

**BOARD OF TRUSTEES
REORGANIZATION MEETING
JULY 18, 2018
6:45 P.M.**

Present: Mayor David McFadden
Deputy Mayor Alan McHugh
Trustee Allen Barnett
Trustee Maureen Coen
Trustee Paul Gluck

Clerk: Deborah A. Matthews

Village Attorney: Brian Nugent, Esq.

Attendees: Chief Melchiorre, Meg Vaught, Jack & Audrey Perry, Dena Steele, JoAnn Hanson, Carol Nicholzen, Claudio Guazzoni, et al.

Mayor McFadden made a motion to call the meeting to order at 6:53 p.m., seconded by Deputy Mayor McHugh. Mayor McFadden led the Pledge of Allegiance and roll call was taken.

Mayor McFadden welcomed newly elected Trustees Maureen Coen and Allen Barnett.

Mayor McFadden proceeded to read the list of positions, duties, and appointments as follows:

POSITIONS & DUTIES

| <u>NAME</u> | <u>POSITION(S)/DUTIES</u> | <u>TERM</u> |
|----------------|--|-------------|
| Mayor McFadden | Police Department | One Year |
| Trustee McHugh | Deputy Mayor Board of Architectural Review Village Court Budget Finance/Bonds Tree Advisory Board Lakes Water Department DPW | One Year |
| Trustee Coen | Risk & Insurance Management Finance Bonds Village/Town Liaison Board of Zoning Appeals Grants and OCCC Municipal Sharing & Agreements | One Year |

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| Trustee Gluck | Village/Town Liaison Legal Wee Wah Beach Club & Wee Wah Fishing Club Village Boat Club Planning Board Lakes Trail Committee | One Year |
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| Trustee Barnett | Financial Reporting Employ Manuals Civil Service Water Department Recycling & Waste Removal | One Year |
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Appointments

(*Chairs are a term of one year)

| | | |
|-------------------|--|-----------------|
| Deputy Mayor | Alan McHugh | One Year |
| Budget Officer | Alan McHugh | One Year |
| Christian Bruner | Member Board of Architectural Review Board | 7/18/18-6/30/23 |
| Sherry Bishko | Member Planning Board | 7/18/18-6/30/23 |
| Houston Stebbins | Member Board of Zoning Appeals) | 7/18/18-6/30/23 |
| TBD | Member Board of Zoning Appeals (Balance) | 7/18/17-6/30/22 |
| TBD | Member Board of Architectural Review Board (Balance) | 7/28/15-6/30/20 |
| Patrick Donaghy* | Chair of Board of Architectural Review Board | One Year |
| JoAnn Hanson* | Chair of Planning Board | One Year |
| Houston Stebbins* | Chair Board of Zoning Appeals | One Year |

Other

| | | |
|-----------------|---|----------|
| Gardiner Hempel | Village Fire Inspector Community Day | One Year |
| Greggory Libby | Lake Warden | One Year |
| Chris Hansen | Deputy Lake Warden | One Year |
| Todd Yannuzzi | Deputy Lake Warden | One Year |

Village Employees

Salaries are on file with the Village Clerk-Treasurer.

Office

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| Deborah A. Matthews | Village Clerk/ Treasurer | Fulltime One Year |
| | Keeper of Records (Records Access Officer) | One Year |
| | Recording Secretary to the BZA | One Year |

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| Denise Spalthoff | Deputy Village Clerk | Fulltime |
| | Water Department Administration | One Year |
| | Police Department Administration | One Year |

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| Desiree Hickey | Recording Secretary for the Planning Board | Part time |
| | Recording Secretary for the BAR | One Year |
| | Clerk | One Year |

Court

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|--------------------------|---|-------------|
| David Hasin, Esq. | Village Justice (Elected 2017 to 4-Year Term) | Three Years |
| Bruce A. Schonberg, Esq. | Associate Village Justice | One Year |
| Alice Confield | Clerk to the Village Justice | One Year |

DPW

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| Jeffrey T. Voss | Village DPW Superintendent | All Full Time |
| John Bello | Water/Sewer Plant Operator | One Year |
| Daniel Haglund | Working Foreman/Leader | |
| John Hochheim | Automotive Mechanic | |
| Kirk LaBar | Laborer | |
| Franke Lunde | Motor Equipment Operator | |
| Daniel Squillini | Motor Equipment Operator | |

Police Officers

| | | |
|-------------------|-----------------|----------|
| <i>Full Time:</i> | | One Year |
| Alex Melchiorre | Police Chief | |
| Michael Taback | Police Sergeant | |
| Daniel Sutherland | Police Officer | |
| Max Serrine | Police Officer | |

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| <i>Part Time:</i> | | One Year |
| James Ascione | | |
| Brian Benjamin | | |
| Kevin Bonkoski | | |
| Stephen Colantonio | | |
| Michael Coleman | | |
| Vincent D'Amato | | |
| Matthew Jackson | | |
| Erik Johnson | | |
| Rodney Krinke | | |
| Timothy Lowry | | |

Johnny Motz
 Joseph Panzica
 Michael Rizzo
 Louis Roman
 Joseph Ryle
 Kenneth Sanford
 Ryan Smith
 William Vanson
 Neil Watt

PROFESSIONAL CONSULTANTS

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| Feerick Lynch MacCartney & Nugent, PLLC | Attorneys for the Village Attorneys for the BAR | One Year |
| Burke, Miele, Golden & Naughton, LLP | Attorneys for the PB and Special Counsel | One Year |
| Dickover, Donnelly, & Donovan LLP | Attorneys for the BZA and Special Counsel | One Year |
| McGoey, Hauser & Edsall | Engineer for the Village, PB & BAR | One Year |
| Public Resources Advisory Group (PRAG) | Financial Advisor | One Year |
| Orrick, Herrington, & Sutcliffe, LLP | Bond Counsel | One Year |
| Weston & Sampson Engineers | Special Projects Engineers | One Year |
| Marshall & Sterling, Inc. | Insurance Agent for the Village | One Year |
| Solitude Lake Management | Lake Consultant | One Year |
| TBD | Real Property Tax Assessor | One Year |
| John Ledwith | Part Time Building Inspector & Code Enforcement | One Year |

OFFICIAL UNDERTAKINGS AND INSURANCE

Employee Insurance Theft Coverage-\$500,000 per employee

Clerk-Treasurer Position Insurance Theft Coverage-\$1,000,000
 Deputy Clerk-Treasurer Position Insurance Theft Coverage-\$1,000,000
 Computer & Funds Transfer Fraud-\$500,000

OPEN MEETINGS LAW REQUIREMENTS AND OFFICIAL NEWSPAPER

BOARD MEETINGS

SCHEDULED DATES

| | |
|-------------------------|---|
| Board of Trustees | 3 rd Wednesday of each month @ 7:00 pm |
| Board of Zoning Appeals | 4 th Thursday of each month @ 7:00 pm |
| Planning Board | 2 nd & 4 th Wednesday of each month @ 7:30 pm |
| BAR | 1 st & 3 rd Tuesday of each month @ 7:00 pm |
| Village Justice Court | 3 rd Thursday of each month @ 5:30 pm |

Holidays:

No Village meetings will be held on the following 2018-2019 holidays: Labor Day (9/3/2018), Rosh Hashanah (9/10/2018), Yom Kippur (from 6pm on 9/18/18 through 8pm on 9/19/19), Columbus Day (10/8/2018), Thanksgiving (11/22/2018), Hanukkah (12/3/2018), Christmas Day (12/25/2018), New Year's Day (1/1/2019), Dr. Martin Luther King, Jr. Day (1/21/2019), President's Day (2/18/2018), Memorial Day (5/27/2019), and Independence Day (7/4/2019).

Times Herald Record

Newspaper of Record

One Year

2019 REORGANIZATION MEETING

2019 Reorganization meeting is scheduled on Wednesday, July 17, 2019 at 6:45 p.m. in the Village Hall.

PROCUREMENT PROCEDURE

Renew for one year the Procurement Policy for the Village of Tuxedo Park as amended and adopted by the Board of Trustees on September 28, 2015. A copy is attached.

ADVANCE APPROVAL OF CLAIMS

Authorization of payment in advance of audit of claims for public utility services, postage, freight and express charges.

MILEAGE ALLOWANCE

Actual and necessary expenses of all officers and employees incurred in the performance of their official duties that can be charged against the Village. In lieu of auditing and allowing a claim for actual and necessary expenses for travel, the Board authorizes the payment of a reasonable mileage allowance at the current federal mileage rate (54.5 cents per mile) for use of personal automobiles in the performance of official duties.

ATTENDANCE AT SCHOOLS AND CONFERENCES

Authorizing Village Employees to attend schools, conferences, seminars, etc. conducted for the benefit of the local government.

DESIGNATION OF DEPOSITORIES

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.

Banks

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| J.P. Morgan Chase Bank, Provident Bank, & M&T Bank | Official Depository | One Year |
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VILLAGE ELECTION VOTING HOURS

Village Election Day voting hours will be from 7:00 a.m. to 9:00 p.m. on the 3rd Tuesday of the month of June.

RULES OF PROCEDURE

- 1. General:* The Mayor shall preside at Board of Trustees meetings. In the Mayor's absence, the Deputy Mayor shall preside. All motions require a second.
- 2. Regular Meeting Schedules:* The Board of Trustees shall hold regular meetings on the 3rd Wednesday of each month. Such regular meetings shall commence at 7:00 p.m. and be conducted in the Village Hall. The Board of Trustees may determine any change to the foregoing.
- 3. Special & Special (Emergency) 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. Either the Mayor or Deputy Mayor must be physically present to conduct any meeting, special or regular. If the Mayor or any Trustee is linked into the meeting telephonically, electronically or by some other electronic means, then they shall not be entitled to vote, except that the Mayor or any Trustee who is linking in by video conferencing or similar means shall be entitled to vote to the extent permitted NY the Public Officers Law.
- 4. Quorum:* The Mayor or Deputy Mayor shall preside at all meetings. 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 only 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*: An 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 for regular meetings. Agenda items shall be given to the Clerk at least 24 hours before the meeting. Items may be placed on the agenda at any time by the Mayor or any Trustee, including during the meeting. When possible, 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 nays, 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 of all motions, proposals, resolutions and any other matter formally voted upon by the Board and the vote thereon. A copy of any written resolutions or other prepared written material used to support an action of the Board must be given to the Clerk during the meeting or as soon as practicable thereafter. Minutes shall be available in accordance with NYS Public Officers Law §106 (open meetings within two weeks, votes taken in executive session within one week).

Minutes shall not be taken at executive session unless an action is taken or a motion is made by a formal Board vote, in which event a record or summary shall be made of the final determination of such action or motion, and the date and vote thereon; provided, however, that such summary or record need not include any information which is not required to be made public by the NYS Freedom of Information Law.

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 be verbatim or reference each comment made.

Minutes shall be approved by a majority vote at the next board meeting or as soon as reasonably practicable. Amendments to the minutes shall also require the approval by a majority vote by the Board.

9. *Order of Business*: Subject to the discretion of the Mayor, the normal order for the agenda in a regular Board meeting is:

- Call to order
- Pledge of Allegiance
- Roll Call
- Mayor's Comments

- Village Attorney Report
- Trustee Reports
- Public Comment Period
- Business (Old)
- Business (New)
- Public Comment Period
- Approval of Minutes
- Audit of Claims
- Adjournment

Note: Public Hearings must be noticed in advance, may be scheduled during regular or special meetings, and may be moved forward within the normal order of the agenda.

10. *Guidelines for Public Comment:* The Mayor shall determine if the public will be granted an opportunity to speak at any Board meeting, unless a majority of the Board decides otherwise. If the public is granted an opportunity to speak at a Board meeting, then they must do so in a respectful manner, limit their remarks to Village business. The Mayor or Board may reasonably restrict the length of time for public comment, both collectively for all speakers and for each individual speaker.

11. *Guidelines for Use of Recording Equipment:* All members of the public and all public officials are allowed to record public meetings in a unobtrusive manner. Recording is not allowed during executive sessions.

12. *Guidelines for Use of Handheld Electronic Devices (i.e., iPhones, Android, Blackberry, iPad, and any other cell phone or tablet device):* During Public Meetings, all members of the public and all public officials are encouraged to use handheld electronic devices in an unobtrusive manner.

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

14. *Amendments to the Rules of Procedure:* The foregoing procedures may be amended from time to time at the request of the Mayor or a Trustee if approved by a majority vote of the Board.

15. *Code of Ethics:* It is required that anyone in a new Village position, whether a newly elected official, newly appointed board member, newly appointed position of chairman, or new employee, will receive a copy of the Code of Ethics (Village Code Chapter 15) and sign an acknowledgment of receipt of same in front of the Village Clerk or Deputy Village Clerk.

Trails Committee – Trustee Gluck announced that in order to avoid any potential conflict of interest from a dual role, he is resigning as a resident member of the Trails Committee but will remain as the Trustee liaison Executive Board Member of the Trails Committee as appointed by Mayor McFadden.

REORGANIZATION MOTIONS

Planning Board Chairman

A motion was made by Mayor McFadden, seconded by Trustee Coen that JoAnn Hanson be appointed as Chairman of the Planning Board for a one year term.

Vote of the Board: 4 ayes, 0 nays, 1 abstention (Barnett)

The motion was passed by a 4-0-1 vote.

Reorganization Meeting Appointments and General Procedures

A motion was made by Trustee Gluck, seconded by Mayor McFadden that the Board accept the Reorganization Meeting Appointments, Terms & Conditions, and General Procedures as listed above with the exception of the separate motion made and passed for Planning Board Chairman.

Vote of the Board: 5 ayes, 0 nays

The motion was passed by a 5-0 vote.

ADJOURNMENT

A motion was made by Mayor McFadden, seconded by Trustee Coen that the meeting be adjourned at 7:06 p.m. The vote was 5-0 in favor.

Respectfully submitted,

Deborah A. Matthews
Village Clerk-Treasurer