

**Village of Buchanan
Mayor & Board of Trustees
Organizational Meeting
April 4, 2023**

PRESENT:

Mayor Theresa Knickerbocker
Trustees Anthony Capicotti, Daniel Stewart, Robert Wheeler
Village Administrator Marcus Serrano
Village Attorney Stephanie Porteus
Village Clerk, Treasurer Cynthia Kempter
Deputy Village Clerk Sharon Murphy
Building Inspector Peter Cook

ABSENT:

Trustee Steven Laker

1. PLEDGE OF ALLEGIANCE:

Mayor Knickerbocker called the meeting to order at 7:00PM. She led the Pledge of Allegiance and informed every one of the fire regulations.

2. READ RESULTS OF THE MARCH 21, 2023 VILLAGE ELECTION:

District #1 & District #2 Total

For Trustee: (2-year Term)

Anthony Capicotti (R), (C)	158
Robert Wheeler (R), (C)	151

Write In's

Cesare Pasquale	32
Richard Funchion	5
Gary Bell	3
Nicolas Zachary	2
J. Biden	2
Duane Jackson	1
Sylas Santos	1

3. ADMINISTER OATH OF OFFICE TO NEWLY ELECTED OFFICIALS:

Jamie Capicotti to administer the "Oath of Office" to Trustee Anthony Capicotti
Jill Wheeler to administer the "Oath of Office" to Trustee Robert Wheeler

4. APPOINT DEPUTY MAYOR:

Mayor Theresa Knickerbocker hereby appoints Trustee Anthony Capicotti as her Deputy Mayor for the following "Official Year 2023-2024".

5. BOARD 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.

Village Clerk, Treasurer	<u>Cynthia Kempter</u>
Village Deputy Clerk	<u>Sharon Murphy</u>
Building Inspectors	<u>Brian Cook and Peter Cook</u>
Recreation Supervisor – P/T	<u>Nancy Bayer</u>
Village Attorney	<u>Stephanie Porteus</u>
Associate Village Justice	<u>Daniel O’Neill</u>
Village Engineer	<u>James J. Hahn Engineering</u>
Village Planner	<u>Planning & Development Advisors</u>
Village Prosecutor	<u>Ingrid O’Sullivan</u>
Planning Board Chairman	<u>Jeffrey Faiella</u>
Planning Board Member – 2028	<u>Jennifer Bakker</u>
Zoning Board of Appeals Chairman	<u>Gary Bell</u>
Zoning Board of Appeals Member - 2028	<u>Gary Bell</u>

VOTE: Motion by: Trustee Stewart
Seconded by: Trustee Capicotti

Upon Roll Call Vote

Mayor Theresa Knickerbocker Yes

Trustee Anthony Capicotti Yes

Trustee Steve Laker Absent

Trustee Daniel Stewart Yes

Trustee Robert Wheeler Yes

VOTE: 4 in favor, 0 opposed, 1 absent.

6. MAYOR APPOINTMENTS

Administrative Entire Board

Assessment Entire Board

Auditing Entire Board

Business Development Entire Board

Education Daniel Stewart

Highway Anthony Capicotti

Historian George Boyle

Infrastructure Anthony Capicotti

Legislative Entire Board

Liaison to Buchanan Engine Co. #1 Daniel Stewart

Liaison to Saint Patrick's Day Parade Steve Laker and Daniel Stewart

Local Waterfront Revitalization Plan Nicolas Zachary

NYS Indian Point Decommissioning

Oversight Board	<u>Theresa Knickerbocker</u>
Parks - Recreation	<u>Steve Laker</u>
Public Safety	<u>Steve Laker</u>
Representative for the Senior Citizen's Advisory Council	<u>Susan Giuliano</u>
Representative to the Historic Hudson River Towns	<u>Robert Wheeler</u>
Veterans	<u>Robert Wheeler</u>

VOTE: Mayor's Appointments - NO VOTE NECESSARY

7. RESOLUTION

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

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.

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.

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.

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.

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.

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/Clerk.

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.

The next Organizational Meeting will be held on April 2, 2024.

SET DATE FOR PUBLIC HEARING ON TENTATIVE VILLAGE BUDGET:

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 P.M. at Village Hall and/or by zoom.

DESIGNATE VILLAGE DEPOSITORIES:

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, and NYCLASS 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:

Mayor	<u>Theresa Knickerbocker</u>
Village Administrator	<u>Marcus Serrano</u>
Deputy Mayor	<u>Anthony Capicotti</u>

DESIGNATE OFFICIAL VILLAGE NEWSPAPER:

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:

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 established by IRS regulations.

ADOPTING THE VILLAGE PROCUREMENT POLICY:

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:

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 Stewart
Seconded by: Trustee Wheeler

Upon Roll Call Vote:

Mayor Theresa Knickerbocker	<u>Yes</u>
Trustee Anthony Capicotti	<u>Yes</u>
Trustee Steve Laker	<u>Absent</u>
Trustee Daniel Stewart	<u>Yes</u>
Trustee Robert Wheeler	<u>Yes</u>

VOTE: 4 in favor, 0 opposed, 1 absent.

8. COMMENTS:

Trustee Capicotti thanked those who came out to vote and hopes to make you proud of the decisions he makes on the Board. Trustee Capicotti congratulated Trustee Robert Wheeler and thanked Mayor Knickerbocker for the appointment of Deputy Mayor.

Trustee Wheeler congratulated Trustee Capicotti and looks forward to working with the Board. He looks forward to do what he can to better the Village and move forward.

Mayor Knickerbocker congratulated both Trustee Capicotti and Trustee Wheeler for running and being part of the team. She thanked Marcus Serrano, Stephanie Porteus, Peter Cook, Cindy Kempter and Sharon Murphy. Mayor Knickerbocker thanked Sean Murray for his service to the Village.

Trustee Stewart congratulated both Trustee Capicotti and Trustee Wheeler and looks forward to working together with everyone and moving the Village forward in a positive direction.

9. COMMENTS FROM THE FLOOR:

Marianna Sherman, of Craft Lane, offered public comment regarding the election.

Eileen Absenger, of Tate Avenue, offered public comment regarding non receipt of water bill. She congratulated Trustee Capicotti and Trustee Wheeler.

10. EXECUTIVE SESSION:

At 7:35 P.M. a Motion to enter into Executive Session to discuss contractual and personnel was made by Mayor Knickerbocker, seconded by Trustee Wheeler with all in favor.

9. ADJOURNMENT:

At 7:50 P.M. a Motion to exit executive session was made by Mayor Knickerbocker, seconded by Trustee Stewart with all in favor. At 7:50 P.M. a Motion to adjourn this meeting was made by Mayor Knickerbocker, seconded by Trustee Stewart with all in favor. No monies were expended.

I, CYNTHIA KEMPTER, Village Clerk of the Village of Buchanan, do hereby certify that the above is a true and exact copy of a Resolution adopted by the Village Board of the Village of Buchanan at a meeting of said Board held April 4, 2023.

CYNTHIA KEMPTER, VILLAGE CLERK