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

David C. McFadden  
Mayor

BOARD OF TRUSTEES  
REORGANIZATION MEETING  
JULY 13, 2017  
6:30 P.M.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. POSITIONS & DUTIES

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION(S)/DUTIES</th>
<th>TERM</th>
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<tbody>
<tr>
<td>Mayor McFadden</td>
<td>Police Department</td>
<td>Two Years</td>
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<td>Police Contract</td>
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<td>Traffic Booth Project</td>
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<td>Infrastructure Projects</td>
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<td>Trustee McHugh</td>
<td>Deputy Mayor</td>
<td>Two Years</td>
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<td>Board of Architectural Review</td>
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<td>Village Court</td>
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<td>Budget</td>
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<td>Finance/Bonds</td>
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<td>Tree Advisory Board</td>
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<tr>
<td>Trustee Moon</td>
<td>Risk &amp; Insurance Management</td>
<td>One Year</td>
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<td>Legal</td>
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<td>Village/Town Liaison</td>
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<td>Board of Zoning Appeals</td>
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<td>Trail Committee</td>
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<td>Trustee Gluck</td>
<td>Village/Town Liaison</td>
<td>Two Years</td>
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<td>Legal</td>
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<td>Wee Wah Beach Club</td>
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Village Boat Club
Planning Board

Trustee Barnett  Financial Reporting  Two Years
Employee Relations
Civil Service
Sewer, Water, & DPW
Recycling & Waste Removal

Appointments
(*Chairs are a term of one year)

Deputy Mayor  Alan McHugh  Two Years
Budget Officer  Alan McHugh  Two Years
Patrick Donaghy  Member Board of Architectural Review (5-year term)  7/13/17-6/30/22
Patrick Donaghy*  Chair of Board of Architectural Review Board  One Year
Christian Brunner  Member Board of Architectural Review Board (unexpired term of Tocci)  7/13/17-6/30/18
JoAnn Hanson*  Planning Board Chair  One Year
TBD  Member Planning Board (5-year term)  7/13/17-6/30/22
Gary Glynn*  Chair Board of Zoning Appeals  One Year
Jonathan Whitney  Member Board of Zoning Appeals  Hold Over
Maureen Coen  Member Board of Zoning Appeals  Hold Over

Other

Gardiner Hempel  Village Fire Inspector  One Year
Gregory Libby  Lake Warden  One Year
Chris Hansen  Deputy Lake Warden  One Year
Todd Yannuzzi  Deputy Lake Warden  Hold Over

Village Employees

Salaries are on file with the Village Clerk-Treasurer.

Office

Deborah A. Matthews  Village Clerk/Treasurer  Full Time
Keep of Records (Records Access Officer)  One Year
Recording Secretary to the BZA  One Year

Denise Spalthoff  Village Administration  Full Time
Water Department  One Year
Police Department  One Year

Desiree Hickey  Recording Secretary for the Planning Board  Part Time
Recording Secretary for the BAR
Clerk/Office Assistant
Court

David Hasin, Esq.          Village Justice (Elected Term)  Four Years
Bruce A. Schonberg, Esq.  Associate Village Justice        One Year
Alice Confield            Clerk to the Village Justice      One Year

DPW

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

Alex Melchiorre           Police Chief                       All Full Time
Michael Taback            Police Sergeant (Conditional Upon Exam)
Daniel Sutherland         Police Officer

Erik Johnson              Police Officers                     All Part Time
James Ascione
Janice Reynolds
Joseph Panzica
Joshua Anderson
Kenneth Sanford
Kevin Bonkoski
Louis Roman
Matthew Jackson
Michael Coleman
Neil Watt
Rodney Krinke
Ryan Smith
Sean Grady
Steven Colantonio
Timothy Lowry
Vincent D’Amato
Laurence Finnerty

4. PROFESSIONAL CONSULTANTS

Feerick Lunch MacCartney & Nugent, PLLC  Attorneys for the Village  Hold Over
Burke, Miele, Golden & Naughton, LLP (Pending Fee Structure)  Attorneys for the BAR & PB  One Year
Dickover, Donnelly, & Donovan LLP  Attorneys for the BZA  One Year
McGoey, Hauser & Edsall  Engineer for the Village, PB & BAR Building Inspector  One Year
Public Resources Advisory Group (PRAG)  Financial Advisor  One Year
Orrick, Herrington, & Sutcliffe, LLP  Bond Counsel  One Year
Girvin Ferlazzo, PC.  Police Contract Negotiations (Pending Fee Structure)  One Month
Michael A. Richardson  Labor Negotiations  One Month
Marshall & Sterling, Inc.  Insurance Agent for the Village  One Year
F. J. Rella & Company  Grant Writer for the Village  One Year
Solitude Lakes Mgmt  Lake Consultant  One Year
TBD  Real Property Tax Assessor  One Year

5. OFFICIAL UNDERTAKINGS

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

<table>
<thead>
<tr>
<th>BOARD MEETINGS</th>
<th>SCHEDULED DATES</th>
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<tr>
<td>Board of Trustees</td>
<td>3rd Wednesday of each month @ 7:00 pm</td>
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<tr>
<td>Board of Zoning Appeals</td>
<td>4th Thursday of each month @ 7:00 pm</td>
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<tr>
<td>Planning Board</td>
<td>2nd &amp; 4th Monday of each month @ 7:30 pm</td>
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<tr>
<td>BAR</td>
<td>1st &amp; 3rd Tuesday of each month @ 7:00 pm</td>
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<tr>
<td>Village Justice Court</td>
<td>3rd Thursday of each month @ 5:30 pm</td>
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Holidays:
No Village meetings will be held on the following 2017-2018 holidays: Labor Day (9/4/2017), Rosh Hashanah (9/21/2017), Columbus Day (10/9/2017), Thanksgiving (11/23/2017), Hanukkah (12/13/2017), Christmas Day (12/25/2017), New Year’s Day (1/1/2018), Dr. Martin Luther King, Jr. Day (1/15/2018), President’s Day (2/19/2018), Memorial Day (5/28/2018), and Independence Day (7/4/2018).

Times Herald Record  Newspaper of Record  One Year
7. **2018 REORGANIZATION MEETING**

   2018 Reorganization meeting is scheduled on Wednesday, July 18, 2018 at 7:00 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 September 28, 2015. 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 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, Official Depositories One Year
   Provident Bank, &
   M&T Bank

13. **VILLAGE ELECTION VOTING HOURS**

   Village Election Day voting hours be from 7:00 a.m. to 9:00 p.m.

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. 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 by 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 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 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
- Dept. Reports
- Mayor’s Comments
- 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 an 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**

Motion to accept the Reorganization Meeting Terms & Conditions, Numbers 3 – 14.

**ADJOURNMENT**