

Village of Parish, Board of Trustees Organizational Meeting
April 15, 2020

Meeting opened at: 7:11 PM with the Pledge of Allegiance.

This meeting was transacted as an Open Meeting by ZOOM with assistance by Paul Baxter of the Tug Hill Commission.

Present: Mayor Perkins, Trustee Houghton, Trustee Chatterton, Trustee Murphy and Village Clerk Stelmashuck
Excused: Trustee Welytok

Also present: Kevin Dwyer, Village Treasurer; Stephen Ganetis, Village Attorney; Paul Baxter, Tug Hill Rep..

Following Recommendations:

Deputy Mayor: Jackie Murphy

Clerk: Evelyn Stelmashuck

Deputy Clerk: Venita Ackley

Treasurer: Kevin Dwyer

Village Historian: Mary Bridget Swartz

Records Management Officer: Evelyn Stelmashuck

Registrar of Vital Statistics: Kelly Reader

Marriage Officer: Evelyn Stelmashuck

Deputy Officer: (if Marriage Officer is unavailable) Kelly Reader

Building Inspector: James Bernys

Assessor: Joseph Lesnau

Meeting Date/Time: 3rd Wednesday of the month @ 7:00 PM

Attorney: Stephen Ganetis

Official Paper: Queen Central News

Village Bank: Pathfinder

Utility, Postage & Shipping Charges may be paid prior to auditing.

Motion - Trustee Chatterton 2nd Trustee Murphy

Policies to Adopt:

Investment Policy - Read/review, sign

Motion to accept-Trustee Chatterton 2nd Trustee Murphy

Procurement Policy - Read/review, sign

Motion to accept Trustee Chatterton 2nd Trustee Murphy

Code of Ethics – distributed to each employee for review, discussion & signature
(Workplace violence & sexual harassment prevention, municipal ethics, code of ethics)

Motion to accept Trustee Murphy 2nd Trustee Chatterton

Bio-Terror Prevention – Read/discuss, sign

Motion to accept Trustee Murphy 2nd Trustee Chatterton

Drug-Free Workplace – Read/discuss, sign

Motion to accept Trustee Chatterton 2nd Trustee Murphy

Resolution for notification of Special meetings-method of notification to Bd. Members for emergency meeting in less than 72 hrs. is by e-mail, phone, local posting sites, web page & news media if possible.

Packets containing policies have been distributed. Please review/read sign and keep available-to be returned.

All employees must see Clerk to sign Oath Cards within 30 days of election.

Motion to accept all recommendations.

Motion Trustee Chatterton 2nd Trustee Murphy

Adjourn 7:32 PM– Motion Trustee Chatterton 2nd Trustee Murphy

Respectfully submitted,

Evelyn M. Stelmashuck, Parish Village Clerk

