CARRIED

**RESOLUTION 10-2023 APPROVED 01.11.23**

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**MILEAGE:**

**RESOLUTION 11-2023**

A MOTION WAS MADE BY TRUSTEE VOGT AND WAS SECONDED BY TRUSTEE BATES FOR APPROVAL TO PAY MILEAGE AS REIMBURSEMENT TO OFFICERS AND EMPLOYEES OF THE VILLAGE WHO USE THEIR PERSONAL AUTOMOBILE WHILE PERFORMING THEIR OFFICIAL DUTIES ON BEHALF OF THE VILLAGE AT THE RATE OF 58.5 PER MILE.

VOTE TAKEN:

TRUSTEE VOGT:	AYE
TRUSTEE STOKELY:	ABSENT
TRUSTEE COLTON:	AYE
TRUSTEE BATES:	AYE
MAYOR SOUVA:	AYE

ALL AYES, MOTION CARRIED

**RESOLUTION 11-2023 APPROVED 01.11.23**

**DESIGNATED DEPOSITORY:**

**RESOLUTION 12-2023**

A MOTION WAS MADE BY TRUSTEE BATES AND WAS SECONDED BY TRUSTEE COLTON FOR COMMUNITY BANK AS THE VILLAGE BANK. AUTHORIZED SIGNERS ARE MARK SOUVA, KIM VOGT, AND KIMBERLY AUGUSTINE. CHECKS NEED TWO SIGNATURES.

VOTE TAKEN:

TRUSTEE VOGT:	AYE
TRUSTEE STOKELY:	ABSENT
TRUSTEE COLTON:	AYE
TRUSTEE BATES:	AYE
MAYOR SOUVA:	AYE

ALL AYES, MOTION CARRIED

**RESOLUTION 12-2023 APPROVED 01.11.23**

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**PAYROLL:  
RESOLUTION 13-2023**

A MOTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE COLTON TO APPROVE THE FOLLOWING PAYROLL FOR POSITIONS FILLED OR OPEN.

<b>POSITION</b>	<b>BUDGET CODE</b>	<b>CURRENTLY FILLED BY</b>	<b>PAY</b>	<b>FREQUENCY</b>
<b>FULL TIME LABORER</b>	A5110.1	DAVE POTOCKI	15.00/HR	40 HRS/WK PD BI-WK
<b>PART TIME LABORER</b>	A5110.1	PAUL WHEELER	15.00/HR	4-5 HRS/WK PD BI-WK
<b>PART TIME WINDOW CLERK</b>	A1410.1	GAIL ALEXANDER	15.00/HR	15 HRS/WK PD BI-WK
<b>SEASONAL LABORER</b>	5142.4 5410.1 8160.1		14.20/HR (MIN. WAGE)	CALL IN BASIS PD BI-WK
<b>REGISTRAR</b>			100.00/YEAR	PAID IN JUNE
<b>DEPUTY REGISTRAR</b>			50.00/YEAR	PAID IN JUNE
<b>SEWER OPERARTOR</b>	G8130.1	MARK TABOLT	625.00/MONTH	PAID MONTHLY
<b>MAYOR</b>	A1210.1	MARK SOUVA	2,750.00/YEAR	PAID MONTHLY
<b>TRUSTEES</b>	A1010.1	K.VOGT, S.STOKLEY, K.COLTON, P.BATES	1,000.00/YR EACH	PAID SEMI-ANNUALLY
<b>CLERK</b>	A1325.1	KIMBERLY AUGUSTINE	35,568.00/YR 19/HR	36 HRS/WK PD BI-WK
<b>DPW SUPERINTENDENT</b>	A5010.1	RICHARD ROSS	39,520.00/YR	40 HRS/WK PD BI-WK
<b>PROPERTY MAINTENANCE OFFICER</b>	A8510.1	TERRY McKEEVER	5000.00/YR	PD QUARTLEY
<b>PROPERTY MAINTENANCE OFFICER</b>	8510.4	TERRY McKEEVER	2500.00/MILEAGE/YR	PD MONTHLY

**RESOLUTION 13-2023 APPROVED 01.11.23**

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**PERSONNEL POLICY:**

**RESOLUTION 14-2023**

A MOTION WAS MADE BY TRUSTEE VOGT AND WAS SECONDED BY TRUSTEE BATES TO KEEP IN PLACE THE VILLAGE'S PERSONNEL POLICY (DEVELOPED JANUARY 2011, REVISED 2020).

VOTE TAKEN:

TRUSTEE VOGT:                    AYE  
TRUSTEE STOKELY:                ABSENT  
TRUSTEE COLTON:                 AYE  
TRUSTEE BATES:                 AYE  
MAYOR SOUVA:                 AYE  
ALL AYES, MOTION CARRIED

**RESOLUTION 14-2023 APPROVED 01.11.23**

**OFFICE HOURS:**

**RESOLUTION 15-2023**

A MOTION WAS MADE BY TRUSTEE BATES AND WAS SECONDED BY TRUSTEE COLTON TO KEEP OFFICE HOURS:

TUESDAY & THURSDAY                    8:30 AM-4:30 AM  
MONDAY, WEDNESDAY, & FRIDAY    CLOSED TO PUBLIC

VOTE TAKEN:

TRUSTEE VOGT:                    AYE  
TRUSTEE STOKELY:                ABSENT  
TRUSTEE COLTON:                 AYE  
TRUSTEE BATES:                 AYE  
MAYOR SOUVA:                 AYE  
ALL AYES, MOTION CARRIED

**RESOLUTION 15-2023 APPROVED 01.11.23**

**ADJOURN MEETING:**

**RESOLUTION 16-2023**

A MOTION WAS MADE BY TRUSTEE VOGT AND WAS SECONDED BY TRUSTEE COLTON TO ADJOURN THE ORGANIZATIONAL MEETING AT 6:20 P.M.

TUESDAY & THURSDAY                    8:30 AM-4:30 AM  
MONDAY, WEDNESDAY, & FRIDAY    CLOSED TO PUBLIC

VOTE TAKEN:

TRUSTEE VOGT:                    AYE  
TRUSTEE STOKELY:                ABSENT  
TRUSTEE COLTON:                 AYE  
TRUSTEE BATES:                 AYE  
MAYOR SOUVA:                 AYE  
ALL AYES, MOTION CARRIED

**RESOLUTION 16-2023 APPROVED 01.11.23**