

**VILLAGE OF PORT LEYDEN
BOARD OF TRUSTEES**

Special Meeting Minutes
December 23, 2024

Call to Order

Mayor Collins called the special meeting for the Board of Trustees of the Village of Port Leyden to order at 4:30 PM on December 23, 2024.

Roll Call:

Meeting included the following board members:

Mayor Heather Collins, Trustee Deborah Belmont, Trustee Nicholas Byrne, Trustee Charles Kraeger Jr, and Clerk/Treasurer Janice Dosztan (Trustee Jennifer Samson Trustee - excused)

2025 Organization Meeting:

**RESOLUTION #1-2025
APPOINT DEPUTY MAYOR**

Motion by Trustee Byrne and seconded by Trustee Belmont to appoint Trustee Charles Kraeger Jr as Deputy Mayor. Motion carried with 3 ayes and 0 nays-Trustee Kraeger Abstained.

**RESOLUTION #2-2025
APPOINT DEPUTY
CLERK/TREASURER**

Motion by Trustee Belmont and seconded by Trustee Kraeger to appoint Tracy Hoage as Deputy Clerk/Treasurer. Motion carried with 4 ayes and 0 nays.

**RESOLUTION #3-2025
OFFICIAL NEWSPAPER**

Motion by Trustee Kraeger and seconded by Trustee Byrne to designate the Lowville Journal as the official paper and Watertown Daily Times as a secondary paper. Motion carried with 4 ayes and 0 nays.

**RESOLUTION #4-2025
MONTHLY MEETING**

Motion by Trustee Belmont and seconded by Trustee Byrne to conduct the monthly Village meetings on the 3rd Monday of the month at 5:00 PM. Motion carried with 4 ayes and 0 nays.

**RESOLUTION #5-2025
OFFICIAL BANK**

Motion by Trustee Byrne and seconded by Trustee Belmont to designate Community Bank N.A. as the bank for the Village with the following officers for the Village of Port Leyden to endorse checks and orders for the payment of money or otherwise withdraw or transfer on deposit with this Financial

Institution Community Bank N.A, Mayor Heather Collins, Deputy Mayor Charles Kraeger Jr, Janice Dosztan Clerk/Treasurer, and Deputy Clerk Treasurer Tracy Hoage. Motion carried with 4 ayes and 0 nays.

**RESOLUTION #6-2025
HEALTH OFFICER**

Motion by Trustee Byrne and seconded by Trustee Belmont to appoint Diana Manning as the Village of Port Leyden's Health Officer. Motion carried with 4 ayes and 0 nays.

Other Business:

JS Koster Hose Company submitted their 2025 bingo dates and license for approval.

**RESOLUTION #7-2025
2025
JS KOSTER HOSE COMPANY
BINGO DATES**

Motion by Trustee Belmont and seconded by Trustee Byrne to approve the 2025 bingo dates submitted by JS Koster Hose Company. Motion carried with 4 ayes and 0 nays.

Adjournment:

6:00 PM - Motion by Trustee Kraeger, seconded by Trustee Byrne to adjourn the meeting. Motion carried with 4 ayes and 0 nays.

Minutes submitted by: _____
JD