

Organizational Meeting 2026/2027

Agenda 4/13/2026

Appointments

Mayor Art Rilands called the Organizational Meeting to order at 6:45 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 2028
Jamie Landcastle term expires April 2027
Felix Medero term expires April 2028
Lindsay Walter term expires April 2028

Zoning Board of Appeals Appointment – 2 Yr. Term

Dan Smith term expires April 2028
Dave LeClair term expires April 2028

Library Appointments – 3 Year Term

Lyn Magill, President term expires December 2028
Krystine Leo, Vice President term expires December 2026
Joanne LeClair, Co-Secretary term expires December 2027
Karen Sprental, Treasurer term expires December 2028
Laurie Adams term expires December 2028

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 2027

Deputy Registrar of Vital Statics

Joanne Burley appointed for a term of 1 year to expire April 2027

Historian

Sara Hullings appointed Village Historian for a term of 1 year, to expire April 2027

A motion to appoint Sara Hullings as Village Historian was made by Trustee Doug Rigby and seconded by Deputy Mayor Karen Gorton. The motion unanimously carried.

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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

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 2027

Health Officer Appointment

Dr. Geoff Ostrander was appointed as Village Health Officer for a term of 4 years to expire 5/31/30

Trustee Committee Assignments

Cemetery	Chandra Gilman & Doug Rigby
Personnel	Doug Rigby & Karen Gorton
Streets	David Bradshaw & Karen Gorton
Village Park	Doug Rigby & Chandra Gilman
Sewer Department	David Bradshaw & Doug Rigby
Water Department	Chandra Gilman & Karen Gorton
Finance	Karen Gorton & David Bradshaw
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	David Bradshaw
Yates County Planning Board	Chandra Gilman

The Trustees get paid Quarterly

A motion was made by Trustee Doug Rigby to approve the Trustee Committee Assignments and Other Governmental Boards and Committees. A 2nd was received from Deputy Mayor Karen Gorton. The motion was unanimously approved.

Village Attorney

Graff Law Office appointment for a term of 1 year to expire April 2027

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Village Accountant

Local Government Support Services LLC a term of 1 year to expire April 2027

Village Engineers

MRB Group

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

Village Hall Hours

Monday, Tuesday, Thursday & Friday – 8:00 am – 4:00 pm

Wednesday – Closed

Lunch – Closed – 12:00 – 12:30 pm

Date for Annual Organizational Meeting

The next Organizational Meeting is tentatively set for April 12, 2027.

Mileage Rate

72.5 cents per mile

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

\$100/day for Non-Village residents

\$200 deposit required w/signed rental agreement for all users

A motion to raise the park rental to \$100/day and the deposit to \$200 was made by Trustee Doug Rigby and seconded by Trustee David Bradshaw. The motion unanimously carried.

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Cemetery Fees

1/2 Plot - \$500 1 Full Plot - \$1,000
Full Burial \$500/\$750
Ash Burial \$250/\$400
Vault Storage - \$50
Higher Rate applies December 1st 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
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

\$250 – meter replacement \$50 to turn off – meter will be removed
\$50 to turn-on

A motion to increase the meter replacement free to \$250 was made by Trustee Chandra Gilman and seconded by Trustee Doug Rigby. The motion unanimously carried.

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 2nd was received from Trustee Doug Rigby. 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-

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\$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

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

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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.

Unpaid Water & Sewer Relevy Policy

Any and all water/sewer account that have outstanding balances on March 1st will receive a notice from the Clerk-Treasurer indicating that such account holders have until March 15th, or the previous business day if the 15th 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 Deputy Mayor Karen Gorton to approve the Policies and Procedures as presented. A 2nd was received from Trustee Doug Rigby. 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 2nd was received from Trustee Doug Rigby. The motion was unanimously approved and the meeting was adjourned at 7:26 pm.