

Delegation of Authority Policy
(as adopted at the 12 June 2013 board meeting)

I. General policy

The delegation of authority from an appointed or elected village officer to a designated Trustee is intended to be utilized only during situations when there is imminent danger to life or property (immediate action required), and the appointed or elected official is unavailable. In the event of an imminent danger situation the designated Trustee will respond to mitigate the situation and provide the affected public with information and resources to ensure continued public safety.

Delegations to trustees occur only when departmental resources are exhausted. Departments with multiple staff members will manage the departmental authority internally if possible. For example, the authority of the Department of Public Works will flow to the Deputy Superintendent if the Superintendent is not available, and then to a trustee if neither is available. Other departments will function similarly (eg. Clerk/Deputy Clerk, Treasurer/Deputy Treasurer).

In cases where all of a department's positions are vacant, the Board may delegate additional departmental authority (beyond the emergency authorities addressed elsewhere in this policy) to a trustee temporarily, until the department again has staffing to resume normal operations.

II. Procedures for specific departments

A. Code Enforcement/Building Department

In the event of a fire, flood, structural damage, or other event resulting in imminent danger to life or property, if the CEO is unavailable, the CEO Authority Designee will:

1. Respond to the emergency location
2. Make a determination as to the severity of the situation
3. Take action to provide immediate safety to those affected
4. Contact appropriate emergency services as required
5. Contact CEO (if possible) for input
6. Take any further action required, pending the availability of the CEO, including issue notices, if appropriate, to property owners, to not use the appliance/home/property until the problem is resolved
7. Provide the CEO with a report of responses made and actions taken, including a copy of any notices issued

In the event that the CEO is unavailable for an extended period of time, he will:

1. Notify the designated Trustee of his absence
2. Leave a message on his phone, stating his absence dates, and identifying the Trustee to be contacted during an emergency, along with the Trustee's phone number

Permit issues are not considered emergencies, and must await the CEO's return. Permit applications are available online.

B. Public Works Department

In the event of a situation resulting in a hazard to public safety including, but not limited to downed trees on the roadway, roadway flooding, snow and ice events, impassable or damaged roadways or other such emergency conditions that warrant immediate attention, if the DPW cannot respond, the DPW Authority Designee will:

1. Respond to the emergency location
2. Make a determination as to the severity of the situation
3. Take action to provide immediate safety to those affected
4. Contact appropriate emergency services as required and/or contact the appropriate contractor to mitigate the situation
5. Contact the PWS and/or the DPWS for input
6. Take any further action as required pending the availability of the PWS and/or the DPWS
7. Provide the PWS and or the DPWS with a report of the responses made and the actions taken

In the event that both the PWS and the DPWS are unavailable for an extended period of time, either one will:

1. Notify the designated trustee of their absences
2. Leave a message on their phones stating their absence dates and identifying the trustee to be contacted during an emergency along with the trustee's phone number

It is the responsibility of the PWS and the DPWS as outlined in their job descriptions to notify the other if either one is absent or unavailable for an extended period of time. Each will assume the responsibilities of the other when either one is unavailable or absent for an extended period of time. Each will take appropriate steps to insure that their phone message directs the caller to the other during such absences. Delegation of authority to the designated trustee is ONLY indicated when both the PWS and DPWS are unavailable or absent.

III. Delegations for the 2013-2014 year

1. Code Enforcement/Building Department: if the CEO is unavailable, Trustee Michael Lever is delegated the emergency response authority of the CEO.
2. Department of Public Works: if the DPW Superintendent and the Deputy DPW Superintendent are both unavailable, Trustee William Davis is delegated the emergency response authority of the DPW.

IV. Revisions

This policy is to be updated at least annually at the Organizational meeting or more often as needed at the discretion of the Board.