

**Organizational Meeting of the Board of Trustees
April 3, 2023**

+Meeting called to order at ____pm

MEMBERS PRESENT: Mayor Dennis Siry, Deputy Mayor Kevin Smith, Trustee Roger Smith, Trustee Michael O’Neill

NOT PRESENT Trustee Owen Brooks

ALSO PRESENT: *TBD*

The salute to the flag.

Mayor’s Actions

- Swear in Trustee Roger Smith and Trustee Michael O’Neill for a four-year term.
- Swear in Village Justice Joseph L. Calabrese to the Village Justice Court to fill the 2-year term of former Justice Debra Urbano-DiSalvo.
- Appoint Village Clerk Catherine Murdock as Local Planning Administrator for the Village Façade Program

Standing Committee Appointments

The following standing committees of the Board of Trustees are to serve during the ensuing official year, the first name being the Chairperson of the Committee and the second the Vice-Chairperson.

Public Safety Committee

Jurisdiction: Police Department
Appointees: Mayor Dennis Siry
Trustee Owen Brooks

Fire Protection Committee

Jurisdiction: Fire Department
Bureau of Fire Prevention
Appointees: Mayor Dennis Siry
Trustee Owen Brooks

Judiciary Committee

Jurisdiction: Court Clerk’s Department
Liaison to Judge(s)
Appointees: Deputy Mayor Kevin Smith
Trustee Roger Smith

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Public Works Committee

Jurisdiction: Highway, Lighting, Buildings, Grounds
Appointees: Trustee Michael O’Neill
Trustee Roger Smith

Code Enforcement Committee

Jurisdiction: Code Enforcement Department
Appointees: Deputy Mayor Kevin Smith
Trustee Michael O’Neill

Recreation Committee

Jurisdiction: Beach Operations
Recreation Program
Appointees: Trustee Owen Brooks
Trustee Michael O’Neill

Administrative Committee

Jurisdiction: Village Clerk/Treasurer, Assessors Department
Appointees: Trustee Roger Smith
Deputy Mayor Kevin Smith

Emergency Preparedness Committee

Jurisdiction: Office of Emergency Management
Appointees: Trustee Michael O’Neill
Deputy Mayor Kevin Smith

Audit Committee Entire Board of Trustees

MOTION to APPROVE

Vote on Motion:

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Temporary Committees

July 3rd Celebration- Trustee Roger Smith
Fourth of July Parade- Trustee Roger Smith

Business Development Task Force- Mayor Dennis Siry and Chamber of Commerce President, Daniel Galasso and Christopher Geiger, Gerald O’Neill, Michael Esposito, Trustee Michael O’Neill

Downtown Revitalization Committee- Peter Casserly, Tracey Cullen, Joanne Fisk, Christopher Geiger, Stephen Greenwald, Jenn Ronzo

Distinguished Resident Committee- Deputy Mayor Smith, Trustee Owen Brooks, Doris Reynolds

Certified Local Government Commission – Trustee Owen Brooks, Deputy Mayor Kevin Smith, Joseph Guidice, Kenneth Lang, Doris Reynolds

Local Planning Committee (LPC) – Stephen Greenwald, Chair, members: Peter Casserly, Tracey Cullen, Joanne Fisk, Christopher Geiger, Jenn Ronzo

MOTION to APPROVE
Vote on Motion:

The following trustees are appointed to serve as liaison between the Board of Trustees and the respective entities indicated.

Liaison Appointments

Planning Board-Deputy Mayor Kevin Smith
Zoning Board of Appeals- Trustee Roger Smith
Senior Citizens Commission- Trustee Owen Brooks
Historical Society- Trustee Michael O’Neill and Trustee Owen Brooks
Parks Commission- Mayor Dennis Siry and Trustee Owen Brooks
Amityville School Board - Trustee Owen Brooks and Trustee Michael O’Neill

MOTION to APPROVE
Vote on Motion:

Mayoral Appointments:

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The terms indicated at a compensation, if any, subject to the budget that has not yet been adopted and in accordance with the general fund budget as indicated in Schedule 5 of the applicable General Fund Budget, as adopted, or as contained in prior resolutions.

Mayoral Appointments:

Title	Name	Term
Village Attorney	Bruce Kennedy	1 year
Associate Justice	Colleen Nugent	1 year
Village Prosecutor	Ryan McKeon	1 year
Deputy Clerk	Deirdre Parker	1 year
Village Assessor	Thomas Donato	1 year
Registrar	Johanna Rogers	1 year
Deputy Registrar	Deirdre Parker	1 year
Deputy Registrar	Catherine Murdock	1 year
Village Historian	William Lauder	1 year
Village Historian	Joseph Guidice	1 year
Director of Recreation	TerriLynn Bayon	1 year
Disability Coordinator	Lore Waegerle	1 year
Emergency Preparedness/ Emergency Management Chairman	Gavin Budde	1 year
Emergency Management Vice Chairman	Thomas Langford	1 year
Senior Citizens Commission Chairperson	Janice Soares	2 year
Senior Citizens Commission Member	Sheila Shroeder	2 year
Senior Citizens Commission Member	Marilyn Brous	2 year
Senior Citizens Commission Member	Patrice O'Neill	2 year
Senior Citizens Commission Member	Christine Schultz	2 year
Senior Citizens Commission Member	Carol Seery	2 year
Zoning Board Alternate Member	Tim McManus	1 year
Zoning Board Chairperson	Tracey Cullen	1 year
Zoning Board Member	Eric Taylor	5 years
Zoning Board Member	Todd Brice	1 year
Planning Board Alternate Member	Justin Kennedy	1 year
Planning Board Chairperson	Stephen Greenwald	1 year
Planning Board Member	Amanda Lowe	5 year
Court Officer	Timothy Taylor	1 year
Court Officer	Stephen Jaworowski	1 year
Court Officer	Edward Haggerty	1 year
Court Officer	Arthur Smith	1 year
Traffic Violations Bureau Clerk/Treasurer	Shannon Kokoneshi	1 year
Mayor's Secretary	Catherine Murdock	2 years
Secretary, Zoning Board of Appeals	Wendy O'Neill	1 year
Secretary, Planning Board	Kerri Geiger	1 year
Deputy Treasurer	Melanie Macomber	1 year
	Jacqueline Aissa	1 year

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MOTION to APPROVE
Vote on Motion:

Resolutions:

RESOLUTION 23-04-03-01
Mileage Allowance

WHEREAS Village Law 5-524(7) provides that the actual and necessary expenses of all officers and employees incurred in the performance of their official duties shall be a village charge, and,

WHEREAS the Board of Trustees has determined to pay 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;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the same rate as the Internal Revenue Service allows per mile subject to the approval of the Department Head or that Committee of the Board of Trustees which has supervision over such department.

Section 2. That this resolution shall take effect immediately.

MOTION to APPROVE
Vote on Motion

RESOLUTION 23-04-03-02
Training Resolution

RESOLVED that the Mayor and the Board of Trustees and the following officers and employees are hereby authorized to attend the following schools, conferences and meetings;

NYCOM Spring and Fall Training School

Village Clerk/Admin.
Secretary to the Mayor
Deputy Clerk
Deputy Treasurer
Supt. of DPW or Foreman
Members of BOT, ZBA and
Planning

Suffolk County Village Officials Assoc. Training

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L.I. Village Clerks & Treasurers Assoc.	Village Clerk/Treasurer; Deputy Village Clerk; Deputy Village Treasurer
Government Finance Officers Assoc.	Village Clerk/Treasurer and/or Deputy Treasurer
NYS Assoc. of Municipal Purchasing Officials	Village Clerk/Treasurer and/or Deputy Treasurer
SC Building Officials Assoc.	Building Inspector and/or Assistant Building Inspector
NYS Finger Lake Bldg. Officials Conference	Building Inspector and/or Assistant Building Inspector
SC Highway Supt. Conference	Supt. of Public Works or Foreman
Chiefs Assoc. Meetings/Conferences/Conventions	Chief of Police
NYS Assessors Association	Assessor
Nassau Suffolk Court Clerk Association	Senior Justice Court Clerk/ Justice Court Clerk
NYSAMCC Fall Conference	Senior Justice Court Clerk/ Justice Court Clerk
Association of Towns Annual Conference for Court Clerks	Senior Justice Court Clerk/ Justice Court Clerk
District Training for Court Clerks	Senior Justice Court Clerk/ Justice Court Clerk

MOTION to APPROVE
Vote on Motion:

RESOLUTION 23-04-03-03
Board of Trustee Meeting Dates

RESOLVED that the regular meetings of the Board of Trustees be held on the second and fourth Mondays of each month at 7:00 PM, except for the months of July and August when there will be one regular meeting per month. Meetings during this time are: July 6th, 2023 at 8:15 AM., a Special Meeting to pay bills; Monday, July 24th, 2023, at 7 PM, a regular meeting; Thursday, August 10th, 2023, a special meeting, and Monday, August 28th, 2023 at 7 PM, a regular meeting. Work sessions are scheduled for 8:15 AM on the Thursday prior to the respective Monday meetings. There will be no meetings on: October 9th, 2023 (Columbus Day), and December 25th, 2023 (Christmas). Regular work sessions will be held the Thursday prior to the regular meeting

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date, even if there is no Monday meeting, in which case the work session will be a special meeting for the purpose of paying bills.

MOTION to APPROVE
Vote on Motion

RESOLUTION 23-04-03-04
Banking

RESOLVED that Citibank, N.A., J. P. Morgan Chase Bank, M&T Bank, NYCLASS and Empire National Bank (LOSAP) be and they hereby are designated as BANKS OF DEPOSIT for the funds of the Village of Amityville for the ensuing official year, and

RESOLVED that Citibank, N.A., J. P. Morgan Chase Bank, and M&T Bank be designated as banks for investment of certificates of deposits and borrowing in accordance with the Village's investment policy.

RESOLVED that the limits for the checking and savings banks shall be six (6) million dollars, that the MBIA Class investment account shall be six (6) million dollars and that a certificate of deposit shall be limited to six (6) million dollars in any one financial institution.

BE IT FURTHER RESOLVED that any of the following two are authorized to sign for any Village check: the Mayor, Deputy Mayor, Trustees, Clerk/Treasurer, Deputy Treasurer or Deputy Clerk. That any of the following two signatories are required for any wire transfer, redemption of certificate or debt instrument or other notes, drafts or withdrawals issued by the Village of Amityville: Mayor, Deputy Mayor, Trustee, Clerk/Treasurer, or Deputy Treasurer. That any two signatories are required for the forfeiture account, one of which may be the Chief of Police and that any two signatories are required for the Park Commission account, one or more of which may be the Clerk/ Treasurer, Mayor, Chairperson and member of the Park Commission. That the authorized signatures for the Court accounts shall be a Judge and Senior Court Clerk and Clerk /Treasurer. That any two signatories are required for the Senior Citizens account, one or more of which may be the Clerk/Treasurer, Director, Deputy Treasurer, Deputy Clerk or Commissioner.

MOTION to APPROVE
Vote on Motion

RESOLUTION 23-04-03-05

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Newspapers

RESOLVED that the *Amityville Record* be and it hereby is designated as the Official newspaper of the Village of Amityville for the ensuing official year and that NEWSDAY be designated as the daily newspaper.

MOTION to APPROVE
Vote on Motion

RESOLUTION 23-04-03-06
Arbor Day

RESOLVED that the Village of Amityville will celebrate Arbor Day on April 29th, 2023. The Department of Public Works is hereby directed to fly the Tree City USA Flags at the Village Triangle beginning Friday, April 28th.

MOTION to APPROVE
Vote on Motion

RESOLUTION 23-04-03-07
Training for Planning-ZBA Boards

WHEREAS Town Law Sections 267 and 271, Village Law Sections 7-712 and 7-718, and General City Law Sections 27 and 81 provide that effective January 1, 2007, all Planning Board and Zoning Board of Appeals members in New York State, as well as alternate members of those boards, must complete a minimum of four hours of training each year; and

WHEREAS the above sections of state law provide that a Planning Board or Zoning Board of Appeals member shall not be eligible for reappointment to such board if they have not completed the training required by law; and

WHEREAS the above sections of state law provide that the legislative body of the town, village and city specified which activities qualify as training to satisfy the state requirements, now therefore be it

RESOLVED, that the following list of agencies, commissions, associations, and other organizations are approved to provide training to meet the state requirements when the training they provide pertains to municipal planning, zoning, community design, environmental issues, economic development, and local government functions and practices:

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1) the NYS Department of State; Department of Agriculture and Markets; Office of the State Comptroller; Department of Health; Department of Transportation; Department of Environmental Conservation; Office of Parks, Recreation, and Historic Preservation and

2) the New York State Association of Towns, the New York Conference of Mayors, the Suffolk County Village Officials Association, the New York State Association of Counties, the New York Planning Federation, the American Planning Association, the Upstate New York Chapter of the American Planning Association and its sections, the Metro New York Chapter of the American Planning Association

And be it further

RESOLVED, that other training activities may be approved on a case-by-case basis by the Village Board of Trustees upon the request of a Planning Board or Zoning Board of Appeals member, and be it further

RESOLVED, that any new member appointed to fill the last 11 months of a term shall not be required to have attended training to be reappointed to a first full term, but must thereafter comply with the municipal training policy as provided elsewhere herein; and be it further

RESOLVED, that training received by a Planning Board member or Zoning Board of Appeals member in excess of four hours in any one year may be carried over by the member into succeeding years; and be it further

RESOLVED, that the Village Clerk/Treasurer shall create and maintain a system of tracking the training individual members complete annually; and such information shall be presented to the appointing authority to considering a member for reappointment.

MOTION to APPROVE
Vote on Motion

RESOLUTION 23-04-03-08
Organizational Meeting 2024

RESOLVED that the next Organizational Meeting of the Village of Amityville be held on April 8th, 2024, the second Monday of April.

MOTION to APPROVE

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Vote on Motion

RESOLUTION 23-04-03-09
Advance Approval of Claims

Village Law §5-524(6) provides that the Board of Trustees may, by resolution, authorize payment in advance of audit of claims for public utility services, postage, freight and express charges. In order to expedite everyday dealings and to avoid paying interest charges on utility bills, the Board of Trustees does authorize payment of these claims before audit.

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

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section 2. That this resolution shall take effect immediately

MOTION to APPROVE
Vote on Motion

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RESOLUTION 23-04-03-10

Reviewing the Village Procurement Policy

WHEREAS the Board of Trustees is required to review the Village Procurement Policy annually; and

WHEREAS the Board of Trustees has reviewed said policy

NOW, THEREFORE, BE IT RESOLVED the Village Procurement Policy 9 is hereby declared adopted, and copies of same shall be distributed to all department heads.

MOTION to APPROVE

Vote on Motion

RESOLUTION 23-04-03-11

Distributing Local Code of Ethics

WHEREAS, New York State requires that the adopted Code of Ethics is distributed to each officer and employee of the Village annually and that a copy of General Municipal Law §800-809 is posted in each public building; and

WHEREAS, the distribution of the Code of Ethics is distributed to all Village officers and employees and tracked by Signature;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees had reviewed the Village's Code of Ethics and the Clerk/Treasurer is hereby directed to distribute to each officer and employee of the Village of Amityville

MOTION to APPROVE

Vote on Motion

MOTION to CLOSE the Organizational Meeting was made by _____ and
seconded by _____