

Organizational Meeting of the Board of Trustees of the Village of Croton-on-Hudson, NY, held on Monday, December 2, 2024, in the Georgianna Grant Meeting Room at the Stanley Kellerhouse Municipal Building, Van Wyck Street, Croton-on-Hudson, NY 10520.

The following officials were present:

Mayor Pugh	Trustee Simon
Village Manager Bryan Healy	Trustee Nicholson
Village Attorney Joshua Subin	Trustee Slippen
Village Treasurer Daniel Tucker	

The following officials were absent:

Trustee Politi	9
Assistant to the Village Manager Emily Giovannelli	10

1. Mayor Pugh called the meeting to order at 6:55pm and led everyone in the pledge of allegiance.

2. Announcement of Election Results:

<https://play.champds.com/ATT/crotononhudsonny/2024-11/b783a0b2b0e0a459788eec6c6066c2f45d433753.pdf>

3. Appointment of Village Officers and Board/Committee Members

On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the Board of Trustees of the Village of Croton on Hudson approved the appointment of the following Village Officials. Motion was approved with a 4-0 vote.

Pauline DiSanto	Registrar of Vital Statistics	Term Expiring December 2025
Bryan Healy	Deputy Registrar of Vital Statistics	Term Expiring December 2025
Bryan Healy	Deputy Village Clerk	Term Expiring December 2025
Genette Toone	Deputy Village Treasurer	Term Expiring December 2025
Joseph Green	Associate Village Justice	Term Expiring December 2025
Casey Raskob	Village Prosecutor	Term Expiring December 2025
Marc Cheshire	Village Historian	Term Expiring December 2025
Roger Miller	Village Assessor	HOLDOVER
Ian Murtaugh	Marriage Officer	Term Expiring December 2025
Len Simon	Deputy Mayor	Term Expiring December 2025

On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the Board of Trustees of the Village of Croton on Hudson approved the appointment of the following Board and Committee Members. Motion was approved with a 4-0 vote.

Doug Olcott	Zoning Board of Appeals	Term Ending December 2029
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William Pfrang	Water Control Comm.	Term Ending December 2029
Matthew Berger	Visual Environment Board	Term Ending December 2027
Lance Amato	Conservation Adv. Council	Term Ending December 2026
John Ealer	Conservation Adv. Council	Term Ending December 2026
Cristina Alvarez Arnold	IDEA Committee	Term Ending December 2025
Maria Modica-Snow	IDEA Committee	Term Ending December 2025
Faith Rivers	IDEA Committee	Term Ending December 2025
Sherry Horowitz	IDEA Committee	Term Ending December 2025
Teri Lukin	Police Adv. Committee	Term Ending December 2027
Jim Miller	Police Adv. Committee	Term Ending December 2027
Steven Krisky	Waterfront Adv. Committee	Term Ending December 2025
Stuart Greenbaum	Waterfront Adv. Committee	Term Ending December 2025
Len Simon	Waterfront Adv. Committee	Term Ending December 2025
Cara Politi	Waterfront Adv. Committee	Term Ending December 2025
Eren Johnson	Arts & Humanities Adv. Council	Term Ending December 2026
Bob Whiting	HEART Committee	Term Ending December 2027

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2 Mayor Pugh made the following Liaison Appointments

	Primary Liaison	Secondary Liaison
Advisory Board on the Visual Environment	Maria Slippen	Cara Politi
Arboretum	Brian Pugh	Nora Nicholson
Arts & Humanities Adv. Council	Maria Slippen	Nora Nicholson
Bicycle-Pedestrian Comm.	Len Simon	Brian Pugh
Business Development & Business Council	Len Simon	Cara Politi
Conservation Adv. Council	Brian Pugh	Nora Nicholson
Finance & Auditing	Len Simon	Brian Pugh
Fire Council	Len Simon	Brian Pugh
HEART Committee	Len Simon	Brian Pugh
IDEA Committee	Cara Politi	Nora Nicholson
Intergovernmental Relations	Len Simon	Brian Pugh
Library Board	Nora Nicholson	Cara Politi
Planning Board	Len Simon	Brian Pugh
Police Adv. Committee	Nora Nicholson	Len Simon
Recreation Adv. Committee	Nora Nicholson	Maria Slippen
School Board	Cara Politi	Nora Nicholson
Senior Citizens	Len Simon	Cara Politi
Sustainability Committee	Brian Pugh	Len Simon
Water Control Comm.	Len Simon	Nora Nicholson
Zoning Board of Appeals	Len Simon	Brian Pugh

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1 On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the Board of
2 Trustees of the Village of Croton on Hudson approved the appointment of the following
3 Chair Appointments. Motion was approved with a 4-0 vote.

Planning Board	Chair	Robert Luntz	Term Ending December 2025
Planning Board	Vice Chair	Geoff Haynes	Term Ending December 2025
IDEA Advisory Committee	Chair	Cristina Alvarez Arnold	No Term
Zoning Board of Appeals	Chair	Christine Wagner	Term Ending December 2025
Recreation Advisory Committee	Chair	Debi Braddick	No term for adv. committee

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5 **Resolution #228 of 2024 - Adoption of Board Policies**

6 On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the following
7 resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New
8 York with a 4-0 vote.

9 WHEREAS pursuant to Labor Law § 27-b, local governments in the State of New York,
10 including villages, are required to adopt a workplace violence prevention policy for the
11 protection of all employees, and

12 WHEREAS on June 5, 2006, the Village Board of Trustees adopted a Workplace Violence
13 Prevention Policy, and

14 WHEREAS pursuant to General Municipal Law § 104-b, every municipality must adopt a
15 policy governing the procurement of all goods and services which are not required to be
16 purchased pursuant to the competitive bidding requirements of General Municipal Law §
17 103, and

18 WHEREAS on February 13, 2023, the Village Board of Trustees adopted the amended
19 procurement policy which added the requirements of the Green Purchasing Communities
20 program, and

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

24 WHEREAS on August 15, 2016, the Village Board of Trustees adopted an Investment
25 Policy for the Village; and WHEREAS, pursuant to Labor Law § 201, local governments in

the State of New York, including villages, are required to adopt a sexual harassment prevention policy for the protection of all employees, and

WHEREAS on October 15, 2018, the Village Board of Trustees adopted a Sexual Harassment Prevention Policy, and

WHEREAS pursuant to Technology Law § 208, local governments in the State of New York, including villages, are required to adopt a breach notification policy addressing potential identity theft related to security breaches, and

WHEREAS on February 19, 2019, the Village Board of Trustees adopted a Breach Notification Policy, and

WHEREAS while not required under New York State Law, the Village Board of Trustees adopted a Fund Balance Policy and Debt Policy on January 17, 2017, in furtherance of its goal for sound financial management of the Village, 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 Workplace Violence Prevention, Procurement, Investment, Fund Balance, Debt, Sexual Harassment Prevention and Breach Notification policies for the Village of Croton-on-Hudson.

Resolution of #229-2024-Setting of Meeting Times and Places

On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with a 4-0 vote.

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 first Monday and third Wednesday of December in 2024, and the second and fourth Wednesdays beginning January 2025 (with certain exceptions), at 7:00 PM in the Georgianna Grant Meeting Room at the Stanley H. Kellerhouse Municipal Building, 1 Van Wyck Street, Croton-on-Hudson,

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

<https://play.champds.com/ATT/crotononhudsonny/2024-12/24e481304c22157a548031c67e621f0a0a366d4b.pdf>

Resolution #230 of 2024 - Designation of Official Newspapers

On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with a 4-0 vote.

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 official newspaper for the Village of Croton-on-Hudson, and

BE IT FURTHER RESOLVED that The Journal News is designated as an official newspaper on an as-needed basis.

Resolution #231 of 2024 - Designation of Depositories

On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with a 4-0 vote.

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 his designees:

1. JP Morgan Chase, N.A.
2. TD Bank
3. Webster Bank
4. Orange Bank & Trust Company
5. MBIA NYCLASS
6. Flushing Bank
7. M&T Bank

Resolution #232 of 2024 - Setting of Standard Workday Hours for Employees

On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with a 4-0 vote.

1 WHEREAS the New York State and Local Retirement System requires that the Village
2 establish a standard workday for each employee title for retirement reporting purposes,
3 NOW THEREFORE BE IT RESOLVED that the Village of Croton-on-Hudson, Location Code
4 40065 hereby establishes the following as standard workdays for its employees and will
5 report days worked to the New York State and Local Retirement System based on the
6 time keeping system or the record of activities maintained and submitted by these
7 members to the Village Clerk of this body:

Title	Standard Workdays
ASSOCIATE VILLAGE JUSTICE	7.00
ASSISTANT COURT CLERK	7.00
ASSISTANT COURT CLERK (SPANISH SPEAKING)	7.00
ASST. DISTRICT ATTORNEY (VILLAGE)	7.00
ASST. GENERAL FOREMAN	8.00
ASST. BUILDING INSPECTOR	7.00
ASST. VILLAGE ENGINEER	7.00
ASST. TO VILLAGE MANAGER	7.00
AUTO MECHANIC	8.00
BUS DRIVER	7.00
CARETAKER	8.00
CODE ENFORCEMENT OFFICER	8.00
COURT ATTENDANT	7.00
COURT CLERK	7.00
DEPUTY VILLAGE CLERK	7.00
DEPUTY VILLAGE TREASURER	7.00
FIRE INSPECTOR	7.00
GENERAL FOREMAN	8.00
HARBOR MASTER	7.00
HEAVY MOTOR EQUIP OPERATOR	8.00
INTERMEDIATE CLERK	7.00
JUNIOR ACCOUNTANT	7.00
JUNIOR CLERK	7.00
LABORER	8.00
LEAD MAINT 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 ASST (AUTO SYS) - DPW	8.00
OFFICE ASST (AUTO SYS) – ENGINEERING	7.00
PARK ATTENDANT	7.00
PARK RANGER	7.00
PARKING ENFORCEMENT OFFICER	8.00
PARKING ENFORCEMENT OFFICER/ SCHOOL CROSSING GUARD	7.00
PARKING OFFICE MANAGER	8.00
PERMIT CLERK (SPANISH SPEAKING)	7.00
POLICE CHIEF	8.00
POLICE DISPATCHER	8.00
POLICE LIEUTENANT	8.00
POLICE OFFICER	8.00
POLICE OFFICER (SPANISH SPEAKING)	8.00
POLICE SERGEANT	8.00
RECREATION ASSISTANT	7.00
RECREATION ATTENDANT	7.00
RECREATION LEADER	7.00
RECREATION SPECIALIST	7.00
SCHOOL CROSSING GUARD	7.00
SECRETARY TO VILLAGE MANAGER	7.00
SKILLED LABORER	8.00
SR OFFICE ASSISTANT (AUTO SYS)	7.00
SUPT OF PUBLIC WORKS	8.00
SUPT OF RECREATION	7.00
VILLAGE ASSESSOR	7.00
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

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2 **Resolution #233 of 2024 - Setting of Employee Bond Levels**

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On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with a 4-0 vote.

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

NOW THEREFORE BE IT RESOLVED that the Board of Trustees hereby approves the setting of bond levels at \$500,000 for the following elected and appointed officials: Village Justice, Associate Village Justice, Village Treasurer, Deputy Village Treasurer and Village Clerk, and

BE IT FURTHER RESOLVED that the following employees, as a result of their job duties, shall also have bond levels set at \$500,000: Secretary to the Village Manager, Junior Accountant, Court Clerk and Assistant Court Clerk, and

BE IT FURTHER RESOLVED that the expense of such bonding shall be a charge upon the Village and payable from A1910.4000.

Resolution #234 of 2024 - Adoption of Rules of Procedure for Board of Trustees

On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with a 4-0 vote.

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 on August 2, 2021, the Board of Trustees amended the Rules of Procedure for the Board of Trustees, and

WHEREAS the Board of Trustees has determined that revisions to the Rules of Procedure are necessary to ensure they reflect the current operational needs and best practices of the Village,

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

DISCUSSION:

1 A Consent Agenda consists of routine, procedural, informational, and self-explanatory
2 items, as proposed by the Village Manager and accepted or modified in the sole discretion
3 of the Mayor, combined together for a single vote of the Village Board without debate or
4 discussion. a. When the Consent Agenda is reached on the Agenda, the Mayor shall
5 inquire if any member of the Village Board objects to any item or items listed on the
6 Consent Agenda. Such objection, when seconded by another member of the Village
7 Board, shall result in the item or items being returned to the regular portion of the
8 Agenda and taken up as the first item(s) of the resolution portion of the meeting. b. The
9 consideration of the Village Budget (including amendments thereof), the adoption of
10 Local Laws, substantive action on land-use matters (e.g., special permits), the approval
11 of collective bargaining agreements and the hiring of Village employees, may not be
12 placed on the Consent Agenda.

13 **Resolution #235 of 2024 Setting of Standard Workday for Elected and**
14 **Appointed Officials**

15 On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the following
16 resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New
17 York with a 4-0 vote.

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

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

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

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

33 **ELECTED OFFICIALS:**

TITLE	NAME	SS#	REG#	STANDARD WORKDAY	TERM BEGINS/ ENDS	RECORDS OF ACTIVITIES RESULTS	NOT SUBMITTED	TIER 1	PAY FREQUENCY
MAYOR	BRIAN PUGH	XXXX	XXXX	7.00	12/04/2023- 12/01/2025		X	NO	MONTHLY
VILLAGE JUSTICE	SAM WATKINS	XXXX	XXXX	7.00	12/05/2022- 12/07/2026	3.39		NO	MONTHLY
TRUSTEE	IAN MURTAUGH	XXXX	XXXX	7.00	11/27/2023- 12/02/2024	3.09	x	NO	MONTHLY

Resolution #236 of 2024 - Adoption of Mileage Reimbursement Rate

On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with a 4-0 vote.

WHEREAS the Board of Trustees would like to establish 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, and

WHEREAS per Village Law § 5-524(7), such rate must be determined by resolution of the Board of Trustees, and

WHEREAS the Internal Revenue Service (IRS) annually sets a maximum rate for reimbursement for business-related expenses,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees shall approve reimbursement to such officers and employees at the rate established by the IRS provided that such vehicle use for business purposes has been approved in advance by the Village Manager.

Resolution #237 of 2024 - Advance Approval of Claims

On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with a 4-0 vote.

WHEREAS the Board of Trustees of the Village of Croton-on-Hudson has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, and

1 WHEREAS all such claims must be presented at the next regular meeting for audit, and
2 WHEREAS the claimant and the officer incurring or approving the claim are jointly and
3 severally liable for any amount the Board of Trustees disallows,

4 NOW THEREFORE BE IT RESOLVED that the Board of Trustees authorizes payment in
5 advance of audit of claims for public utility services, postage, freight and express
6 charges. All such claims must be presented at the next regular meeting for audit and the
7 claimant and the officer incurring or approving the claims are jointly and severally liable
8 for any amount the Board of Trustees disallows, and

9 BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

10 **Resolution #238 of 2024 - Adoption of Conference & Travel Policy**

11 On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the following
12 resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New
13 York with a 4-0 vote.

14 WHEREAS various conferences, seminars and trainings are held throughout the year that
15 may be of interest for Village officials and employees to attend, and

16 WHEREAS the Village benefits from the knowledge gained at these conferences, seminars
17 and trainings, and

18 WHEREAS under General Municipal Law §77-b, attendance at such conferences, seminars
19 and training must be approved in advance, and

20 WHEREAS under General Municipal Law §77-b, the approval authority granted to the
21 Board of Trustees may be delegated to any executive officer, and

22 WHEREAS General Municipal Law §72-g authorizes attendance at conferences, seminars
23 and training by members of a volunteer fire department, and

24 WHEREAS a Conference and Travel Policy has been drafted to reflect the above and
25 provide additional guidance,

26 NOW THEREFORE BE IT RESOLVED that the Village Board of Trustees hereby adopts the
27 Conference and Travel Policy for the Village of Croton-on-Hudson, and

28 BE IT FURTHER RESOLVED that such approval by the Village Manager shall only be given
29 in accordance with the appropriated funding in each year's budget for attendance at such
30 conferences, seminars and trainings.

Resolution #239 of 2024 - Authorization to Execute Contracts for Professional Services

On motion of TRUSTEE NICHOLSON, seconded by TRUSTEE SIMON, the following resolution was adopted by the Board of Trustees of the Village of Croton-on-Hudson, New York with a 4-0 vote.

WHEREAS the Village of Croton-on-Hudson engages professional services to support its legal and planning needs, and

WHEREAS Bond, Schoeneck & King, PLLC has submitted a retainer engagement letter to continue providing legal services for the period from December 1, 2024, through November 30, 2025, as outlined in the engagement letter dated November 18, 2024,, and

WHEREAS McCarthy Fingar, LLP has submitted a Village Attorney Retainer Agreement to act as legal counsel for the Village, including general municipal and land use matters, as outlined in the agreement dated November 22, 2024, and

WHEREAS AKRF, Inc. has submitted a renewal contract for on-call planning and environmental consulting services for the calendar year 2025, as detailed in the agreement dated November 20, 2024,

NOW THEREFORE BE IT RESOLVED that the Village Board of Trustees hereby authorizes the Village Manager to execute the following agreements on behalf of the Village of Croton-on-Hudson:

The retainer engagement letter with Bond, Schoeneck & King, PLLC
The Village Attorney Retainer Agreement with McCarthy Fingar, LLP
The on-call planning and environmental consulting services contract with AKRF, Inc.

There being no further comments to come before the Board, a motion to close the meeting was made by Trustee Simon. Motion was seconded by Trustee Nicholson and approved with a 4-0 vote. Meeting adjourned at 7:15pm

Respectively submitted,

Judy Weintraub, Board Secretary

Paula DiSanto, Village Clerk