

**VILLAGE OF CANASTOTA
PROPOSED LOCAL LAW NO. B OF 2021**

**A LOCAL LAW TO AMEND CHAPTER 4 OF THE VILLAGE OF CANASTOTA CODE
RELATIVE TO THE TERM AND DUTIES OF THE VILLAGE ADMINISTRATOR**

Be it enacted by the Trustees of the Village of Canastota as follows:

SECTION 1. LEGISLATIVE PURPOSE AND INTENT

The purpose of this Local Law is to amend the violations and penalties for littering within the Village of Canastota in order to protect the health, safety and welfare of the citizens of the Village of Canastota.

SECTION 2. AUTHORITY

This local law is enacted pursuant to the New York State Constitution and New York Municipal Home Rule Law §10.

SECTION 3. AMENDMENT OF CHAPTER 4 OF THE VILLAGE OF CANASTOTA CODE.

Chapter 4 of the Village of Canastota Code is hereby amended so that Chapter 4 reads in its entirety as follows:

“Chapter 4

ADMINISTRATOR

§ 4-1. Purpose; position established.

In order to provide economical and efficient overall direction, coordination and control of the day-to-day activated of the Village of Canastota, to provide centralized direction and control of Village employees, to reduce the administrative detail performed by the Mayor and Trustees and to occasion the Mayor and Trustees a greater opportunity for the proper consideration of policy matters, the position of Village Administrator is hereby established for the Village of Canastota.

§ 4-2. Appointment; term; compensation. [Amended 12-3-2001 by LL No 2-2001]

The Village Administrator shall be appointed by the Board of Trustees and serve at the pleasure of the Board. The position shall be exempt, unclassified or noncompetitive. The Board of Trustees shall fix the compensation.

§ 4-3. Accountability; Acting Village Administrator.

The Village Administrator shall report to and be under the supervision of the Mayor and Trustees. During the absence or disability of the Village Administrator, the Mayor, with the approval of the Board of Trustees, may designate any properly qualified person as Acting Village Administrator.

§ 4-4. Powers and duties.

Subject to the approval, direction and control of the Mayor and Trustees, or in those instances where approval, direction, and control of the Mayor, and in accordance with such law and such policies, orders, rules, regulations, resolutions, ordinances and local laws as may be promulgated or adopted by the Board of Trustees, the Village Administrator shall:

- A. At the direction of the Board of Trustees, coordinate the activities of all Village departments.
- B. At the direction of the Board of Trustees, assist and coordinate the work of all Village employees and implement the personnel policies, orders, rules, regulations, resolutions, ordinances and local laws of the Village in conjunction with the appropriate department heads, if applicable.
- C. Recommend appointments, promotions or dismissal of Village employees in accordance with applicable policies, orders, rules, regulations, resolutions, ordinances and local laws of the Village in conjunction with the appropriate department heads, if applicable.
- D. At the direction of the Board of Trustees, oversee the enforcement of the policies, orders, rules, regulations, resolutions, ordinances and local laws of the Village and other applicable laws in an efficient and impartial manner.
- E. When so designated by the Mayor, prepare, as budget officer, the tentative budget according to law.
- F. Control expenditures within the amounts appropriated in the budget by enforcing administrative controls with oversight and review by the Village Clerk-Treasurer.
- G. Regularly report the financial condition of the Village to the Board of Trustees and periodically recommend needed action.
- H. With the direction of the Board of Trustees, supervise, assist and coordinate the process of purchasing all materials, supplies and equipment and the letting of all bids and contracts.
- I. Maintain an ongoing study of all activities and functions of the Village with a view to making recommendations, from time to time, of measures and programs, which might improve the efficiency and effectiveness of Village government.
- J. Consult with appropriate Village officers and employees in the preparation of policies, orders, rules, regulations, resolutions or local laws.
- K. Recommend for adoption such measures, as the administrator may deem necessary, appropriate or expedient for the health, safety or general welfare of the Village residents or for the improvement of delivery of governmental services.

- L. Attend all meetings of the Board of Trustees and provide information relative to the agenda items.
- M. Keep Village residents informed of Village policies, procedures and plans for delivery of governmental services.
- N. Oversee the expeditious response to inquiries by Village residents or other interested persons concerning Village government, operations and services.
- O. Maintain liaison with other governments and administrative agencies, but not in substitution of the Mayor or Trustees as the official representatives of the Village.
- P. The Administrator may be appointed to serve as Village Clerk or Village Clerk-Treasurer or Duty Village Clerk or Deputy Clerk-Treasurer.
- Q. Perform and discharge such other duties and responsibilities as may, from time to time, be assigned by the Mayor or Trustees.

§ 4-5. Effect on existing positions.

Nothing herein shall be deemed or construed as abolishing, transferring, limiting or curtailing in any way any powers, duties or responsibilities of the Mayor or Trustees or other Village officers or employees such as are prescribed by the laws, rules and regulations of the State of New York or by the policies, orders, rules, regulations, resolutions, ordinances or local laws of the Village of Canastota.”

SECTION 4. SEVERABILITY

If the provisions of any section, paragraph or clause of this Local Law shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, paragraph or clause of this Local Law.

SECTION 5. EFFECTIVE DATE

This local law shall take effect upon the filing with the Secretary of State.