

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
ORGANIZATIONAL MEETING 2024 MINUTES
AT THE VILLAGE HALL
JANUARY 16, 2024
18:00:00/6:00 PM**

At 18:01:00/6:01 PM MAYOR SOUVA CALLED THE ORGANIZATIONAL MEETING TO ORDER, THOSE IN ATTENDANCE RECITED THE PLEDGE OF ALLEGIANCE.

PRESENT WERE: MAYOR MARK SOUVA

TRUSTEES: KIM VOGT, KERRY COLTON, PATTY BATES, DIANE MAHAR

CLERK: KIMBERLY AUGUSTINE

GUESTS: MATT COOPER, LEWIS ALEXANDER

ABSENT: SUPERINTENDENT ROSS

APPOINTMENTS

SUPERINTENDENT: RICHARD ROSS

RESOLUTION 1-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE BATES, TO REAPPOINT RICHARD ROSS AS THE VILLAGE OF COPENHAGEN SUPERINTENDENT. APPOINTMENT IS TO END DECEMBER 31, 2025.

TRUSTEE VOGT AYE
TRUSTEE COLTON AYE
TRUSTEE BATES AYE
TRUSTEE MAHAR AYE
MAYOR SOUVA AYE
ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 1-2024 APPROVED JANUARY 16, 2024

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PROPERTY MAINTENANCE OFFICER: TERRY McKEEVER

RESOLUTION 2-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE COLTON, TO REAPPOINT TERRY McKEEVER AS THE VILLAGE OF COPENHAGEN PROPERTY MAINTENANCE OFFICER. APPOINTMENT IS TO END DECEMBER 31, 2025.

TRUSTEE VOGT	AYE
TRUSTEE COLTON	AYE
TRUSTEE BATES	AYE
TRUSTEE MAHAR	AYE
MAYOR SOUVA	AYE

ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 2-2024 APPROVED JANUARY 16, 2024

CLERK & TREASURER: KIMBERLY AUGUSTINE

RESOLUTION 3-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE MAHAR, TO REAPPOINT KIMBERLY AUGUSTINE AS THE CLERK OF THE VILLAGE OF COPENHAGEN, AND TO APPOINT HER AS THE TREASURER OF THE VILLAGE OF COPENHAGEN. APPOINTMENT IS TO END DECEMBER 31, 2025.

TRUSTEE VOGT	AYE
TRUSTEE COLTON	AYE
TRUSTEE BATES	AYE
TRUSTEE MAHAR	AYE
MAYOR SOUVA	AYE

ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 3-2024 APPROVED JANUARY 16, 2024

OFFICIAL NEWSPAPER

RESOLUTION 4-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE VOGT, TO MAKE THE FOLLOWING NEWSPAPERS OR NEWS OUTLETS THE OFFICIAL SOURCE OF COMMUNICATION FOR PUBLIC ANNOUNCEMENTS.

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WATERTOWN DAILY TIMES AND/OR LOWVILLE JOURNAL & REPUBLICAN AND/OR
NEWZJUNKY.COM.

TRUSTEE VOGT AYE
TRUSTEE COLTON AYE
TRUSTEE BATES AYE
TRUSTEE MAHAR AYE
MAYOR SOUVA AYE
ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 4-2024 APPROVED JANUARY 16, 2024

MEETINGS

REGULAR MEETINGS

RESOLUTION 5-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE COLTON, TO HAVE REGULAR BOARD MEETINGS EVERY SECOND WEDNESDAY OF EACH MONTH UNLESS OTHERWISE STATED IN MINUTES OR PUBLICLY POSTED. THE MEETINGS TO BEGIN AT 18:30:00/6:30 PM.

TRUSTEE VOGT AYE
TRUSTEE COLTON AYE
TRUSTEE BATES AYE
TRUSTEE MAHAR AYE
MAYOR SOUVA AYE
ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 5-2024 APPROVED JANUARY 16, 2024

SPECIAL MEETINGS

RESOLUTION 6-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE BATES, TO HAVE SPECIAL MEETINGS 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.

TRUSTEE VOGT AYE
TRUSTEE COLTON AYE
TRUSTEE BATES AYE

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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TRUSTEE MAHAR AYE
MAYOR SOUVA AYE
ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 6-2024 APPROVED JANUARY 16, 2024

ORGANIZATIONAL MEETING

RESOLUTION 7-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE BATES, THAT THE ANNUAL ORGANIZATIONAL MEETING WILL BE HELD IN ACCORDANCE WITH THE FIRST BOARD MEETING OF THE NEW CALENDAR YEAR.

TRUSTEE VOGT AYE
TRUSTEE COLTON AYE
TRUSTEE BATES AYE
TRUSTEE MAHAR AYE
MAYOR SOUVA AYE
ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 7-2024 APPROVED JANUARY 16, 2024

VILLAGE ANNUAL BUSINESS

ATTORNIES

KENDALL, WALTON & BURROWS FIRM
CANDANCE RANDALL FROM CAMPANY, MCARDLE, & RANDALL PLLC

RESOLUTION 8-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE COLTON, TO KEEP KENDALL, WALTON, & BURROWS FIRM, AS AN ENTITY, THE VILLAGE ATTORNEY. ALSO TO KEEP CANDANCE RANDALL FROM CAMPANY, MCARDLE, & RANDALL, PLLC, FOR ALL FIRE DEPARTMENT MATTERS AND ANY AND ALL OTHER MATTERS, IF THE VILLAGE ATTORNEY CAN NOT ATTEND TO THEM.

TRUSTEE VOGT AYE
TRUSTEE COLTON AYE
TRUSTEE BATES AYE
TRUSTEE MAHAR AYE
MAYOR SOUVA AYE
ALL IN FAVOR, MOTION CARRIED.

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RESOLUTION 8-2024 APPROVED JANUARY 16, 2024

ACCOUNTANT
NORTH COUNTRY CPA

RESOLUTION 9-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE BATES, TO KEEP NORTH COUNTRY AS THE VILLAGES CPA. THEY WILL RUN WILLIAMSON LAW BOOK ALONGSIDE THE VILLAGE CLERK, AND ASSIST WITH AUD REPORTS.

TRUSTEE VOGT	AYE
TRUSTEE COLTON	AYE
TRUSTEE BATES	AYE
TRUSTEE MAHAR	AYE
MAYOR SOUVA	AYE

ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 9-2024 APPROVED JANUARY 16, 2024

POLICIES

RESOLUTION 10-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE BATES, TO KEEP THE FOLLOWING POLICIES IN PLACE FOR THE VILLAGE:

- PROCUREMENT POLICY
- PERSONNEL POLICY
- VILLAGE OF COPENHAGEN ETHICS POLICY
- WORKPLACE VIOLENCE PREVENTION POLICY
- DISCRIMINATION AND HARASSMENT PREVENTION POLICY
- INTERNET POLICY
- VEHICLE USE & MAINTENANCE POLICY
- MEETING PROCEDURE POLICY
- ALCOHOL AND DRUG POLICY
- TOBACCO POLICY
- CREDIT CARD POLICY
- INVESTMENT POLICY

TRUSTEE VOGT	AYE
TRUSTEE COLTON	AYE
TRUSTEE BATES	AYE

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TRUSTEE MAHAR AYE
MAYOR SOUVA AYE
ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 10-2024 APPROVED JANUARY 16, 2024

ADVANCED APPROVAL OF CLAIMS

RESOLUTION 11-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE COLTON, TO MAKE THE FOLLOWING ADVANCED APPROVED CLAIMS:

PUBLIC UTILITIES

POSTAGE

FREIGHT & EXPRESS CHARGES

PAYROLL

CHARGE OF ATTENDANCE AND MEALS (IF CHARGES ARE SEPERATE FROM
REGISTRATION) FOR OFFICIALS MEETINGS, SEMINARS, CONFERENCES (THOSE
APPROVED UNDER SPECIAL RESOLUTIONS).

DEBT PAYMENTS

TRUSTEE VOGT AYE
TRUSTEE COLTON AYE
TRUSTEE BATES AYE
TRUSTEE MAHAR AYE
MAYOR SOUVA AYE
ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 11-2024 APPROVED JANUARY 16, 2024

MILEAGE

RESOLUTION 12-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE COLTON, FOR REIMBURSEMENT OF 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 67 CENTS PER MILE. (IR-2023-239).

TRUSTEE VOGT AYE
TRUSTEE COLTON AYE
TRUSTEE BATES AYE

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TRUSTEE MAHAR AYE
MAYOR SOUVA AYE
ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 12-2024 APPROVED JANUARY 16, 2024

DESIGNATED DEPOSITORY

RESOLUTION 13-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE MAHAR, TO MAKE MAYOR **MARK SOUVA**, DEPUTY MAYOR/ TRUSTEE **KIM VOGT**, AND CLERK/TREASURER **KIMBERLY AUGUSTINE** AUTHORIZED SIGNERS FOR THE VILLAGES DESIGNATED DEPOSITORY. ALL CHECKS MUST HAVE TWO SIGNATURES.

TRUSTEE VOGT AYE
TRUSTEE COLTON AYE
TRUSTEE BATES AYE
TRUSTEE MAHAR AYE
MAYOR SOUVA AYE
ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 13-2024 APPROVED JANUARY 16, 2024

DESIGNATED SIGNERS

RESOLUTION 14-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE MAHAR, TO MAKE THE FOLLOWING AUTHORIZED SIGNERS ON BEHALF OF THE VILLAGE FOR BUT NOT LIMITED TO LEGAL DOCUMENTS AND FINANCIAL DOCUMENTS. ANY FINANCIAL DOCUMENT THAT NEEDS A SIGNATURE(S), MUST HAVE A RESOLUTION TO SUPPORT IT.

MAYOR MARK SOUVA
DEPUTY MAYOR/ TRUSTEE KIM VOGT
CLERK/TREASURER KIMBERLY AUGUSTINE

TRUSTEE VOGT AYE
TRUSTEE COLTON AYE
TRUSTEE BATES AYE

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TRUSTEE MAHAR AYE
MAYOR SOUVA AYE
ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 14-2024 APPROVED JANUARY 16, 2024

PAYROLL

POSITION	BUDGET CODE	CURRENTLY FILLED BY	PAY	FREQUENCY
FULL TIME LABORER	A5110.1	DAVID POTOCKI	15.00/HR	40 HRS/WK PD BI-WK
PART TIME LABORER	A5110.1	PAUL WHEELER	15.00/HR	4-5 HRS/WK PD BI-WK
PART TIME WINDOW CLERK	A1410.1	GAIL ALEXANDER	15.00/HR	15 HRS/WK PD BI-WK
SEASONAL LABORER	A5142.4 A5410.1 A8160.1		15.00/HR (MIN. WAGE)	CALL IN BASIS PD BI-WK
REGISTRAR		KIMBERLY AUGUSTINE	100.00/YEAR	PAID IN JUNE
DEPUTY REGISTRAR		PRUDENCE GREENE	50.00/YEAR	PAID IN JUNE
SEWER OPERATOR	G8130.1	MARK TABOLT	625.00/MONTH	PAID MONTHLY
MAYOR	A1210.1	MARK SOUVA	2750.00/YEAR	PAID MONTHLY
TRUSTEES	A1010.1	K.VOGT K.COLTON P. BATES D. MAHAR	1000.00/YR EACH	PAID SEMI-ANNUALLY
CLERK	A1325.1	KIMBERLY AUGUSTINE	35,568.00/YR	36 HRS/WK PD BI-WK
DPW SUPERINTENDENT	A5010.1	RICHARD ROSS	39,520.00/YR	40 HRS/WK PD BI-WK
PROPERTY MAINTENANCE OFFICER	A8510.1	TERRY McKEEVER	5000.00/YR	PD QUARTERLY
PROPERTY MAINTENANCE OFFICER	A8510.4	TERRY McKEEVER	2500.00/YR MILEAGE	PD MONTHLY

RESOLUTION 15-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE BATES, TO APPROVE AFOREMENTIONED PAYROLL CHART. SALARIES/PAY MAY BE

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CHANGED DURING THE BUDGET PROCESS WHICH IS FINALIZED EACH APRIL/MAY OF THE CURRENT YEAR.

TRUSTEE VOGT AYE
TRUSTEE COLTON AYE
TRUSTEE BATES AYE
TRUSTEE MAHAR AYE
MAYOR SOUVA AYE
ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 15-2024 APPROVED JANUARY 16, 2024

OFFICE HOURS

RESOLUTION 16-2024

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE COLTON, TO APPROVE THE FOLLOWING VILLAGE OFFICE HOURS:

TUESDAY & THURSDAY	8:30:00- 16:30:00/4:30 PM
MONDAY, WEDNESDAY, & FRIDAY	CLOSED TO PUBLIC

OFFICE HOURS MAY CHANGE THROUGHOUT THE YEAR WITH BOARD APPROVAL AND RESOLUTION.

TRUSTEE VOGT AYE
TRUSTEE COLTON AYE
TRUSTEE BATES AYE
TRUSTEE MAHAR AYE
MAYOR SOUVA AYE
ALL IN FAVOR, MOTION CARRIED.

RESOLUTION 16-2024 APPROVED JANUARY 16, 2024

MEETING ADJOURNMENT

A MOTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE BATES, TO ADJOURN THE 2024 ORGANIZATIONAL MEETING AT 18:20:00/6:20 PM.

TRUSTEE VOGT AYE
TRUSTEE COLTON AYE

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TRUSTEE BATES AYE
TRUSTEE MAHAR AYE
MAYOR SOUVA AYE
ALL IN FAVOR, MOTION CARRIED.

**NEXT ORGANIZATIONAL MEETING IS
TENTATIVELY SCHEDULED
FOR JANUARY 8, 2025**

**KIMBERLY AUGUSTINE
VILLAGE CLERK & TREASURER**