



AGENDA
APRIL 15, 2015
BOARD OF TRUSTEES
VILLAGE OF BRIARCLIFF MANOR, NEW YORK
REGULAR MEETING – 8:00 PM

1. Continued Public Hearing Fiscal Year 2015-2016 Tentative Budget

Board of Trustees Announcements

Village Managers Report

Public Comments

2. Confirmation of Fire Department Election *(waiting for document)*
3. Authorize Village Manger to Execute an Extension to an Agreement –
NYS DOT 2015-2016 Snow & Ice Agreement
4. Award of Bid – Library and Community Center Generator
5. Minutes
 - March 30, 2015
 - April 8, 2015

**THE NEXT REGULAR BOARD OF TRUSTEES MEETING WILL BE MAY 6,
2015 AT 8:00PM**

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
APRIL 15, 2015

**1. CONTINUED PUBLIC HEARING FOR FISCAL YEAR 2015-2016
TENTATIVE BUDGET**

BE IT RESOLVED, that the Board of Trustees does hereby close the Public Hearing for the Fiscal Year 2015-2016 Tentative Budget.

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
APRIL 15, 2015

3. **AUTHORIZE VILLAGE MANAGER TO EXECUTE AN EXTENSION TO AN AGREEMENT WITH NEW YORK STATE DEPARTMENT OF TRANSPORTATION TO THE SNOW AND ICE AGREEMENT FOR 2015-2016**

BE IT RESOLVED that the Village Manager is hereby authorized and directed to execute an agreement with the New York State Department of Transportation to extend the Indexed Lump Sum Municipal Snow and Ice Agreement for the period from July 1, 2015 through June 30, 2016 in the amount of \$5,189.53.

| Contract # | Municipality | Ext. season | Region # |
|------------|---|-------------|----------|
| D014708 | Village of Briarcliff Manor / N. Westchester County | 2015/16 | 8 |

AGREEMENT TO EXTEND INDEXED LUMP SUM MUNICIPAL SNOW AND ICE AGREEMENT

This Agreement made this _____ day of _____, _____ by and between THE PEOPLE OF THE STATE OF NEW YORK (hereinafter referred to as "STATE"), acting by and through the Commissioner of Transportation of the State of New York (hereinafter referred to as "COMMISSIONER"), and the _____ of the Village of Briarcliff Manor of **N. Westchester County** (hereinafter referred to as "MUNICIPALITY") as follows:

WHEREAS, the COMMISSIONER and the MUNICIPALITY have entered into an Agreement No. D014708 entitled "Indexed Lump Sum Snow and Ice Agreement between the New York State Department of Transportation and the Municipality of Village of Briarcliff Manor dated November 16, 2001 ;and

WHEREAS, the term of the said Agreement is for a period of three years commencing July 1,2000 and the said Agreement provides that the parties may at the end of each year of the term of the Agreement extend such term for an additional year; and

WHEREAS, the present term of the Agreement, as extended, expires June 30, **2015**; and

WHEREAS, Section 7 of the said Agreement provides that the COMMISSIONER shall furnish the MUNICIPALITY with a suitable map for each term of the Agreement, or for any extended term thereof, modified to show the changes, if any, to the State Highways affected by this Agreement.

WHEREAS, Section 9 of the said Agreement provides for an annual update of the estimated expenditure to be determined by the COMMISSIONER subject to the provisions of Section 9 at the time for extension of the Agreement;

WHEREAS, Section 9 of the said Agreement also provides for an adjustment to the actual payment amount based on the intensity and severity of the winter season;

NOW, THEREFORE, in consideration of the mutual covenants and benefits between the parties,

WITNESSETH:

1. The aforementioned "Indexed Lump Sum Snow and Ice Agreement Between New York State Department of Transportation and the MUNICIPALITY" is hereby extended for a period of one year; now to expire on June 30, **2016**, unless further extended.

2. The State Highways or parts thereof affected by this Agreement are as delineated on the attached map, agreed upon by the COMMISSIONER and the MUNICIPALITY, which shall be effective for the remainder of the term of the Agreement commencing July 1, **2015**, unless changed by future agreement between the COMMISSIONER and the MUNICIPALITY.

3. All the terms and conditions of the original contract remain in effect except as follows. The indexed lump sum estimated expenditure specified in Section 9 of the aforementioned Agreement shall be \$ **\$2,075.81** per lane mile for **2.50** lane miles for a total of \$ **\$ 5,189.53** for the **2013/14** season and for the remainder of the term of the Agreement commencing July 1, **2013**, unless changed by future update.

IN WITNESS WHEREOF, This Agreement has been executed by the State, acting by and through the duly authorized representative of the COMMISSIONER, and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first above written.

over :

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
APRIL 15, 2015

4. AWARD OF BID – LIBRARY AND COMMUNITY CENTER GENERATOR

WHEREAS the Village received 4 bids for the Library and Community Center Generator Project (VM-1415-12); and

WHEREAS two bids were disqualified for nonconformance with the bid specifications; and

NOW, THEREFORE, BE IT RESOLVED that the bid for the Library and Community Center Generator Project (VM-1415-12) is hereby awarded to the lowest qualified bidder Cummins Power Systems, LLC with their bid proposal of \$127,500 which will be charged to budget code H.1440.201.15840.

BE IT FURTHER RESOLVED that the Village Manager is hereby authorized and directed to execute a contract with Cummins Power Systems, LLC for said project.



MEMORANDUM

April 2, 2015

To: Philip E. Zegarelli – Village Manager

P2

From: David J. Turiano, P.E.

DT

Re: **Library and Community Center Construction:**
VM-1415-12 Supply and Delivery of a
200 kW Generator and Transfer Switch

Bids were opened on March 10, 2015, at 11:00 a.m. for the above referenced project centered on the Library and Community Center. Present at the bid opening were Gerald Quartucio, Assistant Building Inspector, and Sonja Goldstein-Suss.

A total of four bids were received ranging from \$108,904.00 to \$129,966.00 as provided below. The bids themselves were set as “lump sum” based with a total bid for all required work with several variables.

| Supplier | Total Adjusted Bid |
|-----------------------------|--------------------|
| H.O. Penn Machinery Company | \$ 108,904.00* |
| Peak Power Systems | \$ 115,000.00* |
| Academy Electrical | \$ 129,966.00** |
| Cummins Power Systems, LLC | \$ 127,500.00** |

The bids were reviewed by the Village’s Consulting Engineer, TSF Engineering, P.C. As part of their review, an “apples-to-apples” comparison was performed as each of the vendors quoted the generators with different options. These qualifying bids are noted with a double asterisk. In addition, two of the vendors noted with a single asterisk, Academy Electrical and H.O. Penn Machinery Company Inc. were disqualified as their equipment did not conform to Village specifications as to manufacturer. Over the past several years, as part of the Village’s miscellaneous infrastructure upgrade projects, the Village has sourced all of its generators from two manufacturers in an effort to solidify maintenance; operational procedures; and, to focus on maintenance of commercial grade, serviceable equipment.

We have targeted available funding as follows:

| Fund ¹ | Amount |
|-------------------------------|--------------|
| H.1440.201.15840 (CCAP Grant) | \$ 50,000.00 |
| Friends of Library Gift | \$ 77,500.00 |
| Total | \$127,500.00 |

Based on the above, it is my recommendation that the Village of Briarcliff Manor award the contract to Cummins Power Systems, LLC at a cost of \$127,500.00. The VBM has purchased several generators in the past from Cummins Power Systems, LLC without any issues.

Please feel free to contact me if you have any questions relating to the above.

Attachments

Village Board of Trustees
Regular Meeting
March 30, 2015
7:30 p.m.

The Regular Meeting of the Board of Trustees of the Village of Briarcliff Manor, New York was held in the Village of Briarcliff Manor Village Hall, at 1111 Pleasantville Road, Briarcliff Manor, New York on the 30th of March, 2015 commencing at 7:30 p.m.

Present

William J. Vescio, Mayor
Lori A. Sullivan, Deputy Mayor
Cesare DeRose, Jr.
Mark Pohar, Trustee
Mark L. Wilson, Trustee

Also Present

Philip Zegarelli, Village Manager
Christine Dennett, Village Clerk
Robin Rizzo, Village Treasurer
Clinton Smith, Village Counsel

Public Hearing Fiscal Year 2015-2016 Tentative Budget (to be continued to April 15th)

Upon motion by Trustee Wilson, seconded by Trustee Pohar, the Board voted unanimously to open the public hearing.

Mayor Vescio explained the timeline regarding the budget process.

Village Manager Zegarelli gave a presentation on the Tentative Budget for Fiscal Year 2015-2016.

Upon motion by Trustee Pohar, seconded by Deputy Mayor Sullivan, the Board voted unanimously to adjourn the public hearing to April 15, 2015 at 8:00pm.

Continued Public Hearing to Amend Chapter 220, Zoning to Allow For Mixed Use Residential/Commercial Uses Within a New CB1 Central Business District 1 and a New CB2 Business District 2

Upon motion by Trustee Wilson, seconded by Deputy Mayor Sullivan, the Board voted unanimously to reopen the public hearing.

The Board had general discussion regarding amending language in the proposed local law.

Upon motion by Deputy Mayor Sullivan, seconded by Trustee DeRose, the Board voted unanimously to amend the proposed local law to delete 220-6L2B in its entirety and insert the language into the Schedule of Uses in 220-3:5.

Upon motion by Deputy Mayor Sullivan, seconded by Trustee DeRose, the Board voted unanimously to close the Public Hearing.

Upon motion by Trustee DeRose, seconded by Trustee Wilson, the Board voted unanimously to approve the following resolution:

**State Environmental Quality Review Act Determination
Negative Declaration
Mixed Use Zoning Amendments**

WHEREAS, the Board of Trustees ("Board of Trustees") of the Village of Briarcliff Manor, New York ("Village") is considering amendments to Village Code Chapter 220, Zoning, to add new CB1 (Central Business District 1) and CB2 (Central Business District 2) mixed use zoning districts and district regulations and amendments to the Village Zoning Map to remap approximately 40 acres of land along Pleasantville Road, Route 9A, and North State Road, with the area west of Route 9A rezoned to the new CB1 District and the area east of Route 9A rezoned to the new CB2 District ("Proposed Action"); and

WHEREAS, the Board of Trustees has determined that the Proposed Action is subject to the State Environmental Quality Review Act ("SEQRA"), that the Proposed Action has primarily local impacts, that the Proposed Action does not involve any federal agency, and that the Proposed Action will not involve other agencies and the Board of Trustees is the only agency which has authority to undertake, fund, or approve the Proposed Action; and

WHEREAS, the Board of Trustees as the only involved agency is the lead agency for the environmental review of the Proposed Action; and

WHEREAS, the Board of Trustees received and reviewed a full Environmental Assessment Form, Parts 1 & 2 dated December 10, 2012, prepared on its behalf by Village Planning Consultant BFJ Planning for assessment of the Proposed Action ("Full EAF") with draft amendments for the Proposed Action included therein; and

WHEREAS, based on the information contained in the Full EAF, Village consultants have advised the Board of Trustees that the proposed action is an Type 1 Action under SEQRA; and

WHEREAS, a duly advertised public hearing pursuant to NYS Village Law §7-708 was held at Village Hall, 1111 Pleasantville Road, Briarcliff Manor, New York, on the Proposed Action by the Board of Trustees at 7:30 PM on March 18, 2015, and on March 30, 2015, at which times all those wishing to be

heard were given the opportunity to be heard, and the hearing was were closed on *March 30, 2015*; and

WHEREAS, the Board of Trustees received and considered the Full EAF, written comments from Village Planning Board Member Jay A. Neveloff dated March 11, 2015, and written comments from the Westchester County Planning Board dated March 16, 2015;

NOW THEREFORE BE IT:

RESOLVED, that the Board of Trustees hereby determines that the Proposed Action is a Type 1 Action under 6 N.Y.C.R.R. §617.4; and be it further

RESOLVED, that the Board of Trustees, having considered the Proposed Action and the facts and conclusions set forth in the Full EAF regarding the potential environmental impacts of the Proposed Action, hereby determines that the Proposed Action will not have any significant adverse impact on the environment; and be it further

RESOLVED, that the Mayor or his designee is authorized to execute the Full EAF and, for the reasons set forth, to prepare, execute, and file a Negative Declaration in accordance with the applicable provisions of law.

Upon motion by Trustee Wilson, seconded by Trustee Pohar, the Board voted unanimously to approve the following resolution:

BE IT RESOLVED that the proposed local law amend Chapter 220, Zoning to allow for Mixed Use Residential/Commercial uses within a new CB1 Central Business District 1 and a New CB2 Business District 2 is hereby adopted.

Public Comments

There were no public comments.

Fire Department Service Awards Program for 2014

The Board thanked the Fire Department for their efforts and donating their time.

Upon motion by Trustee Pohar, seconded by Deputy Mayor Sullivan, the Board voted unanimously to approve the following resolution:

BE IT RESOLVED, that the Volunteer Firefighter Service Award Program list for all 2014 active firefighters of the Briarcliff Manor Fire Company, the Briarcliff Manor Hook, Ladder & Fire Company and the Scarborough Engine Company is hereby approved.

BE IT FURTHER RESOLVED that the list and certification shall be directed to the respective fire companies for posting for a period of thirty (30) days.

Tax Certiorari – Woodland Farms LLC

Upon motion by Deputy Mayor Sullivan, seconded by Trustee DeRose, the Board voted unanimously to approve the following resolution:

WHEREAS, Woodland Farms LLC (104 Woodside Avenue) instituted tax certiorari proceedings pursuant to Article 7 of the Real Property Tax Law of the State of New York; and

WHEREAS, the tax certiorari filings were for Town of Ossining assessment years 2010-2013; and

WHEREAS, the tax certiorari filings relate to Village of Briarcliff Manor fiscal years 2011-2012, 2012-2013, 2013-2014 and 2014-2015; and

WHEREAS, a Consent Order of the Supreme Court of the State of New York, County of Westchester, was entered on March 12, 2015;

WHEREAS, the Consent Order was received after the finalization of the approval of the Village budget for Fiscal Years 2011-2012, 2012-2013, 2013-2014 and 2014-2015;

WHEREAS, the Consent Order reduced the tax assessment for the subject property for the Fiscal Years 2011-2012, 2012-2013, 2013-2014 and 2014-2015 assessment roll; and

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby authorize the refund of the tax bill for Fiscal Years 2011-2012, 2012-2013, 2013-2014 and 2014-2015 in the amount of \$6,890.82 based upon the reduced assessment values in the Consent Order.

| Year | Address | Assessed Value | New Assessed Value | Assessment Reduction | Original Tax Amount | Reduced Tax Amount | Refund | Abatement |
|------|---------------------|----------------|--------------------|---------------------------|---------------------|--------------------|--------------------------------|-------------------|
| 2011 | 104 Woodside Avenue | \$93,000 | \$74,400 | \$18,600 | \$8,277.00 | \$6,621.60 | \$1,655.40 | |
| 2012 | 104 Woodside Avenue | \$93,000 | \$74,400 | \$18,600 | \$8,399.76 | \$6,719.81 | \$1,679.95 | |
| 2013 | 104 Woodside Avenue | \$93,000 | \$74,400 | \$18,600 | \$8,740.88 | \$6,992.71 | \$1,748.18 | |
| 2014 | 104 Woodside Avenue | \$93,000 | \$74,400 | \$18,600 | \$9,036.44 | \$7,229.15 | \$1,807.29 | |
| | | | | \$74,400 | | | \$6,890.82 | |
| | | | | TOTAL AV REDUCTION | | | TOTAL REVENUE REDUCTION | \$6,890.82 |

WHEREAS, Woodland Farms LLC (120 Woodside Avenue) instituted tax certiorari proceedings pursuant to Article 7 of the Real Property Tax Law of the State of New York; and

WHEREAS, the tax certiorari filings were for Town of Ossining assessment years 2011-2013; and

WHEREAS, the tax certiorari filings relate to Village of Briarcliff Manor fiscal years 2012-2013, 2013-2014 and 2014-2015; and

WHEREAS, a Consent Order of the Supreme Court of the State of New York, County of Westchester, was entered on March 12, 2015;

WHEREAS, the Consent Order was received after the finalization of the approval of the Village budget for Fiscal Years 2012-2013, 2013-2014 and 2014-2015;

WHEREAS, the Consent Order reduced the tax assessment for the subject property for the Fiscal Years 2012-2013, 2013-2014 and 2014-2015 assessment roll; and

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby authorize the refund of the tax bill for Fiscal Years 2012-2013, 2013-2014 and 2014-2015 in the amount of \$2,764.07 based upon the reduced assessment values in the Consent Order.

| Year | Address | Assessed Value | New Assessed Value | Assessment Reduction | Original Tax Amount | Reduced Tax Amount | Refund | Abatement |
|------|---------------------|----------------|--------------------|---------------------------|---------------------|--------------------|--------------------------------|-------------------|
| 2012 | 120 Woodside Avenue | \$49,095 | \$39,275 | \$9,820 | \$4,434.26 | \$3,547.32 | \$886.94 | |
| 2013 | 120 Woodside Avenue | \$49,095 | \$39,275 | \$9,820 | \$4,614.34 | \$3,691.38 | \$922.96 | |
| 2014 | 120 Woodside Avenue | \$49,095 | \$39,275 | \$9,820 | \$4,770.36 | \$3,816.19 | \$954.17 | |
| | | | | \$29,460 | | | \$2,764.07 | |
| | | | | TOTAL AV REDUCTION | | | TOTAL REVENUE REDUCTION | \$2,764.07 |

Minutes

Upon motion by Trustee DeRose, seconded by Trustee Wilson, the Board voted unanimously to approve the minutes of March 18, 2015.

Adjournment

Mayor Vescio stated his term as Mayor would end on April 6th and thanked all the Department Heads, Board Members, past and present, his friends and family for

their support especially his wife Sara. He welcomed Bryan Zirman to the Board and wished everyone good luck.

Village Manager Zegarelli thanked Mayor Vescio and stated he set a very high standard.

Deputy Mayor Sullivan thanked Mayor Vescio on behalf of the Board and the Village residents and stated he set the Village in motion to be in a great place.

Upon motion by Deputy Mayor Sullivan, seconded by Trustee DeRose, the Board voted unanimously to adjourn the regular meeting at 8:50pm.

Respectfully Submitted By,

Christine Dennett
Village Clerk

The Organization Meeting of the Board of Trustees of the Village of Briarcliff Manor was held in the Village of Briarcliff Manor, Municipal Building, at 1111 Pleasantville Road, Briarcliff Manor, New York, on the Wednesday, the 8th day of April 2015, commencing at 7:00 p.m.

Present

Lori A. Sullivan, Mayor
Mark Pohar, Deputy Mayor
Cesare DeRose, Jr. Trustee
Mark L. Wilson, Trustee
Bryan Zirman, Trustee

Also Present

Philip Zegarelli, Village Manager
Christine Dennett, Village Clerk
Clinton Smith, Village Counsel
Robin Rizzo, Village Treasurer

Swearing in of the Newly Elected Officials:

Mayor Sullivan thanked former Mayor Bill Vescio for his service, congratulated Mark Wilson on his re-election and welcomed Bryan Zirman to the Board. She stated she looked forward to working with the Board and thanked her family and friends for their support. She stated she was excited to be a part of Briarcliff's future.

Village Clerk Christine Dennett swore in Lori A. Sullivan of 26 Jackson Road as Mayor, Mark L. Wilson of 26 Law Road as Trustee and Bryan Zirman of 174 Pine Road as Trustee all with terms expiring in two (2) years.

Mayoral Appointments:

Upon motion by Trustee Wilson, seconded by Deputy Mayor Pohar, the Board voted to confirm the following appointments:

| | | |
|--|--------------------|--------|
| Deputy Mayor | Mark Pohar | 1 year |
| Board Liaisons: | | |
| Westchester County Municipal Officials Association | Lori A. Sullivan | 1 year |
| Town Government | Lori A. Sullivan | 1 year |
| County Government | Mark L. Wilson | 1 year |
| State Government | Mark L. Wilson | 1 year |
| Recreation Committee | Bryan Zirman | 1 year |
| Conservation Advisory Council | Cesare DeRose, Jr. | 1 year |
| Library Board | Lori A. Sullivan | 1 year |
| School Boards | Mark Pohar | 1 year |
| Historic River Towns of Westchester | Mark L. Wilson | 1 year |

| | | |
|------------------------------|--------------------|--------|
| Media & Telecommunications | Mark L. Wilson | 1 year |
| Business District Liaison | Bryan Zirman | 1 year |
| Fire Dept. Liaison | Mark Pohar | 1 year |
| Fire Dept. Liaison | Cesare DeRose, Jr. | 1 year |
| Scarborough/Briarcliff Manor | | |
| Historical Society | Bryan Zirman | 1 year |
| Park Development/Improvement | Bryan Zirman | 1 year |

Point Trustees/Village's Major Goals:

| | |
|------------------------------------|--------------------|
| Infrastructure Long Term Planning | Mark Pohar |
| Update Local Code | Lori A. Sullivan |
| ARAC-Revise/Estab. Comm. Design | Cesare DeRose, Jr. |
| Explore Village/Town | Bryan Zirman |
| Tax Savings/Efficiency Initiatives | Mark L. Wilson |

Announcement of the Following Board of Trustees Appointments:

Upon motion by Trustee DeRose, seconded by Trustee Wilson, the Board voted unanimously to approve the following terms to begin on April 6, 2015 and to expire at noon on the first Monday of April of their respective years:

| | | |
|--------------------------------------|-------------------|---------|
| Board of Police Commissioners | Board of Trustees | 1 year |
| Board of Fire Commissioners | Board of Trustees | 1 year |
| Village Manager | Philip Zegarelli | 1 year |
| Village Treasurer | Robin Rizzo | 2 years |
| Village Clerk | Christine Dennett | 2 years |
| Deputy Village Clerk | Philip Zegarelli | 1 year |
| Registrar of Vital Statistics | Christine Dennett | 2 years |
| Deputy Registrar of Vital Statistics | Philip Zegarelli | 1 year |
| Village Historian | Karen Smith | 1 year |
| Acting Village Justice | Laurie Sullivan | 1 year |
| Village Counsel | Clinton Smith | 1 year |

Appointments to Village Boards and Commissions:

The Board thanked all the current and new members for volunteering and stated if anyone was interested in a Board or Committee to send a letter of interest to the Village Manager.

Upon motion by Trustee Wilson, seconded by Trustee Zirman, the Board voted unanimously to approve the following:

Planning Board

| | | |
|----------------|---------------|---------|
| a) Chairperson | Edward Nolan | 1 year |
| b) Member | Steven Vescio | 5 years |
| c) Alternate | Sabine Werner | 1 year |

Zoning Board of Appeals

| | | |
|----------------|--------------------|---------|
| a) Chairperson | Christopher Bogart | 1 year |
| b) Member | Eric Bashford | 5 years |

Library Board

- | | | |
|-----------|-------------------|---------------------|
| a) Member | Roslyn Beck | 12/31/18 expiration |
| b) Member | Jennifer Milani | 12/31/15 expiration |
| c) Member | Steven Mastrocolo | 12/31/19 expiration |

Recreation Advisory Committee

- | | | |
|-----------------|-------------------|-------------------------|
| a) Chairperson | Georgina Gualdino | 1 year |
| b) Member | Maureen Fraietta | 3 years |
| c) Member | Greg DiMilia | 3 years |
| d) Member | Brad Manganello | 2 years(unexpired term) |
| e) Student (BM) | Jack Zimmerman | 1 year |
| f) Student (OS) | Jake Emerick | 1 year |

Ethics Board

- | | | |
|----------------|------------------|-------------------------|
| a) Chairperson | Anthony Capasso | 1 year |
| b) Member | Ken Sagat | 5 years |
| c) Member | Patricia Moro | 4 years(unexpired term) |
| d) Member | Philip Zegarelli | 1 year |

Tree Preservation

- | | | |
|----------------|------------------|--------|
| a) Member-V.M. | Philip Zegarelli | 1 year |
| b) Member-P.B. | Edward Nolan | 1 year |

Architectural Review Advisory Committee

- | | | |
|----------------|-------------------|--------------------------|
| a) Chairperson | Joseph Pastore | 1 year |
| b) Member | Kate Aker | 3 years |
| c) Member | Joseph Pastore | 1 year (unexpired term) |
| d) Member | Krista Mastrocolo | 2 year (unexpired term) |
| e) Member | Gopal Naraskihan | 2 years (unexpired term) |

Dates of Regular Meetings

Upon motion by Trustee Zirman, seconded by Deputy Mayor Pohar, the Board voted unanimously to approve the following regular meeting dates:

The Village Board of Trustees regular meetings are held on the first and third Wednesday of each month at 8:00 p.m. with a work session before each meeting beginning at 7:00p.m. An additional work session will be held on the fourth Wednesday of each month beginning at 7:00p.m.

Designation of Banks for the Deposit of Village Funds:

Upon motion by Trustee Wilson, seconded by Trustee DeRose, the Board voted unanimously to approve the following designation of banks:

- a. JP Morgan Chase
- b. Wells Fargo Bank, NA
- c. Fidelity
- d. TD Bank

- e. Greater Hudson Bank

Designation of Official Village Newspapers:

Upon motion by Trustee DeRose, seconded by Trustee Wilson, the Board voted unanimously to designate the following newspapers:

- a. Journal News
- b. The Gazette

Procurement Policy:

Upon motion by Trustee Wilson, seconded by Trustee DeRose, the Board voted unanimously to approve the following Procurement Policy:

PROCUREMENT POLICY FOR THE VILLAGE BRIARCLIFF MANOR

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 (eg. Equipment, materials, supplies, etc.) and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and country contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances; purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General

Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

| <u>Estimated Amount of Purchase Contract</u> | <u>Method</u> |
|--|--|
| \$ 500-2,999 | Minimum of three verbal quotations |
| \$3,000-19,999 | Minimum of three written/fax quotations or written request for proposals |

| <u>Estimated Amount of Public Works Contract</u> | <u>Method</u> |
|--|--|
| \$ 500-2,999 | |
| \$3,000-34,999 | Minimum of three written/fax quotations or written request for proposals |

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.
5. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
6. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the discretion of the Village Manager, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Briarcliff Manor to solicit quotations or document the basis for not accepting the lowest bid.
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or

company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Village Manager shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing or pre-packaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
 - c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village of Briarcliff Manor is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
 - d. Goods or services under \$500. The time and documentation required to purchase through this policy may be more costly than the item itself and would, therefore, not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
7. This policy shall go into effect January 1, 1992, was amended April 7, 2010 and April 9, 2014 and will be reviewed annually.

Investment Policy

Upon motion by Trustee Wilson, seconded by Trustee Zirman, the Board voted unanimously to approve the following investment policy:

INVESTMENT POLICY OF THE VILLAGE OF BRIARCLIFF MANOR

I. SCOPE

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the Village's investment activities are, in priority order,

- To conform with all applicable federal, state and other legal requirements (legal);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity); and
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The village board's responsibility for administration of the investment program is delegated to the Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investment, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair confidence in the Village to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Village to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and is managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of monies shall be designated annually at the April Board of Trustee meeting.

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, §10, all deposits of Village, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value", or provided by General Municipal Law, §10, equal to the aggregate amount of deposits from the categories designated **Appendix A** to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The terms and conditions of any eligible surety shall be approved by the governing board.
4. An "irrevocable letter of credit" issued in favor of the government by a federal home loan bank whose commercial paper and other unsecured short-term

debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Village deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presents for payment, substituted or released and the events which will enable the Village to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Village, such securities shall be delivered in a form suitable for transfer.

The custodial agreement shall provide that securities held by the bank, or trust company, or agent of and custodian for, the Village, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Village a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, §11, the Village authorizes the Treasurer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificate of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;

- Obligations of the Village, but only with monies in a reserve fund established pursuant to GML, §6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Village within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions with which the Village conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Village is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

All purchased obligations, unless registered or inscribed in the name of the Village, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Village by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Village, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Village a perfected interest in the securities.

1. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
2. Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
3. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
4. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public monies.
5. Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
6. Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
7. Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
8. Obligations of domestic corporations rated in one the two highest rating categories by at least one nationally recognized statistical rating organization.
9. Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
10. Commercial paper and bankers' acceptances issued by a bank, other than the bank, rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of no longer than 60 days from the date they are pledged.
11. Zero coupon obligations of the United States government marketed as "Treasury strips".

Adoption of Board of Trustees Rules of Procedure

Upon motion by Trustee Zirman, seconded by Deputy Mayor Pohar, the Board voted unanimously to adopt the following Board of Trustees Rules of Procedures:

**VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES
RULES OF PROCEDURE**

Pursuant to New York Village Law §4-412(2), but subject to the other provisions of New York Law and the Village of Briarcliff Manor Code, the following rules of procedure are adopted and shall govern the meetings of the Board of Trustees of the Village of Briarcliff Manor:

PART A: MEETINGS

SECTION A1 - Regular Meetings

The Board of Trustees generally will hold regular meetings on the 1st and 3rd Wednesday of each month. Such regular meetings shall commence at 7:30 PM and be conducted in the Courtroom at the Municipal Building. Any deviation from this schedule shall be determined by the Board of Trustees.

SECTION A2 - Special Meetings

Special Meetings of the Board of Trustees are all those Board meetings other than regular meetings. A special meeting may be called by the Mayor or a majority of the Board of Trustees upon notice to the entire Board. Notice shall be given in accordance with law.

SECTION A3 - Executive Sessions

Executive Sessions shall be held in accordance with the New York State Public Officers Law §105. All executive sessions shall be commenced in a public meeting. (Appendix I Executive Session Policy)

SECTION A4 – Work Sessions

Work Sessions of the Board of Trustees are those Board meetings scheduled to discuss upcoming agenda items or other matters as may be determined by the Mayor or three (3) members a of the Board. These meeting are open to the public, however comments from the public will be allowed in the discretion of the Mayor or a majority of the Board present. Notice shall be given in accordance with law.

PART B: POLICIES

SECTION B1 - Quorum

A quorum of the Board of Trustees shall be required to conduct business. A quorum of the five (5) member Board shall be three (3). In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

SECTION B2 - Voting

Pursuant to Village Law each member of the Board of Trustees shall have one vote. The Mayor may vote on any matter and must vote in case of a tie. The affirmative vote of three

(3) members of the Board is necessary to pass a matter unless otherwise specified by New York State Law.

A vote upon any question shall be taken by ayes and nays, and shall be entered in the minutes.

SECTION B3 - Agendas

The agenda shall be prepared by the Village Clerk by Friday preceding the Wednesday meeting. The Mayor or any Trustee may have an item placed on the agenda by giving the same to the Village Manager the Friday morning before the Wednesday meeting. However, an item may be placed on the agenda at anytime, including during the meeting, by consent of a majority of the Board. If necessary a supplemental agenda shall be distributed at the beginning of the meeting.

SECTION B4 - Order of Business

The order of business shall be:

- Call to order
- Public Hearings
- Board of Trustees Announcements
- Village Manager's Report and Updates
- Public Comments
- Resolutions
- Approval of Minutes
- Adjournment

The order of business need not be followed if the Mayor determines that it is appropriate to deviate.

SECTION B5 - Adjournment

Meetings shall be adjourned by motion and majority vote.

SECTION B6 - Minutes

Minutes at all Board of Trustee meetings shall be the responsibility of the Village Clerk, who with Board of Trustee approval may employ the services of a person to take minutes. Minutes of an open meeting shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes of an executive session shall be taken of any action that is taken by formal vote and shall consist of a record or summary of the final determination of such action and the vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the New York State Freedom of Information Law.

Minutes shall also include the following:

- Name of the Board;
- Date, place and time of meeting;

- Notation of presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment.
- Name and title of other village officials and employees present in an official capacity.
- Record of communications presented to the Board.
- Record of reports made by Board or other village personnel.
- Time of adjournment.
- Name of Village Clerk or person who took the minutes.

Minutes need not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board resolves to have the Clerk do so. Minutes shall be considered for approval at the next Board meeting after the minutes are received by the Village Clerk.

PART C: RULES AND PROCEDURES

SECTION C1 - General Rules of Procedure

The Mayor shall preside at meetings of the Board of Trustees. In the Mayor's absence the Deputy Mayor shall preside. The presiding officer may debate, move and take other action that may be taken by other members of the Board.

Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking. A member, once recognized shall not be interrupted when speaking unless it is to call the member to order. If a member, while speaking, be called to order, he or she shall cease speaking until the question of order is determined, and, if in order, he or she shall be permitted to proceed.

There is no limit to the number of times a member may speak on a question.

Motion to close or limit debate may be entertained but shall require the affirmative vote of three (3) members of the Board.

Procedural questions which are not governed by New York State law or the Village Code or addressed in these Rules of Procedure shall be determined in accordance with *Robert's Rules of Order*.

SECTION C2 - Guidelines for Public Comment

The public shall be allowed to speak only during Public Hearings, Public Comment periods, on Board of Trustees agenda items, or such other times as the presiding officer shall allow.

Speakers must be recognized by the presiding officer.

Speakers must step to the front of the room and speak into the microphone or at the lectern should one be provided. Speakers are not to approach the dais without invitation and are directed to make their remarks from the microphone or lectern.

Speakers must give their name, address and organization represented, if any.

No items or documents may be placed on the dais or presented to the Board unless either authorization is requested and granted by the presiding officer or a Board member specifically requests to see an item. All items for presentation that are granted authorization or requested by a Board member shall be presented to the Village Clerk who shall pass it the Board.

There shall be no time limit for remarks during a public hearing, however, remarks must relate directly to the public hearing topic. During the Public Comment portion of the agenda, speakers must limit their remarks to four (4) minutes, and may be recognized again by the presiding officer after other speakers have had an opportunity to speak. On Board of Trustees agenda items, speakers must limit their remarks to one and one-half (1 ½) minutes and the remarks must relate directly to the specific agenda item under discussion at that time by the Board of Trustees.

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

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

All remarks shall be addressed to the presiding officer.

Board members may respond to questions or comments at their discretion.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste and shall not use foul language, display unacceptable behavior, or be disruptive of the proceedings.

A buzzer or other alarm will sound to indicate that a speaker's four (4) minute time limit for Public Comment or one and one half (1 ½) minute time limit for an agenda item has been reached. Upon being notified by the presiding officer that his or her time limit has been reached, a speaker shall cease speaking, leave the microphone or lectern, if one is provided, and return to his or her seat unless a Board member requests him or her to remain to address a question of the Board member.

Interested parties or their representatives may address the Board with written communications. Written communications shall be delivered to the Village Manager or Village Clerk. Speakers may not read written communications verbatim but should summarize their contents.

The presiding officer may modify these guidelines if warranted.

SECTION C3 - Use of Recording Equipment

All members of the public and all public officials are allowed to photograph and tape or video record public meetings so long as the photography or recording is done in a manner which does not interfere with the meeting. Neither photography nor recording is allowed during executive sessions. The presiding officer may make the determination that the photography or recording is being done in a manner that interferes with the meeting after taking into consideration attendant movement and activity, distance from the deliberations of the Board, noise, size of equipment, ability of the public to participate in the meeting notwithstanding the photography or recording, and any other pertinent factor. In the use of

photographic or video recording no flashes or other supplementary lighting equipment may be used beyond that of existing ambient lighting of the room. If the presiding officer makes the determination that the photography or recording is interfering with the meeting, the presiding officer may request an accommodation to avoid the interference and if not sufficient or complied with, order the photography or recording to be stopped.

SECTION C4 - Amendments to the Rules of Procedure

The foregoing procedures may be amended from time to time by the affirmative vote of three (3) members of the Board.

SECTION C5 - Executive Session Policy

It is the policy of the Board of Trustees of the Village of Briarcliff Manor to conduct Village business in an open fashion and to make available as much information as may legally and practically be disseminated.

The New York Open Meetings Law authorizes the Board to conduct business in executive session in a number of areas. These include:

1. matters which will imperil the public safety if disclosed;
2. matters which may disclose the identity of a law enforcement agent or informer;
3. information relating to criminal investigations which would imperil effective law enforcement if disclosed;
4. discussions relating to proposed, pending or current litigation;
5. collective bargaining negotiations;
6. personnel matters relating to particular individuals; and
7. the proposed acquisition, sale, or lease of real property or securities when disclosure would substantially affect the value.

The Board recognizes that it is authorized to use executive sessions in these and other situations, but will do so with restraint.

To maintain confidentiality and to encourage the uninhibited discussion of the subject matter in Executive Session, all statements made and positions taken by all participants must remain confidential and may not be disclosed by any participant unless and until disclosure is authorized by affirmative vote of three members of the Board.

It has been and continues to be the practice of the Board that all members of the Board, acting together, come to agreement by consensus on the specific information which is to be released to the public, the suitable vehicle for reporting that information, and the timing of the reporting.

Originally adopted by the Board of Trustees at its Organizational Meeting on April 7, 2005 and amended on July 20, 2006, April 9, 2007, November 5, 2009, April 6, 2011 and April 4, 2012.

Policies and Procedures for Advisory Committees

Upon motion by Trustee DeRose, seconded by Trustee Wilson, the Board voted unanimously to approve the following Policies and Procedures for Advisory Committees as amended:

Formation of new committees:

- A title and mission statement will be developed for any proposed committee and formally approved and established by the Board of Trustees.
- Such committees are constituted by, serve at the pleasure of, and report to the Board of Trustees.
- The formation of any new committee will be announced in a public meeting, the newsletter and posted on the web and scroll.
- Committees' information, findings, conclusions and recommendations where requested, will be considered advisory rather than binding by the Board of Trustees. The Board of Trustees at all times retains its rights to exercise final decisions in the governance of the Village.

Composition

- Committee membership will be limited to a workable odd number.
- One member will be a representative from the Board of Trustees. The Mayor shall be an ex officio member of all committees with the right to make motions, speak and vote, and when present shall be counted in determining a quorum.
- Membership on committees will be representative of the community.
- Village residents, village business people, village property owners, and residents of the 10510 zip code may serve on ad hoc committees.
- The BOT shall make their best efforts to appoint a new member within one month to fill the unexpired term of a committee member.

Operations

- Quorum: A quorum of any committee is a simple majority of the members appointed. A quorum must be present to conduct business.
- Structure: All committees will have a chair, vice-chair and secretary who will be responsible for meeting minutes. Committee members' names and village-generated e-mail addresses will be posted on the web.
- Attendance and Participation: The obligation is to attend committee meetings. Any member who is absent for three consecutive meetings, without providing reasonable cause to the Chair, will be deemed to have resigned. Committees are working committees; all members are expected to be prepared for the meeting and participate actively.
- Meetings:

- Committee meetings will start promptly at the time for which they were called.
 - A committee will strive for consensus. If it cannot achieve consensus, it shall act by a simple majority of the members.
 - All deliberations will be conducted in an open, respectful and inclusive manner.
- Meeting Notification: Advance notice, including an agenda, will be given for all meetings. Notices about committee work will be posted on the web site.
 - Meeting Minutes: Written minutes will be taken at all committee meetings. Minutes may follow a standard template including the time, date and location of meeting, who attended, the topic of discussion, and any action taken.
 - Non-members may submit their views and comments on committee activities via e-mail or written correspondence. Committees will not be required to respond to public comments.
 - Discharge: Members may be discharged from a committee by the Board of Trustees as a result of the village's conflict of interest policy, lack of attendance, misconduct or resignation.
 - Reports and Public Statements: An annual report from the committee shall be submitted to the BOT by the end of February. Any committee report, including summary recommendations and the annual report, is to be presented first to the BOT prior to public presentation of same.
 - Volunteerism: Committee members shall serve without remuneration, but will be reimbursed for "out of pocket" expenses incurred in performing their duties. These expenses must be preauthorized by the Village Manager or designate. Village staff will provide committees with such public information, clerical assistance and other help as necessary for them to conduct their work.
 - Draft Documents: Draft documents, including minutes and all committee reports, are confidential until formally approved by a majority of the committee. No draft documents should be retained in committee files. Public distribution of draft documents or any committee report prior to adoption by the committee shall be grounds for dismissal.

Upon motion by Trustee DeRose, seconded by Trustee Wilson, the Board voted unanimously to adjourn the Annual Re-Organizational meeting and go into a Special Session.

Mayor Sullivan noted that the Public Hearing to the Tentative FY 15-16 Budget was continued to April 15, 2015 at 8:00pm.

Reconfirmation Resolution to Proceed in Regard to the Refunding of Outstanding Principle Amounts for Village of Briarcliff Manor Series 2004 and 2006 Public Improvement Bonds

Upon motion by Deputy Mayor Pohar, seconded by Trustee Zirman, the Board voted unanimously to approve the following resolution:

WHEREAS, based upon current and favorable interest rate market conditions and favorable bond ration awarded the Village of Briarcliff Manor ("Village"), the Board of Trustees of the Village ("Board") determined that the Village could realize significant interest savings on existing bonded indebtedness; and,

WHEREAS, by Resolutions unanimously adopted on March 4, 2015 ("March 2015 Bond Refunding Resolutions"), the Board authorized the refunding of all or a portion of certain outstanding series of Village bonds in an amount not to exceed \$8,800,000: that is, the remaining principle outstanding of the 2004 and 2006 Series Bonds ("Current 2004 and 2006 Series Bonds"), any remaining payments to callable maturities and issuance costs; and

WHEREAS, the Village posted notices of same and commenced the Estoppel Period on March 12, 2015, which closed April 2, 2015; and,

WHEREAS, the Village Manager, Village Treasurer, and other Village staff and consultants and advisors have made presentations and provided the Board with memoranda outlining how the borrowing, repayments, and other actions authorized to be taken under the March 2015 Bond Refunding Resolutions utilize an the interest rate lower than that which is paid under the Current 2004 and 2006 Series Bonds and result in economic savings in total debt costs paid by the Village; and,

WHEREAS, the borrowing, repayments, and other actions authorized to be taken under the March 2015 Bond Refunding Resolutions will in effect consolidate the remaining terms of the Current 2004 and 2006 Series Bonds into one series of 2015 bonds but when broken out separately, will not extend the maturities beyond those of the existing 2004 and 2006 bonds; and,

NOW, THEREFORE, BE IT

RESOLVED, that the Board of Trustees hereby directs the Village Manager, Village Treasurer, and appropriate Village staff, counsel, consultants, and advisors to take all action appropriate to implement the March 2015 Bond Refunding Resolutions and effectuate the borrowing, repayments, and other actions to be taken thereunder; and be it further

RESOLVED, that any action taken to date by the Village Manager and/or Village Treasurer to implement the March 2015 Bond Refunding Resolutions is ratified and approved; and be it further

RESOLVED, that nothing contained in these resolutions is intended or should be construed to amend or alter the March 2015 Bond Refunding Resolutions, and the March 2015 Bond Refunding Resolutions remain in full force and effect in accordance with their terms.

Adjournment:

Upon motion by Trustee Wilson and seconded by Trustee DeRose, the Board voted unanimously to close the meeting at 7:50 p.m.

Respectfully submitted by,

Christine Dennett