

# **Organizational Meeting 2025/2026**

## **Agenda 4/14/2025**

### **Appointments**

Mayor Art Rilands called the Organizational Meeting to order at 6:00 pm.

The Mayor started by reviewing the following:

#### **Planning Board Appointments – 2 Yr. Term**

Ed Gilman, Chair term expires April 2027  
Adam Mincer, Vice Chair term expires April 2026  
Jamie Landcastle term expires April 2027  
Felix Medero term expires April 2026  
Lindsay Walter term expires April 2026

#### **Zoning Board of Appeals Appointment – 2 Yr. Term**

Dan Smith term expires April 2026  
Dave LeClair term expires April 2026  
David Bradshaw term expires April 2026

#### **Library Appointments – 3 Year Term**

Lyn Magill, President term expires April 2026  
Krystine Leo, Vice President term expires April 2027  
Joey LeClair, Co-Secretary term expires April 2026  
Karen Sprental, Treasurer term expires April 2027  
Heather Bassett, Co-Secretary term expires April 2027

#### **Clerk/Treasurer**

Jeannie Kesel appointed for a 4 year term to expire April 2028

#### **Deputy Clerk/Treasurer**

Joanne Burley appointed for a 4 year term to expire April 2028

#### **Registrar of Vital Statics**

Jeannie Kesel appointed for a term of 1 year to expire April 2026

#### **Deputy Registrar of Vital Statics**

Joanne Burley appointed for a term of 1 year to expire April 2026

#### **Historian**

Amanda Bishop appointed Village Historian for a term of 1 year, to expire April 2026

#### **Fire Chief, Fire Police and Drivers**

Approve the Fire Chief for the Rushville Hose Company:

Jim Adams – Letter attached

Approve the drivers for the Rushville Hose Company:

Attached

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Approve the fire police for the Rushville Hose Company:  
Attached

### **Vice-Mayor Appointment**

Karen Gorton

### **Fair Housing Officer**

Jeannie Kesel appointed for a term of 1 year to expire April 2026

### **Health Officer Appointment**

Dr. Geoff Ostrander was appointed as Village Health Officer for a term of 4 years to expire 5/31/26

### **Trustee Committee Assignments**

Cemetery	Chandra Gilman & Doug Rigby
Personnel	Doug Rigby & Karen Gorton
Streets	Cheryl Hilton-Vadner & Karen Gorton
Village Park	Doug Rigby & Chandra Gilman
Sewer Department	Cheryl Hilton-Vadner & Doug Rigby
Water Department	Chandra Gilman & Karen Gorton
Finance	Karen Gorton & Cheryl Hilton-Vadner
Fire Department	Chandra Gilman & Doug Rigby

### **Appointed Representatives to Other Governmental Boards & Committees**

Planning Board	Doug Rigby
Zoning Board of Appeals	Karen Gorton
Mabel D. Blodgett Library	Chandra Gilman
Cndga Lake Watershed Council	Art Rilands
Cndga Lake Watershed Commission	Cheryl Hilton-Vadner

The Trustees get paid Quarterly

A motion was made by Trustee Chandra Gilman to approve the Trustee Committee Assignments and Other Governmental Boards and Committees. A 2<sup>nd</sup> was received from Trustee Cheryl Hilton-Vadner. The motion was unanimously approved.

### **Village Attorney**

Graff Law Office appointment for a term of 1 year to expire April 2026

### **Village Accountant**

Local Government Support Services LLC a term of 1 year to expire April 2026

### **Village Engineers**

MRB Group

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### **Miscellaneous Matters & Fees**

#### **Official Newspaper**

The Finger Lakes Times

#### **Official Depository**

Lyons National Bank

#### **Dates for Regular Monthly Meeting**

2nd Monday of the month; 7:00pm at the Village Hall

#### **Date for Annual Organizational Meeting**

The next Organizational Meeting is tentatively set for April 13, 2026.

#### **Mileage Rate**

\$.70 per mile

#### **Maintenance Fees – for the library**

DPW Supervisor - \$41.50/hour

Public Works Maintenance Assistant - \$30.60/hour

Laborer - \$27.25/hour

#### **Real Property Rental Fees**

##### **Fire House**

\$150 for meeting room

\$175 for meeting room & kitchen

\$400 deposit required w/signed rental agreement

##### **Park**

No charge for Village residents

\$10/day for Non-Village residents

\$25 deposit required w/signed rental agreement for all users

##### **Cemetery Fees**

1/2 Plot - \$500 1 Full Plot - \$1,000

Full Burial \$500/\$750

Ash Burial \$250/\$400

Higher Rate applies December 1<sup>st</sup> through April 1st

##### **Village Hall Meeting Room**

Single Time Use:

Free to Village Residents

\$25 for Non-Village Residents

Weekly Use up to 8 Weeks:

\$50 for Village Residents

\$100 for Non-Village Residents

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### **Weekly Use for More than 8 Weeks**

\$100 for Village Residents

\$200 for Non-Village Residents

\$50 deposit required w/signed rental agreement for single time use outside of normal office hours and for weekly use up to 8 weeks

### **Water Meter Replacement, Turn-On & Turn-Off Fees**

\$200 – meter replacement

\$50 to turn off – meter will be removed

\$50 to turn-on

### **Property Maintenance Fee**

\$100 – per mowing

### **Bounced Check Fee**

\$20, the maximum amount allowed by NYS General Obligation Law section 5-328

A motion was received from Deputy Mayor Karen Gorton to approve the above-mentioned matter and fees. A 2<sup>nd</sup> was received from Trustee Doug Rigby. The motion was approved. The motion was unanimously approved.

The Mayor then referred to the Policies and Procedures that the Trustees has received in their packets.

## **Policies & Procedures**

### **Procurement Policy**

Purchases in excess of \$20,000 and public works contracts in excess of \$35,000 will be competitively bid unless such purchase of goods and services are under State or County contracts. A determination will be made by the Board as to whether proposed purchases or contracts are required to be competitively bid. If no bid is necessary; the following quotes will be sought: for regular purchases department heads are required to seek two (2) verbal quotes for purchases between \$500-\$2,999; two (2) written quotes for purchases between \$3,000-\$9,999; and three (3) written quotes for purchases between \$10,000-\$19,999. For Public Works contracts department heads are required to seek two (2) verbal quotes for contracts between \$500-\$2,999; two (2) written quotes for contracts between \$3,000-\$9,999 and three (3) written quotes for contracts \$10,000-\$34,999.

### **Investment Policy**

Maintain policy on file

### **Cell Phone Policy**

Maintain policy on file

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### **Computer Systems/Internet/on-line service policy**

Maintain policy on file

### **Conference/Travel Policy**

Maintain policy on file

### **Purchasing Card Policy**

Maintain policy on file.

### **Notice of Defect Policy**

Maintain policy on file.

### **Rule of Procedure Policy**

Our adopted Rules of procedure

### **Sexual Harassment Policy**

Maintain New policy on file - adopted as of 12/10/18

### **Special Meeting Policy**

If the need for special meeting arises, the Mayor or two (2) Trustees will inform the Village Clerk of the date, time and purpose at least 72 hours in advance for meetings planned at least one week in advance and at least 48 hours in advance for meetings planned less than one week in advance. The Clerk will then contact the news media and ensure that all members of the Board of Trustees are aware of the meeting. After this the Clerk will be sure to post notices in at least eight (8) public locations.

### **Advance Approval of Claims**

The Board of Trustees authorizes payment in advance for public utility services, postage, freight and credit balances. The need for payment of time sensitive claims may be made as required not to incur late fees. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustee disallows.

### **Attendance at Schools & Conferences**

The Board of Trustees authorizes and supports the schooling and certification necessary to maintain proper licensing in regards to the water and sewer treatment plants. Mandatory credit hours do not need pre-approval. However, any credit hours over the minimum State requirements do need pre-approval by the Board. All other schooling that has an associated fee for the Clerk-Treasurer, Code Enforcement Officer, Planning Board Members, Zoning Board of Appeals Members, Village Board Members, the Mayor and the Volunteers of the Rushville History Room, need pre-approval.

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### **Unpaid Water & Sewer Relevy Policy**

Any and all water/sewer account that have outstanding balances on March 1<sup>st</sup> will receive a notice from the Clerk-Treasurer indicating that such account holders have until March 15<sup>th</sup>, or the previous business day if the 15<sup>th</sup> falls on a Saturday or Sunday, to clear the outstanding balance. If the outstanding balance is not cleared by the given date, then a \$100 relevy fee for outstanding water charges and a \$100 relevy for outstanding sewer charges, will be applied and the total amount will be sent to the appropriate County for relevy onto their Village tax bill. In the event that the account holder is not also the homeowner, then a notice will be sent to both the landlord and their occupying tenant as long as the Clerk has knowledge of such property is a rental unit. This policy will allow the Clerk-Treasurer to prepare an accurate relevy list to present to the Board for approval at the April monthly Board Meeting.

A motion was received from Trustee Doug Rigby to approve the Policies and Procedures as presented. A 2<sup>nd</sup> was received from Deputy Mayor Karen Gorton. The motion was unanimously approved.

The Mayor asked if there were any comments from the public.

A motion was made by Trustee Chandra Gilman to adjourned the meeting. A 2<sup>nd</sup> was received from Trustee Doug Rigby. The motion was unanimously approved and the meeting was adjourned at 6:18 pm.