

VILLAGE OF TUXEDO PARK
 80 LORILLARD ROAD
 TUXEDO PARK, NY 10987

BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
MONDAY, OCTOBER 2, 2023
6:30 P.M.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. MAYOR’S COMMENTS**
- 5. TRUSTEES’ COMMENTS**

This is the rescheduled Organizational Meeting from July 19, 2023. All term dates reflected below date retroactively from July 19, 2023 unless otherwise designated.

SECTIONS:

6. APPOINTMENTS – BOARD POSITIONS

Trustee Christopher Kasker*	Deputy Mayor	June 30, 2024
TBD	Mayor’s Budget Director	One Year

*Effective September 20, 2023

7. APPOINTMENTS – PROPERTY TAX BOARDS

TBD	Board of Assessors	Holdover
TBD	Grievance Board	Holdover
John Ledwith	Advisor to the Property Tax Boards	One Year

8. APPOINTMENTS – APPOINTED BOARDS: CHAIRS

Ryan Lynch	BAR Chair	June 30, 2028
Molly Gonzalez	BAR Member	June 30, 2024
Christopher Gow	BAR Member	June 30, 2025
Rob McQuilken	BAR Member	June 30, 2024
Stefanie Rinza	BAR Member	June 30, 2027

Jake Lindsay	BZA Chair	June 30, 2024
John Boyle	BZA Member	June 30, 2026
David Christensen	BZA Member	Hold Over
Nancy Hays	BZA Member	Hold Over
Campbell Langdon	BZA Member	June 30, 2025
JoAnn Hanson	PB Chair	Holdover
Jay Reichgott	PB Member	June 30, 2024
Bronwyn Roantree, Esq.	PB Member	Holdover
Matthew Tinari	PB Member	June 30, 2027
Richard Witte	PB Member	Holdover

9. APPOINTMENTS - VILLAGE COMMITTEES: CHAIRS AND TRUSTEE LIAISONS

Trustee Tinka Shaw	Cellular Communications & WiFi	One Year
TBD	Chair	One Year
Trustee Tinka Shaw	Sewer & Sewer Rates	One Year
Prescott “Scott” Ulrey	Chair	One Year
Mayor Marc D. Citrin	Tree Advisory Board	One Year
Christopher Gow	Chair	One Year
Trustee Joshua Scherer	Village Trails	One Year
Sally Sonne	Chair	One Year
Trustee Joshua Scherer	Village Lakes	One Year
Jim Hays	Chair	One Year
Trustee Paul Brooke	Tuxedo Farms	One Year
TBD	Chair	One Year
Mayor Marc D. Citrin	Wee Wah Park & Beach Club	One Year
Matthew Tinari	Chair	One Year
Mayor Marc D. Citrin	Welcome (New Residents)	One Year
Erinn Spinowitz	Chair	One Year

10. APPOINTMENTS: OTHER

Mayor Marc D. Citrin	Town Issues & Council	One Year
Deputy Mayor Christopher Kasker	St. Mary’s in Tuxedo Episcopal Church	One Year
Trustee Joshua Scherer	The Tuxedo Club	One Year

Trustee Tinka Shaw	Tuxedo Park School	One Year
TBD	Village Fire Inspector	One Year
Gardiner Hempel	Fire Commissioner	2026
Gregory Libby	Lake Warden (Tuxedo Lake)	One Year
Jedediah Turner	Lake Warden (Pond No. 3)	One Year
TBD	Lake Warden (Wee Wah Lake)	One Year

11. VILLAGE EMPLOYEES AND APPOINTMENTS

VILLAGE OFFICE		
Elizabeth Doherty	Village Clerk	Two Years
	Village Treasurer	Two Years
	Keeper of Records	Two Years
Denise Spalthoff	Deputy Clerk	One Year
	Utility Clerk (Water & Sewer)	One Year
	Assistant to the Police Department	One Year
John Ledwith	Building and Land Use Officer	One Year
	Capital Projects	One Year
	Advisor to the BOT	One Year
	BAR / PB / BZA Advisor & Liaison	One Year
	DPW Inventory	One Year
POLICE DEPARTMENT		
David Conklin	Chief of Police	One Year
Christopher Fury	Police Officer – Full-time	Union
Max Serrine	Police Officer – Full-time	Union
Daniel Sutherland	Police Officer – Full-time	Union
James Ascione	Police Officer – Part-time	At Will
Jacob Goldstein	Police Officer – Part-time	At Will
Erik Johnson	Police Officer – Part-time	At Will
Neil Kassel	Police Officer – Part-time	At Will
Rodney Krinke	Police Officer – Part-time	At Will
Brian Levy	Police Officer – Part-time	At Will
Timothy Lowry	Police Officer – Part-time	At Will

Richard Marsh	Police Officer – Part-time	At Will
Johnny Motz	Police Officer – Part-time	At Will
Ryan Ortiz	Police Officer – Part-time	At Will
Greg Panzarella	Police Officer – Part-time	At Will
Joseph Panzica	Police Officer – Part-time	At Will
Kenneth Sanford	Police Officer – Part-time	At Will
Emma Sullivan	Police Officer – Part-time	At Will
Scott Vecchio	Police Officer – Part-time	At Will
DEPARTMENT OF PUBLIC WORKS		
Jeff Voss	DPW Superintendent	One Year
John Bello	Water/Sewer Plant Operator	Union
Ryan Burns	Motor Equipment Operator	Union
Daniel Haglund	Working Foreman/Leader	Union
Dominick Posta	Motor Equipment Operator	Union
Daniel Squillini	Motor Equipment Operator	Union
VILLAGE COURT		
David Hasin, Esq.	Village Justice (Elected)	Term Expires 2025
Bronwyn Roantree, Esq.*	Associate Village Justice	June 30, 2024
Alice Confield	Clerk to the Village Justice	One Year

*Not retroactive

Village employee salaries are on file with the Village Clerk-Treasurer and available to the public through the FOIA.

12. APPOINTMENTS: VILLAGE PROFESSIONALS

Cooper Arias LLP (Andrew Arias)	Accountants for the Village	One Year
Harris Beach PLLC (Jared Kasschau, Esq.)	Attorney for the BOT	One Year
Harris Beach PLLC (Darius Chafizadeh, Esq.)	Attorney for the BAR	One Year
Naughton & Torre, LLP (Ashley Torre, Esq.)	Attorney for the PB	One Year
Law Office of Alyse Terhune (Alyse Terhune, Esq.)	Attorney for the BZA	One Year
Harris Beach PLLC (Jeffrey E. Storch)	Bond Counsel	One Year
Munistat Services, Inc. (Noah Nadelson)	Bond Advisor	One Year

McGoey, Hauser & Edsall (Pat Hines)	Engineer for the Village/PB/BAR	One Year
Schnabel Engineering (Michael Quinn)	Village Engineers	One Year
Weston & Sampson Engineers (Joe Zongol)	Village Special Engineers	One Year
Traveler's Insurance	Insurance Carrier	One Year
JJ Farber-Lottman Co., Inc. (Scott Swan)	Insurance Agent	One Year
GEI Consultants, Inc. (A.J. Reyes)	Lake Manager	One Year
Solitude Lakes Management (Bob Schindler)	Milfoil Eradication	One Year

13. The Board of Trustees approves that the appointed board member hold-over appointments are exempt from the term limits Local Law #3 of 2006.

14. OFFICIAL UNDERTAKINGS AND INSURANCE

Employee Theft Coverage- \$500,000 per loss (not per employee) subject to a \$5,000 deductible;
 Clerk-Treasurer – additional of \$1,000,000; and Deputy Clerk is also additional \$1,000,000.
 Computer & Funds Transfer Fraud- \$500,000 each subject to a \$5,000 deductible

15. OFFICIAL NEWSPAPER

Times Herald Record Newspaper of Record One Year

16. DESIGNATION OF DEPOSITORIES

The official Village bank(s) and/or trust companies for the deposit of all moneys received by the Treasurer, Village Clerk, and receiver who is designated and appointed as Village Receiver.

Banks

J.P. Morgan Chase Bank, Official Depositories One Year
 Provident Bank and M&T Bank

17. DATES FOR REGULAR MEETINGS

BOARD MEETINGS

Board of Trustees
Board of Zoning Appeals
Planning Board
BAR
Village Justice Court

SCHEDULED DATES

3rd Wednesday of each month @ 7:00 pm
1st Wednesday of each month @ 7:00 pm
2nd & 4th Wednesday of each month @ 7:30 pm
1st & 3rd Monday of each month @ 5:30 pm
3rd Thursday of each month @ 5:00 pm

HOLIDAYS

Labor Day	Monday, September 4, 2023	
Rosh Hashanah	Friday, September 15, 2023	Ends on Sunday, September 17, 2023
Yom Kippur	Sunday, September 24, 2023	Ends on Monday, September 25, 2023
Columbus Day	Monday, October 9, 2023	
Veterans Day	Saturday, November 11, 2023	(Holiday observed on Friday, November 10, 2023)
Thanksgiving	Thursday, November 23, 2023	
Hanukkah	Thursday, December 7, 2023	Ends on Friday, December 15, 2023
Christmas	Monday, December 25, 2023	
New Year's Day	Monday, January 1, 2024	
Dr. Martin Luther King, Jr. Day	Monday, January 15, 2024	
Presidents' Day	Monday, February 19, 2024	
Good Friday	Friday, March 29, 2024	
Memorial Day	Monday, May 27, 2024	
Juneteenth	Wednesday, June 19, 2024	
Independence Day	Thursday, July 4, 2024	

18. VILLAGE ELECTION AND VOTING HOURS

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

19. RULES OF PROCEDURE

1. *General:* The Mayor shall preside at Board of Trustees meetings. In the Mayor's absence, the Deputy Mayor shall preside. If neither the Mayor nor Deputy Mayor is present, a presiding officer will be chosen from among those present. 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 at least two trustees, upon notice to the entire Board may call a special meeting, an option of the Mayor's noted in Chapter 7 of the NYCOM Handbook. 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.

4. *Quorum:* 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 and the reasons permissible for executive session shall be:

- a) matters which will imperil the public safety if disclosed;
- b) any matter which may disclose the identity of a law enforcement agent or informer;
- c) information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- d) discussions regarding proposed, pending or current litigation;
- e) collective negotiations pursuant to article fourteen of the civil service law;
- f) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- g) the preparation, grading or administration of examinations; and the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof;
- h) attorney-client privilege session for attorney advice.

6. *Remote Attendance:* Contingent upon the COVID 19 related Executive Orders filed by the Governor of NYS.

7. *Public Hearings:* Must be noticed in advance pursuant to New York State and Village Law, may be scheduled during regular or special meetings, and may be moved forward within the normal order of the agenda.

8. *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 the day before meeting. If necessary a supplemental agenda shall be distributed at the beginning of the meeting.

9. *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.

10. 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 the 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.

11. 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
- Trustee Comments
- Consent Agenda & Approval of Minutes
- Business (Old)
- Business (New)
- Budget Transfers
- Audit of Claims
- Public Comment Period
- Trustee Comments
- Executive Session
- Adjournment

12. 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. The Mayor or Board may reasonably restrict the total length of time for the public comment period as well as limiting the time for each individual speaker.

- 13. *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. The Village Boards record all meetings using ZOOM.
- 14. *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.
- 15. *Adjournment:* Meetings shall be adjourned by motion (other than Special Meetings).
- 16. *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.
- 17. *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 must 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.
- 18. *Fiscal Year:* Important Dates - Ends on May 31st. Begins on June 1st.
- 19. *Mayor Appointments Requiring Board Approval:* When the Code requires Board approval for appointments made by the Mayor, the Board will schedule a meeting to provide the opportunity to interview the candidate.

20. THE NEXT ORGANIZATIONAL MEETING

2024 Organizational meeting is scheduled on Wednesday, July 17, 2023 at 6:30 p.m. at Village Hall.

21. PROCUREMENT POLICY & 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 on file.

22. OTHER VILLAGE POLICIES

- i. Sexual Harassment Training. Must be taken by all board members and employees.
- ii. Sexual Harassment Policy. A copy is on file.
- iii. Social Media Policy. A copy is on file.

23. PUBLIC COMMENT

24. TRUSTEE COMMENT

25. RESOLUTIONS

Advance Approval of Claims

Pursuant to Village Law § 5-524(6), the Board of Trustees may, by resolution, authorize claims for public utility services, postage, freight, and express charges to be paid in advance of audit, including the Mayor having the authority to expedite appropriations up to \$5,000 with oral or written approval by a majority of the Board of Trustees. An appropriate Resolution authorizing advance payment of claims follows:

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 must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows;

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. All such claims shall be presented at the next regularly scheduled meeting of the Village Board of Trustees for audit, and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows.

Section 2. The Village Mayor and any other employee or Village official as directed by the Village Mayor, is hereby authorized to take any and all actions necessary to carry out the provisions of this Resolution.

Section 3. That this resolution is effective immediately.

Mileage Allowance

Pursuant to Village Law § 5-524(7), the actual and necessary expenses the officers and employees incur in performing their official duties are a Village charge. However, in lieu of auditing and allowing a claim for actual and necessary expenses for travel, the Board of Trustees may determine by resolution to pay a reasonable mileage allowance for use of personal automobiles in performing official duties. (See Chapter 15, Finances on page 15.11 for more information on travel expenses). An appropriate resolution authorizing a mileage allowance follows:

WHEREAS the Board of Trustees has determined to pay a per mile rate for mileage as reimbursement to Village officers and employees who use their personal automobiles while performing their official Village duties at the Federal 2023-2024 mileage rate;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees is hereby authorized to approve reimbursement to such officers and employees at the Federal per mile rate.

Section 2. That this resolution is effective immediately.

Attendance at Schools and Conferences

Pursuant to General Municipal Law § 77-b, municipal officials and employees may attend schools, conferences, and seminars conducted for the benefit of the local government. (See Chapter 15, Finances on page 15.11 for more information on travel expenses). However, attendance is not authorized, nor can reimbursement be applied for, unless the Board of Trustees approves of the attendance in advance. Such attendance includes, but is not limited to, meetings at NYCOM's Annual Meeting and Training School, NYCOM's Fall Training School, NYCOM's Public Works Training School, and any New York State sponsored training classes. An appropriate resolution authorizing attendance at schools and conferences follows:

WHEREAS, the Village desires certain officials and employees to be permitted the opportunity to attend conferences and seminars conducted for the benefit of local government; and

WHEREAS such opportunity to attend conferences or seminars would therefore benefit the Village official or employee and thereby benefit the Village;

NOW THEREFORE BE IT RESOLVED:

Section 1. The Village Board hereby authorizes the following Village officers and employees to attend said events: Police Chief, Police Officers, the Village Building Inspector, the Village DPW Superintendent, Village DPW employees, the Village Clerk-Treasurer, the Deputy Village Clerk-Treasurer, and members of the Village Board of Trustees.

Section 2. Modifications to the aforementioned list of Village officials or employees can be made by subsequent resolution by the Village Board of Trustees.

Section 3. That this resolution shall be effective immediately.

Designating Depositories

Pursuant to Village Law § 4-412(3)(2), the Board of Trustees must designate, by resolution, banks or trust companies in which the treasurer, clerk, receiver, and town receiver who are designated and

appointed as Village receiver may deposit Village moneys received by them. An appropriate resolution designating depositories follows:

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 designates the following institutions as depositories of all moneys received by the village treasurer, clerk, and receiver of taxes. Names of Institutions: JP Morgan Chase Bank, Provident Bank and M&T Bank.

Section 2. That this resolution is effective immediately.

26. MASTER RESOLUTION

Approval of the 2023 Organizational Agenda

WHEREAS the Board of Trustees have reviewed this agenda in detail.

Section 1. That this resolution is effective immediately.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves items one (1) through twenty-five (25) on this **2023 Organizational Agenda**. May I have a second? All in Favor?

Vote of the Board

	Yea	Nay	Abstain	No vote
Trustee Paul Brooke	[]	[]	[]	[]
Trustee Joshua Scherer	[]	[]	[]	[]
Trustee Tinka Shaw	[]	[]	[]	[]
Deputy Mayor Chris Kasker	[]	[]	[]	[]
Mayor Marc D. Citrin	[]	[]	[]	[]

20. ADJOURNMENT

Vote of the Board

	Yea	Nay	Abstain	No vote
Trustee Paul Brooke	[]	[]	[]	[]
Trustee Joshua Scherer	[]	[]	[]	[]
Trustee Tinka Shaw	[]	[]	[]	[]
Deputy Mayor Chris Kasker	[]	[]	[]	[]
Mayor Marc D. Citrin	[]	[]	[]	[]