

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES**  
**2025 ORGANIZATIONAL MEETING MINUTES**  
**AT THE VILLAGE HALL**  
**JANUARY 8, 2025**  
**18:30:00/6:30 PM**

**SWEARING IN ELECTED OFFICIALS**

SCOTT ALEXANDER  
KIM VOGT

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**APPOINTMENTS-NONE**

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**OFFICIAL NEWSPAPER**

**RESOLUTION 1-2025**

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

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

TRUSTEE VOGT	AYE
TRUSTEE BATES	AYE
TRUSTEE MAHAR	AYE
TRUSTEE ALEXANDER	AYE
MAYOR SOUVA	AYE

ALL IN FAVOR, MOTION CARRIED.

**RESOLUTION 1-2025 APPROVED JANUARY 8, 2025**

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**MEETINGS**

**REGULAR MEETINGS**

**RESOLUTION 2-2025**

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE BATES, 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 BATES	AYE
TRUSTEE MAHAR	AYE
TRUSTEE ALEXANDER	AYE
MAYOR SOUVA	AYE

ALL IN FAVOR, MOTION CARRIED.

**RESOLUTION 2-2025 APPROVED JANUARY 8, 2025**

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**SPECIAL MEETINGS**

**RESOLUTION 3-2025**

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE MAHAR, 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.

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES  
ORGANIZATIONAL MEETING 2025 MINUTES**

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

**RESOLUTION 3-2025 APPROVED JANUARY 8, 2025**

ORGANIZATIONAL MEETING

**RESOLUTION 4-2025**

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE MAHAR, THAT THE ANNUAL ORGANIZATIONAL MEETING WILL BE HELD IN ACCORDANCE WITH THE FIRST BOARD MEETING OF THE NEW CALENDAR YEAR, AND WILL START AT 18:00:00/6 PM; UNLESS OTHERWISE STATED THROUGH RESOLUTION IN PREVIOUS MEETING.

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

**RESOLUTION 4-2025 APPROVED JANUARY 8, 2025**

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VILLAGE ANNUAL BUSINESS

ATTORNIES

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

**RESOLUTION 5-2025**

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE BATES, TO KEEP KENDALL, HERRINGER, & 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 BATES         AYE  
TRUSTEE MAHAR        AYE  
TRUSTEE ALEXANDER   AYE  
MAYOR SOUVA         AYE  
ALL IN FAVOR, MOTION CARRIED.

**RESOLUTION 5-2025 APPROVED JANUARY 8, 2025**

ACCOUNTANT

NORTH COUNTRY CPA

**RESOLUTION 6-2025**

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

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

**RESOLUTION 6-2025 APPROVED JANUARY 8, 2025**

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**POLICIES**

**RESOLUTION 7-2025**

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE ALEXANDER, 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
- PASSWORD POLICY
- CYBER POLICIES

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

**RESOLUTION 7-2025 APPROVED JANUARY 8, 2025**

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**ADVANCED APPROVAL OF CLAIMS**

**RESOLUTION 8-2025**

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

- PUBLIC UTILITIES
- POSTAGE
- FREIGHT & EXPRESS CHARGES

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

**RESOLUTION 8-2025 APPROVED JANUARY 8, 2025**

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**MILEAGE**

**RESOLUTION 9-2025**

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE MAHAR, 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 70 CENTS PER MILE. (IR-2024-312).

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

**RESOLUTION 9-2025 APPROVED JANUARY 8, 2025**

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**DESIGNATED DEPOSITORY**

**RESOLUTION 10-2025**

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE ALEXANDER, 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 BATES           AYE  
TRUSTEE MAHAR          AYE  
TRUSTEE ALEXANDER     AYE  
MAYOR SOUVA            AYE  
ALL IN FAVOR, MOTION CARRIED.

**RESOLUTION 10-2025 APPROVED JANUARY 8, 2025**

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES  
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**DESIGNATED SIGNERS**

**RESOLUTION 11-2025**

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

**RESOLUTION 11-2025 APPROVED JANUARY 8, 2025**

**PAYROLL**

<b>POSITION</b>	<b>BUDGET CODE</b>	<b>CURRENTLY FILLED BY</b>	<b>PAY</b>	<b>FREQUENCY</b>
FULL TIME LABORER	A5110.1	DAVID POTOCKI	16.81/HR	40 HRS/WK PD BI-WK
PART TIME LABORER	A5110.1	PAUL WHEELER	16.81/HR	4-5 HRS/WK PD BI-WK
PART TIME WINDOW CLERK	A1410.1	GAIL ALEXANDER	16.31/HR	15 HRS/WK PD BI-WK
SEASONAL LABORER	A5142.4 A5410.1 A8160.1		15.50/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 P. BATES D. MAHAR S. ALEXANDER	1000.00/YR EACH	PAID SEMI-ANNUALLY
CLERK	A1325.1	KIMBERLY AUGUSTINE	22.21/HR	36 HRS/WK PD BI-WK
DPW SUPERINTENDENT	A5010.1	RICHARD ROSS	22.98/HR	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

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**RESOLUTION 12-2025**

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE VOGT AND SECONDED BY TRUSTEE MAHAR, TO APPROVE AFOREMENTIONED PAYROLL CHART. SALARIES/PAY MAY BE CHANGED DURING THE BUDGET PROCESS WHICH IS FINALIZED EACH APRIL/MAY OF THE CURRENT YEAR.

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

**RESOLUTION 12-2025 APPROVED JANUARY 8, 2025**

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**OFFICE HOURS**

**RESOLUTION 13-2025**

A MOTION FOR RESOLUTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE MAHAR, 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 BATES        AYE  
TRUSTEE MAHAR        AYE  
TRUSTEE ALEXANDER   AYE  
MAYOR SOUVA         AYE  
ALL IN FAVOR, MOTION CARRIED.

**RESOLUTION 12-2025 APPROVED JANUARY 8, 2025**

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**MEETING ADJOURNMENT**

A MOTION WAS MADE BY TRUSTEE BATES AND SECONDED BY TRUSTEE VOGT, TO ADJOURN THE 2025 ORGANIZATIONAL MEETING AT 18:45:00/6:45 PM.

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

**NEXT ORGANIZATIONAL MEETING IS  
TENTATIVELY SCHEDULED  
FOR JANUARY 7, 2026  
@18:00:00/6 PM**

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES  
ORGANIZATIONAL MEETING 2025 MINUTES**