

**ORGANIZATIONAL MEETING
DECEMBER 4, 2019**

The organizational meeting of the Cassadaga Village Board was called to order by Mayor Bill Astry at 6:30 PM on December 4, 2019. Those in attendance included William Dorman, Rachyl Krupa, Theresa Seibert, Cindy Flaherty, and Sam Alaimo

Village Clerk Treasurer Astry administered OATH OF OFFICE to Mayor William Dorman, Trustees Bill Astry and Rachyl Krupa.

The following appointments made by Mayor William Dorman

The ORGANIZATIONAL MEETING was held and the Mayor made the following appointments:

VILLAGE CLERK	ROXANNE ASTRY
DEPUTY VILLAGE CLERK	BONITA MAZZONE
DEPUTY MAYOR	BILL ASTRY
SUPT. OF PUBLIC WORKS	SAM ALAIMO
CHARIMAN OF STREETS COMMITTEE;	BILL ASTRY
ASSISTED BY	CINDY FLAHERTY
CHAIRMAN OF BUILDINGS & GROUNDS	THERESA SEIBERT
ASSISTED BY	RACHYL KRUPA
CHAIRMAN OF PARKS	RACHYL KRUPA
ASSISTED BY	CINDY FLAHERTY
CHARIMAN OF RECREATION	CINDY FLAHERTY
ASSISTED BY	RACHYL KRUPA
CHAIRMAN OF WATER COMMITTEE	BILL ASTRY
ASSISTED BY	THERESA SEIBERT
CHAIRMAN OF VILLAGE OFFICE	THERESA SEIBERT
Liaison to the Fire Department	BILL ASTRY

Motion made by Trustee Astry second by Trustee Seibert to enact the following:
Appoint Len Ensalaco as Zoning Officer and Building and Fire Code Enforcement Officer Wendy Spinuzza

Planning Board Member 5 years	Jim Holton-Chairman 2019-2024
Zoning Board Member 5 years	Tom Beichner, Chairman 2019-2024
Village Historian	John Sipos
Village Disaster Coordinator	Josh Newark
Village Attorney and Legal Advisor	Attorney Joe Calimeri

Designate Community Bank as Official Depository and Lake Shore Savings.
Designate the Observer as Official newspaper.
Set Village use mileage at \$.58.5 per mile.
Meetings to be set the second and fourth Wednesdays of each month at 7:00 PM.

MAYOR'S COMMENTS: ORGANIZATIONAL MEETING

- There is a New York Conference of Mayors recommendation to review the village's ethics policy. Our ethics policy is contained in our Local Law P-1-1970, Relating to a Code of Ethics & a Board of Ethics for the Village of Cassadaga. I have made each a copy and a place on the second page where you can sign, date it and return it to Roxanne so it can be placed in your individual file. Not sure if the Board of ethics has ever been filled. So, we will try to find two more residents who would be willing to sign up. (It would only convene if there was an ethics issue and is an advisory board). Board of Ethics Members per Local Law No. 1 – 1970.
- Roxanne Astry
- TBD
- TBD
- Please recommend names of individuals from the village at large to consider.

Copies distributed to sign and return copy to Village Clerk.

- Guest(s) and Visitor(s) policy: Guests are always welcome to bring any issue to Village Board meetings, even if to state an opinion or express a viewpoint and will be allowed a reasonable amount of time. If the issue is with Code Enforcement, there is a form, "Code Enforcement Memorandum" for this purpose. For a general "Complaint (or Compliment)", we prefer a form be used for this which will allow the board to investigate as an action item, or close it and provide a feedback decision for the record. Goal should be to close either in 60 days if possible ((unless there is a NYS time limit that must be adhered to (Defer to Code Enforcement Officer)).
- Mayor's and Trustee Reporting process: Since we post the Village Board minutes on our website and readership is generally increasing, it would seem to be in the best interests of the village residents/taxpayers to try to avoid "No Report" in our minutes as much as possible. Any positive or negative input received by us from constituents would be appropriate to report. I have been using my notes at the meeting, but then I 'e-mail' the bullet points to the Village Clerk in a 'word' document that can be copied and pasted.
- Should we consider posting a hard copy of V/B Minutes at the Post Office for the convenience of residents, especially the "non-techies"? Is it allowed by the P.O.? Clerk Astry stated she does not have a problem with putting approved minutes on bulletin board in the Post Office.
- Robert's Rules of Order: We will follow Robert's Rules of Order in conducting our meetings. This is an area I am not real proficient in, although within the board we do have these skills to help guide me.

- **Lastly, speaking for Vi & myself, we have been residents for 56 years, and I really look forward to working with the Village Board to serve our great community.**

Clerk Treasurer administered Oath of Office to Attorney Joseph Calimeri and Village Historian John Sipos.

Trustee Astry moved to adjourn at 6:49, second by Trustee Flaherty. Carried

Respectfully submitted,

**Roxanne Astry
Clerk Treasurer**