

VILLAGE OF KENMORE, NEW YORK
Office of the Clerk

**At a meeting of the Board of Trustees of the Village of Kenmore, New York, held on the 2nd day of
December 2025 the following Resolution was adopted:**

Re: Approval of Mayoral Assignments of Trustees

Trustee _____ offered the following resolution:

The Board of Trustees hereby approves of the following Mayoral assignments of the Board of Trustees:

Deputy Mayor	_____
Water & Sanitation/Sewer Commissioner	_____
Public Works & Public Utilities Commissioner	_____
Commissioner of Administration & Finance	_____
Deputy Police/Juvenile Aid Bureau Commissioner	_____
Deputy Fire Commissioner	_____
Community Development Commissioner	_____
Commissioner of Kenmore Community Center	_____
Building Department Commissioner	_____
Housing Authority Liaison	_____

BE IT FURTHER RESOLVED,

That the Board of Trustees approves the following Mayoral appointments of Trustees to the following committees:

Insurance	Trustee _____ & Trustee _____
Tax & Property	All Board Members
Grievance Committee	Trustee _____ & Trustee _____
Capital Expenditures	Trustee _____ & Trustee _____
Negotiating Committee	Trustee _____ & Trustee _____

Seconded by Trustee _____ and approved by vote of all members in attendance.

Dated: December 2, 2025

State of New York)
County of Erie) ss:
Village of Kenmore)

I, KATHLEEN P. JOHNSON, Clerk of the Village of Kenmore, New York, do hereby certify that I have compared the foregoing with the original minutes of the regular meeting of the Board of Trustees of said Village held on the 2nd day of December, 2025, and that the resolution duly adopted by the Board of Trustees is on file in my office, and that the foregoing is a true and correct transcript from said original minutes and in part thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and Seal of said Village this 3rd day of December 2025.

Village Clerk

VILLAGE OF KENMORE, NEW YORK
Office of the Clerk

At a meeting of the Board of Trustees of the Village of Kenmore, New York, held on the 2nd day of December 2025 the following Resolution was adopted:

Re: Village Board Rules of Procedure

Trustee _____ offered the following resolution:

**RULES FOR PREPARATION OF AGENDAS FOR PUBLIC BOARD MEETINGS
AND FOR AUDITING VOUCHERS**

1. Meeting Agendas will be delivered to the Board Members late afternoon on the Friday prior to the regular public Board Meeting.
2. Trustees and Department Heads wishing to have items included on such agendas must submit them to the Village Clerk-Treasurer no later than 2:00 p.m. on the Friday prior to the regular public Board Meeting.
3. Additional agenda items not submitted in accordance with No. 2 above may be added on the meeting day with the approval of three members of the Board of Trustees.
4. (a) Each Trustee is obligated to audit the vouchers at his or her own leisure prior to the public Board Meeting at which they are to be approved for payment.

(b) The Village Clerk-Treasurer will have such vouchers available for audit by Board Members in the Mayor's Office no later than 4:00 p.m. of the day of the public Board Meeting.

PUBLIC BOARD MEETING RULES OF PROCEDURE

1. Trustees or audience members will be permitted to speak when recognized by the Mayor, or in his absence, the Deputy Mayor.
2. Discussion or debate of Agenda items will begin only after a motion has been made and seconded. The Order of Recognition for speaking on a "question" for Trustees shall be in the same order of roll call voting, except that the Trustee who introduces the motion shall be given the first privilege of the floor. No Trustee shall be permitted to speak on a "question" after it has been voted on except to change his or her vote prior to the vote result being announced.
3. The Order of Roll Call voting shall be as follows:

Trustee Paul Catalano
Trustee Brittany Jones
Trustee Donna Genesky
Trustee Christopher Ring
4. Constructive audience input will continue to be invited prior to submitting the motion to a vote by the Board of Trustees. Questions, for clarification purposes, will also be permitted from audience members prior to such vote being taken. Upon conclusion of audience comments and discussion, the Board of Trustees will proceed with final disposition. The Mayor, at his sole discretion, may

initiate a time limit for audience comment, and/or limit audience participation to one comment per audience member.

**PROCEDURES FOR CONVENING AND CONDUCTING
NON-REGULARLY SCHEDULED VILLAGE BOARD MEETINGS**

Special non-regularly scheduled meetings of the Board of Trustees may be called by the Mayor or by any three Trustees by causing a written notice specifying the time and place thereof to be served upon each member of the Board personally at least two hours in advance, or by leaving a notice at his residence or place of business with some person of suitable age and discretion at least 24 hours before the time of the meeting or by making such notice at least 72 hours before such meeting, and that all such meetings shall be in conformance with the requirements of New York State's Open Meeting Law, Rules and Regulations.

Seconded by Trustee _____ and approved by vote of all members in attendance.

Dated: December 2, 2025

State of New York)
County of Erie) ss:
Village of Kenmore)

I, KATHLEEN P. JOHNSON, Clerk of the Village of Kenmore, New York, do hereby certify that I have compared the foregoing with the original minutes of the regular meeting of the Board of Trustees of said Village held on the 2nd day of December, 2025, and that the resolution duly adopted by the Board of Trustees is on file in my office, and that the foregoing is a true and correct transcript from said original minutes and in part thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and Seal of said Village this 3rd day of December 2025.

Village Clerk

VILLAGE OF KENMORE, NEW YORK
Office of the Clerk

At a meeting of the Board of Trustees of the Village of Kenmore, New York, held on the 2nd day of
December 2025 the following Resolution was adopted:

**RESOLUTION RE: THE INVESTMENT/FISCAL/ADMINISTRATIVE POLICY FOR
THE VILLAGE TREASURER FOR THE REMAINDER OF THE 2025-2026 FISCAL
YEAR AND FOR FISCAL YEAR 2025-2026 THROUGH DECEMBER 1, 2025.**

Trustee _____ offered the following resolution and moved its adoption:

WHEREAS, the Village of Kenmore in the course of the next fiscal year will have funds not immediately needed for the purposes of the Village, and

WHEREAS, such funds may be temporarily invested in order to obtain interest thereon, which interest can be used for the benefit of the Village of Kenmore, and

WHEREAS, the General Municipal Law Section 11 authorizes the Board of Trustees of the Village to authorize the Treasurer to temporarily invest such idle funds,

NOW, THEREFORE BE IT

RESOLVED, that the Treasurer of the Village of Kenmore is hereby authorized and directed to invest the funds of the Village of Kenmore which are presently on hand and which will hereafter come into her hands and which in her opinion, are not immediately needed for purposes of the Village of Kenmore in Treasury Bills, Certificates of Deposit and Money Market or other similar accounts authorized to do business in New York State, and be it further

RESOLVED, that all investments shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Local Government or a Custodial Bank with which the Local Government has entered into a Custodial Agreement. The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit, and be it further

RESOLVED, that the Clerk/Treasurer is hereby authorized to sign any grants, agreements or other documents on behalf of the Village of Kenmore, and be it further

Seconded by Trustee _____ and approved by vote of all members in attendance.

Dated: December 2, 2025

State of New York)
County of Erie) ss:
Village of Kenmore)

I, KATHLEEN P. JOHNSON, Clerk of the Village of Kenmore, New York, do hereby certify that I have compared the foregoing with the original minutes of the regular meeting of the Board of Trustees of said Village held on the 3rd day of December, 2024, and that the resolution duly adopted by the Board of Trustees is on file in my office, and that the foregoing is a true and correct transcript from said original minutes and in part thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and Seal of said Village this 3rd day of December 2025.

Village Clerk

VILLAGE OF KENMORE, NEW YORK
Office of the Clerk

At a meeting of the Board of Trustees of the Village of Kenmore, New York, held on the 2nd day of December 2025 the following Resolution was adopted:

Re: Authorization to the Clerk/Treasurer and Department Heads

Trustee _____ offered the following resolution:

The Board of Trustees Hereby approves and gives the Clerk/Treasurer the following authorizations:

RESOLVED, that the Village Clerk-Treasurer be and she hereby is authorized to select and empower various paying agents from time to time to destroy evidences of paid municipal obligations which have been duly canceled, such destruction and cancellation to be carried out pursuant to the applicable regulations of the Office of the State Comptroller.

RESOLVED, that the Clerk/Treasurer is authorized to issue advance approval of claims for certain reoccurring charges, in accord with Section 5-524(6) of the Village Law which provides the Board of Trustees may, by resolution, authorize payment in advance of audit of claims for certain recurring charges such as public utility services, postage, freight and express charges and obligations for contracts and agreements that have been approved by the Board,

RESOLVED, that the all Department Heads are authorized to purchase on State and County contracts for the remainder of fiscal year 2025-2026 and for fiscal year 2026 - 2027, through the first Board meeting in December, 2026.

Seconded by Trustee _____ and approved by vote of all members in attendance.

Dated: December 2, 2025

State of New York)
County of Erie) ss:
Village of Kenmore)

I, KATHLEEN P. JOHNSON, Clerk of the Village of Kenmore, New York, do hereby certify that I have compared the foregoing with the original minutes of the regular meeting of the Board of Trustees of said Village held on the 2nd day of December, 2025, and that the resolution duly adopted by the Board of Trustees is on file in my office, and that the foregoing is a true and correct transcript from said original minutes and in part thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and Seal of said Village this 3rd day of December 2025.

Village Clerk

VILLAGE OF KENMORE, NEW YORK
Office of the Clerk

At a meeting of the Board of Trustees of the Village of Kenmore, New York held on the 2nd day of December 2025, the following Resolution was adopted:

Trustee _____ offered the following resolution and moved its adoption:

WHEREAS, the Treasurer of the Village of Kenmore has heretofore, pursuant to law, submitted to the Board of Trustees the Tax Roll for the fiscal year beginning June 1, 2025 and ending May 31, 2026 together with an account of the taxes remaining due thereon amounting to \$489,799.55 and

WHEREAS, said Board has compared said account with the original Tax Roll and found it to be correct,

NOW, THEREFORE BE IT

RESOLVED, that said list, as certified, together with a copy of this resolution, be transmitted to the Treasurer of the County of Erie for collection pursuant to the provisions of Local Law No. 1 of 1979 of the County of Erie and Section 1442 of the New York State Real Property Tax Law and amended in 1980, Chapter 745.

Seconded by Trustee _____ and adopted by a full vote in the affirmative.

State of New York)
County of Erie) ss:
Village of Kenmore)

I, KATHLEEN P. JOHNSON, Village Clerk of the Village of Kenmore, New York, do hereby certify that I have compared the foregoing with the original minutes of the regular meeting of the Board of Trustees of said Village held on the 2nd day of December, 2025, and that the resolution duly adopted by the Board of Trustees is on file in my office, and that the foregoing is a true and correct transcript from said original minutes and in part thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and Seal of said Village this 3rd day of December, 2025.

Village Clerk-Treasurer