

THE VILLAGE OF CORNWALL-ON-HUDSON BOARD OF TRUSTEES

April 1, 2013

Brendan G. Coyne (Mayor), Mark J. Edsall and David P. Carnright (Trustees) were sworn in for two year terms after signing the Oath of Office book earlier.

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  
Trustee David P. Carnright

Also present were: Water Superintendent Robert June, DPW Superintendent and David Halvorsen.

MAYORAL APPOINTMENT

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

MAYORAL APPOINTMENTS – SUBJECT TO BOARD APPROVAL

Mayor Coyne moved for acceptance of the following appointments.

PUBLIC OFFICERS – TWO YEAR APPOINTMENTS

Mayor Coyne moved to accept the appointment of Jeanne Mahoney as Village Clerk for a two (2) year term ending April 6, 2015 which was seconded by Deputy Mayor Edsall and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne moved to accept the appointment of Jeanne Mahoney as Village Treasurer for a two (2) year term ending April 6, 2015 which was seconded by Trustee Kane and carried upon a vote of 5 Ayes and 0 Nays.

PUBLIC OFFICERS – ONE YEAR APPOINTMENT

Mayor Coyne moved for the following one year appointments ending April 7, 2014.

Deputy Treasurer  
Deputy Clerk  
Code Enforcement/Building Inspector/Fire Inspector  
Police Chief

Paula Sebesta  
Mary Ellen Dennett  
Ben Maggio  
Steven Dixon

The motion was seconded by Deputy Mayor Edsall and carried upon a vote of 5 Ayes and 0 Nays.

POSITIONS OF EMPLOYMENT – ONE YEAR APPOINTMENT

Mayor Coyne moved for the following one year appointments ending April 7, 2014.

Tax Collector/Records Custodian/Access Officer	Jeanne Mahoney
Deputy Tax Collector	Mary Ellen Dennett
Superintendent of Public Works	David Halvorsen
Water Superintendent	Robert June
Village Historian	Colette Fulton
Planning Board Chairperson	Jeffrey Small
Zoning Board of Appeals Chairperson (interim)	Michael Kelly
Disaster Control Officer	Kurt Hahn

The foregoing appointments were seconded by Trustee Carnright, and upon a vote of 5 Ayes and 0 Nays, they were approved.

BOARD APPOINTMENTS – ONE YEAR TERMS

Deputy Mayor Edsall moved for the following appointments ending on April 7, 2014.

Vital Statistic Registrar	Jeanne Mahoney
Deputy Vital Statistic Registrar	Mary Ellen Dennett

The foregoing appointments were seconded by Trustee Kane, and upon a vote of 5 Ayes and 0 Nays, they were approved.

ATTORNEY FOR THE VILLAGE

Trustee Kane 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 2013/14 pursuant to the proposal submitted. The motion was seconded by Deputy Mayor Edsall and carried upon a vote of 5 Ayes and 0 Nays.

ENGINEER FOR THE VILLAGE

Deputy Mayor Edsall made a motion to **appoint Maser Consulting as Engineer for the Village for fiscal year 2013/14** pursuant to their proposal which is same as last year. The motion was seconded by Trustee Kane and carried upon a vote of 5 Ayes and 0 Nays.

#### AUDITORS FOR THE VILLAGE

Mayor Coyne made a motion to **appoint Nugent & Haeussler as Auditor for the Village for fiscal year 2013/14**. The motion was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

#### PLANNING/ZONING/ETHICS BOARDS

Mayor Coyne introduced the following resolution and moved for its adoption.

BE IT RESOLVED THAT members of the Planning Board and Zoning Board of Appeals be paid in one lump sum at the end of the fiscal year.

After some discussion the motion was withdrawn.

Deputy Mayor Edsall made a motion resolving that the members of the Planning Board and Zoning Board of Appeals be paid in accordance with a determination made by Mayor Coyne after further review which was seconded by Trustee Kane and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne made a motion to appoint Vishwa Chaudhry to the Planning Board without pay as requested by him and subject to his signing an affidavit to this effect and being sworn in within 30 days of this appointment which was seconded by Trustee Russell and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne made a motion to set the **Planning Board terms of office** as follows:

<b>Name</b>	<b>Term Expires</b>	<b>Took Office</b>	<b>Replaced</b>
Maryanne Rose-Odell	April 7, 2014	June 16, 2008	Barbara Corwin
Lee Murphy	April 6, 2015	February 23, 2004	Matthew Smith
Jeffrey Small	April 4, 2016	October 16, 2006	Merle Mammato
Wynn Klosky	April 3, 2017	June 20, 2011	Andrew Argenio
Vishwa Chaudhry	April 2, 2018	July 16, 2012	James Patch

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

Mayor Coyne made a motion to set the **Zoning Board terms of office** as follows:

<b>Name</b>	<b>Term Expires</b>	<b>Took Office</b>	<b>Replaced</b>
Michael Kelly	April 7, 2014	January 24, 2005	Edwin Knapp

Matthew Bannon	April 6, 2015	April 1, 2013	Robert Quillin
Philip Adams	April 4, 2016	April 1, 2013	Tom Petersen
J. Blake Haase	April 3, 2017	April 1, 2012	Peter Osinski
Kevin Finn	April 2, 2018	April 1, 2013	Andrew Maroney

Further, that the appointments of Matthew Bannon, Philip Adams, J. Blake Haase and Kevin Finn are subject to their being sworn in within 30 days of their appointments.

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

Mayor Coyne made a motion to set the **Ethics Board terms of office** as follows:

<b>Name</b>	<b>Term Expires</b>	<b>Took Office</b>	<b>Replaced</b>
Peter Miller	April 6, 2015	November 19, 2012	Thomas Bailey
Anthony Cashara	April 7, 2014	April 1, 2013	Elisabeth Hellwege
Michael Ferraro	April 1, 2016	April 1, 2013	Kristin Doyle
Alternates:			
John Ross		April 1, 2012	
Kristin Doyle		April 1, 2013	

Further, that the appointments of Anthony Cashara, Michael Ferraro, John Ross, and Kristin Doyle are subject to their being sworn in within 30 days of their appointments.

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

**VILLAGE BOARD COMMITTEE APPOINTMENTS**

Mayor Coyne 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
Buildings & Grounds	Carnright, Russell
Public Safety (Police & Fire)	Edsall, Russell
Insurance & Public Utilities	Carnright, Kane
Personnel & Labor Relations	Edsall, Kane
Public Works	Carnright, Edsall
Sanitation & Recycling	Kane, Russell
Recreation & Summer Youth	Carnright, Russell
Grants & Economic Development	Edsall, Kane

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

## WORKPLACE VIOLENCE PREVENTION COMMITTEE

Mayor Coyne 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

Further and upon the recommendation of Deputy Mayor Edsall, appoint Police Chief Steven Dixon to the committee.

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

## MEETINGS OF THE VILLAGE BOARD OF TRUSTEES

**Schedule:** Mayor Coyne 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 January, February, and March when the board will meet on the fourth Monday) in the Board Room of the Village Hall, 325 Hudson Street, Cornwall-on-Hudson, N.Y. In addition, the Village Board will **hold the work session** of the Board of Trustees **on the second (2<sup>nd</sup>) Monday of each month at 7:00 PM** (except October when it will be on the 1<sup>st</sup> Monday). The Board will take action at Business Meetings and when necessary at Work Sessions. The motion was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Deputy Mayor Edsall made a motion to adopt the following polices as outlined below.

**Agenda:** Mayor Coyne will prepare draft agendas and distribute them to Trustees five days before work sessions and business meetings. He will receive input from Trustees and finalize agendas and distribute them to Trustees the Friday before the meetings; agendas will be posted on the Village website the Friday before meetings.

**Public Comment:** 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 may invite persons to provide input on matters it is considering.

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

## PURCHASE AND PAYMENT OF CLAIMS

Mayor Coyne 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, health and dental insurance, principal and interest on bond anticipation notes, monthly lease agreements, and petty cash reimbursements.

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.

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.

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).

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

#### DESIGNATING DEPOSITORIES

Mayor Coyne introduced the following resolution and moved for its adoption.

**WHEREAS**, pursuant to Village Law §4-412(3)(2), the Village Board designates that Orange County Trust and J.P. Morgan Chase as the official depositories of the Village.

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

#### SIGNATURE CARDS

Mayor Coyne introduced the following resolution and moved for its adoption.

**BE IT RESOLVED THAT,**

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 bank;

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 Trustee Carnright, and upon a vote of 5 Ayes and 0 Nays, the motion was carried.

**PROCUREMENT RESOLUTION**

Mayor Coyne made a motion to continue following the Procurement Policy as adopted on April 2, 2012 until the adoption of an updated policy at a future date which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

**MILEAGE ALLOWANCE**

Mayor Coyne 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 \$0.565 per mile.

Section 2. That this resolution shall take place immediately.

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

**ATTENDANCE OF SCHOOLS**

Mayor Coyne offered the following resolution and moved for its adoption:

**WHEREAS** the following activities will occur during the official year:

- a) Annual Meeting conducted by the New York State Conference of Mayors and Other Municipal Officials;
- b) Training School for Fiscal Officers and Municipal Clerks, conducted by the New York State Conference of Mayors;
- c) Monthly meetings of the Orange County Association of Towns, Villages and Cities; 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 Village;

**NOW THEREFORE BE IT RESOLVED:**

Section 1. That the following officers and employees are hereby authorized to attend the foregoing activities; 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 Carnright, and upon a vote of 5 Ayes and 0 Nays, the motion was carried.

**OFFICIAL NEWSPAPERS**

Mayor Coyne 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 2013/14. The motion was seconded by Deputy Mayor Edsall and carried by a vote of 5 Ayes and 0 Nays.

**BOARD COMMENTS**

Trustee Kane stated that he is glad that Matthew Bannon, J. Blake Haase, Philip Adams, and Kevin Finn have “stepped up” for the Zoning Board, Anthony Cashara, Michael Ferraro, and John Ross for the Ethics Board, and Vishwa Chaudhry for the Planning Board.

Trustee Russell asked for clarification on public comment during work sessions. Discussion followed.

Deputy Mayor Edsall stated that he “dittos” Trustee Kane’s comments and thanks these individuals making an effort to contribute to the Village by joining some of our Boards. He also thanked Mayor Coyne for his efforts to get this people together, interview them, explain the work, their obligations, etc. In addition Deputy Mayor Edsall thanked his fellow Board members for their support with the recent election. He also thanked the public and some interested Village



employees and encouraged the Board to “stay as a good working team”. He looks forward to a very good year.

Mayor Coyne thanked the public for voting David Carnright as Trustee, re-electing Mark Edsall as Trustee (and now Deputy Mayor), and for re-electing him for a second term as Mayor. He is very pleased to see some new people who may bring new ideas which he feels to be “healthy” for the Village.

Mayor Coyne stated that the Village Board has now created a new committee to pursue grants and seeks additional ways to bring revenue into the Village. The committee will also look at economic development in order to help the commercial area in our Village which in turn will help the entire Village.

Mayor Coyne would like to accomplish the following this year:

- Beautification of the Village – including the Village Hall
- Continue upgrading the Village website
- Complete union contract negotiations

Trustee Russell would like to see the signs, when entering the Village, be addressed by the new Beautification Committee. In addition, he enjoyed another good and Easter breakfast at Storm King Engine Co #2 fire house yesterday.

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 Carnright and upon a vote of 5 Ayes and 0 Nays, the meeting was declared adjourned.