

INCORPORATED 1952
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VILLAGE BOARD MEETING
THIRD WEDNESDAY OF EACH MONTH

VILLAGE OF TUXEDO PARK
80 LORILLARD ROAD
P.O. BOX 31
TUXEDO PARK, NEW YORK 10987

David C. McFadden
Mayor

BOARD OF TRUSTEES
ANNUAL REORGANIZATION MEETING
JULY 17, 2019
6:45 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR'S COMMENTS

3. POSITIONS & DUTIES

<u>NAME</u>	<u>POSITION(S)/LIAISON DUTIES</u>	<u>TERM</u>
Mayor McFadden	Building Department Chief Search Committee Design Guidelines Front & South Gate Security Police Department NYCOM	One Year
Trustee Barnett	Employee Reviews Financial Reporting Legal Police Department Sewer, Water & DPW Recycling & Waste Removal	One Year

Trustee Coen	Board of Zoning Appeals Chief Search Committee Finance/Bonds Grants and OCCC Municipal Sharing & Agreements Legal Risk & Insurance Management	One Year
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Trustee Gluck	Information Technology Lakes Lakes Committee Liaison Legal Planning Board Trail Committee Village Boat Club Village/Town Wee Wah Beach Club	One Year
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Trustee McHugh	Deputy Mayor Board of Architectural Review Budget Employee Reviews Sewer, Water, & DPW Tree Advisory Board Village Court Water Department Lakes	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
Josh Aaron	Member Board of Architectural Review Board	7/17/19-6/30/24
Peter Regna	Member Planning Board	Hold Over
Jake Lindsay	Member Board of Zoning Appeals)	7/17/19-6/30/24
Sheila Tralins*	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
Christopher Boshears	Member Board of Architectural Review Board (To fill unexpired term of 7/13/17-6/30/22)	Three Years
TBD	Member Board of Architectural Review Board (To fill unexpired term of 7/18/18-6/30/23)	Four Years

Other

Gardiner Hempel	Village Fire Inspector	One Year
Greggory Libby	Lake Warden	One Year

Village Employees

Salaries are on file with the Village Clerk-Treasurer.

Office

Deborah A. Matthews	Village Clerk/Treasurer	Fulltime
	Keeper of Records (Records Access Officer)	One Year
	Recording Secretary to the BZA	One Year
Denise Spalthoff	Deputy Village Clerk	Fulltime
	Water Department Administration	One Year
	Police Department Administration	One Year
Desiree Hickey	Recording Secretary for the Planning Board	Part time
	Recording Secretary for the BAR	One Year
	Clerk	One Year
John Ledwith	Building Inspector & Code Enforcement	Fulltime
	Building and Land Use Officer	One Year

Court

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

Full Time: Non-Union

Jeffrey T. Voss	Full Time Village DPW Superintendent	One Year
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Full Time: Union

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

Full Time: Non-Union

Alessio Melchiorre Full Time Chief of Police

Through July 31, 2019

Full Time: PBA Union

Michael Taback Sergeant
Max Serrine Police Officer
Daniel Sutherland Police Officer, PBA Rep.

Part Time: Non-Union

James Ascione Police Officer
Brian Benjamin Police Officer
Thomas Bonkoski Police Officer
Vincent D'Amato Police Officer
Cynthia Harcher Police Officer
Matthew Jackson Police Officer
Erik Johnson Police Officer
Rodney Krinke Police Officer
Timothy Lowry Police Officer
John Motz Police Officer
Joseph Panzica Police Officer
Michael Rizzo Police Officer
Louis Roman Police Officer
Joseph Ryle Police Officer
Ryan Smith Police Officer
Neil Watt Police Officer

4. PROFESSIONAL CONSULTANTS

Feerick Nugent MacCartney 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
TBD	Attorneys for the BZA	One Year
Norton & Christensen	Special Counsel	One Year
McGoey, Hauser & Edsall	Engineer for the Village, PB & BAR	One Year
Harris Beach LLC	Bond Counsel	One Year
Weston and Samson Engineers	Special Engineers	One Year

Marshall & Sterling, Inc.	Insurance Agent for the Village	One Year
Northeast Aquatic Research (NEAR)	Lake Consultant	One Year
Board of Trustees as:	Real Property Tax Assessor Board of Assessment Review/ Grievance Board	One Year

5. 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

6. OPEN MEETINGS LAW REQUIREMENTS AND OFFICIAL NEWSPAPER

BOARD MEETINGS

SCHEDULED DATES

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

Holidays:

No Village meetings will be held on the following 2019-2020 holidays: Labor Day (9/2/2019), Rosh Hashanah (9/30/2019), Yom Kippur (from 6pm on 9/8/19 through 8pm on 9/9/19), Columbus Day (10/14/2019), Thanksgiving (11/28/2019), Hanukkah (12/23/2019), Christmas Day (12/25/2019), New Year’s Day (1/1/2020), Dr. Martin Luther King, Jr. Day (1/21/2020), President’s Day (2/17/2020), Memorial Day (5/25/2020), and Independence Day (7/4/2020).

Times Herald Record	Newspaper of Record	One Year
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7. 2020 REORGANIZATION MEETING

2020 Reorganization meeting is scheduled on Wednesday, July 15, 2020 at 6:45 p.m. in the Village Hall.

8. 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 April 17, 2019. A copy is attached.

9. ADVANCE APPROVAL OF CLAIMS

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

10. 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 (\$.58 per mile) for 2019 and whatever the federal rate will be in January 2020 for use of personal automobiles in the performance of official duties.

11. ATTENDANCE AT SCHOOLS AND CONFERENCES

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

12. 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

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

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

14. 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. 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 or count toward a quorum, except that the Mayor or any Trustee who is linking in by video conferencing shall be entitled to vote and shall count toward a quorum to the extent permitted under NYS Public Officers Law. If one or more members are attending the meeting via videoconferencing, the public notice of such meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations. 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. Since an emergency may require the calling of a special meeting on short notice, the procedure should be flexible, without any provisions which might delay the meeting. Thus, requiring notice of a special meeting to be sent by regular mail is not a recommended method for calling special meetings.

4. *Quorum*: The Mayor or Deputy Mayor shall preside at all meetings. Most 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. *Remote Attendance*: If the Mayor or any Trustee is linked into the meeting telephonically, electronically or by some other electronic means other than videoconferencing, then they shall not be entitled to vote, or count toward a quorum, 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 by the NYS Public Officers Law. If one or more members are attending the meeting via videoconferencing, the public notice of such meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations

7. *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 is not required to vote on any matter unless it is to break 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; 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
- Dept. Reports; Trustee Reports; Legal Reports; Town Report; Committee 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 most 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.

15. REORGANIZATION MOTION

16. ADJOURNMENT