Village of Lima Board Meeting Minutes
Workshop Meeting
September 22, 2026

Present: Daniel Marcellus, Deputy Mayor; Trustees Brian Smith, Ben Dodzweit and Joshua Petraitis.

Others Present: Elissa Sackett, Clerk.

Absent: John Skiptunas, Mayor.

The workshop meeting of the Village of Lima was called to order by Deputy Mayor Marcellus at 7:00pm Tuesday, September 22, 2026, at Lima Town Hall, 7329 E. Main St. and was followed by the Pledge of Allegiance.

Village Policy Review

Employee Licenses and Trainings Paid for by Village – Discussed ways to ensure the Village does not lose out on money when it comes to paying for various schooling/licenses. Trustee Petraitis said that NYS law could effect requiring staff to stay for a specific period of time, or to reimburse for costs associated with trainings should an employee leave soon after obtaining licenses. It was discussed having employees pay for half the costs, but them be reimbursed as performance incentives. Will continue to research.

Privacy Policies HIPAA and PIA – Deputy Mayor Marcellus will be sharing documents to all regarding policies in place for HIPAA and PIA. The Village needs to have policies in place as they are the overseeing entity for any/all village related entities that handle private information. Documents will be shared to all for input and sent to Attorney O'Leary for review.

Conflict Resolution – Will ask Mayor Skiptunas for clarification and discuss at a future work session.

Code Review

Ethics Policy – Trustee Smith discussed amending the code to add Ambulance Chief and Assistant Chief as current policy only states Fire Chief and Assistant Fire Chief. He also discussed adding a caveat to the policy stating that there is to be no posting of political signs on any village property including but not limited to vehicles and buildings. Any code revisions are subject to a public hearing, so amendments would be made first and then a public hearing would be advertised. It was mentioned that the political advertisement could be added as a policy in an employee handbook rather than an amendment to the code.

Sound Code – Deputy Mayor Marcellus shared a copy of the sign code with suggestions and asked for all to review and add input. The verbiage needs to be firmed up to understand better what is able to be used in the village. Brief discussions were also held regarding the fire whistle as a complaint had been received on the noise. Chief Garey will be asked to discuss the importance of the whistle at the next board meeting.

Vehicle Use Policy – Please review when possible. Looking for ways to add into the code the use of specific vehicles at functions/festivals in the village and not utilizing village equipment.

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Village Website Review

Deputy Mayor Marcellus discussed reviewing the village website periodically for errors or items to be archived/deleted. The best method would be to compile a list and send it to our webmaster to handle.

Miscellaneous

Deputy Mayor Marcellus explained to the board that to make the work sessions efficient, the board should prioritize items and move forward with those first and then work on the next item. He suggested prioritizing the HIPAA and PIA policies as those are important and almost finished. He also suggested hosting work sessions at least once a quarter. The board agreed to host those opposite of the joint Town/Village board meetings. Clerk Sackett requested a schedule be created so all dates can be advertised at once and to cut down advertising costs. Once all dates are finalized, schedules will be advertised in the Sentinel and added to the village calendar online.

Motion was made by Trustee Smith and seconded by Trustee Petraitis to adjourn the workshop at 7:59pm. Motion carried.

Respectfully submitted,



Elissa Sackett
Village Clerk