

Village of Castleton-on-Hudson
Organizational Meeting
April 4, 2011
7:00 p.m.

Pledge of Allegiance

Administration of the Oath of Office

Deputy Mayor Carner administered the Oath of Office to the following elected and appointed Village Officials:

- Amy Ryan, Trustee
- Lucas Ashby, Trustee

Resolution Approval:

- A motion to accept Resolution #4 of 2011 Advance Approval of Claims, was made by Trustee Ryan, seconded by Trustee Ashby and motion carried.
- A motion to accept Resolution #5 of 2011 Mileage Allowance, was made by Trustee Ashby, seconded by Trustee Ryan and motion carried.
- A motion to accept Resolution #6 of 2011 Attendance at Schools and Conferences, was made by Trustee Ryan, seconded by Trustee Ashby and motion carried.
- A motion to accept Resolution #7 of 2011 Designation of Depositories, was made by Trustee Ashby, seconded by Trustee Ryan and motion carried.
- A motion to accept Resolution #8 of 2011 Attorney Crist title, was made by Trustee Ashby, seconded by Trustee Ryan and motion carried.

Designation and Procedural Approvals:

- Authorization of The Troy Record as the official newspaper of the Village of Castleton-on-Hudson.
- Establishment of the second Monday of each month as the date for regularly scheduled meeting of the Board of Trustees, with the exception of Tuesday, October 11th (due to Columbus Day).
- Authorization to allow the Village Clerk to send a single letter to the news media with a corresponding public posting indicating the schedule of the regular Village Board of Trustee meetings for fiscal year 2011-2012.
- Establishment of the procedure to call Special Meetings: The Mayor, acting alone, or two Trustees may call a special meeting within 24 hours by telephone and/or e-mail and by posting of such notice in at least four public locations within the Village.
- Authorization to allow the Village Clerk to extend the tax roll, enter amounts on the tax roll, relevy all unpaid water, refuse, and sewer to the tax roll, and collect Village taxes, water, refuse, and sewer charges.

- Mayor or Deputy Mayor to sign checks in the absence or inability of the Treasurer or Clerk.
- Authorization of payment to Town of Schodack residents serving on jury duty in the Village of Castleton-on-Hudson at a rate of \$8.00 per day (3.5 hours).
- Authorization of the procurement policy for fiscal year 2011-2012.
- Establishment of April 2, 2012 at 7:00 p.m. as the date and time of the next Organizational Meeting of the Village of Castleton-on-Hudson.

A motion to approve designation and procedural was made by Trustee Ryan, seconded by Trustee Ashby and motion carried.

A motion to approve the terms of planning board members was made by Trustee Ashby, seconded by Trustee Ryan and motion carried.

A motion to adjourn the Organizational Meeting at 7:22pm, was made by Trustee Ashby, seconded by Trustee Ryan and motion carried.

Margaret Lill
Village Clerk

**Village of Castleton-on-Hudson
Trustee Assignments**

	Department	
Mayor Keegan	Budget Town of Schodack Water Maintenance & Distribution	
Trustee Carner	Deputy Mayor Village Office Department of Public Works Library	
Trustee Ryan	Youth Commission & Recreation Insurance Castleton Kids	
Trustee Phibbs	Fire Department Justice Court Sanitation & Recycling	
Trustee Ashby	Planning and Building Sidewalks & Lighting Wastewater	

**Village of Castleton-on-Hudson
Resolution #4 of 2011**

Advance Approval of Claims

WHEREAS the Board of Trustees in the Village of Castleton-on-Hudson has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, and

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

NOW THEREFORE LET IT BE RESOLVED:

Section1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section2: That this resolution shall take effect immediately.

**Village of Castleton-on-Hudson
Resolution #5 of 2011**

Mileage Allowance

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village;

NOW THEREFORE BE IT RESOLVED:

Section1. That the Board of Trustees shall approve reimbursement to such officers and employees at the rate of 51 cents per mile.

Section2. That this resolution shall take effect immediately.

**Village of Castleton-on-Hudson
Resolution #6 of 2011**

Attendance at Schools and Conferences

WHEREAS there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors Fall Training School for Fiscal Officers and Municipal Clerks; c) the New York State Conference of Mayors Main Street Revitalization Conference; d) the Governor's Office for Small Cities Main Street Revitalization Meetings; e) Capital District Clerk's luncheons and meetings; f) New York State Conference of Mayors Public Works Training Schools; g) other conferences, meetings, seminars, and classes associated with public works and h) conferences, meetings, seminars, and classes associated with Water and Wastewater Treatment

WHEREAS it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences, seminars, or schools benefits the municipality;

NOW THEREFORE LET IT BE RESOLVED:

Section1. That the appropriate officers and employees of the Village of Castleton-on-Hudson are hereby authorized to attend such events.

Section2. That this resolution shall take effect immediately.

**Village of Castleton-on-Hudson
Resolution #7 of 2011**

Designation of Depositories

WHEREAS the Board of Trustees has determined that New York Village Law Sec. 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies to the First Niagara;

NOW THEREFORE BE IT RESOLVED:

Section1. That the Board of Trustees does hereby designate the First Niagara as depository of all moneys received by the Village Clerk and Village Treasurer.

**Village of Castleton-on-Hudson
Resolution #8 of 2011**

Title of Village Attorney

Section1. That the Board of Trustees does hereby designate that Attorney Crist's position will be Attorney for the Village of Castleton.