

**Village of Buchanan
 Mayor & Board of Trustees
 Organizational Meeting
 April 5, 2022**

PRESENT: (This meeting was held in person and via Zoom)

Mayor Theresa Knickerbocker
 Trustees Anthony Capicotti, Steven Laker, Sean Murray, Daniel Stewart
 Village Administrator Marcus Serrano
 Village Clerk, Treasurer Cynthia Kempter
 Deputy Village Clerk Sharon Murphy
 Highway Foreman Robert Wheeler
 Recreation Supervisor Nancy Bayer

1. PLEDGE OF ALLEGIANCE:

Mayor Knickerbocker called the meeting to order at 7:30PM. She led the Pledge of Allegiance.

2. READ RESULTS OF THE MARCH 15, 2022 VILLAGE ELECTION:

Results of the Village Election - March 15, 2022:

	<u>District #1 & District #2 Total</u>
For Mayor (2-year Term)	
Theresa Knickerbocker (D), Resident's	307
Sean Murray (R), (C), Buchanan United	183
For Trustee: (2-year Term)	
Daniel Stewart (R), (C), Buchanan United	265
Steven Laker (R), (C), Buchanan United	260
Richard Funchion (D), Resident's	235
Nicolas Zachary (D), Resident's (R)	223
For Village Justice (4-year Term)	
Jennifer Daly (R), (C)	298
<u>Write In's</u>	
Zuzanna Cumming for Mayor	1
Latoya Lewis for Village Justice	2

Proposition #1: Shall the Village of Buchanan establish an exemption of 10% reduction of assessment for members of the volunteer fire department? Yes: 318 No: 164

Proposition #2: Shall the Village of Buchanan allow licensing of Games of Chance? Yes: 271 No: 200

3. ADMINISTER OATH OF OFFICE TO NEWLY ELECTED OFFICIALS:

Mary Knickerbocker administered the "Oath of Office" to Mayor Theresa Knickerbocker
Suann Stewart administered the "Oath of Office" to Trustee Daniel Stewart
Claribel Laker administered the "Oath of Office" to Trustee Steve Laker
Daniel O'Neill administered the "Oath of Office" to Village Justice Jennifer Daly

4. APPOINT DEPUTY MAYOR:

Mayor Theresa Knickerbocker hereby appoints Trustee Anthony Capicotti as her Deputy Mayor for the following "Official Year 2022-2023".

5. MAYOR'S ANNUAL APPOINTMENTS:

The following appointment of officials to be made by Mayor Theresa Knickerbocker, except where otherwise indicated, subject to the approval by a majority of the Board of Trustees, pursuant to Section 4-400, 4-402, 7-712 and 7-718 of Village Law and Section 523 of the Real Property Tax Law. All appointments are for a one-year term except where noted otherwise.

1. Assessment Review Board

a) Marco Pinque – 2025

VOTE: Motion by: Trustee Sean Murray
Seconded by: Trustee Daniel Stewart

Upon Roll Call Vote

Mayor Theresa Knickerbocker	<u>No vote</u>
Trustee Anthony Capicotti	<u>Yes</u>
Trustee Steven Laker	<u>Yes</u>
Trustee Sean Murray	<u>Yes</u>
Trustee Daniel Stewart	<u>Yes</u>

Vote: Carried by a vote of 4 to 0, with 1 no vote.

2. Annual Appointments:

The following appointment of officials made by Mayor Theresa Knickerbocker except where otherwise indicated, subject pursuant to Sections 4-400, 4-402, 7-712 and 7-718 of Village Law. All appointments are for a one-year term except where noted otherwise.

a) Planning Board:

1) Member - 2027 Eileen Absenger

2) Chairman – 2023 Jeffrey Faiella

b) Zoning Board of Appeals:

1) Member – 2027 Mary Funchion

2) Chairman – 2023 Gary Bell

c) Village Clerk/Treasurer Cynthia Kempter

d) Village Deputy Clerk Sharon Murphy

e) Village Attorney Stephanie Porteus

f) Associate Village Justice Daniel O’Neill

g) Court Clerk - P/T Mary Mailler

h) Recreation Supervisor - P/T Nancy Bayer

i) Building Inspectors Brian Cook and Peter Cook (Assistant Building Inspector)

j) Village Engineer Hahn Engineering

k) Village Planner F.P. Clark

l) Historian George Boyle

m) Representative for the Senior Citizen’s
Advisory Council _____ Position Open

n) Liaison to Saint Patrick’s Day Parade Steve Laker and Daniel Stewart

o) Representative to the Historic
Hudson River Towns Sean Murray

p) Local Waterfront Revitalization Plan Nicolas Zachary

VOTE: Mayor’s Appointments - NO VOTE NECESSARY

6. APPOINTMENTS TO COMMITTEES:

The following members of the Board of Trustees are hereby appointed to the following committees for the ensuing "Official Year 2022-2023":

a) Administrative	<u>Entire Board</u>
b) Assessment	<u>Entire Board</u>
c) Auditing	<u>Entire Board</u>
d) Business Development	<u>Entire Board</u>
e) Education	<u>Daniel Stewart</u>
f) Infrastructure	<u>Anthony Capicotti</u>
g) Legislative	<u>Entire Board</u>
h) Parks - Recreation	<u>Steve Laker</u>
i) Public Safety	<u>Steve Laker</u>
j) Veterans	<u>Sean Murray</u>
k) Liaison to Buchanan Engine Co. #1	<u>Daniel Stewart</u>
l) NYS Indian Point Decommissioning Oversight Board	<u>Theresa Knickerbocker, Anthony Capicotti</u>

VOTE: Mayor's Committee Appointments - NO VOTE NECESSARY

7. 2022-10 RESOLUTION ESTABLISHING MEETING DATES, ADOPTION OF RULES OF PROCEDURE AND OPEN MEETINGS LAW, SETTING DATES FOR PUBLIC HEARING ON THE TENTATIVE 2021-2022 VILLAGE BUDGET, DESIGNATING VILLAGE DEPOSITORIES, DESIGNATING OFFICIAL VILLAGE NEWSPAPER, ESTABLISHING THE MILEAGE ALLOWANCE RATE FOR REIMBURSEMENT, ADOPTING VILLAGE PROCUREMENT POLICY, AND AUTHORIZATION TO ATTEND CONFERENCES AND SEMINARS:

(A) ESTABLISH MEETING DATES, SPECIAL MEETING PROCEDURES AND ADOPTION OF THE RULES OF PROCEDURE AND THE OPEN MEETINGS LAW:

1. **Regular Meetings:** Pursuant to Section 4-412 of the Village Law, the regular meetings of the Board of Trustees to be held on the 1st Tuesday of each month commencing at 7:00 p.m. Where holidays shall fall on the day of a meeting, the meetings will be held the next day following the holiday. The meetings shall take place at the Municipal Building and/or on zoom. The Board of

Trustees Workshop Meeting is to be held on the 4th Tuesday of each month commencing at 7:00 p.m. and will also take place at the Municipal Building and/or on zoom.

2. **Special Meetings:** Special Meetings will be held when matters of business warrant and shall be called by either the Mayor or by two of the Trustees of the Village of Buchanan acting together. In the event of a special meeting being called the Mayor, every member of the Board of Trustees shall be informed by telephone by the Village Clerk or another member of the Board of Trustees of the date, time, location and subject of the special meeting, and unless the meeting is called to respond to an emergency concerning the safety and welfare of the Village, notice of the meeting shall be given to the Trustees and newspapers, and posted on the Village notice boards at least 72 hours in advance of the meeting, and otherwise in conformance with the Public Officers Law.

3. **Quorum:** A quorum shall be required to conduct business. A quorum of the five (5) members Board of Trustees shall be three (3). In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

4. **Executive Sessions:** Executive Sessions shall be held in accordance with the NYS Public Officers Law Section 105. All Executive Sessions shall be commenced at a public meeting.

5. **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. An abstention, silence or absence shall be considered a negative vote for the purpose of determining the final vote on a matter.

6. **Guidelines for Public Comment:** The public shall be allowed to speak only during the Public Comment period of the meeting or at such other time as the presiding officer shall allow.

Speakers must step to the front of the room and speak into the microphone.

Speakers must give their name, address and organization represented, if any.

Speakers must be recognized by the presiding officer.

Speakers must limit their remarks to three (3) minutes on a given topic, and may be recognized again by the presiding officer after other speakers have had an opportunity to speak.

Speakers may not yield any remaining time they may have to another speaker.

Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.

All remarks shall be addressed to the presiding officer.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste which include refraining from offensive, insulting and threatening speech directed toward any person present or not present.

Interested parties or their representatives may address the Board with written communications. Written communications shall be delivered to the Village Administrator or Village Clerk.

7. **Open Meetings Law:** Pursuant to the Public Officers Law, the Board of Trustees hereby

adopts the requirements of the open meeting law and hereby adopts the notice requirements of the Public Officers Law as the official procedure of the Board of Trustees.

8. **The next Organizational Meeting will be held on April 4, 2023.**

SET DATE FOR PUBLIC HEARING ON TENTATIVE VILLAGE BUDGET:

B) Pursuant to Section 5-508 of the Village Law, the Public Hearing on the Tentative Budget will be the first Wednesday following the Organization Meeting at 7:00 pm at Village Hall and/or by zoom.

DESIGNATE VILLAGE DEPOSITORIES:

C) Pursuant to Section 4-412 of the Village Law, that the Orange Bank & Trust Company, 2141 Crompond Road, Cortlandt Manor NY 10567, the PCSB Bank, 2651 Strang Blvd., Yorktown Heights, NY 10598, NYCLASS and the Signature Bank, 1 Quaker Ridge Road, New Rochelle, NY be designated as the depository of the Village of Buchanan, NY, and that funds of the Village be deposited in said bank and be subject to the withdrawals upon checks, notes, drafts, bills-of-exchange, acceptances, undertakings or other orders for the payment of money when signed on behalf of this Village by any of the following officers:

- a) Mayor Theresa Knickerbocker
- b) Village Administrator Marcus Serrano
- c) Deputy Mayor Anthony Capicotti

DESIGNATE OFFICIAL VILLAGE NEWSPAPER:

D) **WHEREAS**, in the opinion of the Board of Trustees of the aforesaid Village, the Journal News Newspaper is hereby designated as the "Official" newspaper of the Village of Buchanan, NY.

ESTABLISH MILEAGE ALLOWANCE RATE FOR REIMBURSEMENT:

E) **WHEREAS**, the board of trustees has determined to pay a fixed rate for mileage as reimbursement to village officers and employees who use their personal automobiles while performing their official village duties;

NOW THEREFORE BE IT RESOLVED, That the board of trustees will approve reimbursement to such officers and employees at the rate of 58.5 cents per mile.

ADOPTING THE VILLAGE PROCUREMENT POLICY:

F) **WHEREAS**, the Mayor and the Board of Trustees of the Village of Buchanan are required to adopt or formulate certain policies and procedures regarding procurements by the Village and whereas the Village has previously adopted a procurement policy in conformance with all New York State laws and in conformance with the Office of the State Comptroller, and the Board desires that policy to remain in effect, the procurement policy now in effect is, once again, adopted as the

procurement policy of the Village of Buchanan.

AUTHORIZING OFFICERS AND EMPLOYEES OF THE VILLAGE TO ATTEND CONFERENCES AND SEMINARS:

G) **WHEREAS**, General Municipal Law §77-b authorizes municipal officials and employees to attend schools, conference, seminars, etc., conducted for the benefit of the local government with prior approval of the Board of Trustees and the Mayor and the Board of Trustees of the Village of Buchanan have determined that it is in the best interests of the Village and its residents that officers and employees of the Village from time to time attend conferences and seminars of public employees and officials for educational and training and other similar purposes. It is therefore resolved that the officers and employees are hereby authorized to attend the following schools, conferences, seminars, etc.:

- NYCOM's Annual Meeting and Training School
- NYCOM's Fall Training School for Fiscal Officers and Municipal Clerks
- NYCOM's Election Seminar
- NYS Comptroller's Advanced Accounting Course
- New York State City County Management Association- Annual Conference & Fall Training Seminar
- Westchester Municipal Planning Federation Seminars
- Westchester County Firearms & Deadly Physical Force Training
- Westchester County Police Academy Basic In-Service Training
- Police Chief's Association Regional and National Conferences
- New York State Government Finance Officers' Association Regional and National Conferences and classes/webinars.
- Public Employer Risk Management Association (PERMA) Regional and National Conferences
- Westchester County Municipal Clerks & Treasurers Association Meetings
- Municipal Administrators Association of Metropolitan New York meetings
- International City Management Association meetings, conference and seminars

VOTE: Motion by: Trustee Murray
Seconded by: Trustee Capicotti

Upon Roll Call Vote

Mayor Theresa Knickerbocker	<u>No vote</u>
Trustee Anthony Capicotti	<u>Yes</u>
Trustee Steven Laker	<u>Yes</u>
Trustee Sean Murray	<u>Yes</u>
Trustee Daniel Stewart	<u>Yes</u>

Vote: Carried by a vote of 4 to 0, with 1 no vote.

8. CONSIDER A MOTION TO CALL FOR A PUBLIC HEARING ON MAY 3, 2022 ON LOCAL LAW #5-2022 AMENDING CHAPTER 181 ENTITLED TAXATION TO THE CODE OF THE VILLAGE OF BUCHANAN.

A Motion to Schedule a Public Hearing on May 3, 2022 on Local Law #5-2022 amending chapter 181 entitled Taxation to the Code of the Village of Buchanan was made by Trustee Murray, seconded by Trustee Capicotti, with all in favor.

9. ADJOURNMENT:

At 8:04PM a Motion to adjourn this meeting was made by Trustee Murray, seconded by Trustee Capicotti with all in favor. Mayor Knickerbocker did not cast a vote.