

A Village Board Reorganizational Meeting was held on Monday April 1, 2024 at 7:00 P.M. at Village Hall, 9 Fairlawn Drive, Washingtonville, New York.

PRESENT:

Mayor Thomas DeVinko, Deputy Mayor Susan Walski, Trustee Donna Jacaruso, Trustee Steve Presser, and Trustee Vernon Coleman.

ALSO PRESENT:

Village Clerk Christine Shenkman, Police Chief Brian Zaccaro, Department of Public Works Superintendent Christopher Martino.

PLEDGE OF ALLEGIANCE TO THE FLAG:

Mayor DeVinko led the Pledge of Allegiance to the Flag.

MOMENT OF SILENCE:

A Moment of Silence was observed in memory of the victims of the Baltimore Bridge collapse, and in memory of New York City Police Officer Jonathan Diller.

ADMINISTER OATH OF OFFICES – VILLAGE CLERK – CHRISTINE SHENKMAN:

Village Clerk Christine Shenkman administered the Oath of Office to newly re-elected Village Board Trustees Steve Presser and Vernon Coleman, and expressed congratulations and best of luck to both Trustees.

Village Clerk Christine Shenkman administered the Oath of Office to newly appointed Village Police Officers Michael Levy Jr. and Brian Williams, and expressed congratulations and best of luck to both Officers.

Village Clerk Christine Shenkman administered the Oath of Office to newly appointed Architectural Review Board (A.R.B.) member Patricia M. MacBain, and expressed congratulations and best of luck to Ms. MacBain.

PUBLIC COMMENT:

There was no Public Comment.

0001 – 0002 - RESOLUTION:

Trustee Jacaruso made a motion, seconded by Trustee Presser and adopted to accept the resignation with regrets of Architectural Review Board Chairman Ted Ulloa effective this date, Monday, April 1.

Trustee Jacaruso made a motion, seconded by Trustee Presser and adopted to appoint Steven Tolli as Chairman of the Architectural Review Board effective this date, Monday, April 1.

0003 - RESOLUTION – CONTINUED:

Trustee Jacaruso made a motion, seconded by Trustee Coleman and adopted to appoint Patricia M. MacBain to the Architectural Review Board to fulfill the unexpired term of Ted Ulloa until April 5, 2026 effective this date, Monday, April 1.

1) 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
B.G. Volunteer Ambulance Corp	Trustee Walski
Historical Society	Deputy Mayor Jacaruso
	Trustee Walski
Senior Citizens	Trustee Coleman
Emergency Management	Mayor DeVinko
Information Tech	Mayor DeVinko
Policy & Procedures Employee Handbook Updates	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
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

1) **APPOINTMENT OF LIAISONS BY MAYOR DEVINKO – (CONTINUED):**

Grants	Trustee Coleman
Comprehensive Plan Committee	Deputy Mayor Jacaruso
Personnel	Deputy Mayor Jacaruso

2) **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	Christine Shenkman
Tax Collector	Christine Shenkman
Deputy F.O.I.L. Officer	Megan Schiffmacher
Records Management Officer	Christine Shenkman
Village Historian	Jeanne Versweyveld
Superintendent of Department of Public Works	Christopher Martino
Police Chief	Brian Zaccaro
Water – Sewer Contractor – H20	Christopher Finnegan
Building Inspector and Code Enforcement Officer	John Terry
Court Clerk	Patricia Nunes

3) **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

4) **OFFICIAL NEWSPAPER:**
Times Herald Record

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

APPOINTMENTS BY MAYOR DEVINKO AND APPROVAL BY VILLAGE BOARD – (CONTINUED):

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

7) 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.

8) The Mayor appoints the Board of Trustees as a Budget Committee

RESOLUTIONS:

0004 - VILLAGE BOARD MEETING DATES:

Deputy Mayor Jacaruso made a motion, seconded by Trustee Presser 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.

0005 - VILLAGE BOARD WORK SESSIONS:

Deputy Mayor Jacaruso made a motion, seconded by Trustee Walski 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.

0006 - END OF YEAR MEETING:

Trustee Presser made a motion, seconded by Deputy Mayor Jacaruso and adopted that the end of year meeting for the Village Board is March 17, 2025.

0007 - PLANNING BOARD - ZONING BOARD OF APPEALS MEETING:

Deputy Mayor Jacaruso made a motion, seconded by Trustee Presser 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.

0008 - ARCHITECTURAL REVIEW BOARD MEETING:

Deputy Mayor Jacaruso made a motion, seconded by Trustee Presser 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.

0009 - CODE OF ETHICS REVIEW BOARD MEETING:

Deputy Mayor Jacaruso made a motion, seconded by Trustee Presser 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.

0010 - VILLAGE COMPREHENSIVE PLAN COMMITTEE:

Deputy Mayor Jacaruso made a motion, seconded by Trustee Walski 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.

0011 - EVENTS COMMITTEE:

Trustee Presser made a motion, seconded by Trustee Coleman 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.

0012 - POLICIES:

Trustee Presser made a motion, seconded by Trustee Coleman 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.

0013 - AUDITED BILLS:

Trustee Presser made a motion, seconded by Trustee Walski and adopted to adopt a policy that starting the week of the first meeting in April Board Meeting, the Treasurer will be implementing the procedure 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.

0014 - ATTORNEYS:

Deputy Mayor Jacaruso made a motion, seconded by Trustee Coleman 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.

0015 - VOLUNTEER BOARDS:

Deputy Mayor Jacaruso made a motion, seconded by Trustee Presser 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.

0016 - USE OR RENTAL OF VILLAGE FACILITIES:

Trustee Presser made a motion, seconded by Trustee Walski 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.

0017 - MASTER CALENDAR:

Trustee Walski made a motion, seconded by Trustee Coleman 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.

0018 - FACILITY REQUESTS:

Deputy Mayor Jacaruso made a motion, seconded by Trustee Coleman 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.

0019 - MILEAGE REIMBURSEMENT:

Trustee Coleman made a motion, seconded by Trustee Walski 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.

0020 - USE OF VILLAGE VEHICLES:

Trustee Coleman made a motion, seconded by Deputy Mayor Jacaruso 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 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.

0021 - PETTY CASH ACCOUNTS:

Deputy Mayor Jacaruso made a motion, seconded by Trustee Coleman and adopted to adopt a policy for petty cash accounts as follows; Village Clerk's Office, \$200.00; Police Department \$200.00; Department of Public Works – (D.P.W.), \$200.00.

0022 - VILLAGE HOLIDAYS:

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

0023 - VILLAGE OFFICE HOURS:

Trustee Coleman made a motion, seconded by Trustee Walski 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.

ANNOUNCEMENTS:**ORANGE COUNTY MOBILE D.M.V. UNIT:**

The mobile unit of the Department of Motor Vehicles will be at the Village Hall parking lot at 9 Fairlawn Drive, Washingtonville on Tuesday, April 9 from 10:00 A.M.

ORANGE COUNTY MOBILE D.M.V. UNIT – (CONTINUED):

– 12:00 P.M. and 1:00 P.M. – 3:30 P.M. for all your motor vehicle needs except for written examinations.

ELECTRONIC RECYCLING DAY:

Electronic Recycling Day will be held on Saturday, April 13 from 8:00 A.M. – 12:00 P.M. at the Town of Blooming Grove Highway Department, 2741 Route 94, Blooming Grove.

SPRING CLEAN-UP:

Spring Clean-Up will be held on Saturday, April 20 from 9:00 A.M. – 1:00 P.M.; Rain Date is Sunday, April 21. All individuals and organizations should meet at Village Hall, 9 Fairlawn Drive between 8:00 A.M. – 8:30 A.M.

WASHINGTONVILLE LITTLE LEAGUE – OPENING DAY PARADE:

Washingtonville Little League will be hosting the Opening Day Parade and Ceremony on Saturday, April 13 at 9:30 A.M. beginning at Washingtonville Senior High School, and ending at Mays Field. Line-up begins at 9:00 A.M. The Mayor indicated that clean-up will also occur at Sewell Park across from the Washingtonville Middle School.

TREES FOR TRIBS PROGRAM:

Mayor DeVinko met with the New York State – Department of Environmental Conservation – (N.Y.S. – D.E.C.) regarding the Trees for Tribs Program. In the Fall, different species of plants and trees will be planted along the Moodna Creek stream bed which helps erosion issues. The last planting took place in 2018, and the majority of the shrubs and trees did not survive. The Fall planting date is to be determined in the near future.

NOTICE OF PUBLIC HEARING – 61 EAST MAIN STREET – HARDSHIP APPLICATION:

A Public Hearing will be held on Monday, April 15 at 7:00 P.M. at Village Hall to consider a hardship application for a project proposed by 61 Main Street Associates, LLC. The applicant is seeking a moratorium variance pursuant to Local Law Number 2 and Number 8 of the year 2023.

CLOVEWOOD D.E.C. PUBLIC HEARING:

Public comment Hearings regarding Clovewood Project will be held on Wednesday, April 3 at 2:00 P.M. and 6:00 P.M. The applicant has applied for a water withdrawal, SPDES Wastewater and incidental Take permits associated with the construction of a 600 unit residential housing subdivision, including driveways, internal roadways and utilities, stormwater features, community facilities, Wastewater Treatment Facility and water supply infrastructure located at 505 Clove Road in the Village of South Blooming Grove. The Village Hall will be open to the public for viewing and participating in the Public Comment Hearing.

**PUBLIC ASSEMBLY PERMIT – WASHINGTONVILLE FIRE DEPARTMENT –
FUNDRAISER CAR SHOW:**

(A) RESOLUTION - 24 - 0024 – Trustee Presser made a motion, seconded by Trustee Walski and adopted 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:

(A) RESOLUTION – 24 - 0025 – Trustee Presser made a motion, seconded by Deputy Mayor Jacaruso and adopted 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 (lowest responsible bidder) at a cost not to exceed \$10,250.00.

PUBLIC COMMENT:

Audience member Steven Tolli of 123 Lewis Court questioned how many coats will be applied to the Pickleball Courts, and Trustee Presser responded two (2) sealers, and two (2) actual color coats.

Patricia Mitchell of 10 York Place inquired what is the price per tree for the Donate a Tree Program, and Mayor DeVinko indicated approximately \$300.00 for each tree.

Edie Johnson of 153 Round Hill Road questioned if residents could attend the Village Hall for the New York State – Department of Environmental Conservation – (N.Y.S. – D.E.C.) meeting, and Mayor DeVinko stated the Village Hall will be open to the public for viewing and participating in the Public Comment Hearing.

Nancy Donaldson of 4 Emerson Drive asked if the D.P.W. were reading meters because an individual in a vest was on the Donaldson lawn today. Superintendent Martino concurred that meters are being read by the D.P.W.

Trisha MacBain of 6 Watson Lane stated that her water turned brown when the D.P.W. were performing maintenance on the Fire Hydrant by her home, and the Mayor commented that hydrant flushing will be done during the third week in April, and residents may see this color water again.

0026 – RESOLUTION - EXECUTIVE SESSION:

Trustee Presser made a motion, seconded by Trustee Walski and adopted to enter into Executive Session to discuss Contract negotiation and personnel matters; no decision will be made; said Resolution passed by a unanimous vote of the Village Board. 5 Ayes, 0 Nays, 0 Abstentions.

0027 – RESOLUTION - RESUMPTION OF MEETING:

Deputy Mayor Jacaruso made a motion, seconded by Trustee Walski and adopted to adjourn the Executive Session, and resume the Village Board Work Session Meeting; said Resolution passed by a unanimous vote of the Village Board. 5 Ayes, 0 Nays, 0 Abstentions.

ADMINISTER OATH OF OFFICE – VILLAGE CLERK – CHRISTINE SHENKMAN:

Village Clerk Christine Shenkman administered the Oath of Office to newly reappointed Architectural Review Board (A.R.B.) member Jeffrey LaDeau, and expressed congratulations and best of luck to Mr. LaDeau.

0028 – RESOLUTION - ADJOURNMENT:

Trustee Presser made a motion, seconded by Trustee Coleman and adopted to adjourn the April 1, 2024 Village Board Work Session Meeting; said Resolution passed by a unanimous vote of the Village Board. 5 Ayes, 0 Nays, 0 Abstentions.

RESPECTFULLY SUBMITTED,

CHRISTINE SHENKMAN

VILLAGE CLERK