VILLAGE OF LOWVILLE BOARD RESOLUTION
Resolution # 2026 - 5

I hereby certify that at a meeting of the Board of Trustees of the Village of Lowville, a municipal corporation organized under the laws of the State of New York duly called (a quorum being present) and held at the office of said corporation, 5535 Bostwick Street, in the Village of Lowville, State of New York, on April 1st, 2026, the following resolution was duly adopted and is now in full force and effect:

Whereas, there is to be held during the coming official year various training seminars including the New York Conference of Mayors (NYCOM) Annual Meeting and Training School, NYCOM Fall Training School for Fiscal Officers and Clerks, NYCOM Public Works School, Tug Hill Local Government Conference, and others; and

Whereas, attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality; therefore be it

Resolved, that the Board of Trustees supports attendance at these training events for staff and officers and the following are authorized to attend such events: Mayor, Trustees, Clerk-Treasurer, Deputy Clerk, Superintendent of Public Works, Chief of Police, and all other staff as approved by the Board; and be it

Resolved, that this resolution shall take effect immediately.

In Witness Whereof, I have hereunto set my hand as Village Clerk and affixed the corporate seal this 1st, day of April 2026.

_____
Wendy Snowden, Village Clerk/Treasurer

VILLAGE OF LOWVILLE BOARD RESOLUTION
Resolution # 2026 - 6

I hereby certify that at a meeting of the Board of Trustees of the Village of Lowville, a municipal corporation organized under the laws of the State of New York duly called (a quorum being present) and held at the office of said corporation, 5535 Bostwick Street, in the Village of Lowville, State of New York, on April 1st, 2026, the following resolution was duly adopted and is now in full force and effect:

Whereas, the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village;

Resolved, that the Board of Trustees shall approve reimbursement to such officers and employees at a rate of 72.5 cents ($0.72.5) per mile,

Resolved, that this resolution shall take effect immediately.

In Witness Whereof, I have hereunto set my hand as Village Clerk and affixed the corporate seal this 1st, day of April 2026.

_____

Wendy Snowden, Village Clerk/Treasurer

VILLAGE OF LOWVILLE BOARD RESOLUTION
Resolution # 2026 - 7

I hereby certify that at a meeting of the Board of Trustees of the Village of Lowville, a municipal corporation organized under the laws of the State of New York duly called (a quorum being present) and held at the office of said corporation, 5535 Bostwick Street, in the Village of Lowville, State of New York, on April 1st, 2026, the following resolution was duly adopted and is now in full force and effect:

Whereas, the Board of Trustees has determined Village Law δ4-412(3)(2) requires the designation of banks or trust companies for the deposit of all Village monies;

Resolved, that the Board of Trustees does hereby designate the following institutions as depositories of all moneys received by the Village treasurer, clerk and receiver of taxes,

Name of Institutions:
Community Bank, NA, State St., Lowville NY
KeyBank NA, Lowville NY
JP Morgan Chase, Utica
Or any other commercial bank authorized and licensed to do business in New York State.

Resolved, that this resolution shall take effect immediately.

In Witness Whereof, I have hereunto set my hand as Village Clerk and affixed the corporate seal this 1st, day of April 2026.

_____
Wendy Snowden, Village Clerk/Treasurer

VILLAGE OF LOWVILLE BOARD RESOLUTION
Resolution # 2026-8

I hereby certify that at a meeting of the Board of Trustees of the Village of Lowville, a municipal corporation organized under the laws of the State of New York duly called (a quorum being present) and held at the office of said corporation, 5535 Bostwick Street, in the Village of Lowville, State of New York, on April 1st, 2026 the following resolution was duly adopted and is now in full force and effect:

Whereas, the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage and freight,

Whereas, all such claims shall be presented at the next regular meeting for audit and

Whereas, the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

Resolved, that the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage and freight and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be severally liable for any amount disallowed by the Board of Trustees,

Resolved, that this resolution shall take effect immediately.

In Witness Whereof, I have hereunto set my hand as Village Clerk and affixed the corporate seal this 1st, day of April 2026.

_____

Wendy Snowden, Village Clerk/Treasurer

VILLAGE OF LOWVILLE
RULES OF PROCEDURE

REGULAR MEETINGS:

The Board of Trustees shall hold regular meetings on the 3rd Wednesday of each month. Such regular meeting shall commence at 4:00 p.m. and be conducted in the Village Municipal Building, Lowville, New York.

Any deviation of the foregoing paragraph shall be determined by the Board of Trustees.

SPECIAL MEETINGS:

Special meetings of the Board of Trustees are all those Board meetings other than regular meetings.

A special meeting may be called by the Mayor or by agreement of two Trustees. Notice shall be given by telephone, in person, or in writing at least 72 hours in advance unless an emergency exists.

QUORUM:

A quorum shall be required to conduct business. A quorum of the (5) member board of trustees shall be (3) three. In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

EXECUTIVE SESSIONS:

Executive sessions shall be held in accordance with NYS Public Officers Law §105. All executive sessions shall be commenced in a public meeting.

AGENDAS:

The agenda shall be prepared by the Clerk at the direction of the Mayor. The Mayor, any Trustee, or member of the Public at large may have an item placed on the agenda. Items for the agenda shall be given to the Clerk at least one week before the meeting however, items may be placed on the agenda at anytime, including during the meeting by the Mayor or any Trustee.

VOTING:

Pursuant to Village Law each member of the Board shall have one vote. The Mayor may vote on any matter but must vote in case of a tie.

A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law.

An abstention, silence or absence shall be considered a negative vote for the purposes of determining the final vote on a matter.

A vote upon any question shall be taken by ayes and nays, and the names of the members present and their votes shall be entered in the minutes.

MINUTES:

Minutes shall be taken by the Clerk.

Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law. Meetings will normally be taped for use as a backup record keeping and the tape will be filed for a period of one year.

Minutes shall also include the following;

-Name of the Board
-Date, place and time of meeting
-Notation of presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment.
-Name and title of other village officials and employees present and approximate number of attendees.
-Record of communications presented to the Board
-Record of reports made by Board or other village personnel
-Time of adjournment
-Signature of Clerk or person who took the minutes if not the Clerk.

Minutes shall not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board shall resolve to have the Clerk do so.

Minutes shall be approved at the next board meeting. Amendments to the minutes shall require Board approval.

ORDER OF BUSINESS:

Call to order
Pledge of Allegiance
Orders of the Day
Public Comment
Approval of minutes of previous meeting
Unfinished business
New business
Correspondence
Report of officers and committees
Adjournment

This order is subject to change from time to time.

GENERAL RULES OF PROCEDURE:

The Mayor shall preside at meeting. In the Mayor's absence the Deputy Mayor shall preside.

The presiding officer may debate, move and take other action that may be taken by other members of the Board.

Motions require a second.

A member, once recognized shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, is called to order, they shall cease speaking until the question of order is determined, and, if in order, he/she shall be permitted to proceed. A member may not be limited in the number of times they speak on a question.

Motion to close or limit debate requires a majority vote.

GUIDELINES FOR PUBLIC COMMENT:

The public shall be allowed to speak only during the Public Comment period of the meeting or at such other time as a majority of the Board shall allow.

Speakers may be required to step to the front of the room.

Speakers must give their name, address, and organization, if any.

Speakers must be recognized by the presiding officer.

Speakers must limit their remarks to 5 minutes on a given topic.

Speakers may not yield any remaining time they may have to another speaker.

Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.

All remarks shall be addressed to the Board as a body and not to any member thereof.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

Interested parties or their representatives may address the Board by written communications.

GUIDELINES FOR USE OF RECORDING EQUIPMENT:

All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. The recording should be done in a manner that does not interfere with the meeting. The mayor may make the determination that the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the village board, size of the equipment, and the ability of the public to still participate in the meeting. If the mayor makes the determination that the recording is intrusive and has the effect of interfering with the meeting, the mayor may request an accommodation to avoid the interference and if not complied with ask the individual to leave the meeting room.

ADJOURNMENT:

Meetings shall be adjourned by motion.

AMENDMENTS TO THE RULES OF PROCEDURE:

The foregoing procedures may be amended from time to time by a majority vote of the Board.

Adopted: June 14, 2000
Revised: April 1, 2026