

THE VILLAGE OF CORNWALL-ON-HUDSON BOARD OF TRUSTEES

April 4, 2011

Brendan G. Coyne (Mayor), Mark J. Edsall and Andrew L. Argenio (Trustees) were sworn in for two year terms after signing the Oath of Office book.

The Reorganizational Meeting of the Board of Trustees was called to order at 7:00 PM at 325 Hudson St., Cornwall-on-Hudson, N.Y.

The following Board Members were in attendance:

Mayor Brendan G. Coyne
Trustee Mark J. Edsall
Trustee Barbara J. Gosda
Trustee James P. Kane
Trustee Andrew L. Argenio

Also present were: Water Superintendent Robert June, DPW Superintendent, David Halvorsen, Village Treasurer Stephen Auffredou, and Village Clerk Jeanne Mahoney.

Mayor Coyne stated that he is honored to become the 28th Mayor of the Village of Cornwall-on-Hudson. He is very grateful for the support of our voters, and he promises to do well by our people and our Village. He congratulated newly elected Trustee Andrew Argenio along with re-elected Trustee Mark Edsall and looks forward to working with all the Trustees. When running for Mayor, he promoted civility, collaboration and consensus. As Mayor he will accept nothing less than civility when it comes to treating one another as Trustees, as employees, and as Village residents. He expects teamwork (collaboration) and will work for that all the time. He encourages all points of view and even when someone is on the “short end of a decision”, he wants that person to know that his/her voice has been heard (consensus). He thanked Joseph Gross for his 4 years as Mayor. There is no doubt that he truly loves this place. He also thanked Douglas Vatter for his 2 years as Trustee.

Trustee Kane stated that he is looking forward to working with the new Mayor and Village Board to get things done and representing the people of the Village.

Trustee Argenio thanked his family and Village residents for their support.

Trustee Edsall thanked everyone for support. He also thanked his family for their love, faith and support. This is his 7th term as Village Trustee, and he looks forward to working with the new Mayor and Village Board to make this be a very productive year.

Trustee Gosda welcomed the new Mayor and new Trustee and congratulated Trustee Edsall back to the Board. She stated that it is a privilege to sit on this Board and to serve this community. It is always exciting when we step into a “new era of Village history”.

MEETINGS OF THE VILLAGE BOARD OF TRUSTEES

Mayor Coyne announced that the Regular monthly meeting of the Village Board of Trustees will be held on the third (3rd) Monday of each month in the Board Room of the Village Hall, 325 Hudson Street, Cornwall-on-Hudson, N.Y. In addition, the regular work session of the Board of Trustees will be held the second Monday of each month. A 2nd work session of the month, if deemed necessary, will be held on the fourth Monday of the month. He noted a **change in the time for the Regular Meeting from 7:30 PM to 7:00 PM** to coincide with the time for Work Sessions.

Agendas - Mayor Coyne stated he will prepare draft agendas and distribute them to Trustees a week before work sessions and business meetings. He will receive input from Trustees, finalize agendas, and distribute them to Trustees the Friday before the meetings.

Public Comment – Mayor Coyne stated that the Village Board will provide a 15 minute public comment period at the beginning and end of business meetings. After providing their names and addresses, speakers may address the village Board Chair (Mayor) once on Village matters for three minutes. During work sessions, the board will invite persons to provide information on matters it is considering.

Trustee Edsall made a motion to approve the meeting policies, times and dates. With regard to agendas, he would like to make the agendas available to the public as well on the Friday before the meetings. The motion, as amended, was seconded by Trustee Gosda and carried by a vote of 5 Ayes and 0 Nays.

OFFICIAL NEWSPAPER

Trustee Gosda made a motion to declare **The Cornwall Local** to be the official weekly newspaper and **The Times Herald Record** as the official daily newspaper of the Village for the fiscal year 2011/12. The motion was seconded by Trustee Kane and carried by a vote of 5 Ayes and 0 Nays.

RETENTION OF ATTORNEYS FOR THE VILLAGE

Mayor Coyne stated his belief the retention of attorneys for the Village is a Board decision.

Trustee Kane made a motion to retain the services of **Tarshis, Catania, Liberth, Mahon & Milligram, PLLC** pursuant to their retainer agreement dated April 4, 2011 wherein the Village agrees to pay a monthly fee of \$5,000.00 for services rendered. If the Village does not use all the hours for that month, they can be rolled over into the following month. If the Village exceeds the

hours for any one month (28 hours), the standard rate of \$175.00 per hour will be applied, which is the same as last fiscal year. Trustee Edsall seconded the motion.

Trustee Gosda is concerned that the proposed monthly retainer is capped at 28 hours. The Village has historically far exceeded that much time each month, and, at \$175.00 per hour, may exhaust the budgeted legal line quickly.

Mayor Coyne responded that he intends to monitor the use of hours each month to “meet the budget”. He will ask Mr. McKay, the “attorney on hand” for us, to make him aware of when/if we are getting close to the 28 hours to prevent overages.

Trustee Argenio shares Trustee Gosda’s concern regarding the number of hours the Village needs of legal time each month. He suggests the firm be asked to adjust the hours associated with this retainer agreement in order to get “a better agreement”.

Trustee Edsall stated that he is confident that with continuous monitoring we can allocate the appropriate amount of time. Excluding any lawsuits and employee claims/complaints, which are unpredictable in nature, general legal services can be well monitored by the Mayor.

Trustee Gosda would like the opportunity to communicate with the law firm prior to moving forward to avoid ambiguity with the contract. She suggests this item be tabled until the next work session.

Trustee Kane stated \$65,000 was budgeted for legal expenses last year, and this year \$60,000 has been budgeted. He suspects this previous year was an “anomaly” considering the “attorney issue” which boosted the bills “quite a bit” along with other contested matters. He highly doubts our legal fees will come to that amount again.

Upon a roll call vote conducted by the Village Clerk as follows:

Trustee Kane -	Yes
Trustee Argenio -	No
Trustee Edsall -	Yes
Trustee Gosda -	No
Mayor Coyne -	Yes

Mayor Coyne declared the **motion carried by a vote of 3 Ayes and 2 Nays.**

Mayor Coyne was happy to report that the temporary restraining order regarding this firm for the past year has been lifted.

VILLAGE OFFICERS/DEPARTMENT HEADS/OTHER POSITIONS

Mayor Coyne appointed Mark J. Edsall as his Deputy Mayor. All other appointments will be held over to allow him an opportunity to meet with department heads and get to know all employees first.

BOARD MEMBER APPOINTMENTS

Board of Assessment Review - Mayor Coyne stated that he has not yet had the opportunity to reach out to members of this board, so appointments will be held over.

Planning Board – Trustee Edsall made a motion to **appoint Jeffrey Small to a 5 year term** to expire April 4, 2016 which was seconded by Trustee Kane and carried by a vote of 5 Ayes and 0 Nays.

Trustee Gosda made a motion to **appoint Maryanne Rose O’Dell** to a 5 year term started on April 6, 2009 to expire April 7, 2014 which was seconded by Trustee Argenio and carried by a vote of 5 Ayes and 0 Nays.

Trustee Argenio announced that he is officially resigning from the Planning Board as of this afternoon. The local newspapers were asked to acknowledge that the Village Board is accepting applications for this vacancy.

Zoning Board – Trustee Gosda made a motion to **appoint Thomas Peterson to a 5 year term** to expire April 4, 2016 which was seconded by Trustee Edsall and carried by a vote of 5 Ayes and 0 Nays.

Trustee Edsall made a motion to **appoint Michael Kelly** to a 5 year term started on April 6, 2009 to expire April 7, 2014 which was seconded by Trustee Argenio and carried by a vote of 5 Ayes and 0 Nays.

VILLAGE BOARD COMMITTEE APPOINTMENTS

Trustee Kane moved for the following committee appointments, noting the first name listed is chairperson.

Audit (Vouchers)	Mayor, Board of Trustees
Water	Mayor, Board of Trustees
Beautification/Parks/Trees	Argenio, Gosda
Buildings & Grounds	Coyne, Kane
Fire	Coyne, Edsall
Insurance	Argenio, Edsall
Labor Relations	Gosda, Kane
Police	Coyne, Edsall
Public Utilities	Argenio, Gosda
Public Works	Coyne, Kane
Recycling	Edsall, Kane

Summer Youth Program Argenio, Gosda

The foregoing motion was seconded by Trustee Gosda and carried upon a vote of 5 Ayes and 0 Nays.

WORKPLACE VIOLENCE PREVENTION COMMITTEE

Trustee Gosda moved for the following re-appointments:

Mark Edsall	Village Board Liaison
Jeanne Mahoney	Village Clerk
Robert June	Water Superintendent
David Halvorsen	Public Works Superintendent
Edgar Hembree	Water Department Employee Representative
Thomas Lyons	DPW Employee Representative

The foregoing motion was seconded by Trustee Kane and carried upon a vote of 5 Ayes and 0 Nays.

RIVERFRONT REVITALIZATION COMMITTEE

Trustee Edsall moved for the following re-appointments:

Simon Gruber	Chairperson
Andrew Argenio	Board Liaison
Robert Anderson	
Mary Donahue	
Colette Fulton	
Andrew Maroney	
Warren Mumford	
Ron Salvatore	
Karen Schaack	
Melissa Stoffa	

The motion was seconded by Trustee Gosda and upon a vote of 5 Ayes and 0 Nays it was carried.

ADVANCED APPROVAL OF CLAIMS

Trustee Edsall introduced the following resolution and moved for its adoption:

BE IT RESOLVED, that the Board of Trustees hereby adopts the following policy for purchases and payments of claims:

IT IS FURTHER RESOLVED THAT:

1. The Treasurer and/or Deputy Treasurer be pre-authorized to make payment in advance of audit of claims for the following recurring charges: public utility services, postage, health and dental insurance, principal and interest on bond anticipation and bond notes, monthly lease agreements, credit card statements, and petty cash reimbursements.
2. That pre-authorization for purchases is required only for purchases greater than \$1000, with all purchases less than \$1000 being subject to the pre-review of the appropriate department head, who shall be responsible to verify that the purchase is necessary and consistent with the Budget adopted by the Board of Trustees. Vouchers for all pre-authorized purchases shall comply with payment requirements herein below.
3. All vouchers and claims with a value of less than \$250 be preauthorized for payment by the Treasurer and/or Deputy Treasurer subject to the condition that a proper voucher be signed by the appropriate department head, with such voucher/claim subject to review by the Mayor, Trustees, or Clerk at any time before or after payment.
4. That all vouchers and claims with a value of \$250 or more, but less than \$1000 shall require review and approval by two members of the Audit Committee (Board of Trustees) and that all vouchers and claims with a value of \$1000 or greater require review and approval by three members of the Audit Committee (Board of Trustees).

The foregoing was resolution was seconded by Trustee Argenio and upon a vote of 5 Ayes and 0 Nays, the motion was carried.

MILEAGE ALLOWANCE

Trustee Gosda introduced the following resolution and moved for its adoption:

WHEREAS that Board of Trustees of the Village of Cornwall-on-Hudson 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 same rate as authorized by the Internal Revenue Service, currently \$0 51 per mile.

Section 2. That this resolution shall take place immediately.

The foregoing resolution was seconded by Trustee Kane, and upon a vote of 5 Ayes and 0 Nays, the motion was carried.

ATTENDANCE OF SCHOOLS

Trustee Argenio offered the following resolution and moved for its adoption:

WHEREAS there is to be held during the coming official year a) the Annual Meeting conducted by the New York State Conference of Mayors and Other Municipal Officials for

municipal officials; b) the Training School for Fiscal Officers and Municipal Clerks, conducted by the New York State Conference of Mayors; c) Orange County Conference of Villages; and

WHEREAS it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the foregoing schools; Mayor, Trustees, Clerks, Treasurer, Department of Public Works Superintendent, Water Superintendent, and Chief of Police.

Section 2. That this resolution shall take effect immediately.

The foregoing resolution was seconded by Trustee Edsall, and upon a vote of 5 Ayes and 0 Nays, the motion was carried.

SIGNATURE CARDS

Trustee Kane introduced the following resolution and moved for its adoption.

The Treasurer and Assistant Treasurer are hereby authorized from time to time, for and on behalf of the Village, to make and sign checks, agreements relating to any of the accounts maintained by the Village with the Bank.

That the Treasurer and Assistant Treasurer of the Village be and hereby are authorized and directed to certify to the Banks the names, of the present officers of the Village authorized to sign for it, and the offices respectively held by them.

That the Treasurer and Assistant Treasurer are authorized and directed to certify to the Banks that this resolution has been duly adopted, is in full force and effect and is in accordance with the provisions of the laws of the Village.

The foregoing resolution was seconded by Trustee Gosda, and upon a vote of 5 Ayes and 0 Nays, the motion was carried.

PROCUREMENT RESOLUTION

Trustee Edsall moved to adopt a procurement policy that requires compliance with General Municipal Law, Sections 103 and 104 which requires competitive public bidding over \$10,000 for materials and over \$30,000 for labor and materials. There are exceptions for sole source and for professional services in the state law. Relative to procurement of items under these limits, the Village Board require department heads either obtain or make documented effort to obtain at least three (3) quotes of all items. The motion was seconded by Trustee Kane and carried by a vote of 5 Ayes and 0 Nays.

ANNOUNCEMENTS

Work Session - Monday, April 11, 2011 at 7:00 PM in the Village Hall Board Room
Business Meeting – Monday, April 18, 2011 at 7:00 PM in the Village Hall Board Room
Riverfest Meeting – Wednesday, April 6, 2011 at 7:00 PM in the Village Hall Board Room
Labyrinth Project – Friday, April 9th and Saturday, April 10, 2011 at the Grail
CCHS Drama Club Production of “Guys and Dolls” – this weekend at the Cornwall Central High School
Cornwall Lions Club “Highway Cleanup” – Saturday, April 10, 2011

Having no further formal business to come before the Board, Trustee Edsall moved to adjourn the meeting at 7:25 PM, which was seconded by Trustee Kane and upon a vote of 5 Ayes and 0 Nays, the meeting was declared adjourned.