



Village of Perry Board of Trustees Organizational Meeting and Resolutions – April 7, 2025

RESOLUTION SETTING THE VILLAGE BOARD MEETING SCHEDULE

BE IT RESOLVED, that the Village of Perry Board of Trustees meetings will, throughout April 1, 2025 until April 6, 2026, be held at 7:30pm on the 1st and 3rd Mondays of each month at the Perry Village Hall. The following exceptions apply for Labor Day, Martin Luther King Jr. Day, and Presidents Day:

- a. First September meeting will be held on Tuesday, September 2, 2025
- b. Second January meeting will be held on Tuesday, January 20, 2026
- c. Second February meeting will be held on Tuesday, February 17, 2026; and

RESOLVED, special workshops may be called as required and allowed by Village Law; and

RESOLVED, that the minutes of the Board meeting shall be made available to the public after approval by the board at the next regular meeting and will be posted on the Village's website within 7 business days after approval; and

RESOLVED; that the Village Clerk is hereby directed to post the Village Board meeting schedule on the official bulletin, on the Village website and to provide a copy of the schedule to the local media.

RESOLUTION APPROVING THE APPOINTED OF CERTAIN OFFICIALS

BE IT RESOLVED, that the Village of Perry Board of Trustees hereby approves the following appointments and committee assignments:

		Expires:
Deputy Mayor	Arlene Lapiana	4/6/2026
Tax Collector	Christina Slusser	4/6/2026
Treasurer/Chief Fiscal Officer	Samantha Marcy	4/6/2026
Deputy Treasurer	Christina Slusser	4/6/2026
Village Clerk	Christina Slusser	4/6/2026
Deputy Village Clerk	Amanda Bouchard	4/6/2026
Superintendent of Public Works	Steve Deaton	4/6/2026
Acting Village Justice	Tammy Kelsey	4/6/2026

Village Attorney	David DiMatteo	4/6/2026
Registrar of Vital Statistics	Christina Slusser	4/6/2026
Deputy Registrar of Vital Statistics	Amanda Bouchard	4/6/2026
Records Management Officer	Christina Slusser	4/6/2026
Fair Housing Officer	Rick Hauser	4/6/2026
Section 3 Coordinator	Samantha Marcy	4/6/2026
Historian	Suzie Carlson	4/6/2026
Silver Lake Association Liaison	Rick Hauser	4/6/2026
Silver Lake Watershed Commission Representative	Samantha Marcy	4/6/2026
Letchworth Community Access Rep.	Joel Bouchard	4/6/2026
Perry Main Street Association	Samantha Marcy	4/6/2026
Letchworth Gateway Villages Rep	Rick Hauser	4/6/2026
Tree Board Representatives	Joel Bouchard and Steve Deaton	4/6/2026
BIL Committee – Trustee	Arlene Lapiana	4/6/2026
BIL Committee – Member at Large	Eleanor Jacobs	4/6/2026
BIL Committee – Member at Large	Vacant	
Planning Board Alternate	Sarah Roll	4/6/2026
Planning Board Alternate	Dennis Murphy	4/6/2026
Zoning Board of Appeals Alternate	George Smith	4/6/2026

Tree Board Member	Felisa McKay	3/31/2028
Tree Board Member	Robin Redding	3/31/2028

Committee Assignments:

Budget	Hauser, Lapiana, Bouchard, Muolo, Lawrence
Public Safety (Police & Fire)	Bouchard, Lapiana
Public Works (DPW, Water & Sewer)	Lapiana, Muolo
Recreation & Resources (Parks & Rec, SLWC)	Bouchard, Hauser
Office (Oper., Employee Relations, Ins. Tech)	Lapiana, Muolo
Planning (Plan/Zoning, Grant & Dev., Revit.)	Hauser, Lawrence
Police-Community Collaborative Review Committee	M. Grover, G. Gentile, B. Doyle, S. Plantz, D. McLaughlin, T. McGinnis, J. Wheeler, E. Bryant, R. Lowery, D. O'Geen, N. Effman

RESOLUTION SETTING THE VOUCHER AUDITING SCHEDULE FOR 2024-2025

BE IT RESOLVED, that the Voucher Auditing Schedule is as follows:

April 2025	Lapiana
May	Bouchard
June	Muolo
July	Lawrence
August	Lapiana
September	Bouchard
October	Muolo
November	Lawrence
December	Lapiana
January 2026	Bouchard
February	Muolo
March	Lawrence
April 2026	Lapiana

RESOLUTION DESIGNATING HOLIDAYS FROM APRIL 2025 TO MARCH 2026

BE IT RESOLVED, during the April 2025 – March 2026 year, the following holidays will be observed, and all Village Offices will be closed:

Memorial Day, Monday, May 26, 2025
Independence Day, Friday, July 4, 2025

Labor Day, Monday, September 1, 2025
Columbus Day, Monday, October 13, 2025
Veterans' Day, Tuesday, November 11, 2025
Thanksgiving Day, Thursday, November 27, 2025
Day After Thanksgiving, Friday, November 28, 2025
Christmas Day, Thursday, December 25, 2025
New Year's Day, Thursday, January 1, 2026
Martin Luther King Day, Monday, January 19, 2026
President's Day, Monday, February 16, 2026
Employees Birthday or observed on the closest scheduled workday; and

BE IT FINALLY RESOLVED, the Village Clerk is hereby directed to post the Village Board Holiday Schedule and Closings on the official bulletin and on the Village's website and to provide a copy of the schedule to the local media.

RESOLUTION DESIGNATING OF OFFICE DEPOSITORY

BE IT RESOLVED, Manufacturers and Traders Trust Company be named the official depository for the General Fund, Water/Sewer Funds, Community Development, Silverlake Watershed Commission and Capital Monies; Perry Office of the Bank of Castile be the official depository for the Trust and Agency, and Capital Monies. The Treasurer is authorized to invest Village Monies pursuant to the Village Investment policy adopted on December 7, 1992.

RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER FOR PUBLICATIONS

BE IT RESOLVED, that the Perry Herald is hereby designated as the Official Village of Perry newspaper for publication of legal notices and the Village Clerk shall provide a copy of this resolution to the Perry Herald.

RESOLUTION AUTHORIZING PAYMENT OF BILLS FOLLOWING VILLAGE BOARD AUDIT

BE IT RESOLVED, the Perry Village Board hereby authorizes the Mayor, Village Administrator/Treasurer, or Village Clerk/Deputy Treasurer to make payments of all bills after audit & approval by the majority of the Village Board.

RESOLUTION AUTHORIZING PAYMENT OF BILLS PRIOR TO AUDIT

BE IT RESOLVED, the Perry Village Board hereby authorizes the Mayor, Village Administrator/Treasurer, or Village Clerk/Deputy Treasurer to make payments of all bills without prior audit for public utility services such as gas, electric, water, sewer, fuel oil, telephone services as well as for postage, payment of bills to avoid late charges, medical payments, and payroll.

RESOLUTION AUTHORIZING COUNTERSIGNING CHECKS

BE IT RESOLVED, the Village will require two signatures for disbursement of funds by check from Village bank accounts with one signature from an elected official and one appointed official. The Treasurer's signature is required on all investments including savings and CD's as per the investment policy. The designated officials authorized to be signers for the bank accounts are Mayor Frederic Hauser, Deputy Mayor Arlene Lapiana, Treasurer Samantha Marcy, and Village Clerk Christina Slusser.

RESOLUTION ACKNOWLEDGING YEARLY REVIEW OF CERTAIN VILLAGE POLICIES AND PROCEDURES

BE IT RESOLVED, the Village of Perry Board of Trustees will review all Village Policies and the Comprehensive Plan on an annual basis.

RESOLUTION APPOINTING HANDICAP PARKING PERMIT ISSUING AGENT

BE IT RESOLVED, pursuant to Vehicle and Traffic Law, §1203-a (1), the Village of Perry Board of Trustees does hereby designate the Village Clerk and Deputy Village Clerk as the Village of Perry handicap parking permit issuing agents and the Village Clerk shall post this designation and information on how to obtain a handicap parking permit on the Village's website.

RESOLUTION REQUIRING DEPARTMENT HEAD PRESENTATIONS

BE IT RESOLVED, the Village of Perry Board of Trustees requires all department heads to give presentations to the Village Board at a minimum of two times per year in addition to yearly budget presentations.

RESOLUTION APPROVING REIMBURSEMENT RATE FOR TRAVEL

BE IT RESOLVED, that the Village of Perry Board of Trustees approves the reimbursement of the federal IRS rate per mile for travel related to municipal business when using private transportation for Village Officials and employees.

RESOLUTION AUTHORIZING TRAININGS AND CONFERENCES FOR OFFICIALS AND EMPLOYEES

BE IT RESOLVED, the Village of Perry Board of Trustees hereby authorizes municipal officials and employees to attend schools, conferences, association meetings and seminars that would benefit the municipality provided funds are available in the current fiscal year budget.

RESOLUTION ACKNOWLEDGING POLICY OF GRANT APPLICATIONS ON BEHALF OF THE VILLAGE OF PERRY

BE IT RESOLVED, that it is the policy of the Village of Perry Board of Trustees that any Grant Application or any form of financial assistance or obligation that is intended to be made on the Village of Perry's behalf, must be submitted to the board in writing prior to the Village Board granting its approval and the Village's approval must be received prior to any grant application being made. This includes any public area the Village has jurisdiction over and any program or policy that is within the purview of the Village, per municipal law.