

**Village of Buchanan  
Mayor & Board of Trustees  
Organizational Meeting  
April 2, 2024**

**PRESENT: (This meeting was held live and via Zoom)**

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

**1. PLEDGE OF ALLEGIANCE:**

Mayor Knickerbocker called the meeting to order at 7:00 P.M.

**2. READ RESULTS OF THE MARCH 19, 2024 VILLAGE ELECTION:**

	<u>District #1 &amp; District #2 Total</u>
<b>For Mayor (2-year Term)</b>	
Theresa Knickerbocker (Residents)	367
Anthony Capicotti (R), (Buchanan United)	278
<b>For Trustee: (2-year Term)</b>	
Daniel Stewart (R), (Buchanan United)	329
Awilda Baez (Residents)	328
Richard Funchion (Residents)	322
Steve Laker (R), (Buchanan United)	314
<u>Write In's</u>	
Kevin G. Arasim (For Mayor)	1
Peter Cook (For Mayor)	1
Martin Stewart (For Mayor)	1
Peter Cook (For Trustee)	1
Kevin Murphy (For Trustee)	1

**3. ADMINISTER OATH OF OFFICE TO NEWLY ELECTED OFFICIALS:**

Stephanie Porteus to administer the "Oath of Office" to Mayor Theresa Knickerbocker  
Suann Stewart to administer the "Oath of Office" to Trustee Daniel Stewart  
Nelson Baez to administer the "Oath of Office" to Trustee Awilda Baez

**4. APPOINT DEPUTY MAYOR:**

Mayor Theresa Knickerbocker hereby appoints Trustee Robert Wheeler as her Deputy Mayor for the following "Official Year 2024-2025".

**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>
Village Deputy Treasurer	<u>Keith Douglas</u>
Building Inspectors	<u>Brian and Peter Cook</u>
Recreation Supervisor – P/T	<u>Jacqueline Pasquale</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 &amp; Development Advisors</u>
Village Prosecutor	<u>Ingrid O’Sullivan</u>
Planning Board Chairman	<u>Jeffrey Faiella</u>
Planning Board Member – 2029	<u>Jeffrey Faiella</u>
Zoning Board of Appeals Chairman	<u>Gary Bell</u>

Zoning Board of Appeals Member - 2029 Ed Mevec

VOTE: Motion by: Mayor Knickerbocker  
Seconded by: Trustee Wheeler

Upon Roll Call Vote

Mayor Theresa Knickerbocker Yes

Trustee Awilda Baez Yes

Trustee Anthony Capicotti Yes

Trustee Daniel Stewart Yes

Trustee Robert Wheeler Yes

VOTE: 5 in favor 0 opposed.

6. **MAYOR APPOINTMENTS:**

Administrative Entire Board

Assessment Entire Board

Auditing Entire Board

Business Development Daniel Stewart

Education Awilda Baez

Highway Anthony Capicotti

Historian George Boyle

Infrastructure Robert Wheeler

Legislative Entire Board

Liaison to Buchanan Engine Co. #1 Theresa Knickerbocker

Liaison to Saint Patrick's Day Parade Daniel Stewart

Local Waterfront Revitalization Plan Nicolas Zachary

NYS Indian Point Decommissioning Oversight Board	<u>Theresa Knickerbocker</u>
Parks - Recreation	<u>Awilda Baez</u>
Public Safety	<u>Robert Wheeler</u>
Representative for the Senior Citizen's Advisory Council	<u>Susan Giuliano</u>
Representative to the Historic Hudson River Towns	<u>Anthony Capicotti</u>
Veterans	<u>Daniel Stewart</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 or Village 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 8, 2025.**

**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 Organizational 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>Robert Wheeler</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: Mayor Knickerbocker  
Seconded by: Trustee Baez

Upon Roll Call Vote:

Mayor Theresa Knickerbocker	<u>Yes</u>
Trustee Awilda Baez	<u>Yes</u>
Trustee Anthony Capicotti	<u>Yes</u>
Trustee Daniel Stewart	<u>Yes</u>

Trustee Robert Wheeler

Yes

VOTE: 5 in favor 0 opposed.

**8. COMMENTS:**

Richard Funchion, 179 Kings Ferry Road, congratulated all the winners and wishes the Board well in future years. He thanked those who voted for him.

Michael Vaccaro, 188 Rockledge Avenue, offered his congratulations to Mayor Knickerbocker and the elected officials. He is representing the Hendrick Hudson baseball program. He is a co-coach of the modified baseball team and will be playing their home games on the Westchester Avenue field. He is requesting the use of the bathrooms during the games. The games will be from the end of April to the end of May. Mr. Vaccaro will be responsible for the bathroom and make sure it is locked when they leave the field. The Board agreed to allow the use of the bathroom.

Trustee Baez thanked the residents of Buchanan for their vote of confidence. Her goal is to work with the Board so they can make a positive impact on the Village.

Mayor Knickerbocker thanked everyone for their support. She read a list of items to be worked on.

Trustee Wheeler congratulated Awilda and Dan. Trustee Wheeler spoke about Steve Laker and how when he first got on the Board, Steve was a prominent figure and was always available to help. He is a smart guy and has his heart in the Village. He thanked Mayor Knickerbocker for appointing him Deputy Mayor and looks forward to working with the Board.

**9. ADJOURNMENT:**

At 7:39 P.M. a Motion to adjourn this meeting was made by Mayor Knickerbocker, seconded by Trustee Baez with all in favor. No monies were expended.