



# VILLAGE OF COLONIE

## VILLAGE HALL

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**JAMES M. RUBINO**  
MAYOR

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**FRANK A. PREVRATIL**  
DEPUTY MAYOR

**PATTY SCHWARZ LOCKART**  
TRUSTEE

**JASON M. DEPAULO**  
TRUSTEE

**MARK P. STEVENS**  
TRUSTEE

**JAMIE L. BLOT**  
VILLAGE CLERK

## MINUTES MINUTES OF THE MAYOR AND BOARD OF TRUSTEES ANNUAL MEETING MONDAY, APRIL 7, 2025 6:30 P.M.

The annual meeting of the Mayor and Board of Trustees was held on Monday, April 7, 2025, at 2 Thunder Road, Albany, NY 12205. Mayor Rubino opened the meeting at 6:30 p.m.

Roll Call:	Mayor Rubino	Present
	Deputy Mayor Prevratil	Present
	Trustee Lockart	Present
	Trustee DePaulo	Present
	Trustee Stevens	Present
	Clerk Blot	Present

Clerk Blot announced that Judge Sommers will now swear in the newly elected official.

Judge Sommers swore in the following elected official:  
Trustee Mark P. Stevens 1-year-term

The Mayor and Board of Trustees congratulated Trustee Stevens, and Trustee Stevens stated that it is great to be a member of the Village of Colonie team. He thanked the employees, volunteers and members of the boards and commissions for all of their hard work.

Clerk Blot read aloud Resolution 2025-01 "Annual Appointments for Appointed Officials". A motion was made by Trustee DePaulo to approve Resolution 2025-01, as presented for the 2025-2026 year.  
Motion seconded by Trustee Lockart.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-02 "Commission and Liaison Appointments". A motion was made by Trustee Stevens to approve Resolution 2025-02, as presented for the 2025-2026 year. It was added that the appointed liaisons will be responsible for reporting to the Mayor regarding any meetings or updates.  
Motion seconded by Deputy Mayor Prevratil.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-03 “Designation of Depositories”. A motion was made by Deputy Mayor Prevratil to approve Resolution 2025-03, as presented for the 2025-2026.

Motion seconded by Trustee Stevens.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-04 “Standard Work Day”. A motion was made by Trustee Lockart to approve Resolution 2025-04, as presented for the 2025-2026 year.

Motion seconded by Trustee Stevens.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-05 “Investment Policy”. A motion was made by Trustee Stevens to approve Resolution 2025-05, as presented for the 2025-2026 year.

Motion seconded by Deputy Mayor Prevratil.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-06 “Advance Approval of Claims”. A motion was made by Trustee Lockart to approve Resolution 2025-06, as presented for the 2025-2026 year.

Motion seconded by Trustee DePaulo.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-07 “Mileage Allowance”. She stated that it has gone up slightly since last year. A motion was made by Trustee Stevens to approve Resolution 2025-07, as presented for the 2025-2026 year.

Motion seconded by Deputy Mayor Prevratil.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-08 “Attendance at Schools and Conferences”. A motion was made by Deputy Mayor Prevratil to approve Resolution 2025-08, as presented for the 2025-2026 year.

Motion seconded by Trustee DePaulo.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-09, “Designation of Official Newspaper for the Publication of Local Laws, Notices and other Public Matters”. Clerk Blot stated that this

designation is for the Times Union. A motion was made by Deputy Mayor Prevratil to approve resolution 2025-09, as presented for the 2025-2026 year.  
Motion seconded by Trustee Stevens.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-10, "Designation of Public Posting Places for Legal Advertisements". Clerk Blot stated that these six places have not changed since last year. A motion was made by Trustee DePaulo to approve Resolution 2025-10, as presented for the 2025-2026 year.  
Motion seconded by Trustee Lockart.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-11, "Procurement Policy". A motion was made by Trustee Lockart to approve Resolution 2025-11, as presented for the 2025-2026 year.  
Motion seconded by Deputy Mayor Prevratil.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-12 "Establishment of Village of Colonie Meeting Dates and Times". A motion was made by Deputy Mayor Prevratil to approve Resolution 2025-12, as presented for the 2025-2026 year.  
Motion seconded by Trustee Stevens.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-13 "Employee Handbook". Clerk Blot explained that three additional policies have been added. These include a compensatory time policy, vehicle violation policy and a policy requiring annual background checks for employees of the Water Department. A motion was made by Trustee Stevens to approve Resolution 2025-13, as presented for the 2025-2026 year.  
Motion seconded by Trustee DePaulo.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-14 "Hourly Rates for Hired Trucks". A motion was made by Deputy Mayor Prevratil to approve Resolution 2025-14, as presented for the 2025-2026 year.  
Motion seconded by Trustee DePaulo.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-15 "Naming of Official Holidays". A motion was made by Trustee Lockart to approve Resolution 2025-15, as presented for the 2025-2026 year.

Motion seconded by Deputy Mayor Prevratil.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-16 “Floating Holidays for Full-Time Recreation Personnel”. A motion was made by Deputy Mayor Prevratil to approve Resolution 2025-16, as presented for the 2025-2026 year.

Motion seconded by Trustee Stevens.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-17 “Floating Holidays for Full-Time DPW Personnel”. A motion was made by Deputy Mayor Prevratil to approve Resolution 2025-17, as presented for the 2025-2026 year.

Motion seconded by Trustee Stevens.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-18 “Authorize the Clerk to advertise for workshop meetings to take place”. A motion was made by Trustee DePaulo to approve Resolution 2025-18, as presented for the 2025-2026 year.

Motion seconded by Trustee Lockart.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-19 “Adoption of Village of Colonie Fee Schedule”. A motion was made by Trustee Lockart to approve Resolution 2025-19, as presented for the 2025-2026 year.

Motion seconded by Deputy Mayor Prevratil.

Vote: Unanimously approved by all.

Clerk Blot read aloud Resolution 2025-20 “Authorize to Return Bank Interest to the General Fund”. A motion was made by Deputy Mayor Prevratil to approve Resolution 2025-20, as presented for the 2025-2026 year.

Motion seconded by Trustee DePaulo.

Vote: Unanimously approved by all.

Clerk Blot announced that the date of the next annual meeting will be Monday, April 6<sup>th</sup>, 2026.

A motion was made by Deputy Mayor Prevratil to adjourn the meeting.

Motion seconded by Trustee Stevens.

Vote: Unanimously approved by all.

Meeting adjourned at 6:41 p.m.  
Respectfully submitted,

Jamie L. Blot  
Village Clerk