

VILLAGE OF ALTAMONT
REGULAR BOARD MEETING AGENDA
7:00 PM October 6, 2020

Pledge of Allegiance

Staff Reports

Mayor's Report

Police Department

Altamont Fire Dept

Treasurer

Public Works

Public Comment

1. Consider approval of Village of Altamont Rules of Procedure for Village Board Meetings.
2. Resolution to affirm Mayor Dineen's appointment of Laura Murphy to Zoning Board of Appeals member. Position was previously held by Danny Ramirez and has a five-year term which expires March 2024.
3. Resolution to affirm Mayor Dineen's appointment of Gary Goss to Zoning Board of Appeals alternate member. Position was previously held by Laura Murphy and has a five-year term which expires March 2023.
4. Resolution to affirm Mayor Dineen's appointment of Simon Litten to Planning Board alternate member. Position was previously held by Dan Hitt and has a five-year term which expires March 2023.
5. Consider authorizing Mayor Dineen to sign RBC Wealth Management letter authorizing RBC Wealth Management to issue lump-sum payment of \$9,374.54 to Arthur Button, Altamont Fire Department member. Mr. Button is withdrawing amount accumulated in the fund and there is no Village budget impact.
6. Consider resignation of Sean Ralston, part-time police officer, effective September 2, 2020.
7. Consider approval of Board Minutes for September 1, 2020.
8. Consider motion to adjourn.

Next scheduled meetings: Wednesday, November 04, 2020 – 7:00 p.m.

**VILLAGE OF ALTAMONT
RULES OF PROCEDURE
FOR VILLAGE BOARD MEETINGS**

SECTION 1. REGULAR MEETINGS:

- The Village Board of Trustees shall hold regular meetings on the first Tuesday of each month. If a second meeting is needed, it shall be held on the third Tuesday of the month.
- These meetings shall commence at 7:00 p.m. and will be held in the Community Room at Village Hall unless otherwise stated.
- Any deviation of the foregoing paragraph must be determined by the Board of Trustees.

SECTION 2. 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 any Trustee upon notice to the entire Board.
- Notice may be given by telephone, in person, or in writing at least 24 hours in advance unless an emergency exists.
- Notice of Special Meeting shall be provided to the public in accordance with the requirements of the Public Officers Law.

SECTION 3. QUORUM:

- A quorum of the Board of Trustees must be present to conduct business.
- A quorum of the five-member Board of Trustees is three.
- In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

SECTION 4. EXECUTIVE SESSIONS:

- Executive sessions will be held in accordance with the Public Officers Law § 105.
- All executive sessions will be commenced in a public meeting.

SECTION 5. AGENDAS:

- The agenda of every meeting of the Board of Trustees will be prepared by the Clerk at the direction of the Mayor.
- The Mayor or any Trustee may have an item placed on the agenda.
- When possible, items for the agenda shall be given to the Clerk by the Friday before the meeting. However, items may be placed on the agenda at any time, including during the meeting.
- The agenda will be prepared no later than noon on the day of the meeting.
- Information provided to the Board of Trustees by Village department heads must be received by the Clerk no later than the Wednesday prior to the date of the meeting if it is to be considered by the Board.
- All written materials for Board consideration must be submitted by mail, hand-delivered, or email the Village Clerk. Notwithstanding the foregoing, written comments may be received by the Village Board of Trustees up to, and during a duly noticed public hearing.

SECTION 6: VOTING:

- Pursuant to Village Law, each member of the Board of Trustees has one vote. The Mayor may vote on any matter but must vote in case of a tie.
- A vote upon any question will be taken by “in-favor” and “opposed”.
- When taking votes, the clerk must record in the minutes for each Trustee whether they voted “in-favor”, voted “opposed”, “abstained” from voting,

or were absent. Abstentions and absences are neither positive nor negative votes; they are simply no vote at all.

- For the purposes of determining whether a matter passed, the clerk must tally the number of “in-favor” votes.
- Unless otherwise specified by state law, a majority (three) of the totally authorized voting power of the board must vote “in-favor” for the matter to pass.

SECTION 7: MINUTES:

- Minutes shall be taken by the Clerk.
- Minutes must consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and vote thereon.
- Minutes must be taken at executive session of any action that is taken by formal vote and must consist of a record or summary of the final determination of the action, and the date and vote thereon. The summary need not include any matter which is not required to be made public in accordance with applicable law.
- Minutes must include the following:
 - 1) Name of the Board;
 - 2) Date, place, and time of the meeting;
 - 3) Notation of whether a board member is present or absent, and the Board member’s time of arrival or time of departure if different from the time the meeting was called to order and adjourned;
 - 4) Name and title of other Village officials and employees present and the approximate number of attendees;
 - 5) Record of communications presented to the Board;
 - 6) Record of reports made by Board or other Village personnel;
 - 7) Time of Adjournment;
 - 8) Signature of Clerk or person who took the minutes if not the Clerk.
- Minutes may contain a summary of the discussion leading to an action taken but are not required to include verbatim comments unless a majority

of the Board resolves to have the Clerk do so. Minutes shall be approved by the Board at the next Board meeting. The minutes may be amended upon Board approval.

SECTION 8: ORDER OF BUSINESS:

- Call to order;
- State where the emergency exits are located;
- Pledge to the flag;
- Staff Reports;
- Public comment period;
- Old business;
- New business;
- Approval of previous meeting's minutes;
- Adjournment

SECTION 9: GENERAL RULES OF PROCEDURE

- The Mayor presides at the meeting. In the Mayor's absence, the Deputy Mayor presides.
- The presiding officer may debate, make motions, and take any other action that other Board members may take.
- Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking.
- A member, once recognized, may not be interrupted when speaking unless it is to call him/her to order. If a member is called to order, they must cease speaking until the question of order is determined. If the member is in order, he/she may proceed.

- A member may not be limited in the number of times he speaks on a question.
- Motions require a second.
- Motions to close or limit debate require two-thirds vote.

SECTION 10: GUIDELINES FOR PUBLIC COMMENT

- The public may speak only during the meeting's Public Comment period, at any other time a majority of the Board allows or duly noticed public hearing.
- Speakers must be recognized by the presiding officer.
- Speakers must step to the microphone in the front of the room.
- Speakers will be asked if they would like to give their name, address and organization, if any.
- Mayor or the presiding officer sets the limit, not to exceed 5 minutes unless otherwise allowed by a majority of the Board.
- Speakers may not yield any remaining time they may have to another speaker and each speaker has only one opportunity per topic to speak.
- 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 must be addressed to the Board as a body and not to individual Board members or the audience.
- Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Speakers are encouraged not to read submitted written communications verbatim but should summarize their contents.

SECTION 11: 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 must be done in a manner which does not interfere with the meeting or set-up of meeting, or staff.
- 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 Village Board, size of the equipment, the amount of noise generated by the activity, and the ability of the public to still participate in the meeting.
- If the Mayor determines that the recording is interfering with the meeting, the Mayor may request the individual alter his behavior to eliminate the interference. If the Mayor's request is not complied with, the Mayor may have the individual removed from the meeting room.

SECTION 12: ADJOURNMENT

- Meetings must be adjourned by motion.

SECTION 13: AMENDMENTS TO THE RULES OF PROCEDURE

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