Organizational Meeting of the Board of Trustees of the Village of Croton-on-Hudson, NY was held on Monday, December 7, 2020 VIA ZOOM.

1. *CALL TO ORDER*:

Mayor Pugh called the meeting to order at 5:30pm and lead everyone in the Pledge of Allegiance

Prior to the meeting, Village Clerk Paula DiSanto issued the Oaths of Office to Trustee Elect Gallelli, and Trustee Elect Simon.

The following officials were present:

Mayor Pugh	Trustee Gallelli
Village Manager King	Trustee Habib
Village Treasurer Bullock	Trustee Horowitz
Village Attorney Whitehead	Trustee Simon
Village Clerk Paula DiSanto	Secretary to the Village Manager Bryan Healy

Mayor Pugh made the following appointments:

1 Year Terms	
Kristine Gilligan	Deputy Village Clerk
Genette Toone	Deputy Village Treasurer
Joseph Greene	Associate Village Justice
Casey Raskob	Prosecutor Attorney
Marc Cheshire	Village Historian
Ian Murtaugh	Marriage Officer
Thomas Waitkins	Village Assessor
Planning Board - 5 Year Terms	
Robert Luntz	Chair
Steven Krisky	
Zoning Board of Appeals - 5 Year Terms	
Christine Wagner	Chair
James Tuman	Held Over
Doug Olcott	Held Over
Water Control Commission 5 Year Terms	
Stuart Greenbaum	Chair
Mark Goldfarb	Held Over
Advisory Board on the Visual Environment *3 Year Terms*	

John Karpoff	Chair
Paul Parreira	Held Over
Conservation Advisory Council ***2 Year Terms***	
Janet Monahan	Chair
Stephen Gosnell	Held Over
Robert Armanini	Held Over
Bruce Laemmel	Held Over
Carl Grimm	Held Over
Recreation Advisory Committee **3 Year Terms**	
Missy Corvinus	Chair
Thomas Moore	Held Over
Waterfront Advisory Committee **1 Year Terms**	
Bruce Kauderer	Chair
Merrily Besvinick	Held Over
Stuart Greenbaum	Held Over
Ann Gallelli	
Len Simon	
Arts & Humanity Advisory Council **2 Year Terms**	
Jacob Dyer	Chair
Tom Kristich	Held Over
Valerie Leis	Held Over
Lauren Shenfield	Held Over
Diversity & Inclusion Committee ***1 Year Terms***	
Leo Wiegman	(Co-Chair)
Andrew Finkelstein	(Co-Chair)
Maria Modica-Snow	
Daniel Oppenheim	
Ross Erskine	
Jodi Epstein Hoellger	

Tsui Yuen Pappas	
Aliyah Simpson	
Lisa Stefanoff	
Pastor Justin Johnson.	
Liaisons	
Trustee Ann Gallelli	Deputy Mayor
Trustee Simon & Mayor Pugh	Public Safety Committee
Trustee Gallelli & Mayor Pugh	Finance and Auditing
Trustees Horowitz & Gallelli	Library Board
Trustees Gallelli & Simon	Seniors Citizens
Trustees Habib & Simon	Croton Business Council & Business Development Committee
Trustees Horowitz & Gallelli	School Board
Trustee Simon & Mayor Pugh	Inter-Governmental Relations
Trustees Gallelli & Simon	Planning Board
Trustees Gallelli & Simon	Zoning Board of Appeals
Trustees Gallelli & Simon	Water Control Commission
Trustees Simon and Habib	Advisory Board on the Visual Environment
Trustees Horowitz & Mayor Pugh	Conservation Advisory Council
Trustee Habib & Mayor Pugh	Trails Committee
Trustees Horowitz & Habib	Recreation Advisory Committee
Trustee Simon and Mayor Pugh	Bicycle & Pedestrian Committee
Trustees Horowitz & Habib	Diversity and Inclusion Committee
Trustees Horowitz & Habib	Arts and Humanities Advisory Council
Trustees Horowitz & Habib	Arboretum
Trustee Simon & Mayor Pugh	Sustainability Committee

2. RESOLUTIONS:

Resolution #165 of 2020

On motion of TRUSTEE GALLELLI, seconded by TRUSTEE HABIB, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with the following Roll Call Vote: Trustee Habib Aye, Trustee Simon Aye, Trustee Gallelli Aye, Trustee Horowitz Aye, Mayor Pugh Aye

WHEREAS pursuant to General Municipal Law § 104-b, every municipality must adopt a policy governing the procurement of all goods and services which are not

required to be purchased pursuant to the competitive bidding requirements of General Municipal Law § 103; and

WHEREAS on April 21, 2014, the Village Board of Trustees adopted the amended procurement policy which added the use of the Best Value Procurement Standard to the Village procurement policy effective June 1, 2014; and

WHEREAS pursuant to General Municipal Law, Section 39, local governments in the State of New York, including villages, are required to adopt a comprehensive written investment policy; and

WHEREAS on August 15, 2016, the Village Board of Trustees adopted an Investment Policy for the Village; and

WHEREAS on January 17, 2017, the Village Board of Trustees adopted a Fund Balance policy and Debt policy; and

WHEREAS local governments are required to review their policies on an annual basis,

NOW THEREFORE BE IT RESOLVED: that the Board of Trustees hereby approves the attached Procurement, Investment, Fund Balance and Debt Policies for the Village of Croton-on-Hudson.

Resolution #166 of 2020

On motion of TRUSTEE SIMON, seconded by TRUSTEE HOROWITZ, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with the following Roll Call Vote: Trustee Habib Aye, Trustee Simon Aye, Trustee Gallelli Aye, Trustee Horowitz Aye, Mayor Pugh Aye

WHEREAS the Open Meetings Law (OML) requires local governments to notify the news media and public at least 72 hours prior to the holding of any regularly scheduled meeting; and

WHEREAS meetings shall be held on the 1st and 3rd Monday of each month at 6:00 PM (with certain exceptions) and shall be held via videoconference in accordance

with the rules and regulations outlined in Executive Order 202.1 issued by Governor Andrew Cuomo.

NOW THEREFORE BE IT RESOLVED: that the Board of Trustees hereby adopts the attached schedule of Village Board Meetings for the upcoming year.

Resolution #167 of 20120

On motion of TRUSTEE GALLELLI, seconded by TRUSTEE HOROWITZ, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with the following Roll Call Vote: Trustee Habib Aye, Trustee Simon Aye, Trustee Gallelli Aye, Trustee Horowitz Aye, Mayor Pugh Aye.

WHEREAS the designation of an official newspaper is effective for one year and must be one which has general circulation within the village,

NOW THEREFORE BE IT RESOLVED: that the Board of Trustees hereby designates the Gazette as the Village's official newspaper and the Journal News on a as needed basis.

Resolution #168 of 2020

On motion of TRUSTEE HABIB, seconded by TRUSTEE SIMON, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with the following Roll Call Vote: Trustee Habib Aye, Trustee Simon Aye, Trustee Gallelli Aye, Trustee Horowitz Aye, Mayor Pugh Aye

WHEREAS, the Board of Trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies,

NOW THEREFORE BE IT RESOLVED: that the Board of Trustees designates the following institutions as depositories of all monies received by the Village Treasurer and/or her designees:

1. JP Morgan Chase, N.A.
2. TD Bank
3. Sterling National Bank
4. Citibank

5. The Westchester Bank
6. Orange Bank & Trust Company
7. MBIA NYCLASS

Resolution #169 of 2020

On motion of TRUSTEE GALLELLI, seconded by TRUSTEE SIMON, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with the following Roll Call Vote: Trustee Habib Aye, Trustee Simon Aye, Trustee Gallelli Aye, Trustee Horowitz Aye, Mayor Pugh Aye.

WHEREAS the New York State and Local Retirement System requires that the Village establish a standard workday for each employee title for retirement reporting purposes,

NOW THEREFORE BE IT RESOLVED: that the Village of Croton-on-Hudson, Location Code 40065 hereby establishes the following as standard work-days for its employees and will report days worked to the New York State and Local Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the Village Clerk of this body:

Title	Standard Work-Day
ASSOCIATE VILLAGE JUSTICE	7.00
ADMINISTRATIVE INTERN	7.00
ASSESSOR	7.00
ASSISTANT AUTO MECHANIC	8.00
ASSISTANT COURT CLERK	7.00
ASST DISTRICT ATTORNEY(VILLAGE)	7.00
ASST GENERAL FOREMAN	8.00
ASST. BUILDING INSPECTOR	8.00
ASST. VILLAGE ENGINEER	7.00
AUTO MECHANIC	8.00
BUS DRIVER	7.00
COMMISSIONER OF PUBLIC WORKS	8.00
COURT ATTENDANT	7.00
COURT CLERK	7.00

DATA ENTRY OPERATOR	8.00
DEPUTY VILLAGE CLERK	7.00
DEPUTY VILLAGE TREASURER	7.00
FIRE INSPECTOR	7.00
GENERAL FOREMAN	8.00
HARBOR MASTER	7.00
INTERMEDIATE CLERK	7.00
JR CLERK	7.00
LABORER	8.00
LEAD MAIN MECH (AUTO)	8.00
LIFEGUARD	7.00
LIFEGUARD CAPTAIN	7.00
MAINTENANCE WORKER REPAIR	8.00
MAYOR	7.00
MOTOR EQUIP OPERATOR	8.00
OFFICE ASSISTANT	7.00
OFFICE ASST (AUTO)	7.00
PARK ATTENDANT	7.00
PARK RANGER	7.00
PARKING ENFORCEMENT OFFICER	7.00
PARKING OFFICE MANAGER	7.00
PARKS FOREMAN	8.00
POLICE CHIEF	8.00
POLICE DISPATCHER	7.00
POLICE LIEUTENANT	8.00
POLICE OFFICER	8.00
POLICE SERGEANT	8.00
RECREATION ASSISTANT	7.00
RECREATION LEADER	7.00
RECREATION SPECIALIST	7.00
RECREATION SUPERVISOR	7.00
SANITATION WORKER	8.00
SCHOOL CROSSING GUARD	7.00
SEC PLANNING BOARD	7.00
SECRETARY TO VILLAGE MANAGER	7.00
SENIOR ACCOUNT CLERK	7.00

SKILLED LABORER	8.00
SPORTS OFFICIAL(S)	7.00
SR OFFICE ASSISTANT	7.00
SUPT OF PUBLIC WORKS	8.00
VILLAGE CLERK	7.00
VILLAGE ENGINEER	7.00
VILLAGE JUSTICE	7.00
VILLAGE MANAGER	7.00
VILLAGE TREASURER	7.00
VILLAGE TRUSTEE	7.00
WATER MAINT FOREPERSON	8.00
WATER MAINTENANCE WORKER 1	8.00
WATER MAINTENANCE WORKER II	8.00

Resolution #170 of 2020

On motion of TRUSTEE HOROWITZ, seconded by TRUSTEE GALLELLI, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with the following Roll Call Vote: Trustee Habib Aye, Trustee Simon Aye, Trustee Gallelli Aye, Trustee Horowitz Aye, Mayor Pugh Aye

WHEREAS, pursuant to Village Law § 3-306, certain public officials (generally those that have custody or control of village money) are required to execute an undertaking or bond,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees hereby approves the setting of employee Bond levels of $500,000 for the Treasurer, Deputy Treasurer, Court Clerk and Senior Account Clerk.

Resolution #171 of 2020

On motion of TRUSTEE HABIB, seconded by TRUSTEE SIMON, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with the following Roll Call Vote: Trustee Habib Aye, Trustee Simon Aye, Trustee Gallelli Aye, Trustee Horowitz Aye, Mayor Pugh Aye

Whereas Village Law § 4-412 provides that the Board of Trustees may determine its own rules of procedure, and

Whereas, on January 16, 2018 the Board of Trustees adopted Rules of Procedure for the Board of Trustees of the Village of Croton on Hudson, and

Whereas, the Board of Trustees has reviewed the established Rules of Procedure adopted January 16, 2018 and has made certain amendments as to the time and place of meetings and the issuance of reports,

NOW THEREFORE BE IT RESOLVED: that the Board of Trustees hereby adopts the following Rules of Procedure for the Board of Trustees of the Village of Croton on Hudson pursuant to Village Law § 4-412:

I. REGULAR MEETINGS:
The Board of Trustees conducts Regular Meetings on the 1st and 3rd Mondays of each month at 8pm in the Stanley H. Kellerhouse Municipal Building meeting room. Meeting dates that fall on holidays will be moved to the next day. While under Executive Order 202.1 meetings will be held via Zoom and will begin at 6pm.

WORK SESSONS:
The Board of Trustees conducts Work Sessions as needed on the 2nd and 4th Mondays of each month at 7:30pm in the Municipal Building meeting room. Work sessions do not follow the same meeting procedures as Regular Meetings and are held for the purpose of discussion amongst the members of the Board. The presiding officer, at his or her discretion, may invite a member of the public in attendance to offer comment on an agenda topic, but is not compelled to do so. While under Executive Order 202.1 meetings will be held via Zoom and will begin at 6pm.

II. SPECIAL MEETINGS:
Special meetings of the Board of Trustees are all Board meetings other than Regular Meetings. The Mayor or Village Manager may call a Special Meeting upon notice to the entire Board.

III. QUORUM:
A quorum of the Board must be physically present to conduct business. A

quorum of the five-member Board of Trustees is three, regardless of vacancies.

IV. EXECUTIVE SESSIONS:

The Board must hold Executive sessions in accordance with NYS Public Officers Law § 105. All executive sessions must be entered into by a motion made from a properly noticed and conducted open meeting.

V. AGENDAS:

The Clerk and Manager will prepare the agenda at the direction of the Mayor. The Village will publish Agendas for both Regular and Work Session Meetings as notice to the public the Friday before the meeting. However, the Mayor, the Village Manager, or a majority of the Board of Trustees may add items at any time. If necessary, a supplemental agenda may be distributed at the beginning of the meeting.

a. Any two members of the Board of Trustees may, by motion at a regular meeting, place an item on the agenda for a subsequent meeting.

VI. VOTING:

Pursuant to the New York State Village Law and General Construction Law, each member of the Board has one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally authorized voting power (3 or more) is necessary to pass a matter unless otherwise specified by State law. For example, bond resolutions require a majority of four or more. A vote upon any question must be taken by ayes and noes, and the names of the members present, and their votes must be entered in the minutes.

VII. GENERAL RULES OF PROCEDURE:

a. The Mayor presides at the meeting. In the Mayor's absence, the Deputy Mayor presides at meetings of the Board. The presiding officer may debate, move and take any action that may be taken by other members of the Board.
b. Each board member must be given the opportunity to speak on

every issue. Board members are not required to rise, but in the interests of orderly discussion must be recognized by the presiding officer before making motions and speaking.

c. Every motion must be seconded before being put to a vote; all motions must be recorded in their entirety in the Board's minutes.

d. Once recognized, a member may not be interrupted when speaking unless it is to call the member to order. If a member is called to order, the member must stop speaking until the question of order is determined, and, if in order, the member must be permitted to proceed. There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained and require a two-thirds vote to pass.

e. Reports: Each Board member is required to report on the committee or board he or she is liaison to during the Report Section of the agenda.

VIII. GUIDELINES FOR PUBLIC COMMENT:

a. The public may speak only during the Public Comment periods of the meeting or at such other time as a majority of the Board allows.

b. Speakers must step to the front of the room.

c. Speakers must give their name, address and the identity of their organization, if applicable.

d. Speakers must be recognized by the presiding officer.

e. Speakers must limit their remarks to five minutes per public comment period. Depending on the number of people who wish to speak on a specific subject, at the discretion of the Mayor, time limits of three minutes per person, or other similar time frame, may be applied to each speaker.

f. Speakers may not yield any remaining time they may have to another speaker.

g. Board members may, with the permission of the Mayor, or presiding officer, interrupt a speaker during their remarks, but only for the purpose of clarification or information.

h. All remarks must be addressed to the Board as a body and not to specific members thereof or the audience.

i. Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
j. Interested parties or their representatives may address the Board by written communications. For public hearings written communications submitted in advance are considered at the hearings and provided as back up material.
k. During the comment period speakers may address the Board on issues affecting the Village, the Board will respond to specific questions if the information is immediately available during the Report section of the meeting, if not, as soon as it is practical.
l. The aforementioned public comment guidelines apply to all regular meetings. However, during public hearings the Mayor or presiding officer may recognize questions from the floor.

IX. MINUTES:

a. The Clerk or Clerk's designated representative is responsible for taking the minutes of the Board. Minutes must consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes must be taken at executive session of any action that is taken by formal vote. Executive session minutes must consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law (FOIL). Minutes are not recorded for work sessions unless an action is taken by the Board at that meeting.

b. Minutes must also include the following:
   1. Name of the Board
   2. Date, place and time of meeting
   3. Notation of the presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment
   4. Name and title of other village officials and employees participating in the meeting and the names of audience members that have signed a voluntary sign-in sheet.

5. A summary of communications presented to the Board Record of reports made by Board or other village personnel; and

6. Time of adjournment; and signature of Clerk or person who took the minutes if not the Clerk.

7. The Clerk or Clerk's designated representative is responsible for creating a draft of the minutes within the timeframe provided for under the New York State Open Meetings Law. The Board of Trustees approves the minutes at the next board meeting. Amendments to the minutes require approval of the Board of Trustee by a majority vote.

X. GUIDELINES FOR USE OF RECORDING EQUIPMENT:

All regular and work session meetings of the Board are webcast and televised to the extent possible. All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. Recording should be done in a manner that does not interfere with the meeting. The mayor, or presiding officer, may determine whether the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the village board, size of the equipment, and the ability of the public to participate in the meeting. If the recording is determined to be intrusive and interferes with the meeting, the mayor, or presiding officer, may direct that the recording be stopped or undertaken in a different manner or location.

XI. ADJOURNMENT:

Meetings shall be adjourned by motion.

XII. AMENDMENTS TO THE RULES OF PROCEDURE:

The Board of Trustees may amend the foregoing procedures by a majority vote.

Resolution #172 of 2020

On motion of TRUSTEE HABIB, seconded by TRUSTEE SIMON, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with the following Roll Call Vote: Trustee Habib Aye, Trustee Simon Aye, Trustee Gallelli Aye, Trustee Horowitz Aye, Mayor Pugh Aye

WHEREAS the Village Board adopted a resolution on March 19, 2001 establishing the standard work-day for all village employees including elected and appointed officials for the purpose of reporting to the New York State and Local Retirement System.

WHEREAS, the New York State and Local Retirement System (NYSLRS) has set certain reporting requirements that apply to elected and appointed officials whose terms started on or after August 12, 2009, who are members of the NYSLRS and who do not participate in their employee's time keeping system; and

WHEREAS based on this requirement, the Village must establish a standard workday for each of these elected and appointed offices, specify the expectation of each term, designate the number of days to be reported for each official and certify receipt of record of activities.

NOW THEREFORE BE IT RESOLVED: that the Village of Croton-on-Hudson hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted to the Village Clerk:

ELECTED OFFICIALS:

TITLE	NAME	SS#	REG#	STANDARD WORK DAY	TERM BEGINS/ENDS	PARTICIPATES IN A RECORD KEEEPING SYSTEM	DAYS /MONTHS	TIER 1	NOT SUBMITTED NO REC OF ACTIVITY COMPLETED OR TIMEKEEPING SYSTEM
MAYOR	BRIAN PUGH		XXXX	7.0	12/02/19-12/06/2021	NO		NO	X
TRUSTEE	ANN GALLELLI	XXXX	XXXX	7.0	12/07/2020-12/05/2022	NO	3.22	NO	
VILLAGE JUSTICE	SAM WATKINS	XXXX	XXXX	7.0	12/03/18-12/05/22	NO	3.03	NO	

*For the purpose of this resolution only

TITLE	NAME	SS#	REG#	STANDARD WORK-DAY	TERM BEGINS/ENDS	PARTICIPATES IN A RECORD KEEPING SYSTEM	DAYS/ MONTHS	TIER 1	NOT SUBMITTED NO REC OF ACTIVITY COMPLETED OR TIME KEEPING SYSTEM
VILLAGE MANAGER	JANINE KING	XXXX	XXXX	7.0	12/02/19-12/06/2021*	YES	N/A	NO	
VILLAGE CLERK	PAULINE DISANTO	XXXX	XXXX	7.00	12/02/19-12/06/2021	YES	N/A	NO	
DEPUTY VILLAGE CLERK	KRISTINE GILLIGAN	XXXX	XXXX	7.00	12/07/2020-12/06/2021	YES	N/A	NO	
TREASURER	SANDRA BULLOCK	XXXX	XXXX	7.00	12/02/19-12/06/2021	YES	N/A	NO	
DEPUTY TREASURER	GENETTE TOONE	XXXX	XXXX	7.00	12/07/2020-12/06/2021	YES	N/A	NO	
ASST DISTRICT ATTORNEY	CASEY RASKOB	XXXX	XXXX	7.00	12/07/2020-12/06/2021	YES	N/A	NO	

* For purposed of this resolution only

There being no comments to come before the Board a motion to close Organizational Meeting was made by Trustee Habib. Motion seconded by Trustee Gallelli and approved with a 5-0 vote. Meeting adjourned at 5:50pm.

Respectfully submitted
Judy Weintraub, Board Secretary

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Paula DiSanto, Village Clerk