

VILLAGE OF WASHINGTONVILLE
VILLAGE BOARD REORGANIZATIONAL MEETING
MONDAY - APRIL 1, 2024 - 7:00 P.M.

A G E N D A

Village of Washingtonville - Village Board of Trustees – Annual Reorganizational Meeting

- 1) Pledge of Allegiance to the Flag
- 2) Moment of Silence – In Memory of Victims of the Baltimore Bridge Collapse
New York City Police Officer Johnathan Diller
- 3) Administer Oath of Office – Village Clerk

Steve Presser and Vernon Coleman	Trustees
Joseph McKay	Justice
Architectural Review Board	Patricia MacBain
Police Officer	Michael Levy Jr.
Police Officer	Brian Williams

4) **APPOINTMENT OF LIAISONS BY MAYOR DEVINKO:**

Deputy Mayor	Deputy Mayor Jacaruso
Police Department	Trustee Walski - Trustee Presser
Fire Department Committee	Mayor DeVinko
Event Committee	Trustee Presser
Moffat Library	Trustee Coleman
Washingtonville School Board	Mayor DeVinko - Trustee Coleman
BGVAC	Trustee Walski
Historical Society	Deputy Mayor Jacaruso
	Trustee Walski
Senior Citizens	Trustee Coleman
Emergency Management	Mayor DeVinko
Information Tech	Mayor DeVinko

Policy & Procedures Handbook	Trustee Coleman
D.P.W.	Trustee Walski
Blooming Grove Town Board	Deputy Mayor Jacaruso
Planning Board, Zoning Board of Appeals, Architectural Review Board and Code of Ethics	Deputy Mayor Jacaruso
Building Department	Deputy Mayor Jacaruso
	Trustee Walski
Volunteer Organizers	Trustee Walski
Water and Sewer	Trustee Walski
Recreation - Parks	Trustee Presser
Blooming Grove Chamber of Commerce and Not for Profit	Trustee Walski
Beautification and Downtown Revitalization	Trustee Walski
Social Media/Technology and Website	Deputy Mayor Jacaruso
Grant	Trustee Coleman

5) APPOINTMENTS BY MAYOR DEVINKO AND APPROVAL BY VILLAGE BOARD:

Village Clerk – Registrar of Vital Statistics	Christine Shenkman
Deputy Registrar	Patricia Nunes
Treasurer	Leslie Tillotson
Elected Judges	Stephen Smith - Joseph McKay
Freedom of Information Officer	Village Clerk Christine Shenkman
Tax Collector	Village Clerk Christine Shenkman
Deputy F.O.I.L. Officer	Clerk Megan Schiffmacher

Records Management Officer	Village Clerk Christine Shenkman
Village Historian	Jeanne Versweyveld
Superintendent of Department of Public Works	Christopher Martino
Water - Sewer Contractor – H2O	Christopher Finnegan
Building Inspector and Code Enforcement Officer	John Terry
Court Clerk	Patricia Nunes

- 6) **AUDITOR – ONE (1) YEAR TERM:**
PKF O’CONNOR DAVIES, LLP
500 Mamaroneck Avenue
Harrison, New York 10528

BST AUDITORS:
10 British American Blvd
Latham, New York 12110

- 7) **OFFICIAL NEWSPAPER:**
Times Herald Record

- 8) **OFFICIAL DEPOSITORIES:**
T.D. BANK
NYCLASS
GREEN COUNTY BANK

- 9) **INDIVIDUALS AUTHORIZED TO SIGN DRAFTS ON VILLAGE FUNDS:**
Mayor Thomas DeVinko (in his absence – Trustee Walski – Deputy Mayor Jacaruso) with Treasurer Leslie Tillotson

- 10) **ESTABLISHMENT OF REGULAR MEETING NIGHTS:**
The regularly scheduled meetings shall be on the first and third Monday of each month at 7:00 P.M. When a National and/or Religious Holiday falls on a regularly scheduled meeting date, the meeting will be held on the following day.

2024 - 2025 Board of Trustees Meeting dates are as follows:

Monday, April 1	7:00 p.m.
Monday, April 15	7:00 p.m.
Monday, May 6	7:00 p.m.
Monday, May 20	7:00 p.m.
Monday, June 3	7:00 p.m.
Monday, June 17	7:00 p.m.
Monday, July 1	7:00 p.m.
Monday, July 15	7:00 p.m.
Monday, August 5	7:00 p.m.
Monday, August 19	7:00 p.m.
Monday, September 9	7:00 p.m.
Monday, September 23	7:00 p.m.
Monday, October 7	7:00 p.m.
Monday, October 21	7:00 p.m.
Monday, November 4	7:00 p.m.
Monday, November 18	7:00 p.m.
Monday, December 2	7:00 p.m.
Monday, December 16	7:00 p.m.
Monday, January 6	7:00 p.m.
Monday, January 20	7:00 p.m.
Monday, February 3	7:00 p.m.
Monday, February 17	7:00 p.m.
Monday, March 3	7:00 p.m.
Monday, March 17	7:00 p.m.

- 11) The Mayor appoints the Board of Trustees as a Budget Committee**

RESOLUTIONS:

VILLAGE BOARD MEETING DATES:

Trustee made a motion, seconded by Trustee and adopted to set the meeting schedule for the Village Board meetings for 2024 - 2025 at 7:00 P.M. as listed above. Regular meeting will be the first Monday of the month with public comment. In the event of a Holiday, the meeting will be rescheduled.

VILLAGE BOARD WORK SESSIONS:

Trustee made a motion, seconded by Trustee and adopted to set the meeting schedule for the Village Board Work Sessions for 2024 - 2025 at ~~7:00 P.M.~~ as listed above. Work Session will be the third Monday of the month with public comment. In the event of a Holiday, the meeting will be rescheduled.

END OF YEAR MEETING:

Trustee _____ made a motion, seconded by Trustee _____ and adopted to set the end of year meeting for the Village Board for March 17, 2025.

PLANNING BOARD - ZONING BOARD OF APPEALS MEETING:

Trustee _____ made a motion, seconded by Trustee _____ and adopted to set the meeting schedule for the Village Planning – Zoning Board of Appeals Board for 2024 - 2025 at Village Hall at 7:00 P.M. The Planning Board will meet the second Tuesday and the Zoning Board of Appeals will meet the first Thursday of the month.

ARCHITECTURAL REVIEW BOARD MEETING:

Trustee _____ made a motion, seconded by Trustee _____ and adopted to set the meeting schedule for the Architectural Review Board for 2024 - 2025 to be held at Village Hall on the third Wednesday of the month at 7:00 P.M.

CODE OF ETHICS REVIEW BOARD MEETING:

Trustee _____ made a motion, seconded by Trustee _____ and adopted to set the meeting schedule for the Code of Ethics Review Board for 2024 - 2025 to be held at Village Hall at 7:00 P.M. on the second Wednesday of every month. Questionnaire will be completed by all employees filed in a sealed envelope on an annual basis and returned to the Village Clerk by May 31 calendar year.

VILLAGE COMPREHENSIVE PLAN COMMITTEE:

Trustee _____ made a motion, seconded by Trustee _____ and adopted to set the meeting schedule for the Village Comprehensive Plan for 2024 - 2025 to be held at Village Hall at 6:30 P.M. on the third Thursday of the month.

EVENTS COMMITTEE:

Trustee _____ made a motion, seconded by Trustee _____ and adopted to set the meeting schedule for the Events Committee for 2024 - 2025 to be held at Village Hall at 7:00 P.M. on the second Thursday of the month.

POLICIES:

Trustee made a motion, seconded by Trustee and adopted to adopt a policy that the Village Department Heads are expected to attend Village Board Meetings if needed and as requested by the Village Mayor.

AUDITED BILLS:

Trustee made a motion, seconded by Trustee and adopted to adopt a policy that starting the week of April 1st board meeting the Treasurer will be implementing that invoices will be paid the Tuesday or Wednesday after the Board meeting. The Treasurer will create a report for the Board that will list all the approved invoices for payment from Edmunds. The Friday morning before the set board meeting will be the cutoff to include bills on the abstract for approval/payment for example: March 29,2024 is the cutoff for the board meeting on April 1, 2024. If something arises and needs to be paid before the next board meeting, advise the Treasurer otherwise it will wait until the following payment schedule.

ATTORNEYS:

Trustee made a motion, seconded by Trustee and adopted to adopt a policy that Attorneys are available to Village Elected Officials, a Chair and Co-Chair persons of Planning Board/Zoning Board of Appeals, and Code of Ethics Board in the Village, and to Department Heads only. All other employees or Board members must receive prior approval from Village Mayor prior to contacting an Attorney for the Village.

VOLUNTEER BOARDS:

Trustee made a motion, seconded by Trustee and adopted to adopt a policy that all members of Volunteer Boards must be ready, willing, and able to attend all scheduled meetings of said Board. In the event a member is unable to attend a meeting, prior notification must be made to the Volunteer Boards' Chairperson/Secretary and/or Village Clerk. Yearly attendance records of all members shall be submitted by the Chairman of said Board to the Village Clerk no later than February 15th of each year. The Chairperson of the Volunteer Boards will be part of the interview process for all new appointments. New appointees must complete four (4) hours of mandatory training within six (6) months of appointments pending availability of classes.

USE OR RENTAL OF VILLAGE FACILITIES:

Trustee _____ made a motion, seconded by Trustee _____ and adopted to adopt a policy that all applications for use and/or rental of Village owned facilities will be made to the Village Clerk's office at least thirty (30) days prior to the event.

MASTER CALENDAR:

Trustee _____ made a motion, seconded by Trustee _____ and adopted to adopt a policy that the Village Clerk's Office will keep a master calendar for all uses/rentals of Village owned facilities.

FACILITY REQUESTS:

Trustee _____ made a motion, seconded by Trustee _____ and adopted to adopt a policy that the Village Clerk will submit any/all requests to Village Board for authorization and approval along with proper insurance rider policy for use/rentals of all Village owned facilities.

MILEAGE REIMBURSEMENT:

Trustee _____ made a motion, seconded by Trustee _____ and adopted to adopt a policy designating mileage allowance of Federal IRS rate per mile for official Village business and any request for mileage reimbursement will be submitted on a travel expense form which shall include the following information: odometer readings, destination, and purpose of trip, provided that reimbursement rate shall automatically adjust with IRS rate.

USE OF VILLAGE VEHICLES:

Trustee _____ made a motion, seconded by Trustee _____ and adopted to adopt a policy regarding Village vehicles that shall be used for official Village business only. Personal use of any Village vehicle is strictly prohibited. No person other than the officers or employees authorized by this resolution shall be an operator or passenger in the Village vehicle. The Chief of Police, Detective, Highway *Superintendent*, Village Mayor, and Building Inspector are the only officers or employees authorized to use a Village vehicle outside of the normal work schedule. A Village employee, only when serving as the acting Chief of Police, or acting Highway Superintendent, or acting Building Inspector is authorized to use a Village vehicle outside the normal work schedule if it is expected that such employee will be serving as the acting Chief of Police or Highway Superintendent or Building Inspector for more than forty-eight (48) consecutive hours. No one authorized to utilize Village Vehicles shall permit their family members or non-employees to travel in Village-owned vehicles.

PETTY CASH ACCOUNTS:

Trustee _____ made a motion, seconded by Trustee _____ and adopted to adopt a policy for petty cash accounts as follows; Village Clerk’s Office, 200.00; Police Department \$150.00.

VILLAGE HOLIDAYS:

Trustee _____ made a motion, seconded by Trustee _____ and adopted to adopt the Village State and Federal Holidays as follows: Martin Luther King's Birthday, Lincoln's Birthday, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Day after Thanksgiving, Christmas Eve half day, Christmas Day, New Years Eve half day.

VILLAGE OFFICE HOURS:

Trustee _____ made a motion, seconded by Trustee _____ and adopted to approve regular office hours for Village Hall are Monday – Friday, 8:00 A.M. - 4:00 P.M.; Department of Public Works are Monday – Friday, 7:00 A.M. - 3:00 P.M.

PUBLIC ASSEMBLY PERMIT:

Resolution – to approve a Facility Use Request Form for Washingtonville Fire Department Fundraiser Car Show to be held on September 8 from 8:00 A.M. to 2:30 P.M. at L. Vernon Allen Park; Raindate is September 15, 2024.

SEAL COATING – PICKLEBALL COURTS:

Resolution – to approve seal coating of the new Pickleball Courts, and apply white lines for the outline of the playing areas of the Court from Extreme Property Maintenance at a cost not to exceed \$10,250.00.

Public Comment

Executive Session – “As Needed”

Adjournment