

Village of West Winfield
Re-Organizational Meeting

April 13, 2026

Present: Mayor Smith; Trustee's J. Murphy, K. Allen, T. Niederlander & M. Grann

The Re-Organizational meeting was called to order at 6:15 PM by Village Mayor, Sandara Smith.

Mayor Smith made the following appointments:

Deputy Mayor: Kylie Allen
Clerk Treasurer: R Scott Van Duren
Codes Officer: Mike Connors
Village Attorney: Patrick Quinn

Committees:

Climate Smart Communities: Chairperson, Carl Wheat
Community Activities: Chairperson, Tori Roberts

A motion to designate the West Winfield Star as the Village's official newspaper was made by Trustee Murphy and Seconded by Trustee Allen. Ayes: Smith, Murphy, Niederlander, Grann & Allen. Nays: None

Board Resolutions:

Advance Approval of Claims

Pursuant to Village Law § 5-524(6), the board of trustees may, by resolution, authorize claims for public utility services, postage, freight, and express charges to be paid in advance of the audit.

Trustee Murphy moved and Trustee Niederlander seconded the following resolution:

WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight, and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight, and express charges. 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 trustees disallows.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

Designation of Depositories

Pursuant to Village Law § 4-412(3) (2), the board of trustees must designate, by resolution, banks, or trust companies in which the clerk-treasurer, who is designated and appointed as village receiver may deposit village moneys received by them.

Trustee Allen moved and Trustee Niederlander seconded the following resolution:

WHEREAS the board of trustees has determined that Village Law § 4-412(3) (2) requires the designation of banks or trust companies for the deposit of all village monies.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees designates Adirondack Bank and The Bank of Utica as depositories of monies received by the Village Clerk-Treasurer.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

Procurement Policy

Pursuant to General Municipal Law § 104-b, every municipality must adopt a policy governing the procurement of all goods and services which are not required to be purchased pursuant to the competitive bidding requirements of General Municipal Law § 103. The local policy should take into consideration local circumstances and needs and must be adopted by resolution of the board of trustees. Since the procurement policy must be reviewed annually, it is the policy of the Village Board to complete the review as part of the reorganizational meeting.

Trustee Murphy moved and Trustee Allen seconded the following resolution:

WHEREAS the board of trustees has established a procurement policy pursuant to General Municipal Law § 104-b; and

WHEREAS the board of trustees has reviewed the Village of West Winfield Procurement Policy as part of its annual reorganization.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees adopts the current policy attached hereto.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

Code of Ethics

Pursuant to Article 18 of the General Municipal Law prohibits the officers and employees of a municipality from having certain conflicts of interest, and General Municipal Law §806, requires the governing body of each county, city, town, village, school district and fire district shall and the governing body of any other municipality may by local law, ordinance or resolution adopt a code of ethics setting forth for the guidance of its officers and employees the standards of conduct reasonably expected of them.

Trustee Niederlander moved and Trustee Murphy seconded the following resolution:

WHEREAS the board of trustees has established a Code of Ethics Policy pursuant to General Municipal Law §806; and

WHEREAS the board of trustees has reviewed the Village of West Winfield Code of Ethics Policy as part of its annual reorganization.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees adopts the current policy attached hereto.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

Investment Policy

The Village of West Winfield has established an Investment Policy governing the investment of public funds pursuant to General Municipal Law Article 2 §10 and §11; the investment policy must be reviewed annually, and it is the policy of the Village Board to complete the review as part of the reorganizational meeting.

Trustee Murphy moved and Trustee Allen seconded the following resolution:

WHEREAS the board of trustees has established an Investment Policy pursuant to General Municipal Law 2 §10 and §11; and

WHEREAS the board of trustees has reviewed the Village of West Winfield Investment Policy as part of its annual reorganization.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees adopts the current policy attached hereto.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

Breach Notification

Pursuant to New York State Technology Law Section 208 the Breach Notification policy is intended to alert individuals to any potential identity theft as quickly as possible so the appropriate steps can be taken to protect affected individuals from and remedy any impacts of a potential identity theft or security breach.

Trustee Niederlander moved and Trustee Grann seconded the following resolution:

WHEREAS the board of trustees has adopted a Breach Notification Policy pursuant to New York State Technology Law Section 208; and

WHEREAS the board of trustees has reviewed the Breach Notification Policy as part of its annual reorganization.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees adopts the current policy attached hereto.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

Public Employer Health Emergency Plan

The Village of West Winfield has adopted a plan as developed in accordance with New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

Trustee Murphy moved and Trustee Allen seconded the following resolution:

WHEREAS the board of trustees has adopted a Health Emergency Plan which establishes a plan for Village operations in the event of a declared public health emergency involving a communicable disease; and

WHEREAS the board of trustees has reviewed the Health Emergency Plan as part of its annual reorganization.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees adopts the current policy attached hereto.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

Workplace Violence Prevention

The Village of West Winfield has adopted The Workplace Violence Prevention Program pursuant to Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees.

Trustee Murphy moved and Trustee Grann seconded the following resolution:

WHEREAS the board of trustees has adopted a Workplace Violence Prevention Program; and

WHEREAS the board of trustees has reviewed the Workplace Violence Prevention Plan as part of its annual reorganization.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees adopts the current policy attached hereto.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

Sexual Harassment Prevention

The Village of West Winfield has adopted a Discrimination and Harassment Prevention Policy pursuant to New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 et seq., which establishes the Village of West Winfield's commitment to maintaining a workplace free from harassment and discrimination.

Trustee Murphy moved and Trustee Niederlander seconded the following resolution:

WHEREAS the board of trustees has adopted a Discrimination and Harassment Prevention Policy; and

WHEREAS the board of trustees has reviewed the Discrimination and Harassment Prevention Policy as part of its annual reorganization.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees adopts the current policy attached hereto.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

Motion to Adjourn the Organizational Meeting was made by Trustee Allan and seconded by Trustee Grann.

Ayes: Smith, Murphy, Allen, Niederlander and Grann. Nays: None

Meeting adjourned at 6:30PM