

735 Utica Street, Po Box 277,
DeRuyter, NY 13052
315-852-9625 Village Office
Mayor Travis Marshall Trustee: Heidi Foster, Amanda Ladd
Clerk/Treasurer: Ardene Tiffany

DeRuyter Village Board

ORGANIZATIONAL MEETING

April 15, 2026

Called to order at _____ by _____

Present:

Re-Elect Heidi Foster was sworn in for a 2-year term as Trustee on April 1, 2026.

MAYORAL APPOINTMENT:

1. Deputy Mayor –
2. Clerk/Treasurer - Ardene Tiffany
3. Water Superintendent – Aaron Pforter
4. Codes Enforcement officer – Charles Ladd
5. Budget Officer – Ardene Tiffany

Deputy Mayor –

BOARD APPOINTMENTS:

Registrar - Rebecca Marshall - for a 2-year term from April 1, 2026, to March 31, 2028

Election Inspectors: Chairperson – Roxanne Groves, Sandy Camelbeek, Teri Burdick, Shelley Schneeberger

Official Newspaper – Cortland Standard

Official Bank – NBT Bank, DeRuyter Branch

Insurance Broker: Skeelee Agency, Bailey Place

Village Operating Hours - Tuesday, Wednesday, Thursday 8:00 am – 4:00 pm close from 12:00-12:30 for lunch.

Tax Collector – Ardene Tiffany

Regular Meeting Dates - 3rd Wednesday of each month at **6:15 PM**

Mileage – for use of own car on official business – .725 cents per mile

Procedure for Special Meetings

Board members will be notified by phone or in person if all 3 concur, otherwise they will be notified by certified mail at least 48 hours prior to the meeting.

For each of the following, Trustee _____ made a motion seconded by Trustee _____. A vote was taken and all were in favor.

Motion to allow Clerk/Treas. To pay postage, utilities, and payroll prior to Board audit.

Motion to have Clerk/Treas. Sign all bank accounts and checks. Mayor to sign in her absence.

Motion to allow Clerk/Treas. to also place any ad in Hi Neighbor when deemed necessary to reach more people.

Motion to participate in the 2026 summer recreation program

Motion to allow Clerk/Treas. To attend the Annual Fall Training School for fiscal officers and to pay allowable expenses (mileage, room and board).

RESOLVED:

WHEREAS the next general Village Election for officers will be held on March 16, 2027, and

WHEREAS the Board of Trustees must designate by resolution and publish the offices which are to be filled in such election and the terms thereof:

NOW BE IT RESOLVED:

Section 1. That the Board of Trustees designates the following offices as vacant at the end of the current official year, to be filled at the Village Election to be held on March 16, 2027, for the following terms:

Mayor (1) – two-year term

Trustee (1) – two-year term

Section 2. The Village Clerk is hereby directed to publish this resolution in full in the Cortland Standard.

Section 3. This resolution shall take effect immediately.

Leave Time for Full Time Employees

RESOLVED: That vacation time for permanent or probationary full-time employees be as follows:

- 5 days upon completion of 1 full year of service

- 10 days upon completion of 2 full years' service
- 12 days upon completion of 5 full years' service
- 15 days upon completion of 10 full years' service
- 20 days upon completion of 15 full years' service

Vacation time and pay are not to be accumulated.

BE IT FURTHER RESOLVED; That permanent or probationary full-time Village employees shall accrue personal days in addition to vacation days as per the following:

- 2 days upon completion of 6 months full time employment
- 3 days upon completion of 1 full year service
- 4 days upon completion of 5 full years' service
- 5 days upon completion of 10 full years' service

Employees will be authorized to use their personal days only upon the approval of their immediate supervisor.

Motion by _____ seconded by _____ to close the Organizational meeting and open the Public Hearing on the Preliminary Budget.

All in favor and carried.

PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every Village to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the village involved with procurement.

NOW, THEREFORE, BE IT RESOLVED:

That the Village of DeRuyter does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. Every Village officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the **cumulative** amount of the items of supply or shall include the canvass of other village departments and past history to determine the **likely yearly value** gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchases of a) supplies or equipment which will exceed \$20,000 in the fiscal year or b) public works contracts over \$35,000 shall be formally bid pursuant to GML, 103.

Guideline 3:

ALL ESTIMATED PURCHASES OF:

Less than \$20,000 but more than \$10,000 – require a written request for a proposal (RFP) and written/fax quotes from 3 vendors plus approval of the Village Board.

Less than \$10,000 but greater than \$5,000 requires an oral request for the goods and oral quotes from 2 vendors plus the approval of the mayor or village board.

Less than \$5,000 but greater than \$1 are left to the discretion of the Purchaser.

ALL ESTIMATED PUBLIC WORKS CONTRACTS OF:

Less than \$35,000 but more than \$20,000 – require a written request for a proposal (RFP) and written/fax quotes from 3 contractors plus approval of the Village Board.

Less than \$20,000 but greater than \$10,000 requires an oral request for the work and oral quotes from 2 contractors plus the approval of the mayor or village board.

Less than \$10,000 but greater than \$1 are left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity, and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in complying with procedures of this Guideline shall be preserved and the documentation supporting the subsequent purchase of public works contract.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the village and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. **Except when directed by the village board, no solicitation of written proposals or quotations shall be required under the following circumstances:**

- Acquisition of professional services
- Emergencies
- Goods purchased from agencies for the blind or severely handicapped.
- Goods purchased from correctional facilities.
- Goods purchased from other governmental agencies.
- Goods purchase at auction

Guideline 7. This policy shall be reviewed annually by the Village Board at its organizational meeting or as soon thereafter as is reasonably practicable.

Motion by Trustee _____ seconded by Trustee _____ to close the Organizational meeting at _____ and open the Public Hearing on the Preliminary Budget. All in favor and carried.

April 15, 2026

The ***Public Hearing on the preliminary budget for 2026-2027*** was called to order immediately following the Organizational meeting at _____PM on the above date.

Present:

Questions regarding the 2026-2027 budget.

Comments:

The Public Hearing was adjourned at _____PM by a motion by Trustee _____ seconded by Trustee _____. All in favor and carried.

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DeRuyter Village Board

Agenda April 15, 2026

Public Comments at Village Board Meetings – The Village of DeRuyter

We welcome comments from the public. This is why we provide “Public Comments” as part of our regular agenda. In fairness to everyone, we ask the public to please abide by the following conditions: 1) The Board reserves the right to limit the comments of individuals to three (3) minutes; 2) It is not appropriate to comment on individual staff members or about personnel matters during public sessions. We ask that such concerns be addressed initially to the Mayor or Board of Trustees:

Regular Meeting

- Mayor began the meeting with the Pledge of Allegiance.
- Regular Meeting Called to order _____pm by _____
- Attendance:
- Accept/Approve March 2026 Minutes
- Accept/Approve March 2026 Treasurer Report

Old Business ~ On Hold

- Water Rules regulations update – Aaron & Mayor to review.
- Wind Zoning Law –
- Labor Contract with Town of DeRuyter – Review with Town Supervisor

New Business ~ Discussion Items

- Highway -
- Water – Aaron Pforter –
- Recreation Youth Program
- Public Comments:
- Other:
- Mayor:

Board Action Items

Approve – Water Application for Tim Roodenburg, purchased 794 Utica St prior owners Britteny Spaulding.

Approve – Updated intermunicipal Agreement with the Town of DeRuyter for the provision of and assistance with EMS/Ambulance Services.

Approve and adopted the 2026-2027 Budget with a Taxes to be raised \$96992.00. Tentative Tax Rate \$6.32156874 per thousand Taxable Assessed Valuation \$15,343,027.

Approve – The 1st Quarter Water Billing in the amount of \$11,891.63

Motion to pay bills and approve Abstract & Payroll reports

- **Abst #12**
- **Next meeting May 20th, 2026**
- **motion to adjourn meeting by: _____ Time: _____**