

Minutes of the Village Board meeting held at the Highland Mills Firehouse, 455 Route 32, Highland Mills, New York on November 17, 2006 at 7PM

Present: Stephanie Berean-Weeks, Mayor
Neil Crouse, Trustee
Patrick Kinney, Trustee
Michael Kling, Trustee
Joann Stabile, Trustee
Absent: None

I. Statement of Vision:

Trustee Crouse read the following statement on behalf of the Board:

“The mission of the Village Board is to maintain the services presently provided to residents through a combination of cooperative arrangements with the Town Board and the assumption of responsibilities by the Village Board. We commit ourselves to preserve the character of the Village, and ensure a balanced residential and non-residential growth. We will work hard and cooperatively with the Town Board and others to develop a framework for long-term, realistic, and fiscally responsible policy making.”

II. Organizational Business:

a/b. Appoint Village Clerk/Treasurer and Village Attorney:

Motion was offered by Trustee Kling, seconded by Trustee Kinney, to appoint Desiree Potvin as Village Clerk/Treasurer/Records Management Clerk, for a term period that is concurrent with the Mayor’s; and to appoint Richard Golden as Attorney for the Village at an hourly rate of \$215. Both positions will be effective November 6, 2006.

ADOPTED AYES 5 Berean-Weeks, Crouse, Kinney, Kling, Stabile
NOES 0

c. Appoint of Deputy Mayor:

Mayor Berean-Weeks stated she appoints Trustee Stabile as Deputy Mayor.

EXTRA ITEM - Membership in State Association:

Motion was offered by Trustee Crouse, seconded by Trustee Stabile, to authorize the Village Clerk to enroll the Village as members with the New York State Conference of Mayors (NYCOM).

ADOPTED AYES 5 Berean-Weeks, Crouse, Kinney, Kling, Stabile
NOES 0

d. Designation of Salaries:

Motion was offered by Trustee Crouse, seconded by Trustee Kling, to approve the following salaries for the following positions:

Mayor	\$4,000	Trustees (4)	\$2,000
Village Clerk	\$4,000	Village Treasurer	\$4,000

Deputy Mayor \$25/day serving in absence of Mayor

ADOPTED AYES 5 Berean-Weeks, Crouse, Kinney, Kling, Stabile
NOES 0

Commissioner Kinney stated amounts were discussed during the election/campaign that may defer from what was approved this evening. It was decided that salaries be established for the position and not based on the individual person. Each member has the option of declining a salary, if they so choose. Once the positions become more defined, the salaries can be adjusted accordingly.

e. Designation of Official Newspaper:

Motion was offered by Trustee Kling, seconded by Trustee Kinney, to designate the Times Herald Record as the official newspaper for the Village.

ADOPTED AYES 5 Berean-Weeks, Crouse, Kinney, Kling, Stabile
NOES 0

f. Adoption of Investment Policy:

Motion was offered by Trustee Crouse, seconded by Trustee Kling, to adopt the Investment Policy of the Village as follows, which is the same as the policy adopted by the Town Board at their 2006 organizational meeting:

“The objectives of the Investment Policy of the Village of Woodbury are to minimize risk, to insure that investments mature when cash is required, and to insure a competitive rate of return. In accordance with this policy, the Mayor is authorized to invest Village funds which are in excess of current operating needs. Village investments are governed by applicable New York State Laws.

That the Mayor make the following types of investments, for the present, until other types of investments are submitted to the Village Board:

- a. Direct purchase of guaranteed obligations of the United States Government or obligations of the State of New York and its political subdivisions.
- b. Direct purchase of Certificates of Deposit from the designated depositories of the Village. Such Certificates of Deposit are to be collateralized by obligations enumerated in item “a” above.
- c. Direct purchase through Repurchase Agreements of guaranteed obligations of the United States Government. Such Repurchase Agreements should be executed either through the designated depositories of the Village or those brokerage firms which are primary United States Government dealers which report to the Federal Reserve Bank of New York.
- d. Time Deposit Accounts are designated depositories of the Village. Such accounts are to be collateralized by the Federal Deposit Insurance Corporation or by obligations enumerated in item “a” above.

The Mayor shall deposit all monies received and said monies shall be released together with the related sureties from any liabilities for loss of such monies by reason of the default or insolvency of any such depository.

The following bank is to be designated as the official bank for the Village:

Bank of America, Cornwall, NY 12518

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The Mayor shall be authorized to invest funds of the Village in this bank during the 2006/7 Fiscal Year under the following guidelines:

- a. All accounts shall be collateralized at 105% and said collateralization shall be held by a third party bank.
- b. Collateralization shall be in accordance with the Comptroller's guidelines.
- c. All designated banks will be contacted for competitive rates on an ongoing basis.”

ADOPTED AYES 5 Berean-Weeks, Crouse, Kinney, Kling, Stabile
NOES 0

EXTRA ITEM - Mileage Reimbursement:

Motion was offered by Trustee Kling, seconded by Trustee Crouse, to reimburse members of the Village Government and its employees, when on official business or duty for the Village, 44.5 cents per mile for the use of their personal vehicle (includes gas, tolls and wear/tear). Forms are to be completed and filed with the Village Treasurer before reimbursement is made.

ADOPTED AYES 5 Berean-Weeks, Crouse, Kinney, Kling, Stabile
NOES 0

EXTRA ITEM - Establish Board Committees:

Motion was offered by Trustee Stabile, seconded by Trustee Kling, to establish the following committees of the Village Board:

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|--|----------------------------|
| Liaison to Town Board | Mayor Berean-Weeks |
| Liaison to Planning Board | Trustee Crouse |
| Liaison to Zoning Board | Trustee Kinney |
| Liaison to Board of Fire Commissioners | Trustee Kling |
| Insurance Committee | Trustees Kling and Stabile |

ADOPTED AYES 5 Berean-Weeks, Crouse, Kinney, Kling, Stabile
NOES 0

It was noted that, although one Board member is designated as liaison, other Board members will/may attend meetings as well.

g. Adoption of Meeting/Public Comment Procedures:

Motion was offered by Trustee Kling, seconded by Trustee Kinney, to adopt the following meeting procedures:

“That the Village Board hold regular meetings on the second Tuesday of each and every month at 7:30PM, at a place to be determined. If cancelled, notification will be given to the media and posted on the official signboard of the Town Clerk. Special meetings are to be called by the Mayor and all Trustees will be notified by telephone, electronic mail, in person or by postal service by the Village Clerk within twenty-four hours of the meeting. Agendas will be prepared by the Village Mayor and Clerk no later than twenty-four hours prior to all meetings. Items can be added and deleted when needed. Minutes of the meetings will be prepared by the Village Clerk in accordance with the Open Meetings Law. When action is required, a motion, followed by a second, will be asked for by the Mayor. A

discussion can then be held and then each member will vote verbally on the issue (one vote per member). When required, the Board will be polled by the Village Clerk. Recordings of the meeting will be done by videotape. When all business is finalized, the meeting will be adjourned and the next meeting date will be scheduled. Any deviation from these procedures must be determined by the Village Board.”

ADOPTED AYES 5 Borean-Weeks, Crouse, Kinney, Kling, Stabile
NOES 0

Motion was then offered by Trustee Stabile, seconded by Trustee Kling, to adopt the following procedures to be followed during the public comment segment of the meetings:

- a. The public may speak only during public comment, or at any time the Village Board permits, for a period of five minutes. Time cannot be yielded to other members of the public.
- b. Comments are to be made to the Village Board only, not other members of the public or individual Board members.
- c. Speakers will observe commonly accepted rules of courtesy, decorum, dignity and good taste when addressing the Board and making comments.
- d. Written communication will be accepted/presented by the Village Clerk.

Any deviation from these procedures must be determined by the Village Board.

ADOPTED AYES 5 Borean-Weeks, Crouse, Kinney, Kling, Stabile
NOES 0

III. Public Comment:

Michael Queenan, Town Councilperson, congratulated the Village Board members and stated he looks forward to working with them.

John Burke, Town Supervisor, thanked the Village Board for inviting him to attend tonight’s meeting. He then stated that he has already attended several meeting with Mayor Borean-Weeks and he also looks forward to working closely with the Village Board.

IV. New Business:

EXTRA ITEM - Designate Bond Counsel:

Motion was offered by Trustee Crouse, seconded by Trustee Stabile, to designate Hawkins, Delafield and Wood as Bond Counsel for the Village of Woodbury, at the current rate that they charge to the Town of Woodbury.

ADOPTED AYES 5 Borean-Weeks, Crouse, Kinney, Kling, Stabile
NOES 0

a. Update/Discussion - Tax Anticipation Notice:

Village Clerk Potvin updated the Board on the process that needs to be followed to obtain a Tax Anticipation Notice (TAN) that will enable the Board to pay bills incurred from date of incorporation to the end of the fiscal year (May 31, 2007). She is working on a proposed “estimate of expenditures” that she will present to the Board at their next meeting for consideration. Once the amount to be borrowed is determined, bond counsel will draft a

resolution to be adopted and then it will take approximately two weeks for the TAN to be secured.

b. Update/Discussion - Insurance:

Motion was offered by Trustee Kling, seconded by Trustee Kinney, to authorize the Insurance Committee to begin soliciting proposals for General Liability and Public Officials coverage.

ADOPTED AYES 5 Berean-Weeks, Crouse, Kinney, Kling, Stabile
 NOES 0

EXTRA ITEM - Village Board Comments:

Trustee Crouse thanked the public for their support and trust.

Trustee Kinney asked the public to submit comments or suggestions on how they would like to see the meetings run for the Board to consider. He would like to see as much information made available to the public as possible.

Mayor Berean-Weeks thanked the Town Board members for attending this evening and is looking forward to working closely with each of them.

EXTRA ITEM - Schedule Special Meeting:

Motion was offered by Trustee Kinney, seconded by Trustee Stabile, to schedule a special meeting to be held on November 27, 2006 at 7PM at the Woodbury Town Hall to discuss the tax anticipation notice.

ADOPTED AYES 5 Berean-Weeks, Crouse, Kinney, Kling, Stabile
 NOES 0

EXTRA ITEM - Reschedule Next Regular Meeting:

Due to conflicts, motion was offered by Trustee Kling, seconded by Trustee Stabile, to reschedule the regular meeting of December 12, 2006 to December 11, 2006 at 7PM. The meeting will be held at the Woodbury Town Hall.

ADOPTED AYES 5 Berean-Weeks, Crouse, Kinney, Kling, Stabile
 NOES 0

V. Adjournment:

With no further business to discuss, motion was offered by Trustee Stabile, seconded by Trustee Kling, to adjourn the meeting at 7:50PM.

ADOPTED AYES 5 Berean-Weeks, Crouse, Kinney, Kling, Stabile
 NOES 0

Desiree Potvin, Village Clerk