

"ORGANIZATIONAL MEETING" - TUESDAY, APRIL 5, 2016.

Mayor Theresa Knickerbocker to open the "Annual Meeting" on April 5, 2016 at the Municipal Building, 236 Tate Avenue, Buchanan, NY 10511 at 7:30 p.m.

The Pledge of Allegiance.

Results of the Village Election - March 15, 2016:

	<u>Dist. #1 & Dist. #2</u>	<u>Total</u>
For Mayor: (2 Year Term)		
Theresa Knickerbocker (D) (Res)		84
Robert Lappica		1
For Trustee: (2 year Term)		
Richard Funchion (D) (Res)		77
Nicolas Zachary (D) (Res)		72

(Res-Resident's, VC-Village Choice)

Mary Knickerbocker to administer the "Oath of Office" to Mayor Theresa Knickerbocker.

Mayor Theresa Knickerbocker to administer the "Oath of Office" to the Trustee Richard Funchion and Nicolas Zachary.

Mayor Theresa Knickerbocker hereby appoints Trustee Richard Funchion as her Deputy Mayor for the following "Official Year 2016-2017".

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)

VOTE: Motion By: _____
Seconded By: _____

Upon Roll Call Vote:

Mayor Theresa Knickerbocker _____
Trustee Richard A. Funchion _____
Trustee Duane Jackson _____
Trustee Cesare Pasquale _____
Trustee Nicolas Zachary _____

VOTE: _____ in favor, _____ opposed.

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) Sean Murray- 2021 Sean Murray
- 2) Chairman – Michele O’Neill Michele O’Neill

b) Zoning Board of Appeals:

- 1) Marco Pinque- 2021 Marco Pinque
 - 2) Chairman – Gary Bell Gary Bell
- c) Village Clerk/Treasurer – 2017 Kevin Hay
 - d) Village Deputy Clerk Cindy Kempter
 - e) Secretary to Zoning Board Rosemary Martin
 - f) Secretary to Planning Board Rosemary Martin
 - g) Village Attorney Stephanie Porteus
 - h) Acting Village Justice Daniel O’Neill
 - i) Court Clerk - P/T Michele Sclafani
 - j) Secretary - Bd. of Trustees Susan Matthews
 - k) Recreation Supervisor - P/T Nancy Bayer

- | | |
|--|----------------------------|
| l) Senior Citizen Director - P/T | <u>Gabriel DiRubbo</u> |
| m) Caretaker - P/T | <u>Mario Cilento</u> |
| n) Building Inspector | <u>Anthony Conti</u> |
| o) Village Engineer | <u>Hahn Engineering</u> |
| p) Village Planner | <u>F.P. Clark</u> |
| q) Deputy Emergency Services Director
For the Village of Buchanan | <u>Robert Outhouse</u> |
| r) Representative for the Senior Citizen's
Advisory Council | <u>Gabriel DiRubbo</u> |
| s) Liaison to Saint Patrick's Day Parade | <u>Richard A. Funchion</u> |
| t) Representative to the Historic
Hudson River Towns | <u>Richard A. Funchion</u> |
| u) Fire Inspector | <u>Joseph Chapyak</u> |

Upon Roll Call Vote:

Mayor Theresa Knickerbocker	_____
Trustee Richard A. Funchion	_____
Trustee Duane Jackson	_____
Trustee Cesare Pasquale	_____
Trustee Nicolas Zachary	_____

VOTE: in favor opposed.

DATED: April 5, 2016

3. The following members of the Board of Trustees are hereby appointed to the following committees for the ensuing "Official Year 2016-2017":

- | | |
|-------------------|---------------------|
| a) Administrative | <u>Entire Board</u> |
| b) Assessment | <u>Entire Board</u> |

c) Auditing	<u>Entire Board</u>
d) Business Development	<u>Richard Funchion</u>
e) Education	<u>Duane Jackson</u>
f) Infrastructure	<u>Theresa Knickerbocker</u>
g) Legislative	<u>Entire Board</u>
h) Parks - Recreation	<u>Nicolas Zachary</u>
i) Public Safety	<u>Cesare Pasquale/Theresa Knickerbocker</u>
j) Veterans	<u>Duane Jackson/Theresa Knickerbocker</u>

VOTE: Mayor's Committee Appointments - NO VOTE NECESSARY

4. RESOLUTION

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

A) 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 7:30 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. The Board of Trustees Workshop Meeting is to be held on the 4th Tuesday of each month commencing at 7:30 p.m. and will also take place at the Municipal Building.

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 five (5) 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.

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, 2017.**

SET DATE FOR PUBLIC HEARING ON TENTATIVE VILLAGE BUDGET:

B) Pursuant to Section 5-508 of the Village Law, the Public Hearing on the 2016-2017 Tentative Budget will be April 12, 2016 at 7:30 pm at Village Hall.

DESIGNATE VILLAGE DEPOSITORIES:

C) Pursuant to Section 4-412 of the Village Law, that the JP Morgan Chase Bank, 2003 Albany Post Rd., Croton-on Hudson, NY, and the JP Morgan Chase Bank, Peekskill, New York 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 Clerk-Treasurer Kevin Hay

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) The rate for mileage allowance shall be 54 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

VOTE: MOTION BY: _____
SECONDED BY: _____

Upon Roll Call Vote:

Mayor Theresa Knickerbocker _____

Trustee Richard A. Funchion _____

Trustee Duane Jackson _____

Trustee Cesare Pasquale _____

Trustee Nicolas Zachary _____

VOTE: in favor opposed.