

Village of Cherry Valley Organizational Meeting/Budget Hearing Part 2 Minutes

Tuesday April 7, 2026

The Village of Cherry Valley Organizational Meeting was opened at 6:33 PM by Mayor Stiles with the Pledge to the Flag. In attendance were Mayor Jeffrey S. Stiles, Trustees Ian M. Feulner and K. Don Brigham, DPW Superintendent Wayne B. Valentine, Clerk-Treasurer Melissa F. Gregory. Also in attendance were two guests.

Proposed Appointments, Wages, Contracts

The following was reported to be the appointments, wages, contracts for the 2026-2027 Village Year:

Mayor - Jeffrey S. Stiles; elected to 3/31/2029 @ \$1,925.00/year

Deputy Mayor - Ian M. Feulner; appointed to 3/31/2027 @ \$100.00/year

Trustee - Ian M. Feulner; elected to 3/31/2030 @ \$1,650.00/year

Trustee - Kevin D. Brigham; elected to 3/31/2029 @ \$1,650.00/year

Clerk-Treasurer - Melissa F. Gregory; continuing appointment @ \$21.00/hour; w/benefits; no health insurance

Registrar of Vital Statistics - Melissa F. Gregory; appointed to 3/31/2029 @ \$250.00/year

Deputy Clerk-Treasurer - Eve N. Bouboulis; continuing appointment @ \$20.00/hour

Deputy Registrar of Vital Statistics - Eve N. Bouboulis; appointed to 3/31/2029 @ \$50.00/year

DPW Superintendent - Wayne B. Valentine; continuing appointment @ \$62,400.00/year; w/benefits; no health insurance

Maintenance Worker - Stacy L. Van Buren; continuing appointment @ \$46,800.00/year; w/benefits; no health insurance

Village Attorney - Jill A. Poulson, Esq.; contracted to 3/31/2027 @ \$5,000.00/year

Village Historian - Susan Miller; appointed to 3/31/2027 @ \$200.00/year

Village Public Health Officer (shared w/Town of Cherry Valley) - Elletta Horth, FNP

Property Maintenance - AA Property Care % Aaron Van Buren; contracted May 1-November 30, 2026 @ \$18,200.00/season

Refuse and Recycling Removal - Casella Waste Management of NY, Inc. contracted 4/1/2025 to 5/31/2027 @ \$90,999.00/two-year

Motion was made by Trustee Brigham, seconded by Trustee Feulner, to approve the appointments, wages, and contracts as listed.

Policies and Procedures

The Board discussed the following sets of policies and procedures, and agreed that they will be more easily made available to the public via the Village's website upon the creation of a new user-friendly website (of which discussions are still being had).

The following policies and procedures were voted to be maintained as they currently are:

- Bank: NBT Bank of Norwich, NY - Cherry Valley, NY Branch
- Newspaper: The Daily Star, Oneonta, NY
- Board Meeting Dates: 3rd Tuesday of each month; 6:30 PM
- Authorization for Clerk-Treasurer to pay certain bills prior to Board Meetings: (utilities; gasoline; refuse removal contract; property maintenance contract; room rent; insurances; postage; water bonds/interest on water bonds; Elan Financial Services - NBT Credit Card; small items to run office and equipment as needed)
- classes/work-related meetings to be reviewed as requested at regular meeting of the Board
- Work-related travel mileage; reimbursed at the current IRS rate
- Meals (if not included with class/conference): \$45.00/day
- County sales tax receipts: split of 50:50% between Village General and Water budget funds
- All employees must be offered NYS Retirement (required for all full-time employees) and Deferred Compensation Plan

The following policies and procedures were discussed as either new additions or ones to be reviewed and/or updated:

- New - online bill payment and online accounts
 - The Board agreed to register for as many online accounts/bill pays as possible to make accounting management more efficient.
- Review/Update - emergency protocol/preparedness plan.
 - Clerk-Treasurer Gregory noted that the current plan does not reflect current contact information and its overall procedures should be reviewed to ensure they are as correct as possible.
- Review/Update - absence with pay policy
 - Clerk-Treasurer Gregory is requesting a review from the Board to clarify which employees fall under which policy, as there were changes made in the last few years.
- New - job descriptions for *all* Village positions (elected and appointed)
- New - healthcare
 - This is an ongoing conversation with the Board and research continues to be done to make the best decision possible for the Village and its employees.
- Updated - cemetery burials start date

- Mayor Stiles stated that there will be no burials prior to May 1 each year. Upon reaching that date, it will then be up to the sole discretion of the DPW Superintendent to decide whether or not a burial can be done safely/appropriately.
- New - volunteer policy
 - A volunteer policy was recommended by Clerk-Treasurer Gregory as there are tasks within the office/Village where it would be helpful to have an extra set of hands. As each task approaches, the office will put notices out to residents to seek help.
- New - deposits and investments policy
 - This is a policy that Clerk-Treasurer Gregory found to be a mandated one by the Office of the State Comptroller. Further research is being done to proceed appropriately with this particular policy.
- New - breach notification policy
 - This is a policy that Clerk-Treasurer Gregory found to be a mandated one by the Office of the State Comptroller. Further research is being done to proceed appropriately with this particular policy.
- New - FOIL policy
 - FOIL is the “Freedom Of Information Law” in which an individual/organization can request to receive records/documentation from New York State and local government agencies. The policy will simply state the purpose of FOIL and the Village’s obligations and timelines related to FOIL requests.
- New - records management
 - This policy will aim to periodically review records and follow the NYS Archives record retention schedule, found at nysed.gov.
- Updated - property use guidelines
 - The goal with this is to review any and all guidelines currently in use with the Village and to update them as necessary.
- Updated - meeting rules and regulations
 - To maintain order and accountability, the Board will enact a policy that will outline the rules and regulations of Board meetings, noting that it can be updated, per a resolution, as seen fit at any time by the Board.
 - Each guest will be provided two minutes to speak (extra time available per the board’s approval); a 30 second-remaining notice will be given so the speaker has time to finish their thoughts.
 - The Board has the right to request a guest to leave the meeting if that guest is not showing respect to the Board members and others in attendance.
 - A public comment section to the meetings will be available after the guests on the agenda have spoken. The Board is not required to

respond/provide an answer during this time. If necessary, the Board will follow up with the individual(s) in question.

- New - compensation time vs. overtime for employees
 - This was discussed but further budget discussions and other research is to be done before a final decision is made.

Motion was made by Mayor Stiles, seconded by Trustee Brigham, to approve the policies and procedures as addressed above.

Motion was made by Trustee Brigham, seconded by Trustee Feulner, to open the Budget Hearing at 8:28 pm.

Department of Public Works

DPW Superintendent Valentine presented the Board with a list of items/projects that they have planned within the DPW itself for the upcoming/Summer months. Listed below are the other topics discussed pertaining to the new Village year.

- Truck and/or Plow - The Board and DPW continue to search for an appropriate new truck for the DPW. A handful of trucks have been viewed in various locations, and Trustee Brigham suggested a search via the NYSOGS (New York State Office of General Services) State Contract Site.
 - Regarding the plow, the current plan stands to work on rebuilding it/fixing it for now.
- Manlift - To maintain the safety of the DPW employees an appropriate manlift is needed so they can hang holiday lights, banners, flags, etc. The DPW rented a manlift from Empire Power Rentals in Fort Plain, NY to take down holiday lights and put up the flags, which worked well and was a good price. The Board discussed whether or not to budget money for the purchase of a manlift, or to continue to rent for now. It was decided that for this upcoming fiscal year the DPW will continue to rent as needed and monies will be budgeted and set aside for the purchase of a manlift possibly in the 2027-2028 fiscal year. If/when purchasing one, DPW Superintendent noted that even a towable manlift would satisfy the needs of the DPW.
- Sidewalks - It was discussed which sidewalks would take priority this summer to re-do and of those, which may be eligible for reimbursement through the NYS DOT CHIPs (New York State Department of Transportation Consolidated Local Street and Highway Improvement Program) funding. According to the program's guidelines, funding is provided for sidewalk (in this case) improvements that run along state highways. In the Village's case that would be Main Street and Alden Street. At this time, Mayor Stiles has stated that he would prefer to perform these repairs in house.

- Roadways - The following streets/lots were discussed to be chip sealed/repared: Montgomery (from church to past the bridge); Hamilton; Quarry; Red Point Lot.
- Technology Upgrades to the Shop - Discussions were held regarding adding internet to the DPW shop and the Board agreed that this would be helpful to them. They also discussed the transfer of at least one of the printers from the office up to the shop as well, if a new printer is purchased for the office.
- Additional Maintenance Worker - There is interest from the Board regarding the addition of a worker for the DPW staff, specifically for additional help in the summer months. At this time, this discussion will be held off until next budget planning season.
- Trees - DPW noted that there are trees that will need to be removed this summer both around the Village and in the cemetery.

Miscellaneous

- Security Cameras - The status of the security cameras that are currently being utilized were discussed and it was agreed that they need upgrading, and adding more to other Village property locations would be a good idea.
- Electric Vehicle Chargers - The status of the electric vehicle chargers was discussed with an interest from the Board as to exactly how much is spent per month on energy to run them. Clerk-Treasurer Gregory agreed to do further research into this. She also reminded them of the NYSERDA grant that was received in the Fall of 2024, and how applying that money towards EV chargers was a possible option. Further research will be conducted into the EV chargers and how the Board chooses to proceed with their availability for residents and guests.

Office

- Accounting Software - Clerk-Treasurer Gregory, along with Trustee Brigham, were provided a demo from Williamson Law Book Company for their accounting software. The quote received was for \$17,750.00 (plus 12 - 16 hours of training at \$175/hr = up to \$2,800.00). The software demo showed how valuable it would be to the work load of the office, and it is currently planned to be implemented into the budget.
- Antivirus Software - Clerk-Treasurer Gregory noted to the board that either a renewal of, or new purchase of antivirus software is needed. The Board discussed and agreed of its necessity and will wait to receive quotes from Clerk-Treasurer Gregory before choosing a company to work with.
- Website & Email - Though not a new conversation about the upgrade of the Village's website and email, more discussion was held this evening and will be followed through with at the April 14, 2026 meeting.
- Record Management - Clerk-Treasurer Gregory mentioned to the Board about the state of files and records within the office, noting that there is a great deal of work that needs to

be done to get files up to date and aligned with the NYS Archives Record Retention Schedule. Clerk-Treasurer Gregory stated that NYS Archives has resources available to help municipalities (and others) improve their records. This will be something that will be looked into for the upcoming fiscal year to make great improvements which will help with work flow and increase efficiency in the office.

- Increase Petty Cash Fund - The Board agreed to increase the petty cash fund from \$50.00 to \$200.00. This was requested by Clerk-Treasurer Gregory after her noting the difficulty in providing exact change to residents who pay with cash for various fees.
- Separate Village General and Village Water Accounts - Upon speaking with other Villages, Clerk-Treasurer Gregory noted to the Board that a separation of the Village General and Water account would be greatly beneficial to the accounting processes for the office. The Board agreed to allowing Clerk-Treasurer Gregory to proceed with this separation. When completed, the one account will become two as 1) Village General Funds; 2) Village Water Funds.
- Computer and Printer - It is being discussed by the Board to purchase an upgraded printer and a larger (or an additional) computer monitor to increase work efficiency for the office. If an upgraded printer is purchased, the DPW would benefit from the “old” printer(s) to further increase their efficiency. At this time, there is the possibility of an available laptop/computer for the DPW to utilize as well. More research is being done and updates will be provided once available.

Adjournment:

The Village Board ended the budget hearing and adjourned the meeting at 9:55 p.m. upon motion of Trustee Brigham, seconded by Trustee Feulner, unanimously carried.