

***Village of Elmsford  
Board of Trustees  
April 6, 2015***

**105<sup>th</sup> Organizational Meeting  
7:30 PM**

**- CALL TO ORDER**

**- PLEDGE OF ALLEGIANCE**

**- ROLL CALL**

Trustee Edward Rush	Administrator Mills	Water Foreman Dorio
Trustee Michael Eannazzo	Village Clerk LeFevre	Fire Chief Signor
Trustee Sydney Henry	Attorney Pozin	Village Engineer Capicotto
Trustee Raymond Cordi	Commissioner Rescigno	Building Inspector Morabito
Mayor Robert Williams	Highway Foreman Percopo	Treasurer Eannazzo

**- MAYORAL APPOINTMENTS**

- Deputy Mayor, Trustee Edward Rush (1 Year Term) (Oath of Office)
- Mayor's Advisory Committee (1 Year Term), Former Mayor Arthur DeAngelis, and Former Deputy Mayor William Zimkin

**- MAYORAL APPOINTMENTS WITH APPROVAL OF BOARD OF TRUSTEES**

- Village Clerk (2 Year Term) Fran LeFevre.
- Deputy Village Clerks (1 Year Term) Kerry Batchie and Michael C. Mills.
- Village Treasurer (1 Year Term) Barbara Eannazzo.
- Receiver of Taxes (1 Year Term), Frances LeFevre.
- Deputy Receiver of Taxes (1 Year Term) Kerry Batchie.
- Registrar of Vital Statistics (1 Year Term), Ellen Prisco.
- Deputy Registrar of Vital Statistics (1 Year Term), Frances LeFevre.
- Deputy Registrar of Vital Statistics (1 Year Term), Kerry Batchie.
- Acting Village Justice (1 Year Term), Alphonse M. Naclerio.
- Village Attorney (1 Year Term), Law Firm McCarthy Fingar LLP, per retainer agreement as amended.
- Village Fire Inspectors (1 Year Term), Antonio Capicotto and Frank Morabito.

**- CONT MAYORAL APPOINTMENTS WITH APPROVAL OF BOARD OF TRUSTEES**

- Village Plumbing Inspectors (1 Year Term), Antonio Capicotto and Frank Morabito.
- Village Assessor (1 Year Term), Edye McCarthy
- Bingo Inspector (1 Year Term), Marie Ciccarelli.
- Games of Chance Officer (1 Year Term), Michael C. Mills.
- Village Labor Counsel (1 Year Term), Law Firm of Donogue, Thomas, Auslander & Drohan Attorneys and Counselors at Law, per retainer agreement as amended.
- Village Special Council for Tax Matters (1 Year Term), Peter Carparelli Attorney at Law per retainer agreement.
- Village Special Council for Intermunicipal Development Matters (1 Year Term), Law Office of Turner & Turner, LLP per retainer agreement.
- Village Prosecutor (1 Year Term), Matthew Spencer per retainer agreement as amended.
- Village Consulting Engineers (1 Year Term), Dolph Rotfeld Engineering and Hudson Engineering.
- Village Police Surgeons (1 Year Term), Industrial Medicine Associates.
- Planning Commission (3 Year Term) Clyde Mosley.
- Planning Commission (3 Year Term) Barbara Eannazzo.
- Cable TV Advisor (1 Year Term), Michael C. Mills.
- Tree Committee (1 Year Term), Chairperson John Miller.
- Beautification Committee (1 Year Term) Chairperson Larry Lee.
- Traffic and Safety Committee (1 Year Term), Chairperson Joseph Dorio.
- Historical Committee (1 Year Term) Chairperson Debra Williams.
- Sustainable Westchester Representative (1 Year Term) Michael C. Mills.
- Superintendent of Alarms (1 Year Term) Eugene J. Malone II.

**- MAYORAL BOARD LIAISON APPOINTMENTS**

- Communications, Trustee Michael Eannazzo.
- Beautification, Trustee Raymond Cordi.
- Tree Committee, Trustee Michael Eannazzo.
- Recreation, Trustee Edward Rush.
- Traffic and Safety Committee, Trustee Sydney Henry.
- Intermunicipal Development Committee, Trustee Edward Rush.
- Police Department, Mayor Robert Williams.
- Highway and Sanitation Departments, Trustee Michael Eannazzo.
- Fire Department, Trustee Sydney Henry.
- Water Department, Trustee Edward Rush.
- Municipal Buildings, Trustee Sydney Henry.
- Library, Trustee Raymond Cordi.
- Public Schools, Trustee Sydney Henry.
- Private Schools, Trustee Edward Rush.
- Village Officials Committee, Mayor Robert Williams and Village Administrator Michael C. Mills.
- Village Business Community, Trustee Michael Eannazzo and Trustee Raymond Cordi
- Building/Engineering/Code Enforcement Departments, Mayor Robert Williams.
- Representative for County, State and Federal Government Disaster and Emergency Services, Village Mayor, Village Board of Trustees, Village Administrator, Village Fire Chief, and Village Commissioner of Police.
- Community Emergency Response Team (CERT), Trustee Raymond Cordi.
- Mayor Robert Williams ex-officio member of each separate Board, Commissions, Departments and Committees.

- **ADVANCE APPROVAL OF CLAIMS RESOLUTION**
- **MILEAGE ALLOWANCE RESOLUTION**
- **ATTENDANCE SCHOOLS & CONFERENCES RESOLUTION**
- **DESIGNATION OF DEPOSITORIES RESOLUTION**
- **MEETING SCHEDULE RESOLUTION**
- **DESIGNATION OF OFFICIAL NEWSPAPER RESOLUTION**
- **RESOLUTION DESIGNATING MAYOR AND BOARD OF TRUSTEES AS WATER, REAL ESTATE, ASSESSMENT, MULTIPLE FAMILIES, MUNICIPAL OFFICIALS BOARDS AND COMMISSIONS.**
- **ACTION ON APRIL 6, 2015 BOARD WORK SESSION REVIEW, IF APPLICABLE.**
- **ADJOURN**

## **ADVANCE APPROVAL OF CLAIMS RESOLUTION**

**WHEREAS** the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight, express charges, and other timely payments determined by the Village Administrator, and

**WHEREAS** all such claims shall be presented at the next regular meeting for audit, and

**WHEREAS** the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

### **NOW THEREFORE BE IT RESOLVED:**

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section 2. That this resolution shall take effect immediately.

## **MILEAGE ALLOWANCE RESOLUTION**

**WHEREAS** the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village:

**NOW THEREFORE BE IT RESOLVED:**

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the prevailing IRS rate per mile.

Section 2. That this resolution shall take effect immediately.

**ATTENDANCE AT SCHOOLS AND CONFERENCES**  
**RESOLUTION**

**WHEREAS** there is to be held during the coming official year conferences and educational events to assist the expansion of knowledge to improve on the efficient operation of Village Services, and

**WHEREAS** the Board of Trustees determines that attendance by certain municipal officials and employees at such meetings, conferences, and schools, benefits the municipality:

**NOW THEREFORE BE IT RESOLVED:**

Section 1: That the following officers and employees are hereby authorized to attend the following:

NYCOM Winter Legislative Meeting, Mayor, Board, Administrator  
NYCOM Annual Meeting, Mayor, Board, Administrator  
NYCOM Legislative Meeting, Mayor, Board, Administrator  
Westchester Municipal Officials Meetings and Events, Mayor, Board, Administrator,  
other appropriate officials and employees designated by the Mayor.

Section 2: During the course of the year other educational opportunities that are deemed appropriate other than those listed above will be reviewed and approved by the Board of Trustees along with alternate and/or additional attendees to the above listed.

Section 3: That this resolution shall take effect immediately.

## **DESIGNATION OF DEPOSITORIES RESOLUTION**

**WHEREAS** the Board of Trustees has determined that Village Law 4-412(2) (3) requires the designation of banks or trust companies for the deposit of all village monies, designation of control, signatory, and establishment of certain accounts:

### **NOW THEREFORE BE IT RESOLVED:**

Section 1. That the Board of Trustees does hereby designate the following institutions as depositories of all moneys received by the Village Treasurer, Deputy Treasurer, Clerk, and Receiver of Taxes

- Chase Bank
- Hudson Valley Bank
- M&T Bank
- Union State Bank
- TD Bank

Section 2. That all claims against the General Fund and Water Fund be drawn to the order of the Treasurer (or Deputy Treasurer) order countersigned by the Mayor and the Administrator, and to become a direct draft through the official depository when countersigned by the Treasurer (or Deputy Treasurer), with the exception of salary checks, which shall be signed by the Administrator alone, and in the event of the absence by the Mayor, the Deputy Mayor shall act in his stead.

Section 3. That the Trust and Agency Fund, Capital Project Account, General Fund Money Market Account, Water Fund Money Market Account and the UA-CATV Account shall be authorized by the Treasurer (or Deputy Treasurer) or Administrator alone.

Section 4. That this resolution shall take effect immediately and upon the satisfactory completion of all Banking requirements.



## **MEETING SCHEDULE RESOLUTION**

**WHEREAS** the Board of Trustees has determined in accordance with NYS Open Meeting Law that it is advantageous to the operation of Village Government to provide for advance notice of public meetings of the Board of Trustees, and

**WHEREAS** it is beneficial to establish a yearly meeting schedule:

### **NOW THEREFORE BE IT RESOLVED:**

- Section 1. Regular Meetings of the Board of Trustees will be conducted the first and third Monday of each month starting with the completion of any Board Work Session held the same day or 7:30 PM in the event no Board Work Session is scheduled. (Except as modified below).
- Section 2. Work Sessions of the Board of Trustees will be conducted the first and third Monday of each month starting 6:30 P.M. (except as modified below).
- Section 3. Remaining month of April 2015 shall be, Wednesday April 27, 2015, Work Session 6:30 PM and Board Meeting 7:30 PM.
- Section 4. Meetings for the months of July 2015 and August 2015 as follows (start time 6:30 P.M.)  
July 6, 2015 Work Session followed by Board Meeting. July 20, 2015 Work Session if necessary, August 3, 2015 Work Session followed by Board Meeting, August 17, 2015 Work Session if necessary.
- Section 5. Holiday Scheduling Modifications  
September 2015: September 7, 2015 No Work Session/Meeting.  
January 2016: January 18, 2016 No Work Session/ Meeting.  
February 2015: February 15, 2016 No Work Session/Meeting.  
May 2016: May 30, 2016 No Work Session/Meeting.
- Section 6. Calling of Special Meetings and/or postponement, and/or cancellations of previously scheduled meetings of the Board of Trustees will be in accordance with NYS Open Meetings Law and NYS Public Officers Law.
- Section 7. All Board Meetings and Work Sessions shall be held at Village Hall 15 South Stone Street, Elmsford, NY unless noticed prior.
- Section 8. Meetings of the Architectural Review Committee and Planning Commission monthly as determined by the Chairpersons, Zoning Board of Appeals third Wednesday of each month, with necessary Special Meetings and schedule modifications to be determined by the respective committees, commissions, and boards.
- Section 9. That this resolution shall take effect immediately.

## **DESIGNATION OF OFFICIAL NEWSPAPER RESOLUTION**

**WHEREAS** NYS Law requires the designation of an official newspaper for the purpose of publication of public notices, and

**WHEREAS** the Board of Trustees has determined the following designee meeting the requirements of “broad distribution” of NYS Law.

### **NOW THEREFORE BE IT RESOLVED:**

Section 1. “The Journal News “is so designated as the Official Newspaper of the Village of Elmsford.

Section 2. Said Designation is for a term of one year.

Section 3. In the event “The Journal News” is not available for publication such other publication meeting the general requirements of NYS Law shall be used at the direction of the Administrator.

Section 4. That this resolution shall take effect immediately.