

VILLAGE BOARD OF TRUSTEES ORGANIZATIONAL MEETING

December 1, 2008 at 5:30 P.M.

Mayor Kastberg called the meeting to order at 5:40 p.m.

PRESENT: Mayor Kastberg, Trustee Gifford, Trustee Kohout, Trustee Neals, Trustee Rizzo, Attorney Marola

EXCUSED:

Mayor Kastberg appointed Joseph Rizzo as Deputy Mayor.

MOVED by Trustee Neals, seconded Trustee Rizzo that *Brian Mercy* be and he is appointed as Acting Village Justice for a term of one year to serve as such at a salary as adjusted by the Board of Trustees.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Neals, seconded by Trustee Rizzo that *Audrey Osterlitz* be and she is hereby appointed as Clerk to the Village Justice for a term of one year to serve as such at a salary as adjusted by the Board of Trustees.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Neals, seconded by Trustee Gifford that *Daniel Adams* be and he is hereby appointed to serve as Building Inspector for a term of one year to serve as such at a salary adjusted by the Board of Trustees.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Neals, seconded by Trustee Rizzo that *Maria Schmitz* be and she is hereby appointed as the Board Stenographer for a term of one year to serve as such at a salary as adjusted by the Board of Trustees.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Mayor Kastberg seconded by Trustee Neals that *Lydia Marola* be and she is hereby appointed as the Village Attorney for the remaining two years of a four year term to serve as such at a salary as adjusted by the Board of Trustees.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Mayor Kastberg seconded by Trustee Neals that *Teresa Norton* be and she is hereby appointed as the Deputy Clerk for the remaining two years of a four year term to serve as such at a salary as adjusted by the Board of Trustees.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

Mayor Kris Kastberg appointed *Michelle Norris* as the Village Historian for a term of one year to serve as such without compensation.

MOVED by Trustee Gifford, seconded by Trustee Rizzo that *Gregg Zeman* be and he is hereby appointed as member of the Planning Board for the remaining four years of a term of five years to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Gifford, seconded by Trustee Rizzo that *Jacqueline Koch* be and she is hereby appointed as member of the Planning Board for a term of five years to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Gifford, seconded by Trustee Neals that *Deanna Hitchcock* be and she is hereby appointed as member of the Planning Board - Alternate for a term of one year to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Gifford, seconded by Trustee Neals that *James Basil* be and he is hereby appointed as Chairman of the Planning Board for the term of one year to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Rizzo, seconded by Trustee Gifford that *Nicole Salamone* be and she is hereby appointed as Clerk to the Planning Board for a term of one year to serve as such at a salary as adjusted by the Board of Trustees.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Kohout, seconded by Trustee Gifford that *Richard Gibbons* be and he is hereby appointed as a member of the Zoning Board of Appeals for a term of five years to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Kohout, seconded by Trustee Neals that *Joel Patrie* be and he is hereby appointed as a member of the Zoning Board of Appeals for a remaining one year of a term of five years to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Kohout, seconded by Trustee Rizzo that *Lisa Holst* be and she is hereby appointed as a member of the Zoning Board of Appeals - Alternate for a term of two years to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Kohout, seconded by Trustee Rizzo that *Karen Trapini* be and she is hereby appointed as a member of the Zoning Board of Appeals - Alternate for the remaining one year of a two year term to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Kohout, seconded by Trustee Rizzo that *Catherine Busher* be and she is hereby appointed Clerk to the Zoning Board of Appeals for a term of one year to serve as such at a salary as adjusted by the Board of Trustees.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Mayor Kastberg, seconded by Trustee Kohout that *Joseph Gatta* be and he is hereby appointed as a member of the Board of Park Commissioners for a term of four years to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Mayor Kastberg, seconded by Trustee Kohout that *Alexander LaRocco* be and he is hereby appointed as a member of the Board of Park Commissioners for a term of four years to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Mayor Kastberg, seconded by Trustee Kohout that *Stephanie Albers* be and she is hereby appointed as a member of the Board of Park Commissioners Town Representative for a term of four years to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Mayor Kastberg, seconded by Trustee Kohout that *Catherine Gatta* be and she is hereby appointed as a member of the Board of Park Commissioners representing Freedom Park for a term of one year to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Mayor Kastberg, seconded by Trustee Rizzo to create the position of Flint House liaison to the Park Board to be appointed by the Mayor with the approval of the Board of Trustees. The Flint House liaison shall have a one year term. The Flint House liaison shall work with the Village Historian and interact with the Park Board and the Board of Trustees regarding the needs and events of the Flint House.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Mayor Kastberg, seconded by Trustee Kohout that *Carol Carpenter* be and she is hereby appointed as a liaison to the Board of Park Commissioners representing Flint House for a term of one year to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Kohout, seconded by Trustee Rizzo that *Teresa Norton* be and she is hereby appointed as Clerk to the Board of Park Commissioners for a term of one year to serve as such at a salary as adjusted by the Board of Trustees.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Rizzo, seconded by Trustee Gifford that Michael Moffett be and he is hereby appointed to serve as member of the Traffic Safety Committee for a term of one year to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Mayor Kastberg, seconded by Trustee Rizzo that *Tom Cushing* be and he is hereby appointed to serve as Chairman of the Traffic Safety Committee - DPW for a term of one year to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Mayor Kastberg, seconded by Trustee Neals that *John Pytlovany* be and he is hereby appointed to serve as member of the Traffic Safety Committee – Police for a term of one year to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Mayor Kastberg, seconded by Trustee Rizzo that *Fire Chief* be and he is hereby appointed to serve as member of the Traffic Safety Committee - Fire for a term of one year to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Mayor Kastberg, seconded by Trustee Rizzo that *Catherine Busher* be and she is hereby appointed to serve as Clerk to the Traffic Safety Committee for a term of one year to serve as such at a salary as adjusted by the Board of Trustees.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Rizzo, seconded by Trustee Kohout that *Gerald Williams* be and he is hereby appointed to serve as a member of the Examining Board of Plumbers for a term of two years to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

Mayor Kris Kastberg hereby appoints *James Murphy* to serve as a member of the Housing Authority Committee for a term of five years to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

Mayor Kastberg named the following Trustees to serve on the following committees:

Budget Committee	_____	<i>Entire Board</i>
Negotiations & Employee Relations	_____	<i>Mayor Kastberg and Trustee Neals</i>
Office Space & Management	_____	<i>Mayor Kastberg</i>
Finance Committee	_____	<i>Trustee Gifford &amp; Trustee Neals</i>

Mayor Kastberg named the following Trustees to serve as liaison officer to work with the Board or Commission set forth:

Buildings & Grounds	_____	<i>Mayor Kastberg</i>
Public Works	_____	<i>Trustee Kohout</i>
Police	_____	<i>Trustee Neals</i>
Fire	_____	<i>Trustee Gifford</i>
City of Schenectady	_____	<i>Mayor Kastberg</i>
County of Schenectady	_____	<i>Trustee Rizzo</i>
Park Board	_____	<i>Trustee Kohout</i>
Town Board	_____	<i>Trustee Neals</i>
Zoning Board of Appeals	_____	<i>Trustee Kohout</i>
Planning Board	_____	<i>Trustee Gifford</i>
Village Business District	_____	<i>Mayor Kastberg</i>
County Watershed Rules & Regulations	_____	<i>Trustee Rizzo</i>
Traffic Safety Committee	_____	<i>Trustee Rizzo</i>
Scotia Glenville DARE	_____	<i>Trustee Neals</i>
Special Events Committee	_____	<i>Trustee Rizzo</i>
Senior Center	_____	<i>Trustee Gifford</i>
Clerk/Treasurer	_____	<i>Trustee Rizzo</i>

MOVED by Trustee Neals, seconded by Trustee Rizzo to ratify the above mayoral appointments of liaisons.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Neals, seconded by Trustee Rizzo that the Public Official Bonds are and they hereby are established to be in the following amounts for the designated officers:

Village Clerk-Treasurer	\$1,000,000.00
Deputy Village Clerk-Treasurer	100,000.00
Deputy Village Clerk	100,000.00
Deputy Village Treasurer	100,000.00
Clerk to the Village Justice	100,000.00
Village Justice	100,000.00
Acting Village Justice	100,000.00

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Rizzo, seconded by Trustee Kohout that the *Daily Gazette* is and it hereby is named as the official newspaper of the Village of Scotia beginning this date.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Neals, seconded by Trustee Gifford that the *First National Bank of Scotia, the Bank of America and the Key Bank* be and they hereby are designated as the official depositories of the Village of Scotia for moneys received by the Clerk-Treasurer and other Village Officials for the official year beginning this date.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Neals, seconded by Trustee Kohout that Maria Schmitz, Clerk-Treasurer, is directed to pay principal and interest on all bonds and other obligations of the Village of Scotia as they become due and payable, including the Village's share of social security, health insurance, dental insurance, contracted lease and rental payments, utility and phone bills, and postage, freight and express charges.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Rizzo, seconded by Trustee Neals that the Mayor, Attorney, and Trustees attend the Annual NYCOM Mayor's Conference, be and it hereby is authorized, that the Clerk-Treasurer attend the Annual NYCOM Fall Training School, be and it hereby is authorized, that the Superintendent of Public Works attend the Annual NYCOM Public Works Conference, be and it hereby is authorized, that the Fire Chief attend the Eastern Association of Fire Chief's Conference, be and it hereby is authorized, that the Police Chief attend the New York State Association of Chief's of Police Annual Conference be and it hereby is authorized, and that the attendance for all those previously mentioned is hereby authorized provided, however, that such attendance be confined to New York State unless otherwise specifically authorized by the Board of Trustees, and that all legal expenses in connection with such attendance be a claim against the Village.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Mayor Kastberg, seconded by Trustee Neals to nominate *Police Chief and Fire Chief* to serve as members on the Town of Glenville's Public Safety Board for a one-year term to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Rizzo, seconded by Trustee Neals whereas the Board of Trustees has determined to pay a rate as set and adjusted by the IRS per mile as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

MOVED by Trustee Rizzo, seconded by Trustee Gifford to appoint *Trustee Neals* as Marriage officer for a one-year term to serve as such without compensation.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

**REVIEW PROCUREMENT POLICY AND READOPT WITHOUT CHANGES.**

MOVED by Trustee Neals, seconded by Trustee Rizzo to review the Procurement Policy and readopt without changes.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

Adjournment.

Moved by Trustee Rizzo, seconded by Trustee Gifford to adjourn the meeting at 6:20 p.m.

Ayes: Trustees Gifford, Kohout, Neals, Rizzo, Mayor Kastberg

Nays: None

Abstentions: None

Respectfully submitted by,

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Clerk to the Village Board of Trustees