

**VILLAGE OF TUXEDO PARK
BOARD OF TRUSTEES
REORGANIZATION MEETING
JULY 18, 2007
7:00 P.M.**

Present: Mayor Houston Stebbins
Trustee Larry Darby
Trustee Tinka Shaw
Trustee Charlotte Worthy

Clerk: Deborah Matthews

Also: John Ledwith, Richard Morrow, Peter Regna, Celeste Gebhardt, Sioban Hansen, Joan Riccardi, David McFadden, Margaret Cheung, Kathy Norris, Meg Vaught, Nancy Hays, Susan Goodfellow, Denis & Linda Miller, Barbara & David DuPont, Dena Steele, Houston Stebbins, Jr., Daniel DeSimone, Greg & Linda Libby, Sue & Alan Heywood, Edward Kliewe, Uli Pendl and others

Mayor Stebbins called the meeting to order at 7:15 P.M. and led the Pledge of Allegiance.

ROBERT BERO

Mayor Stebbins stated that the Village is honored to receive two original woodcut prints from the Estate of Robert Bero, a long time Village resident and highly regarded artist who died peacefully at his home on July 9th. The donations were made to the Village in recognition of the central role the natural beauty of Tuxedo Park played in Mr. Bero's artistic works. These original prints will be displayed in the Village Hall. Kathy Norris added that the Town of Tuxedo is going to dedicate the old Train Station in the Hamlet as the Robert Bero Museum.

OATH OF OFFICE

Village Clerk Debbie Matthews administered a ceremonial oath of office to Mayor Stebbins and Trustee Tinka Shaw as they had been officially sworn in prior to this meeting.

PRESENTATION

Mayor Stebbins acknowledged former Mayor David McFadden's dedicated service to the Village for his term of Mayor from 2005-2007 and presented him with an engraved crystal bowl. Former Trustee Oliver Parker was not in attendance to receive his.

APPOINTMENT TO TRUSTEE POSITION

Mayor Stebbins announced that he is appointing Charlotte Worthy to fill his unexpired term of Trustee. Her term will expire June 2008.

Village Clerk Debbie Matthews administered the Oath of Office to Trustee Charlotte Worthy.

APPOINTMENTS

A motion was made by Mayor Stebbins, seconded by Trustee Darby that the Board adopt a resolution to approve the following list of appointments and terms for Village Employees, Volunteer Village Residents, Professionals, Official Entities and Other:

<u>APPOINTEE</u>	<u>POSITION</u>	<u>TERM</u>
Village Employees		
Deborah A. Matthews	Village Clerk-Treasurer	One Year
	Clerk to the BZA	One Year
	Secretary to the BOT	One Year
John C. Ledwith IV	Deputy Village Clerk-Treasurer & Water Billing Clerk	One Year
	Clerk to the Planning Board and BAR	One Year
	Secretary to the Planning Board	One Year
	Chief Enforcement Officer	One Year
	Building Inspector	One Year
June Menkens	Clerk to the Justice Court	One Year
Richard L. Morrow	DPW Superintendent	One Year
Residents		
Peter Arrighetti	Village Fire Inspector	One Year
Susan Boyle	Deputy Chair of Planning Board	One Year
Lesley De Vore	Webmaster	One Year
Chiu-Yin Hempel	Chair of BAR	One Year
Gary Glynn	Chair of BZA	One Year
JoAnn Hanson	Chair of Planning Board	One Year
Lawrence A. Darby III	Deputy Mayor & Budget Officer (addition by resolution Lake Warden at Regular 7/18/07 BOT Mtg)	One Year
James Jospe	Lake Warden	One Year
Greg Libby	Deputy Chair of BZA	One Year
Jonathan Whitney	Deputy Chair of BAR	One Year
Paola Tocci		One Year
Professionals		
Weston & Sampson	Engineer for the Village, PB & BAR	One Year
Burke, Miele & Golden, LLP	Attorney for the PB & BAR	One Year
Dickover, Donnelly, Donovan, & Biagi, LLP	Attorney for the BZA	One Year
Marshall & Sterling	Insurance Agent	One Year
Roemer, Wallens & Mineaux	Attorneys for the Village	One Year

LLP; Tannenbaum Helpern
Syracuse & Hirschtritt LLP; &
Grant & Lyons LLP

Official Entities

Times Herald Record	Official Newspaper	One Year
Cablevision Channel 75	Official Television Station	One Year
Provident Bank & JP Morgan		
Chase Bank	Official Depository	One Year

Vote of the Board: Trustee Shaw – aye
Trustee Darby – aye
Trustee Worthy – aye
Mayor Stebbins – aye

The motion was passed by a 4-0 vote.

SALARIES

A motion was made by Mayor Stebbins, seconded by Trustee Darby that the Board adopt a resolution to approve the following list of employees and their salaries to be determined retroactive to June 1, 2007.

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>SALARIES - TBD</u> Available in Village Office
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Deborah A. Matthews	Village Clerk-Treasurer Clerk/Secretary to the BOT & BZA	
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John C. Ledwith IV	Deputy Clerk-Treasurer/ Clerk to Planning Board/BAR Building Inspector Water Billing Clerk Real Property Assessor	
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Department of Public Works

Dennis J. Jones	MEO
Franke Lunde	MEO
Jeffrey T. Voss	Water/Sewer Plt Oper
John Hochheim	Automotive Mechanic
John T. Smith, Jr.	Water/Sewer Plt Oper
Kirk LaBar	Laborer
Richard L. Morrow	DPW Superintendent
Stephen C. Barba	Water/Sewer Plt Oper
Thomas Derbyshire	Working Foreman
Thomas Malone	MEO

Police Department

Denise R. Spalthoff	Traffic Guard-FT
Glenn W. Miller	Traffic Guard-FT
Laurie A. Humenanski	Traffic Guard-FT
Jesse Furnari	Traffic Guard-PT
Joseph Lierni	Traffic Guard-PT
William M. Fields Sr.	Traffic Guard-PT
Thomas J. Ogden	Traffic Guard-PT
Nathan D. Petrosky	Traffic Guard-PT
John Rahn	Traffic Guard-PT
Thomas Stevens	Traffic Guard-PT

James P Abrahamsen	Police Officer-PT
James V. Ascione	Police Officer-FT
John Mauro	Police Officer-PT
Kenneth L. Sanford	Police Sergeant-FT
Michael J. Ramos	Police Officer-PT
Patrick J. McLoughlin	Police Officer-PT
Stephen J. Colantonio	Police Officer-PT
Thomas J. Doyle	Police Officer-PT
Vincent J. D'Amato	Police Officer-PT
Robert J. Burnett	Police Officer-PT
Thomas Cunningham	Police Officer-PT
Rodney E. Krinke	Police Officer-PT

Village Court

David L. Levinson	Village Justice
June Menkens	Clerk to the Justice Court

Vote of the Board: Trustee Darby – aye
 Trustee Worthy –aye
 Trustee Shaw – aye
 Mayor Stebbins – aye

The motion was passed by a 4-0 vote.

OFFICIAL UNDERTAKINGS

Bonding of employees (No Change from 2006):

Employee Insurance Theft Coverage-\$10,000 per employee
 Clerk Treasurer Position Insurance Theft Coverage-\$1,000,000
 Deputy Clerk-Treasurer Position Insurance Theft Coverage-\$1,000,000

ANNUAL MEETING SCHEDULE

A motion was made by Mayor Stebbins, seconded by Trustee Darby that the Board adopt the following Annual Meeting Schedule and Note:

BOARD

MEETS

Board of Trustees	3 rd Wednesday of each month @ 7:30 pm
Board of Zoning Appeals	4 th Thursday of each month @ 7:00 pm
Planning Board	1 st & 3 rd Monday of each month @ 7:30 pm
BAR	1 st and 3 rd Tuesday of each month @ 7:00 pm
Village Justice Court	3 rd Thursday of each month @ 6:45 pm

Note: The Open Meetings Law requires that the news media and public must have at least 72 hours notice prior to the holding of any regularly scheduled meeting. This can be accomplished by notifying the public and the official village news media of each specified meeting. Alternatively, the board authorizes the clerk to send a single letter to the news media, with a corresponding public posting of a notice indicating the schedule of the regular board meetings, as adopted by the board of trustees at this organizational meeting (see schedule above). (This notice to both the news media and the public should state the dates of the meetings, the place of the meetings, and the times at which the meetings will be held.)

Vote of the Board: Trustee Worthy – aye
Trustee Darby – aye
Mayor Stebbins – aye
Trustee Shaw – aye

The motion was passed by a 4-0 vote.

2008 REORGANIZATION MEETING

A motion was made by Mayor Stebbins, seconded by Trustee Shaw that the Board adopt a resolution to schedule the 2008 Reorganization meeting on Wednesday, July 16, 2008 at 7:00 p.m. in the Village Hall.

Vote of the Board: Trustee Shaw – aye
Mayor Stebbins- aye
Trustee Darby – aye
Trustee Worthy –aye

The motion was passed by a 4-0 vote.

PROCUREMENT PROCEDURE

A motion was made by Mayor Stebbins, seconded by Trustee Darby that the Board adopt a resolution to renew for one year the Procurement Policy for the Village of Tuxedo Park as adopted by the Board of Trustees on October 15, 1997. A copy is attached.

Vote of the Board: Trustee Worthy – aye
Trustee Shaw – aye
Mayor Stebbins – aye
Trustee Darby – aye

The motion was passed by a 4-0 vote.

ADVANCE APPROVAL OF CLAIMS

A motion was made by Mayor Stebbins, seconded by Trustee Worthy that the Board that the Board adopt a resolution for the authorization of payment in advance of audit of claims for public utility services, postage, freight and express charges.

WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, and

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees,

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular 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.

Section 2. That this resolution shall take effect immediately.

Vote of the Board: Trustee Darby – aye
Mayor Stebbins – aye
Trustee Shaw – aye
Trustee Worthy – aye

The motion was passed by a 4-0 vote.

MILEAGE ALLOWANCE

A motion was made by Mayor Stebbins, seconded by Trustee Darby that the Board adopt a resolution of the actual and necessary expenses of all officers and employees incurred in the performance of their official duties can be charged against the village.

WHEREAS the board of trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees shall approve reimbursement to such officers and employees at the rate of 48 ½ ¢ per mile.

Section 2. That this resolution shall take effect immediately.

Vote of the Board: Trustee Worthy – aye
Trustee Darby – aye
Mayor Stebbins – aye
Trustee Shaw – aye

The motion was passed by a 4-0 vote.

ATTENDANCE AT SCHOOLS AND CONFERENCES

A motion was made by Mayor Stebbins, seconded by Trustee Shaw that the Board adopt a resolution authorizing municipal officials and employees to attend schools, conferences, seminars, etc. conducted for the benefit of the local government.

WHEREAS there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors Fall Training School for Fiscal Officers and Municipal Clerks; c) the following county association meetings: O.C. Supervisor's and Mayors; d) Water & Sewer Training Seminars, e) Building Inspector Training Seminars, f) Police Training Seminars, and

WHEREAS it is determined by the board of trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees and their successors are hereby authorized to attend the above schools: Mayor and Board of Trustees, BZA Members, Planning Board Members, and Board of Architectural Review Members. Employees: Clerk Matthews, Dep. Clerk Ledwith, DPW Supervisor Morrow, Water/Sewer Plt Operators Barba, Smith & Voss, Sgt. Sanford and other Police Officers and/or Traffic Guards.

Section 2. That this resolution shall take effect immediately.

Vote of the Board: Trustee Darby- aye
Trustee Worthy –aye
Trustee Shaw –a ye
Mayor Stebbins – aye

The motion was passed by a 4-0 vote.

DESIGNATION OF DEPOSITORIES

A motion was made by Mayor Stebbins, seconded by Trustee Shaw that the Board adopt a resolution of the official village bank(s) and/or trust companies for the deposit of all moneys received by the treasurer, clerk, and receiver who is designated and appointed as village receiver.

WHEREAS the board of trustees has determined that Village Law '4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees does hereby designate the following institutions as depositories of all moneys received by the village treasurer, clerk, and receiver of taxes. Names of Institutions: Provident Bank and JP Morgan Chase Bank.

Section 2. That this resolution shall take effect immediately.

Vote of the Board: Mayor Stebbins –aye

Trustee Darby - aye
Trustee Shaw – aye
Trustee Worthy – aye

The motion was passed by a 4-0 vote.

RULES OF PROCEDURE

A motion was made by Mayor Stebbins, seconded by Trustee Darby that the Board adopt a resolution to approve the following Rules of Procedure numbers 1 through 12.

1. *General:* The Mayor shall preside at meeting. In the Mayor's absence the Deputy Mayor shall preside. The presiding officer may debate, move and take other action that may be taken by other members of the Board. Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking. Motions require a second. A member, once recognized shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, be called to order, they shall cease speaking until the question of order is determined, and, if in order, he/she shall be permitted to proceed. There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained but shall require a majority vote.

2. *Regular Meetings:* The Board of Trustees shall hold regular meetings on the 3rd Wednesday of each month. Such regular meetings shall commence at 7:30 p.m. and be conducted in the village hall. The Board of Trustees shall determine any deviation of the foregoing.

3. *Special Meetings:* Special meetings of the Board of Trustees are all those Board meetings other than regular meetings. The Mayor or any Trustee upon notice to the entire Board may call a special meeting. Notice among the Trustees and Village Clerk(s) shall be given by telephone, in person, or in writing at least 24 hours in advance unless an emergency exists.

4. *Quorum:* The mayor presides at meetings and that a majority of the board constitutes a quorum for the transaction of business. A quorum of the five-member board of trustees shall be three. In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members

5. *Executive Sessions:* Executive sessions shall be held in accordance with the NYS Public Officers Law '105. All executive sessions shall be commenced in a public meeting.

6. *Agendas:* The agenda shall be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. If possible, items for the agenda shall be given to the Clerk at least 24 hours before the meeting however, items may be placed on the agenda at anytime, including during the meeting. If producible the agenda shall be prepared by noon on the day of the meeting. If necessary a supplemental agenda shall be distributed at the beginning of the meeting.

7. *Voting:* Pursuant to Village Law each member of the Board shall have one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally

authorized voting power is necessary to pass a matter unless otherwise specified by State law. A vote upon any question shall be taken by ayes and noes, and the names of the members present and their votes shall be entered in the minutes.

8. *Minutes*: Minutes shall be taken by the Clerk or Secretary. Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. On the condition that a Trustee has previously read a written statement into the record during a meeting any Trustee may submit before the close of a meeting a written statement on any matter coming before the meeting, which statement shall be included with the minutes of the meeting if he or she so requests. Unapproved minutes of all regular and special meetings will be available to the public as soon as reasonably practicable.

Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law. Minutes of executive sessions where votes are taken will be available 5-days after the executive session.

Minutes shall also include the following: name of the board; date, place and time of meeting; notation of presence or absence of board members and time of arrival or departure if different from time of call to order and adjournment; name and title of other village officials and employees present and the approximate number of attendees; record of communications presented to the board; record of reports made by board or other village personnel; time of adjournment; and signature of clerk or person who took the minutes if not the clerk.

Minutes shall not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board shall resolve to have the Clerk do so. Minutes shall be approved at the next board meeting. Amendments to the minutes shall require Board approval.

9. *Order Of Business*:

The order of business shall be determined by the presiding officer, but in the absence of another determination, the following order shall apply.

- Call to order
- Pledge of Allegiance
- Announcements
- Approval of minutes of previous meeting
- Report of officers and committees
- Public Hearing(s)
- Public Comment Period
- Unfinished (Old) business
- New business
- Approval of Building Permits
- Approval of Claims
- Adjournment

10. *Guidelines for Use of Recording Equipment:* All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. The recording should be done in a manner, which does not interfere with the meeting. The mayor may make the determination that the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the village board, size of the equipment, and the ability of the public to still participate in the meeting. If the mayor makes the determination that the recording is intrusive and has the effect of interfering with the meeting, the mayor may request an accommodation to avoid the interference and if not complied with ask the individual to leave the meeting room.

11. *Adjournment:* Meetings shall be adjourned by motion.

12. *Amendments to the Rules of Procedure:* The foregoing procedures may be amended from time to time by a majority vote of the Board.

Vote of the Board: Trustee Shaw – aye
Mayor Stebbins – aye
Trustee Darby – aye
Trustee Worthy – aye

The motion was passed by a 4-0 vote.

TRUSTEE ROLES AND PROJECTS

A motion was made by Mayor Stebbins, seconded by Trustee Darby that the Board adopt a resolution to approve the following list of roles and terms for the Trustees.

Note: Trustee roles, appointments and terms can be modified throughout the year by majority vote of the Trustees.

<u>TRUSTEE</u>	<u>ROLES</u>	<u>TERM</u>
Mayor Stebbins	Administration Dept.(Village Office)	One Year
	Police Dept.	One Year
	DPW	One Year
Deputy Mayor and Budget Officer Darby	Finance & Budget; Budget Officer	One Year
	Five-Year Financial Plan	One Year
	Oversight of Specified VTP Legal Matters	One Year
Trustee Hansen	Insurance & Risk Management	One Year
	VTP Asset Inventory & Assessment	One Year
Trustee Shaw	Infrastructure Planning	One Year
	School District and Town Affairs	One Year

Trustee Worthy

Liaison to VTP Boards for Legislation One Year
 Building Department One Year

Vote of the Board: Trustee Worthy – aye
 Trustee Darby – aye
 Trustee Shaw – aye
 Mayor Stebbins – aye

The motion was passed by a 4-0 vote.

ADVISORY COMMITTEE TRUSTEE LIAISON ROLES

A motion was made by Mayor Stebbins, seconded by Trustee Darby that the Board adopt a resolution to approve the following list of Advisory Committee appointments, liaison roles and terms for the Trustees.

Notes: 1) Trustee appointments, liaison roles and terms can be modified throughout the year by majority vote of the Trustees, 2) Advisory Committees are required to meet and to report to the Board of Trustees at least once per quarter, and 3) New members are welcome. Please contact committee chair and/or Trustee liaison:

<u>TRUSTEE</u>	<u>ADVISORY COMMITTEE & MEMBERS</u>	<u>TERM</u>
Mayor Stebbins	Website Policy Advisory Committee (WPC) Ed Stroz, Chair Other Members TBD	One Year
	Viewshed Advisory Committee (VAC) Gary Glynn Chair Other Members TBD	One Year
	Infrastructure Advisory Committee (IAC) Tinka Shaw, Chair O'Brien & Gere, Village Engineers Richie Morrow Other Members TBD	One Year
Deputy Mayor Darby	Financial Advisory Committee (FAC) Chair - TBD Other Members TBD	One Year
Trustee Shaw	Environmental Advisory Committee (EAC) Sally Spooner, Chair Other Members TBD Town of Tuxedo School District Board and Planning Board	One Year
Trustee Hansen	Fire and Safety Advisory Committee (FSAC) David duPont, Chair Other Members TBD	One Year
	Emergency Disaster Advisory Committee (EDAC) Denis Miller, Chair Other Members TBD	One Year
	Wildlife Advisory Committee (WAC) Sally Sonne, Chair Other Members TBD	One Year

Trustee Worthy	Village Website Advisory Committee (VWAC) Lesley DeVore, Chair Other Members TBD	One Year
	Village Improvement Advisory Committee (VIAC) Eric Honor, Chair Other Members TBD	One Year
	Utility Advisory Committee (UAC) Bryan Colwell, Chair Other Members TBD	One Year

Vote of the Board: Trustee Darby – aye
Mayor Stebbins – aye
Trustee Worthy – aye
Trustee Shaw – aye

The motion was passed by a 4-0 vote.

ADJOURNMENT

A motion was made by Mayor Stebbins, seconded by Trustee Darby that the meeting be adjourned at 7:24 p.m. The vote was 4-0 in favor of adjourning.

Respectfully submitted,

Deborah A. Matthews
Clerk-Treasurer

These minutes were approved at the 8/15/07 meeting.