

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County City Town Village
(Select one:)

of Morrisville

Local Law No. 7 of the year 2024

A Local Law to create a new Chapter 2 of the Village of Morrisville Code to establish the position of Village Administrator for the Village of Morrisville

Be it enacted by the Board of Trustees of the
(Name of Legislative Body)

County City Town Village
(Select one:)

of Morrisville as follows:

SECTION 1.

So that a new Chapter 2, titled "Administrator," shall be created, which shall read, in its entirety, as follows:

"§ 2-1 Purpose; position established.

In order to provide economical and efficient overall direction, coordination and control of the day-to-day activities of the Village of Morrisville, 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 Morrisville.

§ 2-2 Appointment; term; compensation.

The Village Administrator shall be appointed by and serve without term but at the pleasure of the Board of Trustees. The position shall be classified as exempt for the purposes of Civil Service. Compensation shall be fixed by the Board of Trustees.

§ 2-3 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.

§ 2-4 Powers and duties.

Subject to the approval, direction and control of the Mayor and Trustees, or in those instances where approval, direction and control is, by applicable law, reserved to the Mayor, then, under the 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:

(If additional space is needed, attach pages the same size as this sheet, and number each.)

- A. Supervise and coordinate the activities of all Village departments.
- B. Oversee and coordinate the work of all Village employees and implement the personnel policies, orders, rules, regulations, resolutions, ordinances and local laws of the Village.
- C. Recommend appointments, promotions or dismissals of Village employees in accordance with applicable policies, orders, rules, regulations, resolutions, ordinances and local laws of the Village.
- D. 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 amounts appropriated in the budget by enforcing administrative controls.
- G. Regularly report the financial condition of the Village to the Board of Trustees and periodically recommend needed action.
- H. Supervise and coordinate the process of purchasing all materials, supplies and equipment and the letting of all bids and contracts.
- I. Serve as the principal grants officer of the Village in identifying and applying for relevant financial grants.
- J. 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.
- K. Consult with appropriate Village officers and employees in the preparation of policies, orders, rules, regulations, resolutions or local laws.
- L. Recommend for adoption such measures as the Administrator may deem necessary, appropriate or expedient for the health, safety or general welfare of Village residents or for the improvement of the delivery of governmental services.
- M. Attend all meetings of the Board of Trustees, unless excused by the Mayor, and provide information relevant to agenda items.
- N. Keep Village residents informed of Village policies, procedures and plans for the delivery of governmental services.
- O. Oversee the expeditious response to inquiries by Village residents and other interested persons concerning Village government, operations and services.
- P. Maintain liaison with other governments and administrative agencies, but not in substitution of the Mayor or Trustees as the official representatives of the Village.
- Q. Perform and discharge such other duties and responsibilities as may, from time to time, be assigned by the Mayor and Trustees.

§ 2-5 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 officer or employee such as are prescribed by the laws, rules and regulation of the State of New York or by the policies, orders, rules, regulations, resolutions, ordinances or local laws of the Village of Morrisville.”

SECTION 2. EFFECTIVE DATE

This Local Law shall be effective upon filing with the office of the Secretary of State.

1. **(Final adoption by local legislative body only.)**

I hereby certify that the local law annexed hereto, designated as **Local Law No. 7 of 2024** of the **Village of Morrisville** was duly passed by the **Board of Trustees of the Village of Morrisville on June 13, 2024**, in accordance with the applicable provisions of law.

2. ~~**(Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)**~~

~~I hereby certify that the local law annexed hereto, designated as local law No. ___ of 20__ of the **Town of Sullivan** was duly passed by the **Town Board** on _____, 20__, and was (approved/not approved/ repassed after disapproval) by the **Town Board** and was deemed duly adopted on _____, 20__, in accordance with the applicable provisions of law.~~

3. ~~**(Final adoption by referendum.)**~~

~~I hereby certify that the local law annexed hereto, designated as local law No. ___ of 20__ of the **Town of Sullivan** was duly passed by the **Town Board** on _____, 20__, and was (approved/not approved/ repassed after disapproval) by the **Town Board** on _____, 20__.~~

~~Such local law was submitted to the people by reason of a (mandatory/permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general/special/annual) election held on _____, 20__, in accordance with the applicable provisions of law.~~

4. ~~**(Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)**~~

~~I hereby certify that the local law annexed hereto, designated as local law No. ___ of 20__ of the **Town of Sullivan** was duly passed by the **Town Board** on _____, 20__, and was (approved/not approved/ repassed after disapproval) by the **Town Board** on _____, 20__. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____, 20__, in accordance with the applicable provisions of law.~~

5. ~~**(City local law concerning Charter revision proposed by petition.)**~~

~~I hereby certify that the local law annexed hereto, designated as local law No. ___ of 20__ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36/37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____, 20__, became operative.~~

6. ~~**(County local law concerning adoption of Charter.)**~~

~~I hereby certify that the local law annexed hereto, designated as local law No. ___ of 20__ of the County of _____, State of New York, having been submitted to the electors at the General Election of November ___, 20__, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.~~

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1 above.

Amy Will

Hon. Amy Will, Village Clerk
Village of Morrisville

Date: 6/14/2024

