

Village of Wolcott

*6015 New Hartford Street
PO Box 85
Wolcott, NY 14590*

*Christopher J. Henner
Mayor*

*Fran Acker
Clerk-Treasurer*

Organizational Meeting

Tuesday, April 14, 2026

Members Present: Mayor Henner, Trustees: Lewis, Smith, Marshall and Harper

Members Absent: none

Others Present: Eva Banas-Duncan, Jack Roberts, Joe Plante

Mayor Henner opened the meeting at 6:45 pm.

APPOINT

Trustee Smith made the motion to approve the following appointments:

- Village Clerk/Treasurer a one year term - Fran Acker
- Deputy Village Clerk/Treasurer a one-year term - Eva Banas-Duncan
- Associate Village Justice for a one-year term - Whitney Furguson
- Justice Court Clerk for a one-year term - Janet Pontera
- Village Attorney for a one-year term - Kevin Caraccioli
- Building Code Enf. Officer for a one-year term - Tom Sawtelle
- Dog Control Officer for a one-year term - Gary Mettler
- Zoning Enforcement Officer for a one-year term - Tom Sawtelle

Trustee Marshall seconded the motion. All voted in favor.

COMMIS

Trustee Smith made the motion to approve the following appointments:

- Police Commissioner - Daniel Smith
- Deputy Police Commissioner - Andrew Marshall
- Fire Commissioner - Christopher J. Henner
- Deputy Fire Commissioner -David Lewis
- Water Commissioner - Daniel Smith
- Deputy Water Commissioner - Christopher J. Henner
- Sewer Commissioner -Dave Lewis
- Deputy Sewer Commissioner - Christopher J. Henner
- Highway Commissioner - Andrew Marshall
- Deputy Highway Commissioner - Christopher J. Henner
- Parks Commissioner - Misty Harper
- Deputy Parks Commissioner - Daniel Smith
- Safety/Health Commissioner - David Lewis
- Deputy Safety/Health Commissioner - Andrew Marshall
- Senior Citizens Commissioner -Andrew Marshall
- Deputy Senior Citizens Commissioner -Misty Harper
- Planning/Zoning Commissioner - Daniel Smith
- Deputy Planning/Zoning Commissioner - Christopher J. Henner

- Sidewalk Commissioner - Daniel Smith
- Deputy Sidewalk Commissioner - David Lewis
- Youth Commissioner - Misty Harper
- Deputy Youth Commissioner - Daniel Smith

Trustee Marshall seconded the motion. All voted in favor.

PAPER

Trustee Smith made the motion to accept Times of Wayne County and Finger Lakes Times as the official newspapers of the Village of Wolcott. Trustee Marshall seconded the motion. All voted in favor.

MILEAGE

Trustee Smith made the motion that any Elected Official, Appointed Official and Village Employee who uses his or her own vehicle for village related business shall be reimbursed at the current federal rate. Trustee Marshall seconded the motion. All voted in favor.

MEETING SCHEDULE

Trustee Smith made the motion to approve the following meeting schedule for the fiscal year 2026-2027:

The Village of Wolcott Board of Trustees shall meet the second and fourth Tuesday of each month at 7:00 PM, unless otherwise scheduled, at the Village Hall, 6015 New Hartford Street, Wolcott, NY 14590 with the exception of the months of June, July, August, November and December, during which months meetings will be held only the second Tuesday of the month.

- The Annual Organizational Meeting shall be held the second Tuesday in April 2027.

Trustee Marshall seconded the motion. All voted in favor.

PRE-PAY

Trustee Smith made the motion allowing the Village Clerk/Treasurer to pay prior to board audit/meeting the following:

- All Utility Bills (Including but not limited to: Gasoline, Electrical, Internet,)
- Healthcare Premiums
- Petty Cash Accounts
- Debt service and interest on debt
- Deposits for schools and conferences
- All Payroll related accounts
- Employee Cell Phone Reimbursement

Trustee Harper seconded the motion. All voted in favor.

PETTY CASH

Trustee Smith made the motion that the following petty cash accounts be authorized:

- Village Hall - Custodian, Fran Acker - \$175.00
- Village Court - Custodian, Janet Pontera - \$100.00
- Village Hall-Water/Sewer-Custodian, Eva Banas-Duncan-\$50.00

Trustee Harper seconded the motion. All voted in favor.

STATE AID

Trustee Smith made the motion that the Mayor, Village Clerk/Treasurer, Village Court Clerk, and the Chief of Police/OIC be authorized to apply for

the following:

- State Aid
- Operation and Maintenance for the village sewer treatment plant
- Operation and Maintenance for the village water treatment plant
- Consolidated Highway Aid (CHIPS)
- Operation of Village of Wolcott Court
- Any other grant monies that should become available at no cost to the Village of Wolcott.

Trustee Harper seconded the motion. All voted in favor.

RE-LEVY

Trustee Smith made the motion that the Village Clerk/Treasurer be authorized to re-levy the following:

- Unpaid water and sewer rent accounts
- Penalties on stated water and sewer accounts
- Penalties on Village taxes
- Any unpaid Property Maintenance Fees

Also, that the unpaid village taxes be re-levied to the Wayne County Treasurer’s office for payment.

Trustee Harper seconded the motion. All voted in favor.

SCHOOL

Trustee Smith made the motion that training and schooling of Village Officials and Employees be approved and that,

WHEREAS, there is to be held during the coming fiscal year:

- A. The Annual Meeting, The Main Street Conference, Fall Training School, Public Works Conference and Legislative Meeting, which are training classes and meetings to aid local governments sponsored by the New York State Conference of Mayors and Other Municipal Officers.
- B. The following Wayne County Meetings;
 - Wayne County Village Officials Meetings.
- C. And any other training schools or meetings that would benefit the Village of Wolcott.

Also, it is determined by the Board of Trustees of the Village of Wolcott that attendance by municipal officials and employees at these meetings, conferences and training schools would be beneficial to the Village of Wolcott.

NYCOM Annual Meeting	Elected Officials & Village Clerk/Treasurer
NYCOM Main Street Meeting	Elected Officials & Village Clerk/Treasurer
NYCOM Fall Training School	Elected Officials & Village Clerk/Treasurer
NYCOM Public Works Conference	Elected Officials & Village Clerk/Treasurer, Commissioners and Public Works Employees
NYCOM Legislative Meeting	Elected Officials and Village Clerk/Treasurer
Wayne County Village Officials	Board of Trustees, Clerks, Department Heads and Appointed Officials

Other Training Classes/Seminars	Board of Trustees, Appointed Officials and all Employees
NYS Justice Clerks Training	Court Clerk/Village Clerk
NYS Justice School	Village Justice and Acting Village Justice

BE IT SO RESOLVED THAT, this resolution shall take effect immediately. Trustee Harper seconded the motion. All voted in favor.

PAYROLL

Trustee Smith made the motion that each member of the Village of Wolcott Board of Trustees will serve as the Payroll Auditor rotating quarterly for the 2026-2027 fiscal year. Trustee Harper seconded the motion. All voted in favor.

EMERGENCY MANAGEMENT COORDINATOR

Trustee Smith made the motion to approve the appointment of Gary Lockwood as the Emergency Management Coordinator for the Village of Wolcott and George Buckalew as Deputy, without compensation, for a one-year term. Trustee Harper seconded the motion. All voted in favor.

BANK

Trustee Smith made the motion to approve, Lyons National Bank, Wolcott, New York and the Five Star Bank, Seneca Falls, New York as the designated depositories of this corporation, Also that, all drafts, checks and other instruments or orders for the payment of money drawn against an account or accounts of this corporation with said depositories shall be signed by any two of the following, except Justice Accounts.

Clerk/Treasurer	All accounts with the exception of Justice and Justice Bail Accounts
Deputy Clerk/Treasurer	All accounts with the exception of Justice and Justice Bail Accounts
Mayor	All accounts with the exception of Justice and Justice Bail Accounts
Village Justice	Justice and Justice Bail Accounts
Associate Village Justice	Justice and Justice Bail Accounts

ALSO THAT, said depositories are authorized to place to the credit of the account, or any of the accounts, of this corporation, funds, drafts, checks or other property by whoever delivered to said depositories the name of the corporation by facsimile, mechanical, manual or other signature (any such endorsement by whomever affixed shall be the endorsement of this corporation, or otherwise endorsed, provided that if any such item shall bear, or be accompanied by direction) by whomever made deposit to a specific account, then such deposit shall be to the credit of such account, and

ALSO THAT, said depositories are hereby directed to accept, and/or pay and/or apply any draft, check, instrument or order for the payment of money, or any proceeds thereof, drawn on such account or accounts when signed as required by this resolution without limit as to amount, without limit injury, and without limit regard to the disposition of any such item or any proceeds thereof, and such item may be payable to the order of a person whose signature appears thereon or of any other officer or officers,

agent or agents of this corporation, or such item or any proceeds thereof may be used or disposed of for the personal credit account of any such person or persons, officer or officers, agent or agents with the depository or otherwise, or in payments of the individual obligation of any such person or persons, officer or officers, agent or agents to the depositories or otherwise.

Trustee Harper seconded the motion. All voted in favor.

**CORPORATION
OFFICERS**

Trustee Smith made the motion to approve the following persons to hold in this corporation the position indicated below:

Fran Acker	Village Clerk/Treasurer
Eva Banas-Duncan	Deputy Clerk/Treasurer
Daniel Smith	Deputy Mayor
David M. Miller	Village Justice
Whitney Furguson	Associate Village Justice

Trustee Harper seconded the motion. All voted in favor.

Trustee Smith made the motion to adjourn at 6:55pm. Trustee Harper seconded the motion. All voted in favor.

Respectfully submitted,

Eva Banas-Duncan

Eva Banas-Duncan
Clerk-Treasurer