

**VILLAGE OF TUXEDO PARK  
REORGANIZATION MEETING  
JULY 20, 2005**

The Reorganization meeting of the Village of Tuxedo Park was held by the Board of Trustees in the Village Hall, Lorillard Road, Tuxedo Park, NY, on Wednesday, July 20, 2005.

Present: Mayor David C. McFadden  
Deputy Mayor Russell Vernon  
Trustee Christopher Hansen  
Trustee Nancy Hays  
Trustee Oliver Parker

Clerk: Deborah Matthews

Also: John Ledwith, Peter Regna, Sally Sonne, Bruce & Celeste Gebhardt, Peter Simonetta,  
Jim Burger, Jake Lindsay, Lucy Edwards, Greg Libby

Mayor McFadden called the meeting to order and led everyone in the Pledge of Allegiance.

**APPOINTMENTS**

A motion was made by Mayor McFadden that the following list of appointments and positions be approved:

<u>POSITION</u>	<u>APPOINTEE</u>	<u>TERM</u>
Deputy Mayor	Russell Vernon	One Year
Deputy Chief of Police	Robert Culhane	One Year
DPW Superintendent	Richard L. Morrow	One Year
Clerk-Treasurer	Deborah A. Matthews	One Year
Chief Fiscal Officer	Deborah A. Matthews	One Year
Village Budget Officer	Deborah A. Matthews	One Year
Clerk to the BZA	Deborah A. Matthews	One Year
Deputy Clerk-Treasurer & Water Billing Clerk	John C. Ledwith IV	One Year
Clerk to Planning Board/Board of Architectural Review	John C. Ledwith IV	One Year
Secretary to the Planning Board/ Board of Architectural Review	Andrew Siegel	One Year
Building Inspector - Code Enforcement Officer/ Fire Inspector	Civil Technologies & Eng.	Hold Over
Village Fire Inspector	Peter Arrighetti	One Year
Deputy Building Inspector	Julia Simet	One Year
Chair of Planning Board/Board of Architectural Review	Samuel Bornstein	Hold Over
Member of Planning Board/Board	Celeste Gebhardt	Hold Over

of Architectural Review		
Deputy Chair of Planning Board/ Board of Architectural Review	Peter Regna	One Year
Chair of Board of Zoning Appeals	Houston Stebbins	One Year
Deputy Chair of Board of Zoning Appeals	Jonathan Whitney	One Year
New Member of Board of Zoning Appeals (7/2005-6/2010)	Mary Darby	Five Years
Assessor	John C. Ledwith IV	Hold Over
Consultant to Assessor	Nathaniel Jackson	Hold Over
Court Clerk	June Menkens	One Year
Liaison to Fishing Club	Oliver Parker	One Year
Lake Warden	James Jospe	One Year
Lake Warden	Greg Libby	Hold Over
Attorney for the Village	James G. Sweeney	One Year
Attorney for the BZA & Planning Board/BAR	Michael Donnelly	One Year
Engineer for the Village	Civil Technologies & Eng.	One Year
Engineers for the Planning Board	Pietrzak & Pfau, LLC	One Year
	Civil Technologies & Eng.	One Year
Official Newspaper	Times Herald Record	One Year
Official Television Station	Cablevision Channel 12	One Year
Official Depositories	The Bank of New York	One Year
	Provident Bank	One Year
Insurance Agent	Marshall & Sterling	One Year
Vote of the Board:	Deputy Mayor Vernon – aye	
	Trustee Parker – aye	
	Trustee Hays – aye	
	Trustee Hansen – aye	
	Mayor McFadden – aye	

The motion was passed by a vote of 5-0.

## **SALARIES**

A motion was made Mayor McFadden that the following list of employees and salaries (as adopted in the 2005-2006 Village budget on April 20, 2005 and became effective June 1, 2005) be approved.

<b><u>EMPLOYEE</u></b>	<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
Robert Culhane	Deputy Chief of Police	\$67,638 (base)/year
Richard L. Morrow	DPW Superintendent	\$82,160/year
Deborah A. Matthews	Clerk-Treasurer	\$68,796/year
Deborah A. Matthews	Clerk to BZA	\$200/meeting
John C. Ledwith IV	Deputy Clerk-Treasurer/ Water Billing Clerk	\$56,669/year
John C. Ledwith IV	Assessor	\$5,775/year
John C. Ledwith IV	Clerk to Planning Board/BAR	\$200/meeting
Nathaniel Jackson	Consultant to Assessor	\$1,000/year

David L. Levinson	Village Justice	\$345/month
June Menkens	Court Clerk	\$18.75/hour
Department of Public Works		Per Contract
Police Officers – Full Time		Per Contract
Police Officers - Part Time		\$19.50/hour
Traffic Guards – Full Time		Per Contract
Traffic Guards - Part Time		\$13.25/hour

Vote of the Board: Deputy Mayor Vernon – aye  
Trustee Hays – aye  
Trustee Hansen – aye  
Trustee Parker – aye  
Mayor McFadden – aye

The motion was passed by a 5-0 vote.

### **ADVISORY COMMITTEES**

Beautification Committee to become Village Garden Club Beautification Committee: Mayor McFadden stated that the Beautification Committee is not renewed. Rather the Board of Trustees will take their recommendations to date and forward them to the Chairperson of the Garden Club who will have the responsibility to form a new committee made up of a minimum of seven people. The Committee will elect a Chairperson and Deputy Chairperson. The new entity will be named the Village Garden Club Beautification Committee. The Garden Club may wish to ask non-members to join their committee. This Committee will report to the Board of Trustees every two month.

Environmental and Wildlife Committee: Mayor McFadden stated that the Environmental Committee and Wildlife Committee will be combined with Trustee Hays and Deputy Mayor Vernon recommending the number of members to be on the committee (current and/or new members). The Committee will elect a Chair and Deputy Chair. This Committee will report to the Board of Trustees every three months. The Committee will be tabled until the final number of members can be determined by Trustee Hays and Deputy Mayor Vernon.

Fire and Safety Committee: Mayor McFadden stated that the purpose of this new Advisory Committee would be to identify private property that is in need of trimming or the removal of trees, shrubs, brush, grass and weeds that are in municipal right-of-ways and on private property 50 feet from the roadway, which may present a fire or other hazard or is in violation of the Village Code. The Committee will consist of a minimum of two members in addition to the Village Building Inspector, a representative of the Volunteer Fire Department, a person with arborist or landscape experience and the Village Forest Fire Safety consultant. The Committee will report to the Board of Trustees upon request. After discussion of various methods to accomplish this, Mayor McFadden asked Deputy Mayor Vernon, Trustee Hays, and Trustee Parker to define a procedure of operation and come back to the next meeting with their recommendations.

### **CONSULTANT POSITIONS**

Mayor McFadden called for a motion to create new voluntary consulting vacancies whose skills are relevant to the goals of the current Village Board of Trustees. The consultants will have no requirement to report to the regular Board meetings unless requested to do so. The suggested consulting positions include:

Village Insurance advisor  
 Village Open Revenue advisor  
 Village Tax Assessment advisor  
 Village Debt & Bonds adviser  
 Village Risk Assessor  
 Village Forest Fire and Safety Advisor  
 Village RFP/Grants Advisor  
 Village Homeland Defense Advisor  
 Village Conservationist  
 Village Lobbyist  
 Village Property Planner

After discussion by the Board regarding the necessity and/or an overlap with current employees and consultants, Mayor McFadden asked that Deputy Mayor Vernon and Trustee Parker come up with a compromise version of the consultant positions and present it at the next meeting.

### COMMITTEES/PROJECTS

Mayor McFadden: BAR/PB/BZA  
 Tuxedo Park School Board of Trustees & School Budget  
 SEQRA  
 Tuxedo Club  
 Department of Public Works  
 Village Office  
 Contractual Matters  
 Village Garden Club Beautification Committee  
 Fire and Safety

Deputy Mayor Vernon: Town of Tuxedo Public School Board  
 Police Department  
 Homeland Defense  
 Emergency Medical Services  
 Ambulance Corp  
 Tuxedo Fire Department  
 Environmental and Wildlife Committee  
 Village Boat Club

Trustee Hays: St. Mary's Church  
 Environmental and Wildlife Committee  
 Ramapo River Watershed Intermunicipal Cooperation  
 Sterling Forge  
 Garbage

Trustee Parker: Infrastructure Projects  
 DEC  
 DPW  
 Wee Wah Beach Club and Wee Wah Fishing Club  
 Lakes and Ponds

**Trustee Hansen:Accountants**

Insurance Agents  
 Real Property Assessment and Revaluation  
 Town Tax Assessor  
 Risk Management  
 Communications and Media Relations  
 Public Relations  
 Community Relations  
 Permits and Licenses  
 Town of Tuxedo Town Board & Budget Allocation

**MEETINGS:**

Mayor McFadden announced the following schedule of Village meetings.

**BOARD****MEETS**

Board of Trustees	3 <sup>rd</sup> Wednesday of each month @ 7:30 pm
Planning Board/Board of Architectural Review	1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday of each month @ 7:30 pm
Board of Zoning Appeals	4 <sup>th</sup> Thursday of each month (as needed)
Village Justice Court	3 <sup>rd</sup> Thursday of each month @ 6:45 pm

**2006 REORGANIZATION MEETING**

A motion was made by Mayor McFadden that the Reorganization meeting for 2006 be held on Wednesday, July 21, 2006 at 7:00 p.m. in the Village Hall.

Vote of the Board: Trustee Hansen – aye  
 Deputy Mayor Vernon – aye  
 Mayor McFadden – aye  
 Trustee Hays – aye  
 Trustee Parker – aye

The motion was passed by a 5-0 vote.

**PUBLIC COMMENT PERIOD**

Mayor McFadden announced that he will be following ‘Roberts Rules of Order’ and that the public comment period for regular Trustee meetings will be limited to a total of 30 minutes with each speaker receiving a 5-minute period. Unused time may not be yielded to another speaker. Each speaker will step to the front of the room and state his/her name, address and affiliation. He/she will address his/her comments to the Mayor. In the event of a public hearing, an unlimited comment period will be allowed.

**ADVANCE APPROVAL OF CLAIMS**

A motion was made by Mayor McFadden that under Village Law §5-524(6) authorization is given for payment in advance of claims for public utility services, postage, and freight charges and such claims

shall be presented at the next regular Board of Trustees meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Vote of the Board:     Trustee Hansen – aye  
                          Trustee Hays – aye  
                          Trustee Parker – aye  
                          Deputy Mayor Vernon – aye  
                          Mayor McFadden – aye

The motion was passed by a 5-0 vote.

### **REIMBURSEMENTS AND MILEAGE ALLOWANCE**

A motion was made by Mayor McFadden that under Village Law §5-524(7) authorization is given for reimbursement of actual and necessary expenses of all officers and employees incurred in the performance of their official duties and that reasonable mileage allowance for use of a personal automobile in the performance of official duties on behalf of the Village shall be paid at a rate equal to the federally established mileage rate in effect at the time of incurrence, being 40 1/2¢ per mile as of January 1, 2005.

Vote of the Board:     Trustee Hays – aye  
                          Deputy Mayor Vernon – aye  
                          Trustee Hansen – aye  
                          Trustee Parker – aye  
                          Mayor McFadden – aye

The motion was passed by a 5-0 vote.

### **ATTENDANCE AT SCHOOLS AND CONFERENCES**

A motion was made by Mayor McFadden that under General Municipal Law §77-b authorization is given for municipal officials and Village employees to attend schools, conferences and seminars where the Board of Trustees determines that attendance would benefit the municipality and that approval by the Board be given prior to attending.

Vote of the Board:     Trustee Hansen – aye  
                          Deputy Mayor Vernon – aye  
                          Trustee Parker – aye  
                          Trustee Hays – aye  
                          Mayor McFadden – aye

The motion was passed by a 5-0 vote.

### **PROCUREMENT POLICY**

A motion was made by Major McFadden that the Procurement Policy for the Village of Tuxedo Park as adopted by the Board of Trustees on October 15, 1997 be renewed. A copy is attached.

Vote of the Board:     Trustee Parker – aye  
                          Trustee Hays – aye  
                          Deputy Mayor Vernon – aye  
                          Trustee Hansen – aye  
                          Mayor McFadden – aye

The motion was passed by a 5-0 vote.

**RULES OF PROCEDURE**

A motion was made by Mayor McFadden that the attached Rules of Procedure for the conduct of Village Board of Trustees meetings be adopted with the stipulation that they can be changed as needed and that all motions being voted upon be submitted in writing.

Vote of the Board:     Deputy Mayor Vernon – aye  
                          Trustee Hansen – aye  
                          Trustee Hays – aye  
                          Trustee Parker – aye  
                          Mayor McFadden – aye

The motion was passed by a 5-0 vote.

**ADJOURNMENT**

A motion was made by Mayor McFadden, seconded by Deputy Mayor Vernon, that the meeting be adjourned at 7:40 p.m. The vote was 5-0 in favor.

Respectfully submitted,

Deborah A. Matthews  
Clerk