

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

Houston A. Stebbins
Mayor

AGENDA
BOARD OF TRUSTEES
REORGANIZATION MEETING
JULY 14, 2010
7:00 P.M.

1. Call to Order

2. Pledge of Allegiance

3. Oath of Office

Ceremonial Swearing in of new Trustees: Thomas Wilson and Robert Zgonena
Acknowledgement of former Trustee and Deputy Mayor James Hays' and Trustee Charlotte Worthy's Service to the Board and Community.

4. Appointments

The following appointments serve at the discretion of the Board of Trustees, unless otherwise specified in Village Code or NYS Village Law. Motion to 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>
<u>Village Employees</u>		
Deborah A. Matthews	Village Clerk-Treasurer	One Year
	Clerk to the BZA	One Year
John C. Ledwith	Deputy Village Clerk-Treasurer	One Year
	Water Billing Clerk	One Year
	Sewer Inspector	One Year
	Clerk to the Planning Board and BAR	One Year
	Building Inspector & Enforcement Officer	One Year
	Real Property Assessor	One Year
June Menkens	Clerk to the Justice Court	One Year
Jeffrey T. Voss	DPW Superintendent	One Year

Kenneth L. Sanford	Police Chief	One Year
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Residents

Trustee Gerard Pompan	Deputy Mayor and Budget Officer	One Year
Gardiner Hempel	Village Fire Inspector	One Year
Lesley Devore	Web Administrator	One Year
JoAnn Hanson	Planning Board Member	Five Years
Mary Darby	Board of Zoning Appeals Member	Five Years
Julia Simet	Board of Architectural Review Member	Five Years
Susan Boyle	Board of Architectural Review Member	One Year
Gary Glynn	Chair of Board of Zoning Appeals	One Year
JoAnn Hanson	Chair of Planning Board	One Year
Paola Tocci	Chair of Board of Architectural Review	One Year
Jonathan Whitney	Deputy Chair of BZA	One Year
Robert Simon	Deputy Chair of BAR	One Year
Sam Bornstein	Deputy Chair of PB	One Year
James Jospe	Lake Warden	One Year
Greg Libby	Lake Warden	One Year
Todd Yannuzzi	Lake Warden	One Year

Professionals

Weston & Sampson	Engineer for the Village, PB & BAR	One Year
Burke, Miele & Golden, LLP	Attorneys for the Village, PB & BAR	One Year
Dickover, Donnelly, Donovan & Biagi, LLP	Attorneys for the BZA	One Year
Roemer Wallens & Mineaux, LLP	Special Counsel for the Village	One Year
Tannenbaum, Helpert, Syracuse & Hirschtritt, LLP	Special Counsel for the Village	One Year
The West Firm, LLC	Special Counsel for the Village	One Year
Kirkland & Ellis LLP	Special Counsel for the Village	One Year
Marshall & Sterling, Inc.	Insurance Agent for the Village	One Year

Official Entities

Times Herald Record	Official Newspaper	One Year
J.P. Morgan Chase Bank, Provident Bank, & M&T Bank	Official Depositories	One Year

Others

Mary Grimmig	Secretary to the BZA	One Year
	Secretary to the Planning Board	One Year
	Secretary to the BAR	One Year

5. SALARIES (per 2010-2011 adopted budget)

Motion to adopt a resolution to approve the following list of employees with their salaries to be determined after contracts are renewed retroactive to expiring date:

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>SALARY</u>
<u>Administration Department</u>		Filed at the Village Office
Deborah A. Matthews	Village Clerk-Treasurer Clerk to the BZA	
John C. Ledwith IV	Deputy Village Clerk-Treasurer/ Water Billing Clerk Clerk to Planning Board/BAR Building Inspector & Enforcement Officer Real Property Assessor	
<u>Department of Public Works</u>		Filed at the Village Office
Jeffrey T. Voss	Village DPW Superintendent	
Dennis J. Jones	MEO	
Franke Lunde	MEO	
John Hochheim	Automotive Mechanic	
John T. Smith, Jr.	Water/Sewer Plant Operator	
Kirk LaBar	Laborer	
Stephen C. Barba	Water/Sewer Plant Operator	
Thomas Derbyshire	Working Foreman	
William Kyles	MEO	
<u>Police Department</u>		Filed at the Village Office
Kenneth L. Sanford	Police Chief	
James V. Ascione	Police Officer-FT	
TBD	Police Officer-FT	
TBD	Police Officer-FT	
James P Abrahamsen	Police Officer-PT	
Richard C. Jackson	Police Officer-PT	
John Mauro	Police Officer-PT	
Michael J. Ramos	Police Officer-PT	
Stephen J. Colantonio	Police Officer-PT	
Vincent J. D'Amato	Police Officer-PT	
Thomas Cunningham	Police Officer-PT	
Rodney E. Krinke	Police Officer-PT	
Ryan Eirand	Police Officer-PT	

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
David Yates	Traffic Guard-PT

Village Court

Filed at the Village Office

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

6. Official Undertakings

Motion to adopt the following insurance coverages regarding the Bonding of employees:

Employee Insurance Theft Coverage-\$500,000 per employee
 Clerk Treasurer Position Insurance Theft Coverage-\$1,500,000
 Deputy Clerk-Treasurer Position Insurance Theft Coverage-\$1,500,000

7. Open Meetings Law Requirements

Motion to adopt the following Monthly Meeting Schedule and Note:

BOARD MEETINGS

SCHEDULED DATES

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 & 3 rd Tuesday of each month @ 7:00 pm
Village Justice Court	3 rd Thursday of each month @ 6:30 pm

Note: All appointed Board members are required to attend 75% of all regularly scheduled meetings during the Village's fiscal year or else be subject to removal.

8. 2011 Reorganization Meeting

Motion to adopt a resolution to schedule the 2011 Reorganization meeting on Wednesday, July 20, 2011 at 7:00 p.m. in the Village Hall.

9. Procurement Procedure

Motion to 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 June 9, 2010. A copy is attached.

10. Advance Approval of Claims

Motion to 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.

11. Mileage Allowance

Motion to adopt a resolution of the 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 for use of personal automobiles in the performance of official duties.

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 50¢ per mile.

Section 2. That this resolution shall take effect immediately.

12. Attendance at Schools and Conferences

Motion to 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 and Fall Training School for Fiscal Officers and Municipal Clerks; c) various other State and County association meetings and training sessions appropriate for municipal officials and employees; 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 Village;

NOW THEREFORE BE IT RESOLVED:

Section 1. The Village officials and employees are hereby eligible to attend appropriate training seminars and conferences subject to advance notice being given to the Village Office, and to prior approval from the Board of Trustees when the total expense exceeds \$150 per person or \$300 in the aggregate.

Section 2. That this resolution shall take effect immediately.

13. Designation of Depositories

Motion to 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 – namely, J.P.Morgan Chase Bank , Provident Bank and M&T Bank..

Section 2. That this resolution shall take effect immediately.

14. Rules of Procedure

Motion to adopt a resolution to approve the following Rules of Procedure for meetings:

1. *General:* The Mayor shall preside at all Board of Trustee meetings. 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 must be recognized by the presiding officer before making motions and speaking. All motions require a second. A member, once recognized, shall be allowed to speak unless it is necessary to call him/her to order. Motions to limit or close debate may be entertained but shall require a majority vote by those Trustees present.

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 may determine any change to 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 two Trustees 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. The Mayor or Deputy Mayor must be present and vote, but if they are linked into the meeting telephonically or electronically by some other electronic means, then they shall not be entitled to vote.

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 two Trustees 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 anytime by the Mayor, including during the meeting. If 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 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 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 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
- Reports of officers and committees
- Approval of Building Permits
- Public Comment Period (Optional)
- Public Hearing
- New Business
- Unfinished (Old) Business
- 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 particular 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, and must address all comments directly to the Mayor. 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 an unobtrusive manner as determined by the Mayor. Recording is not allowed during executive sessions.

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

13. *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. Trustee Roles and Projects

Motion to 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	One Year
Deputy Mayor Pompan	Budget & Finance Water Dept.	One Year One Year
Trustee Hansen	Police Department Insurance & Risk Management	One Year One Year
Trustee Zgonena	DPW Operations & Projects	One Year
Trustee Wilson	Building Dept	One Year

16. Advisory Committee Trustee Liaison Roles

Motion to adopt a resolution to approve the following list of Advisory Committee appointments, Trustee liaison roles and terms for the Committee and Chair.

<u>TRUSTEE</u>	<u>ADVISORY COMMITTEE & CHAIRS</u>	<u>TERM</u>
Deputy Mayor Pompan	<u>Environmental Advisory Committee (EAC)</u> Susan Goodfellow, Chair	One Year
Trustee Zgonena	<u>Board of Architectural Review</u>	One Year
	<u>Infrastructure Advisory Committee</u> Jake Lindsay, Chair Weston & Sampson Jeff Voss, Superintendent of DPW	One Year
Trustee Hansen	<u>Board of Zoning Appeals</u>	One Year
	<u>Fire, Safety & Emergency Advisory Committee (FSEAC)</u> David du Pont, Chair	One Year
	<u>Tuxedo Union Free School District</u>	One Year
Trustee Wilson	<u>Planning Board</u>	One Year
	<u>Village Improvement Advisory Committee (VIAC)</u> Alan Heywood, Chair	One Year
	<u>Website Policy Advisory Committee (WPAC)</u> Ed Stroz, Chair	One Year

Notes: 1) Trustee appointments, liaison roles and terms can be modified throughout the year by majority vote of the Trustees, 2) Advisory Committees are requested to meet and to report to the Board of Trustees at least once per annum and upon request, and 3) New members are welcome. Please contact the committee chair and/or Trustee liaison to express your interest in filling an open position.

17. Adjournment