

THE VILLAGE OF CORNWALL-ON-HUDSON BOARD OF TRUSTEES

April 2, 2012

James P. Kane and Peter Russell were sworn in as Trustees 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
Deputy Mayor Mark J. Edsall
Trustee James P. Kane
Trustee Peter Russell

Absent Was: Trustee Andrew L. Argenio

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

MAYORAL APPOINTMENT

Mayor Coyne appointed Mark J. Edsall as his Deputy Mayor.

BOARD APPOINTMENTS

Mayor Coyne announced that Jeanne Mahoney was appointed Village Clerk and Village Treasurer for two (2) year terms in April of 2011.

MAYORAL APPOINTMENTS – SUBJECT TO BOARD APPROVAL

Trustee Kane moved for acceptance of the following Mayoral appointments.

Tax Collector	Jeanne Mahoney
Records Custodian/Access Officer	Jeanne Mahoney
Records Assess Appeals Committee	Board of Trustees
Deputy Treasurer	Paula Sebesta
Deputy Clerk	Mary Ellen Dennett
Deputy Tax Collector	Mary Ellen Dennett
Water Superintendent	Robert June

Superintendent of Public Works
Code Enforcement/Building Inspector/Fire Inspector
Village Historian
Disaster Control Officer

David Halvorsen
Ben Maldonado/Ben Maggio
Colette Fulton
Kurt Hahn

The foregoing appointments were seconded by Deputy Mayor Edsall, and upon a vote of 4 Ayes and 0 Nays, they were approved,

BOARD APPOINTMENTS

Trustee Russell moved for the following appointments.

Vital Statistic Registrar
Deputy Vital Statistic Registrar

Jeanne Mahoney
Mary Ellen Dennett

The foregoing appointments were seconded by Trustee Kane, and upon a vote of 4 Ayes and 0 Nays, they were approved.

MEETINGS OF THE VILLAGE BOARD OF TRUSTEES

Deputy Mayor Edsall made a motion to **hold the Business meeting** of the Village Board of Trustees **on the third (3rd) Monday of each month at 7:00 PM** (except February when the board will meet on the fourth Monday, February 25, 2013) in the Board Room of the Village Hall, 325 Hudson Street, Cornwall-on-Hudson, N.Y. In addition, to **hold the work session** of the Board of Trustees **on the second (2nd) Monday of each month at 7:00 PM**. The Board will take action at Business Meetings and when necessary at Work Sessions. The motion was seconded by Trustee Russell and carried upon a vote of 4 Ayes and 0 Nays.

OFFICIAL NEWSPAPERS

Trustee Kane 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 2012/13. The motion was seconded by Trustee Russell and carried by a vote of 4 Ayes and 0 Nays.

ATTORNEY FOR THE VILLAGE

Deputy Mayor Edsall made a motion to appoint **Joseph McKay** of the law firm of **Tarshis, Catania, Liberth, Mahon & Milligram, PLLC** as Attorney for the Village for fiscal year 2012/13 pursuant to the proposal which is the same as last year. The motion was seconded by Trustee Kane and carried upon a vote of 4 Ayes and 0 Nays.

Mayor Coyne stated that he will continue working to keep the monthly cap for general advice at \$5,000. There will be additional costs relating to litigation (i.e. labor negotiations).

ENGINEER FOR THE VILLAGE

Deputy Mayor Edsall made a motion to **appoint Maser Consulting as Engineer for the Village for fiscal year 2012/13** pursuant to their proposal which is same as last year. Further to **seek a proposal from Stantec Engineering for professional engineering services for 2012/13**. The motion was seconded by Trustee Kane and carried upon a vote of 4 Ayes and 0 Nays.

PLANNING/ZONING/ETHICS BOARDS

Trustee Kane made a motion to table action on open appointments and authorize current members to continue serving until further action which was seconded by Trustee Russell and carried upon a vote of 4 Ayes and 0 Nays.

COMMITTEE APPOINTMENTS

Deputy Mayor Edsall moved for the following committee appointments, noting the first name listed is chairperson.

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

The foregoing motion was seconded by Trustee Russell and carried upon a vote of 4 Ayes and 0 Nays.

WORKPLACE VIOLENCE PREVENTION COMMITTEE

Trustee Russell 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 4 Ayes and 0 Nays.

RIVERFRONT REVITALIZATION COMMITTEE

Deputy Mayor 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 Russell and upon a vote of 4 Ayes and 0 Nays it was carried.

AGENDAS FOR WORK SESSIONS AND BUSINESS MEETINGS

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

BE IT RESOLVED, that the Board of Trustees hereby adopts the following policy for establishment of agendas for all meetings (other than emergency special meetings):

The Mayor will prepare a draft agenda for Work Sessions and Business Meetings and circulate it to the Board during the week prior to a meeting date. The Mayor will receive input regarding items to be considered until the Thursday (noon) prior to meeting date and finalize agenda by close of business Friday. The completed agenda shall be circulated at that time to the Board of Trustees and department heads, and posted on Village website.

The foregoing motion was seconded by Trustee Russell and upon a vote of 4 Ayes and 0 Nays the motion was carried.

PUBLIC COMMENT

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

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 once on Village matters for three minutes. During work sessions, the board will invite persons to provide information on matters it is considering.

The motion was seconded by Trustee Russell and upon a vote of 4 Ayes and 0 Nays it was carried.

ADVANCED APPROVAL OF CLAIMS

Deputy Mayor 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:

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, freight and express charges, petty cash reimbursements, and credit cards.

The foregoing resolution was seconded by Trustee Kane and upon a vote of 4 Ayes and 0 Nays, the motion was carried.

MILEAGE ALLOWANCE

Trustee Kane 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 which is currently \$0.555 per mile.

Section 2. That this resolution shall take place immediately.

The foregoing resolution was seconded by Trustee Russell, and upon a vote of 4 Ayes and 0 Nays, the motion was carried.

ATTENDANCE OF SCHOOLS

Deputy Mayor Edsall 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; 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 Kane, and upon a vote of 4 Ayes and 0 Nays, the motion was carried.

SIGNATURE CARDS

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

The Treasurer and Deputy Treasurer are hereby authorized from time to time, for and on behalf of the Village, to make and sign checks, and agreements relating to any of the accounts maintained by the Village with Orange County Trust and J.P. Morgan Chase.

That the Treasurer and Deputy Treasurer of the Village be and hereby are authorized and directed to certify to 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 Deputy 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 Deputy Mayor Edsall, and upon a vote of 4 Ayes and 0 Nays, the motion was carried.

PROCUREMENT RESOLUTION

Deputy Mayor Edsall introduced the following resolution and moved for its adoption.

WHEREAS goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting internal policies and procedure governing all procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law.

THEREFORE BE IT RESOLVED:

Section 1. Competitive bidding is mandatory for all purchase contracts (goods and equipment) \$20,000 and over and \$35,000 for all Public Works contracts (service, labor and construction) which are not required by law to be publicly bid.

Section 2. When contracting for purchases and services under the above stated limits all departments should use NYS Bid prices where possible. Department Heads should endeavor to obtain at least three (3) written quotes except when not feasible or lower limit orders are being requested in which case verbal quotes may be obtained instead. The number of which is dependent upon the dollars value of the intended purchase(s) and the availability of Suppliers. Except when no possibility of competition (sole source items - GML 103) exists and for very small procurement for which solicitations of competition would not be cost effective.

Section 3. Except for procurement made pursuant to General Municipal Law, Section 103(3) - through county contracts; or Section 104 - through State contract; State Finance Law, Section 175-b - from agencies for the blind or severely handicapped; Correction Law, Section 186 - articles manufactured in State Correction Institutions, or except where a local public emergency is involved which requires immediate action and is governed under GML 103(4). In addition, solicitation of bids need not be obtained when procuring professional services which, because of the confidential nature of the services, do not lend themselves to procurement through solicitation.

Section 4. Second hand Equipment from Other Governments may be obtained without competitive bidding (State, Federal or Other political Subdivisions or public benefit corporations within the State) as per GML Section 104-b.

Section 5. Awards to Other Than Lowest Responsible Dollar Offerer - Whenever any contract is awarded to other than the lowest responsible dollar offer, the reasons for such an award must be documented.

Section 6. This policy also requires the adequate documentation of actions taken. The planning, gathering and execution of which should consider the costs versus benefit rule. Documentation which may be required include Board resolutions, memoranda, written quotes, telephone logs (for verbal quotes), requests for proposals, contracts and other appropriate forms of documentation including checklists and flowcharts.

Section 7. The unintentional failure to fully comply with these provisions shall not be grounds to void action taken or give rise to a cause of action against the Village or any officer or employee thereof.

Section 8. The Board of Trustees shall annually review these policies and procedures.

Pre-authorization for Purchasing

1. That pre-authorization for purchases is required only for purchases greater than \$1,000, with all purchases less than \$1,000 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.
2. The Village All vouchers and claims with a value of less than \$250 be pre-authorized 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.
3. That all vouchers and claims with a value of \$250 or more but less than \$1,000 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 \$1,000 or greater require review and approval by three members of the Audit Committee (Board of Trustees).

Deputy Mayor Edsall amended his motion to include “any payments shall not be disbursed for goods or services under this policy until the monthly warrant has been approved by the Village Board”.

The foregoing motion, as amended was seconded by Trustee Kane and carried upon a vote of 4 Ayes and 0 Nays.

BOARD COMMENTS

Trustee Kane stated that he is looking forward to getting a lot of things accomplished over the next two years.

Deputy Mayor Edsall stated that he would like to work with the Mayor to “trim back” work session tasks in order to make progress on items such as the View Preservation Law and Zoning. Mr. Edsall would like the work sessions to be more “brain storming” than a “rehearsal” for the business meeting.

Trustee Russell stated that he is “glad to be here” and is looking forward to facilitating communication and get business done.

Mayor Coyne stated that he is happy to have Mr. Russell on the Board. He is looking forward to a productive year. A lot has been accomplished this past year including: the start of DPW building renovations, hiring of two very good Building Inspectors, and hiring a great Police Chief. There are other items that the Board will continue to work on this coming year such as audiovisual productions in the Village. Mr. Coyne is happy to have the DPW renovations underway so that he can focus attention on many other activities that have not been “getting as much attention as they should”.

Having no further formal business to come before the Board, Deputy Mayor Edsall moved to adjourn the meeting at 7:22 PM, which was seconded by Trustee Kane and upon a vote of 4 Ayes and 0 Nays, the meeting was declared adjourned.