

**VILLAGE OF TUXEDO PARK**  
80 LORILLARD ROAD  
P.O. BX 31  
TUXEDO PARK, NY 10987

David C. McFadden  
Mayor

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. 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	One Year
Trustee Coen	Risk & Insurance Management Finance Bonds Village/Town Liaison Board of Zoning Appeals Grants and OCCC Municipal Sharing & Agreements	One Year

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 Sewer, Water, & DPW 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**

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 Water Department Administration Police Department Administration	Fulltime One Year One Year One Year
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Desiree Hickey	Recording Secretary for the Planning Board Recording Secretary for the BAR Clerk	Part time One Year One Year One Year
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Court

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

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

<i>Full Time:</i> Alex Melchiorre Michael Taback Daniel Sutherland Max Serrine	Police Chief Police Sergeant Police Officer Police Officer	One Year
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<i>Part Time:</i> James Ascione Brian Benjamin Kevin Bonkoski Stephen Colantonio Michael Coleman Vincent D'Amato Matthew Jackson Erik Johnson Rodney Krinke Timothy Lowry Johnny Motz		One Year
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Joseph Panzica  
 Michael Rizzo  
 Louis Roman  
 Joseph Ryle  
 Kenneth Sanford  
 Ryan Smith  
 William Vanson  
 Neil Watt

**4. PROFESSIONAL CONSULTANTS**

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 and Samson Engineers	Special Engineers	One Year
Marshall & Sterling, Inc.	Insurance Agent for the Village	One Year
Solitude Lakes Mgmt	Lake Consultant	One Year
TBD	Real Property Tax Assessor	One Year
John Ledwith	Part Time Building Inspector & Code Enforcement	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 <sup>rd</sup> Wednesday of each month @ 7:00 pm
Board of Zoning Appeals	4 <sup>th</sup> Thursday of each month @ 7:00 pm
Planning Board	2 <sup>nd</sup> & 4 <sup>th</sup> Wednesday of each month @ 7:30 pm
BAR	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday of each month @ 7:00 pm
Village Justice Court	3 <sup>rd</sup> 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

**7. 2019 REORGANIZATION MEETING**

2019 Reorganization meeting is scheduled on Wednesday, July 17, 2019 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 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 (54.5 cents per mile) 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 Depository	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. 1<sup>st</sup> Tuesday of 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. 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.

## **15. REORGANIZATION MOTION**

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

## **16. ADJOURNMENT**