

**Village of Chaumont Board of Trustees
Organizational Meeting
Tuesday, December 19, 2023
6:00 PM**

Call to Order

The meeting was called to order at 6:04 PM by Deputy Mayor Mike Nichols.

Swearing in of Newly Appointed Members

No newly appointed members for 2023-2024.

Pledge of Allegiance

The Pledge of Allegiance was led by Deputy Mayor Mike Nichols.

Roll Call

Present at the Organizational Meeting were Deputy Mayor Mike Nichols, Trustee Sosa, Trustee McIntosh, and Clerk Fulton.

Other Appointments Made

- **Registrar:** Erin Fulton
- **Clerk/Treasurer:** Erin Fulton
- **Deputy Clerk/Treasurer:** Rose Soules
- **Zoning/Codes Officer:** James Millington
- **PT Zoning/Codes Officer:** Richard Ingerson
- **PT Safety Officer/Dog Warden:** Betsy Ring

Official Undertakings

Schedule of Planning Board Members: Bryan Stumpf
Robin Grovesteen
Mark Morina
Robert Stevenson
Jennifer Sosa

Zoning Board of Appeals: Kevin Robinson
Nancy White
Frederick Jackson
Donna Stevenson (*Alternate*)

Board Polled

Motion by Deputy Mayor Nichols that Robert Rules Govern Meetings, Seconded by Trustee Sosa. All in Favor.

Resolution 1-2023/2024: By Deputy Mayor Nichols, that Mileage for Official Duties on Behalf of the Village shall be reimbursed at the Federal Rate at the time of the duty. Seconded by Trustee McIntosh. All in Favor.

Resolution 2-2023/2024: By Deputy Mayor Nichols, that Regular Village Board of Trustees Meetings shall be held on the third Tuesday of the Month, unless a holiday, and then it shall be held on the following day, At the Village of Chaumont/Town of Lyme Municipal Building. Members will be notified by telephone of Special Meetings. Seconded by Trustee Sosa. All in Favor.

Resolution 3-2023/2024: By Deputy Mayor Nichols, that the Organizational Meeting be held the 3rd Tuesday of December 2024, unless deemed necessary to schedule before that date. Seconded by Trustee Sosa. All in Favor.

Resolution 4-2023/2024: By Deputy Mayor Nichols, whereas it is determined by the Village Board of Trustees that Attendance by certain Municipal Officials and Employees at Schools, Meetings, Conferences that benefit the Village shall be reimbursed for Expenses incurred in relation to said meetings. Seconded by Trustee McIntosh. All in Favor.

Resolution 5-2023/2024: By Deputy Mayor Nichols, that Petty Cash funds remain at \$0.00 for the Fiscal Year 2023/2024. Seconded by Trustee Sosa. All in Favor.

Resolution 6-2023/2024: By Deputy Mayor Nichols, that All Board Members of the Village Sign the Monthly Abstract Certification authorizing when presented for Approval of Payment. Seconded by Trustee Sosa. All in Favor.

Resolution 7-2023/2024: By Deputy Mayor Nichols, that the Village Board of Trustees can approve Vouchers other than the Village Printed Vouchers for Payment, as long as they are signed. Seconded by Trustee McIntosh. All in Favor.

Resolution 8-2023/2024: By Deputy Mayor Nichols, whereas the Board of Trustees of Chaumont resolved that the Record Retention and Disposition schedule (LGS-1), Issued Pursuant to Art. 57A of the Arts and Cultural Affairs Law, and Containing Legal Minimum Retention Periods for Local Governments, Is Hereby, Adopted for use by all officers in Legally Disposing of Valueless Records listed therein. Further Resolved that in Accordance with Art. 57A, (A) only those Records will be disposed of after they have met minimum retention periods described therein: (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods. Seconded by Trustee Sosa. All in Favor.

Resolution 9-2023/2024: By Deputy Mayor Nichols, that the Village Board of Trustees Authorize Payments in advance of Claims, for the Utilities, Postage, Freight, Employee Benefits, Insurance and Purchases that save the Village Money. Claims shall be presented at the next Board Meeting Audit. The Claimant and Officer incurring or Approving the Same, Shall be jointly and Severally Liable for any amount Disallowed by the Village Board of Trustees. Seconded by Trustee Sosa. All in Favor.

Resolution 10-2023/2024: By Deputy Mayor Nichols, that the Village Board of Trustees has approved the Schedule of Salaries & Wages as adopted in the 2023-2024 Village of Chaumont budget in April 2023:

Monthly:	Mayor:	\$541.66 / \$6,500.00
	Deputy Mayor:	\$225.00 / \$2,700.00

Board of Trustees: \$208.33 / \$2,500.00
Building/Zoning Officer: \$4,000.00
PT Zoning/Codes Officer: \$28.00/hr.
Dog Warden: Shared Service with Town of Lyme

Bi-Weekly

Tax Collector/Clerk: \$2,115.38 / \$55,000
Deputy Clerk: \$17.00/hr. / \$30,940
PT DPW Superintendent: \$923.08 / \$24,000
Beach Director: \$17.50/hr.
Lifeguard: \$15.50/hr.
VPB Secretary: \$15.00/hr.
DPW/Heavy Equipment Operators
Emp (AI Netto): \$18.50/hr. / \$38,480
Emp (Trevor Weston): \$17.58/hr. / \$36,570

Seconded by Trustee McIntosh. All in Favor.

Resolution 11-2023/2024: By Deputy Mayor Nichols, after reviewing the current Investment Policy of the Village of Chaumont. It is Resolved to Adopt the Investment Policy for the current Fiscal Year 2023/2024, as written, and Amended, Said Policy will be adopted and will be effective immediately. Seconded by Trustee Sosa. All in Favor.

Resolution 12-2023/2024: By Deputy Mayor Nichols, that Gouverneur Savings & Loan has been designated as the primary Depository Bank for the Village of Chaumont. Seconded by Trustee Sosa. All in Favor.

Resolution 13-2023/2024: By Deputy Mayor Nichols, that the current Purchase Policy shall be renewed for the Fiscal Year 2023/2024. Seconded by Trustee McIntosh. All in Favor.

Resolution 14-2023/2024: By Deputy Mayor Nichols, the Village Board of Trustees Approves that all Unpaid Taxes shall be sent to Jefferson County after Delinquent Taxes have been presented on the Tax list for Collection in the Village Tax Roll for the current year. Delinquent Taxes must be on the Village Tax Roll first. Seconded by Trustee McIntosh. All in Favor.

Resolution 15-2023/2024: By Deputy Mayor Nichols, that Watertown Daily Times will be the Official Newspaper of the Village of Chaumont Board of Trustees. Seconded by Trustee Sosa. All in Favor.

Resolution 16-2023/2024: By Deputy Mayor Nichols, that James Burrows be designated the Village Attorney as he is willing and able to serve the Village's needs. Seconded by Trustee McIntosh. All in Favor.

Resolution 17-2023/2024: By Deputy Mayor Nichols, that Vouchers are to be used for the purchases as in Prior years. Seconded by Trustee Sosa. All in Favor.

Resolution 18-2023/2024: By Deputy Mayor Nichols, that the Village Board of Trustees approves Check writing and Signing Authority for the Mayor and Village Clerk/Treasurer. Seconded by Trustee Sosa. All in Favor.

Resolution 19-2023/2024: By Deputy Mayor Nichols, that the following Committees are to be established, with the appointment of the Village Board Members to act as liaisons between each Committee:

Chaumont Volunteer Fire Dept.	Mayor Morrow
Highway Department	Mayor Morrow
Youth Committee	Trustee Sosa / Trustee McIntosh
Parks and Recreation Committee	Deputy Mayor Nichols / Trustee McIntosh
Village Planning Board	Trustee Froelich
Inter-Municipal/Joint Services:	Mayor Morrow
Sesquicentennial (<i>temporary</i>)	Deputy Mayor Nichols / Trustee McIntosh

Adjournment

Upon a Motion by Deputy Mayor Nichols, Seconded by Trustee Sosa, and unanimously passed, it was Resolved to Adjourn the December 19, 2023 Village of Chaumont Organizational Meeting at 6:19 PM.

Erin Fulton, Village Clerk/Treasurer
December 19, 2023