

**VILLAGE of SAVONA**  
**15 McCoy Street – PO Box 411**  
**Savona, NY 14879**  
**607-583-2124**  
**607-583-2617 Fax**

**MINUTES**  
**Organizational Meeting**

**April 5, 2021**  
**6:00 pm**

**CALL TO ORDER:** 6:02pm

**Swear in of Newly Elected Officials (sign oath)**

**ROLL CALL: Present** Mayor Scott, Trustee Finch, Trustee McCann, Trustee Peters, Trustee Carson,  
Tammie L. Nelson

**PLEDGE TO THE FLAG:**

**RESOLUTION TO CREATE CLERK AND TREASURER POSITIONS**

**RESOLUTION CREATING THE POSITIONS OF  
VILLAGE CLERK AND VILLAGE TREASURER**

**WHEREAS**, the authorities of the Board of Trustees of the Village of Savona believe that the functions of municipal government can be performed more economically and efficiently by creating two new positions entitled "Village Clerk" and "Village Treasurer;" and

**WHEREAS**, the Village wishes to create two positions entitled "Village Clerk" and "Village Treasurer;" with the responsibilities and duties outlined in the Job Description, attached hereto as Exhibits A & B.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and the Board of Trustees of the Village of Savona, as follows:

**SECTION ONE:** The Board of Trustees of the Village of Savona hereby create a position entitled "Village Clerk" for a term of term (2) years, with the responsibilities and duties outlined in the Job Description, Exhibit A.

**SECTION TWO:** The Board of Trustees of the Village of Savona hereby create a position entitled "Village Treasurer" for a term of two (2) years, with the responsibilities and duties outlined in the Job Description, Exhibit B.

**SECTION THREE: EFFECTIVE DATE.** This Resolution shall be in effect immediately from and after its passage and approval.

**Motion** Trustee McCann  
**2<sup>nd</sup>** Trustee Finch

**Roll Call** on the above resolution:

Trustee Carson AYE  
Trustee Finch AYE  
Trustee McCann AYE  
Trustee Peters AYE

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**NEW BUSINESS:** \***Organizational Meeting** Date 2023, April 3, 2022, 6:00 PM **MOTION**

motion			
second			
<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
<i>Carson</i>			
<i>Finch</i>			
<i>McCann</i>			
<i>Stevens</i>			

\**Mayoral Nominations* for appointment:

**Deputy Mayor** (sign oath) Mary Finch **MOTION**

motion			
second			
<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
<i>Carson</i>			
<i>Finch</i>			
<i>McCann</i>			
<i>Stevens</i>			

**Village Clerk** (sign oath) Susan Thorne **MOTION**

motion			
second			
<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
<i>Carson</i>			
<i>Finch</i>			
<i>McCann</i>			
<i>Stevens</i>			

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**Village Treasure** Tammie Nelson **MOTION**

motion			
second			
<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
<i>Carson</i>			
<i>Finch</i>			
<i>McCann</i>			
<i>Stevens</i>			

**Code** (sign oath) Harvey Hollenbaugh **MOTION**

motion			
second			
<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
<i>Carson</i>			
<i>Finch</i>			
<i>McCann</i>			
<i>Stevens</i>			

**Animal Control Officer** (sign oath) Carl Tuttle **MOTION**

motion			
second			
<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
<i>Carson</i>			
<i>Finch</i>			
<i>McCann</i>			
<i>Stevens</i>			

**Assistant Animal Control Officer** (sign oath) Logan Tuttle **MOTION**

motion			
second			
<i>NAME</i>	<i>AYE</i>	<i>NAY</i>	<i>ABSTAIN</i>
<i>Carson</i>			
<i>Finch</i>			
<i>McCann</i>			
<i>Stevens</i>			

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**Justice Clerk** – (sign oath) Pam Prescott **MOTION**

motion	<i>Finch</i>		
second	<i>Peters</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	X		
<b>Finch</b>	X		
<b>McCann</b>	X		
<b>Peters</b>	X		

**Cleaner** – Steve Beebe **MOTION**

motion	<i>Finch</i>		
second	<i>Peters</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	X		
<b>Finch</b>	X		
<b>McCann</b>	X		
<b>Peters</b>	X		

**Historian** – Richard Littell **MOTION**

motion	<i>Peters</i>		
second	<i>Finch</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	X		
<b>Finch</b>	X		
<b>McCann</b>	X		
<b>Peters</b>	X		

**Acting Justice** –Pat Horton **MOTION**

motion	<i>Peters</i>		
second	<i>Finch</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	X		
<b>Finch</b>	X		
<b>McCann</b>	X		
<b>Peters</b>	X		

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**Building and Grounds Custodian** – Richard Littell **MOTION**

motion	<i>McCann</i>		
second	<i>Peters</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	<b>X</b>		
<b>Finch</b>	<b>X</b>		
<b>McCann</b>	<b>X</b>		
<b>Peters</b>	<b>X</b>		

**\*Zoning Board of Appeals** (5 year): **MOTION**

Kyle Lowery, Chairperson, expire 3/31/2025  
Susan Rumsey, expire 3/31/2022  
Daniel Nichols, expire 3/31/2024  
Londa Ross, expire 3/31/2022

motion	<i>McCann</i>		
second	<i>Finch</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	<b>X</b>		
<b>Finch</b>	<b>X</b>		
<b>McCann</b>	<b>X</b>		
<b>Peters</b>	<b>X</b>		

**\*Local Health Officer** Brian Scott **MOTION**

motion	<i>McCann</i>		
second	<i>Finch</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	<b>X</b>		
<b>Finch</b>	<b>X</b>		
<b>McCann</b>	<b>X</b>		
<b>Peters</b>	<b>X</b>		

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\***Water Account Clerk** Tammie Nelson **MOTION**

motion	<i>Peters</i>		
second	<i>Finch</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	X		
<b>Finch</b>	X		
<b>McCann</b>	X		
<b>Peters</b>	X		

\***Attorney for the Village**

The Village will to continue to retain Mullen Associates as our Village Attorney for the period of April 5, 2021 through April 4, 2022 or until there is a separation from services either voluntarily or involuntarily **MOTION**

motion	<i>Peters</i>		
second	<i>Carson</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	X		
<b>Finch</b>	X		
<b>McCann</b>	X		
<b>Peters</b>	X		

\***Records Management Officer** Susan Thorne **MOTION**

motion	<i>McCann</i>		
second	<i>Finch</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	X		
<b>Finch</b>	X		
<b>McCann</b>	X		
<b>Peters</b>	X		

\***Budget Officer** Tammie Nelson **MOTION**

motion	<i>Peters</i>		
second	<i>Carson</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	X		
<b>Finch</b>	X		
<b>McCann</b>	X		
<b>Peters</b>	X		

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\***Tax Collector** Susan Thorne **MOTION**

motion	<i>McCann</i>		
second	<i>Finch</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	<i>X</i>		
<b>Finch</b>	<i>X</i>		
<b>McCann</b>	<i>X</i>		
<b>Peters</b>	<i>X</i>		

\***Newspaper**

Pursuant to Village Law 211-2100 (1) the Corning Leader be named the official newspaper for the Village for the year April 5, 2021 through April 4, 2022.

**MOTION**

motion	<i>Peters</i>		
second	<i>Carson</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	<i>X</i>		
<b>Finch</b>	<i>X</i>		
<b>McCann</b>	<i>X</i>		
<b>Peters</b>	<i>X</i>		

\***Regular Board Meetings**

Pursuant to Public Officers Law (104) (1), Village Board meetings will be on the 3<sup>rd</sup> **Monday** of each month at **6:00 pm** at the Village Hall (if the 3<sup>rd</sup> Monday is a holiday, the meeting shall be rescheduled for the next business day) and to authorize the VC to do a legal ad in the newspaper stating same. Meetings are subject to change per the Mayor’s approval. **MOTION**

motion	<i>McCann</i>		
second	<i>Peters</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	<i>X</i>		
<b>Finch</b>	<i>X</i>		
<b>McCann</b>	<i>X</i>		
<b>Peters</b>	<i>X</i>		

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\***Zoning Board Meetings**, 2<sup>nd</sup> Thursday of the Month, as needed **MOTION**

motion	<i>Finch</i>		
second	<i>Carson</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	<b>X</b>		
<b>Finch</b>	<b>X</b>		
<b>McCann</b>	<b>X</b>		
<b>Peters</b>	<b>X</b>		

\***Special Board Meetings**

With regard to the Special Board Meeting requirements, the Mayor may direct the Village Clerk to contact each board member individually as well as comply with the provisions of the Public Offices Law Section 104 Subsection 2 as long as time permits. E-mail is a form of notification. **MOTION**

motion	<i>Peters</i>		
second	<i>McCann</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	<b>X</b>		
<b>Finch</b>	<b>X</b>		
<b>McCann</b>	<b>X</b>		
<b>Peters</b>	<b>X</b>		

\***Procurement Policy**

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement. If unable to get estimates, then it is up to the village board. **MOTION**

motion	<i>Finch</i>		
second	<i>Carson</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	<b>X</b>		
<b>Finch</b>	<b>X</b>		
<b>McCann</b>	<b>X</b>		
<b>Peters</b>	<b>X</b>		

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**\*Payments in Advance**

Pursuant to Village Law Section 5-524 (6), the board of trustees may, by resolution, authorize claims for public utility services, postage, freight, and express charges and all such claims be presented at the next regular board meeting for an audit of claims.

**WHEREAS** the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and

**WHEREAS** all such claims must be presented at the next regular meeting for audit; and

**WHEREAS** the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

**NOW THEREFORE BE IT RESOLVED:**

**Section 1.** That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. 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 trustees disallows.

**Section 2.** That this resolution is effective immediately. **MOTION**

motion	<i>Finch</i>		
second	<i>Peters</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	X		
<b>Finch</b>	X		
<b>McCann</b>	X		
<b>Peters</b>	X		

**\*Mileage, or current IRS rate**

Pursuant to Village Law Section 5-524 (7), the actual and necessary expenses the officers and employees incur in the performing of their official duties are a village charge. However, the board of trustees may, in lieu of auditing and allowing a claim for actual and necessary expenses for travel, determine by resolution to pay a reasonable mileage allowance for use of personal automobiles in performing official duties.

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**WHEREAS** the board of trustees has determined to pay a fixed rate for mileage as reimbursement to village officers and employees who use their personal automobiles while performing their official village duties;

**NOW THEREFORE BE IT RESOLVED:**

**Section 1.** That the board of trustees will approve reimbursement to such officers and employees at the rate of \$0.56 per mile or current IRS rate.

**Section 2.** That this resolution is effective immediately. **MOTION**

motion	<i>Finch</i>		
second	<i>Peters</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	<i>X</i>		
<b>Finch</b>	<i>X</i>		
<b>McCann</b>	<i>X</i>		
<b>Peters</b>	<i>X</i>		

**\*Attendance at Schools/Conferences**

Pursuant to Village Law Section 77-b, municipal officials and employees may attend schools, conferences, and seminars conducted for the benefit of the local government. However, attendance is not authorized, nor can reimbursement be applied for, unless the board of trustees approves of the attendance in advance. This would include such meets as NYCOM’s Annual Meeting and Training School, the NYCOM Fall Training School for Fiscal Officers and Municipal Clerks, etc.

**WHEREAS** there is to be held during the coming official year a) NYCOM’s Annual Meeting and Training School b) NYCOM’s Fall Training School c) NYCOM’s Public Works Training School, and d) County association meetings; etc.; and

**WHEREAS** attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

**NOW THEREFORE BE IT RESOLVED:**

**Section 1.** The following officers and employees are authorized to attend trainings:

- a. VC, Treasure and Mayor to attend annual training

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- b. Court officials to attend annual training
- c. All elected and appointed officials for annual training, workshops, conference and other schools

**Section 2.** That this resolution is effective immediately. **MOTION**

motion	<i>McCann</i>		
second	<i>Peters</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	<i>X</i>		
<b>Finch</b>	<i>X</i>		
<b>McCann</b>	<i>X</i>		
<b>Peters</b>	<i>X</i>		

**\*Depositories**

Pursuant to Village Law section 4-412(3)(2), the board of trustees must designate, by resolution, banks or trust companies in which the treasurer, clerk, and receiver who are designated and appointed as village receiver may deposit village moneys received by them.

**WHEREAS** the board of trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies.

**NOW THEREFORE BE IT RESOLVED:**

**Section 1.** That the board of trustees designates the following institutions as depositories of all moneys received by the village treasurer, clerk, and receiver of taxes.

- Five Star Bank (General Fund)
- Community National Bank NA (Court Funds)

BAN's and SIB's can be at any bank or trust company depending on rate.

**Section 2.** That this resolution is effective immediately. **MOTION**

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motion	<i>Finch</i>		
second	<i>Carson</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	<i>X</i>		
<b>Finch</b>	<i>X</i>		
<b>McCann</b>	<i>X</i>		
<b>Peters</b>	<i>X</i>		

**\*Petty Cash Fund**

- Approve General Fund           \$50.00
- Approve Court                   \$50.00
- Approve Water Fund           \$50.00 **MOTION**

motion	<i>McCann</i>		
second	<i>Peters</i>		
<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>
<b>Carson</b>	<i>X</i>		
<b>Finch</b>	<i>X</i>		
<b>McCann</b>	<i>X</i>		
<b>Peters</b>	<i>X</i>		

**\*Responsibilities of Board Members:**

- Mayor Scott – Trees/Streets/Water
- Trustee Finch – Inventory/Clerk/Justice
- Trustee Carson – Street Lights/Audit/Zoning Liaison
- Trustee Peters – Buildings & Grounds/Fire Department Liaison
- Trustee McCann – Parks/Sidewalks

**\*Park Assignments** (includes opening & closing of bathrooms on event days):

- Trustee Peters – July/October
- Trustee Finch – April
- Trustee Carson – June/September
- Trustee McCann – May/August
- Mayor Scott – Fill in

**\*Bath Town Board Assignments:**

- Mayor Scott – June/November/March
- Trustee Finch – April/September/February
- Trustee Carson – May/October
- Trustee McCann – August/December
- Trustee Peters – July/January

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**RESOLUTION TO UPDATE FINANCIAL SIGNATURES:**

**RESOLUTION UPDATING FINANCIAL SIGNATURES**

**WHEREAS**, the Village of Savona is adding Tammie L Nelson as signatory on all bank accounts and removing Heather Swarhout.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and the Board of Trustees of the Village of Savona, as follows:

Tammie L Nelson has the authority to sign all financial documents for the Village of Savona and Heather Swarhout is to be removed.

This Resolution shall be in effect immediately from and after its passage and approval.

**Motion** Trustee McCann  
**2<sup>nd</sup>** Trustee Finch

**Roll Call** on the above resolution:  
Trustee Carson AYE  
Trustee Finch AYE  
Trustee McCann AYE  
Trustee Peters AYE

**ADJOURNMENT:** 6:25pm

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**EXHIBIT A**  
**VILLAGE CLERK**

The village clerk is subject to the direction and control of the mayor. However, State law imposes numerous responsibilities upon the clerk, which the clerk has an independent responsibility to perform which are as follows:

- \* Custody of books and records. The clerk is responsible for maintaining custody of the village's books, records, papers, and the village seal, as well as all of the board of trustees' official reports and communications. The clerk serves as the village's records management officer and is typically, although not always, appointed as the village's records access officer for purposes of the Freedom of Information Law (FOIL).
- \* Agendas. Responsible for the preparation and publication of agendas in accordance with the Open Meetings Law.
- \* Minutes. The clerk serves as the clerk of the board of trustees and of all other boards, (e.g., planning board, zoning board of appeals, etc.), unless another employee or officer has been designated. Even if a village uses separate clerks for each of the boards, the village clerk is still responsible for ensuring that the minutes of those meetings are correctly prepared within the established time limits.
- \* Attends evening meetings as needed, requested or required.
- \* Local Legislation. The clerk is responsible for maintaining a record of all village resolutions and local laws.
- \* Production of Books and Records. The clerk is also responsible for producing books, records and papers for inspection. When an attorney or a court subpoenas records or when the village is investigated or audited in contrast to the FOIL, Village Law, § 4-402(e) provides that, the clerk must furnish certified copies suitable for reading into evidence, at the price of \$0.20 per page. All other requests for records are governed by FOIL which provides the maximum amount that may be charged for copies.
- \* Notice of Defect. The clerk must keep an indexed record of all written notices of defect which are reported pursuant to Village Law § 6-628.
- \* Elections. Serves as Chief Election Official, for the Village and is responsible for coordinating and conducting all elections. Attends all necessary training provided and provides training opportunities for all election inspectors and Village staff that assists in the election process.

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\* Village Taxes. The clerk is responsible for village tax collection and the annual submission of delinquent water/sewer list and delinquent village property tax list to county, as prepared by the treasurer. Tax searches as requested.

\*Water Billing. The clerk will prepare/process quarterly water billing and quarterly late water billing for mailing and perform water searches as requested.

\* Insurance. Assists with property and liability insurance renewals.

\* Permits. Assists with issuing parade and park use permits. Issues handicap parking permits and files yearly report.

\* Files DOL monthly report.

\* Vital Statistics. Handles and processes requests for birth and death certificates.

\* Oath of Office. The clerk may administer the oath of office to all village officers. The clerk is also responsible for coordinating various village functions and performing administrative tasks that are not assigned to other village officials, including but not limited to:

- \* Filing, publishing, and posting notices relating to resolutions, local laws, public hearings, open meetings, and referenda;
- \* Complying with the notice and filing requirements for all village boards;
- \* Maintaining postings which are required to be permanently displayed;
- \* Notifying the proper State and municipal officials, as required by law, of certain village business;
- \* Serving as the point of contact for citizens with questions about the village; and
- \* Acting as liaison between the citizens and the village board of trustees. The board of trustees establish the village clerk's office hours. If the village board has not established the clerk's office hours, then the mayor may establish the clerk's office hours. If the mayor fails to establish the clerk's office hours, then the clerk may establish his or her own office hours. If the mayor or the clerk has established the office hours, the board of trustees may supersede any previously established hours.

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**EXHIBIT B**  
**VILLAGE TREASURER**

The treasurer serves as the chief fiscal officer of the village. Pursuant to Village Law § 4-408, the treasurer is responsible for:

\* Accounting. The treasurer must maintain custody of all village funds and keep the accounts of all village receipts and expenditures. The accounting must comply with the OSC's uniform system of accounts. For more information, see the Office of the State Comptroller's Accounting and Reporting Manual for Cities, Villages, Counties, and Towns, which is available online at <http://osc.state.ny.us/localgov/pubs/arm.pdf>.

\* Bank Deposits. The treasurer must deposit, in a commercial bank or trust company as designated by the board of trustees, all village funds within 10 days of receipt. Savings banks (defined as savings banks, savings and loan associations, federal savings banks, and federal savings and loan associations) may participate in the banking development district program to the same extent that commercial banks may participate. Municipal deposits are allowed in a savings bank only as part of the banking development district program. This authorization expires on January 1, 2023.

\* Signing Checks. The treasurer is the authorized signatory of village checks. The board of trustees may authorize, by local law or resolution, the treasurer to use a facsimile signature. However, the OSC recommends that the village put in place significant internal controls to protect against theft and fraud. For information on internal controls, please see the Office of the State Comptroller's publication "The Practice of Internal Controls," which is available online at [www.osc.state.ny.us/localgov/pubs/lmgm/practiceinternalcontrols.pdf](http://www.osc.state.ny.us/localgov/pubs/lmgm/practiceinternalcontrols.pdf).

\* Order to Pay Claims. The treasurer must prepare, sign, and transmit an order directing the payment of all claims which the board of trustees has ordered paid. The order to pay claims must contain an abstract of all the claims that the board of trustees has audited and ordered to be paid. The abstract must contain the names of the claimants, the amounts approved for payment, and the appropriations chargeable. A duplicate of the order must also be filed in the village clerk's office. If the village has consolidated the positions of clerk and treasurer, the mayor, not the clerk, signs the order to pay claims. Note that municipalities are no longer required to make and file an annual report of tort claims with the Office of the State Comptroller (OSC).

\* Payments. The treasurer must pay out village funds pursuant to Village Law §§ 5-524 and 5-526. Generally, such payments must be by check except in the case of petty cash payments made pursuant to Village Law § 5-526.

**VILLAGE of SAVONA**  
**15 McCoy Street – PO Box 411**  
**Savona, NY 14879**  
**607-583-2124**  
**607-583-2617 Fax**

\* Annual Financial Statement. The treasurer is responsible for filing an annual financial statement of the village's revenues, expenditures, and outstanding indebtedness in the village clerk's office within 60 days of the end of the fiscal year. Alternatively, the board of trustees may authorize the treasurer to file in the village clerk's office a copy of the annual financial report, which must be filed with the OSC pursuant to General Municipal Law § 30. Within 10 days of filing the annual financial statement, a notice must be published in the village's official newspaper stating that the annual financial statement has been filed and is available for inspection in the clerk's office. The board of trustees, not the treasurer, is responsible for ensuring that the notice is published. In addition, the statement must be audited by either the board of trustees, a village officer or employee who is designated by the board, or a public accountant hired by the board.

\*Payroll. The treasurer is responsible to complete payroll on a monthly basis and prepares quarterly reports. The treasurer will supervise applicable Federal and State payroll taxes and State Retirement System reporting.

\* Budget Officer. The treasurer will act as the Village Budget Officer by preparing periodic budget/actual reports of revenues and expenditures in order for the Board of Trustees to be able to monitor the budget performance. The treasurer will prepare the annual budget for the budget adoption process.

\* Village Taxes and Water Billing. The treasurer will help the clerk to prepare/process the Village taxes, quarterly water billing and quarterly late water billing for mailing. The treasurer will receive payments and deposit funds within 10 days of receipt. The treasurer will prepare the annual submission of delinquent water/sewer list and delinquent village property tax list to the clerk for submission to the county.