

"ORGANIZATIONAL MEETING" - TUESDAY, APRIL 2, 2019.

Mayor Theresa Knickerbocker to open the "Annual Meeting" on April 2, 2019 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 19, 2019:

	<u>Dist. #1 & Dist. #2</u>	<u>Total</u>
For Trustee: (2 year Term)		
Duane Jackson (D)		165
Cesare Pasquale (D)		155
Jeremy Basso		1
Mary Funchion		1

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

Mayor Theresa Knickerbocker to administer the "Oath of Office" to the Trustee Duane Jackson and Trustee Cesare Pasquale.

Mayor Theresa Knickerbocker hereby appoints Trustee Richard Funchion as her Deputy Mayor for the following "Official Year 2019-2020".

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) Danine Skelly- 2022

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) Michael Scott- 2024 Michael Scott

2) Chairman Sean Murray

b) Zoning Board of Appeals:

1) Edward Mevec-2024 Edward Mevec

2) Chairman – Gary Bell Gary Bell

c) Village Clerk/Treasurer – 2020 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) Associate 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 _____

m) Caretaker - P/T Mario Cilento

- n) Building Inspector Anthony Conti
- o) Village Engineer Hahn Engineering
- p) Village Planner F.P. Clark
- q) Representative for the Senior Citizen's
Advisory Council _____
- r) Liaison to Saint Patrick's Day Parade Richard A. Funchion
- s) Representative to the Historic
Hudson River Towns Richard A. Funchion
- t) Fire Inspector Joseph Chapyak

VOTE: MOTIONED 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.

DATED: April 2, 2019

3. The following members of the Board of Trustees are hereby appointed to the following committees for the ensuing "Official Year 2019-2020":

- a) Administrative Entire Board
- b) Assessment Entire Board
- c) Auditing Entire Board
- d) Business Development Entire Board

- e) Education Duane Jackson
- f) Infrastructure Theresa Knickerbocker
- g) Legislative Entire Board
- h) Parks - Recreation Nicolas Zachary
- i) Public Safety Cesare Pasquale
- j) Veterans Duane Jackson

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:

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 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.

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 7, 2020.**

SET DATE FOR PUBLIC HEARING ON TENTATIVE VILLAGE BUDGET:

B) Pursuant to Section 5-508 of the Village Law, the Public Hearing on the 2019-2020 Tentative Budget will be April 9, 2019 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, the JP Morgan Chase Bank, Peekskill, New York and Orange Bank & Trust Company, 2141 Crompond Road, Cortlandt Manor NY 10567 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) **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 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.