

**VILLAGE OF CASTLETON-ON-HUDSON
BOARD OF TRUSTEES ORGANIZATIONAL MEETING**

April 2, 2018

PRESENT: Mayor Robert Schmidt, Trustee/Deputy Mayor Marianne Carner, Trustee Gina Giuliano, Trustee Sharon Martin, Trustee Jenifer Pratico

ABSENT: None

ALSO PRESENT: Superintendent John Shortsleeve and Clerk-Treasurer Padraic Ellis.

PUBLIC: 1

CALL TO ORDER: A regular meeting of the Board of Trustees, Village of Castleton-on-Hudson was held at Castleton Village Hall, 85 South Main Street on March 26, 2018. The meeting was called to order at 7:01 pm by Deputy Mayor Carner with the Pledge of Allegiance.

PUBLIC COMMENT:
No Comment.

OATH OF OFFICE FOR ELECTED OFFICIALS:

- Robert Schmidt received the Oath of Office from Clerk-Treasurer Ellis for the position of Mayor of the Village of Castleton-on-Hudson, for the term of April 2, 2018 to April 6, 2020.
- Gina Giuliano received the Oath of Office from Clerk-Treasurer Ellis for the position of Trustee of the Village Board of the Village of Castleton-on-Hudson, for the term of April 2, 2018 to April 6, 2020.
- Jenifer Pratico received the Oath of Office from Clerk-Treasurer Ellis for the position of Trustee of the Village Board of the Village of Castleton-on-Hudson, for the term of April 2, 2018 to April 6, 2020.

NOMINATIONS TO APPOINTED POSITIONS:

- Mayor Schmidt nominated Padraic Ellis to continue as Clerk-Treasurer for the Village of Castleton-on-Hudson, for the term of April 2, 2018 to April 6, 2020.
- Mayor Schmidt nominated Jan Better to continue as Deputy Clerk for the Village of Castleton-on-Hudson, for the term of April 2, 2018 to April 1, 2019.
- Mayor Schmidt nominated Gary Ziegler to continue as Building Inspector for the Village of Castleton-on-Hudson, for the term of April 2, 2018 to April 6, 2020.
- Mayor Schmidt nominated James Lance to continue as Code Enforcement Officer for the Village of Castleton-on-Hudson, for the term of April 2, 2018 to April 6, 2020.

Mayor Schmidt left the meeting at 7:09 pm, due to illness.

Trustee Giuliano motioned, Trustee Pratico seconded for a vote to accept all nominations.

Ayes: 4

Noes: 0

Abstentions: 1 (Mayor Schmidt)

Padraic Ellis received the Oath of Office from Deputy Mayor Carner.

OFFICIAL VILLAGE NEWSPAPER:

Trustee Pratico motioned, Trustee Giuliano seconded for a vote to accept the Troy Record as the continued official newspaper for the purpose of posting legal notices.

Ayes: 4

Noes: 0

Abstentions: 1 (Mayor Schmidt)

RESOLUTIONS

Trustee Martin motioned, Trustee Giuliano seconded for a vote to adopt each of the following annually-renewed resolutions:

- Resolution # 7 – Rules of Procedure (amended so April is included in the months in which Board Meetings will be held on the 2nd and 4th Mondays of the month)
- Resolution # 8 – Advance Approval of Claims
- Resolution # 9 – Attendance at Schools and Conferences
- Resolution # 10 – Designated Depositories
- Resolution # 11 – Mileage Allowance
- Resolution # 12 – Standard Work Day and Reporting for Elected and Appointed Officials
- Resolution # 13 – Standard Work Day for Employees

Ayes: 4

Noes: 0

Abstentions: 1 (Mayor Schmidt)

ADJOURNMENT: At 7:32 pm, Trustee Martin moved, Trustee Giuliano seconded, motion carried to adjourn the meeting.

Respectfully Submitted,
Padraic Ellis
Village Clerk-Treasurer

RESOLUTION # 7 OF THE YEAR 2018 OF THE VILLAGE BOARD OF THE VILLAGE OF CASTLETON-ON-HUDSON RULES OF PROCEDURE

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

NOW THEREFORE IT BE RESOLVED, the following rules of procedure are adopted pursuant to Village Law § 4-412:

- 1. REGULAR MEETINGS:** The Board of Trustees' Regular Meetings are held on the 2nd and 4th Monday of each month, commencing at 7 p.m. in the Village Hall boardroom, with the exceptions of: May, which the 2nd meeting of the month will occur on the 4th Tuesday, due to the Memorial Day holiday; and July, August, and December, which will have one meeting on the 2nd Monday of the month.
- 2. SPECIAL MEETINGS:** Special meetings of the Board of Trustees are all Board meetings other than Regular Meetings. A Special Meeting may be called by the Mayor or any Trustee upon notice to the entire Board. Notice must be given to each member of the Board of Trustees by telephone, in person, or email at least 24 hours in advance of the meeting unless an emergency requires the meeting to be held on less than 24-hour notice.
- 3. QUORUM:** A quorum of the Board must be physically present to conduct business. A quorum of the five-member Board of Trustees is three, regardless of vacancies.
- 4. EXECUTIVE SESSIONS:** Executive sessions must be held in accordance with NYS Public Officers Law § 105. All executive sessions must be entered into by a motion made from a properly noticed and conducted open meeting.
- 5. AGENDAS:** The agenda is to be prepared by the Clerk-Treasurer at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda must be provided to the Clerk in writing or via email at least 24 hours before the meeting's start time. The agenda must be prepared by noon on the Friday before the meeting. However, items may be placed on the agenda at any time. If necessary, a supplemental agenda may be distributed at the beginning of the meeting.
- 6. VOTING:** Pursuant to the New York State Village Law and General Construction Law, each member of the Board has one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law. A vote upon any question must

be taken by ayes and noes, and the names of the members present and their votes must be entered in the minutes.

7. GENERAL RULES OF PROCEDURE:

- a) The Mayor presides at the meeting. In the Mayor's absence, the Deputy Mayor presides at meetings of the Board. The presiding officer may debate, move and take any action that may be taken by other members of the Board. Board members are not required to rise, but must be recognized by the presiding officer before making motions and speaking.
- b) Every motion must be seconded before being put to a vote; all motions must be recorded in their entirety in the Board's minutes.
- c) Once recognized, a member may not be interrupted when speaking unless it is to call him/her to order. If a member is called to order, they must stop speaking until the question of order is determined, and, if in order, they must be permitted to proceed. There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained and require a two-thirds vote to pass.

8. GUIDELINES FOR PUBLIC COMMENT:

- a) The public may speak only during the Public Comment period of the meeting or at such other time as a majority of the Board allows.
- b) Speakers must step to the front of the room.
- c) Speakers must give their name, address and organization, if any.
- d) Speakers must be recognized by the presiding officer.
- e) Speakers must limit their remarks to five minutes on a given topic.
- f) Speakers may not yield any remaining time they may have to another speaker.
- g) Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- h) All remarks must be addressed to the Board as a body and not to any member thereof.
- i) Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- j) Interested parties or their representatives may address the Board by written communications.

9. MINUTES:

- a) The Clerk-Treasurer is responsible for taking the minutes of the Board. Minutes must consist of a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon. Minutes must be taken at executive session of any action that is taken by formal vote. Executive session minutes must consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law (FOIL).
- b) Minutes must also include the following:
 - Name of the Board;
 - Date, place and time of meeting;
 - Notation of the presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment;

- Name and title of other village officials and employees present and the approximate number of attendees;
- Record of communications presented to the Board;
- Record of reports made by Board or other village personnel; and
- Time of adjournment; and signature of Clerk or person who took the minutes if not the Clerk.

c) Minutes should 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.

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

10. ORDER OF BUSINESS OF THE BOARD OF TRUSTEES:

- a) Call to order;
- b) Roll call;
- c) Approval of minutes of previous meeting;
- d) Report of officers and committees (list);
- e) Public comment period;
- f) Old business;
- g) New business;
- h) Appropriations;
- i) Auditing; and
- j) Adjournment.

11. GUIDELINES FOR USE OF RECORDING EQUIPMENT: All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. Recording should be done in a manner which does not interfere with the meeting. The mayor may determine whether the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the village board, size of the equipment, and the ability of the public to participate in the meeting. If the recording is determined to be intrusive and interferes with the meeting, the mayor may direct that the recording be stopped or undertaken in a different manner or location.

12. ADJOURNMENT: Meetings may be adjourned by motion.

13. AMENDMENTS TO THE RULES OF PROCEDURE: The foregoing procedures may be amended from time to time by a majority vote of the Board.

Moved by: Trustee Martin

Seconded By: Trustee Giuliano

Resolution ADOPTED by the following vote:

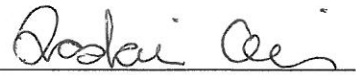
Ayes: 4

Noes: 0

Abstentions: 1 (Mayor Schmidt)

Dated: April 2, 2018

I hereby certify that this resolution was adopted on April 2, 2018 and is recorded in the Meeting Minutes of the Village of Castleton-on-Hudson Village Board.

A handwritten signature in cursive script, appearing to read "Padraic Ellis", written over a horizontal line.

Padraic Ellis, Village Clerk

**RESOLUTION # 8 OF THE YEAR 2018 OF THE VILLAGE
BOARD OF THE VILLAGE OF CASTLETON-ON-HUDSON**

ADVANCE APPROVAL OF CLAIMS

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 must be presented at the next regular meeting for audit; and

WHEREAS, the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows.

NOW THEREFORE BE IT RESOLVED, that the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows. This resolution is effective immediately.

Moved by: Trustee Martin

Seconded by: Trustee Giuliano

Resolution ADOPTED by the following vote:

Ayes: 4

Nays: 0

Abstentions: 1 (Mayor Schmidt)

Dated: April 2, 2018

I hereby certify that this resolution was adopted on April 2, 2018 and is recorded in the Meeting Minutes of the Village of Castleton-on-Hudson Village Board.



Padraic Ellis, Village Clerk

RESOLUTION # 9 OF THE YEAR 2018 OF THE VILLAGE BOARD OF THE VILLAGE OF CASTLETON-ON-HUDSON

ATTENDANCE AT SCHOOLS AND CONFERENCES

WHEREAS, there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors Fall Training School for Fiscal Officers and Municipal Clerks; c) the New York State Conference of Mayors Main Street Revitalization Conference; d) the Governor's Office for Small Cities Main Street Revitalization Meetings; e) Capital District Clerks' luncheons and meetings; f) the Office of the State Comptroller Governmental Accounting Training; g) New York State Conference of Mayors Public works Training Schools; h) other conferences, meetings, seminars, and classes associated with public works; i) conferences, meetings, seminars, and classes associated with Water and Wastewater Treatment and Municipal Storm Water Training; and j) conferences, meetings, seminars, and classes associated with Code Enforcement and Building Inspection.

WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences, seminars, or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED, that the appropriate officers and employees of the Village of Castleton-on-Hudson are hereby authorized to attend such events. This resolution is effective immediately.

Moved by: Trustee Martin

Seconded by: Trustee Giuliano

Resolution ADOPTED by the following vote:

Ayes: 4

Nays: 0

Abstentions: 1 (Mayor Schmidt)

Dated: April 2, 2018

I hereby certify that this resolution was adopted on April 2, 2018 and is recorded in the Meeting Minutes of the Village of Castleton-on-Hudson Village Board.



Padraic Ellis, Village Clerk

**RESOLUTION # 10 OF THE YEAR 2018 OF THE VILLAGE
BOARD OF THE VILLAGE OF CASTLETON-ON-HUDSON
DESIGNATED DEPOSITORIES**

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 moneys received by the Village Clerk-Treasurer:

Kinderhook Bank
NYCLASS

This resolution is effective immediately.

Moved by: Trustee Martin

Seconded by: Trustee Giuliano

Resolution ADOPTED by the following vote:

Ayes: 4

Nayes: 0

Abstentions: 1 (Mayor Schmidt)

Dated: April 2, 2018

I hereby certify that this resolution was adopted on April 2, 2018 and is recorded in the Meeting Minutes of the Village of Castleton-on-Hudson Village Board.



Padraic Ellis, Village Clerk

**RESOLUTION # 11 OF THE YEAR 2018 OF THE VILLAGE
BOARD OF THE VILLAGE OF CASTLETON-ON-HUDSON**

MILEAGE ALLOWANCE

WHEREAS, the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to village officers and employees who use their personal automobiles while performing their official village duties;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees will approve reimbursement to such officers and employees at the Federal Standard Mileage Rate, currently 54.5 cents per mile. This resolution is effective immediately.

Moved by: Trustee Martin

Seconded by: Trustee Giuliano

Resolution ADOPTED by the following vote:


Ayes: 4

Nays: 0

Abstentions: 1 (Mayor Schmidt)

Dated: April 2, 2018

I hereby certify that this resolution was adopted on April 2, 2018 and is recorded in the Meeting Minutes of the Village of Castleton-on-Hudson Village Board.

A handwritten signature in cursive script, appearing to read "Padraic Ellis", written over a horizontal line.

Padraic Ellis, Village Clerk



Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A

(Rev. 8/15)

BE IT RESOLVED, that the Village of Castleton-on-Hudson / 40115 hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
Elected Officials								
Mayor	6.00	Robert Schmidt			<input type="checkbox"/>	04/02/18-04/06/20		<input type="checkbox"/>
Trustee	6.00	Jenifer Pratico			<input type="checkbox"/>	04/02/18-04/06/20		<input type="checkbox"/>
Trustee	6.00	Gina Giuliano			<input type="checkbox"/>	04/02/18-04/06/20		<input type="checkbox"/>
Appointed Officials								
Clerk-Treasurer	6.00	Padraic Ellis			<input type="checkbox"/>	04/02/18-04/06/20	N/A	<input type="checkbox"/>
Deputy Clerk	6.00	Janice Better			<input type="checkbox"/>	04/02/18-04/01/19	N/A	<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>

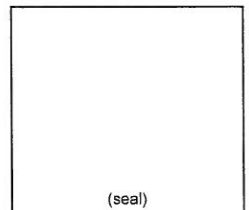
SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, Padraic Ellis, secretary/clerk of the governing board of the Village of Castleton-on-Hudson, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 2nd day of April, 20 18 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Village of Castleton-on-Hudson on this 2nd day of April, 20 18, Padraic Ellis (Signature of the secretary or clerk)

Affidavit of Posting: I, Padraic Ellis, being duly sworn, deposes and says that the posting of the Resolution began on April 10, 2018 and continued for at least 30 days. That the Resolution was available to the public on the (Date)

- ☒ Employer's website at castleton-on-hudson.org
☐ Official sign board at _____
☒ Main entrance secretary or clerk's office at 85 South Main St. Castleton, NY 12033





Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Standard Work Day Resolution for Employees*

RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the Village of Castleton-on-Hudson, Location code 40115, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Clerk	6.00
Department of Public Works	8.00
Water & Sewer Administration	8.00

On this 2nd day of April, 2018

Padraic Ellis

(Signature of clerk)

Date enacted: April 2, 2018

I, Padraic Ellis, clerk of the governing board of the Village of Castleton-on-Hudson,
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 2nd day of April, 2018 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

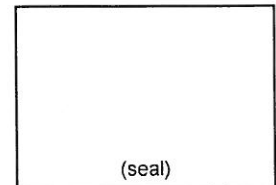
I further certify that the full board, consists of 5 members, and that 4 of such members were present at such meeting and that 4 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto

Set my hand and the seal of the

Village of Castleton-on-Hudson

(Name of Employer)



*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

See Instructions for Completing Form on Back