

APRIL 3, 2023 ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

I. CALL TO ORDER

Mayor Harter called the meeting to order at 7:00 p.m. with the Pledge to the Flag.

Board Members Present: Mayor Harter, Trustee Fuller, Trustee Werner, Trustee Olejniczak

Board Members Absent: Trustee Roach

Also Present: Clerk Wierzbicki, Attorney Cassidy

Members of the Audience: 1

II. OATHS OF OFFICE

Village Clerk Colleen Wierzbicki will administer the Oath of Office to Mayor Daniel Harter and to Trustees-Elect Thomas Fuller and Craig Olejniczak.

III. DESIGNATIONS

1. Motion made by *Trustee Fuller* seconded by *Trustee Werner* to designate the following institutions as depositories of all moneys received by the village treasurer, clerk and receiver of taxes: the **ORANGE BANK AND TRUST, WEBSTER NATIONAL BANK, and NYCLASS** shall be the designated **OFFICIAL DEPOSITORIES** of the Village of Florida monies for day-to-day operations and that any other bank located in the County of Orange, and authorized to accept public monies, may be used for investment purposes.

VOTE: YES 4 NO 0 1 Absent

2. Motion made by *Trustee Fuller* seconded by *Trustee Olejniczak* that **STRAUSS NEWSPAPERS** shall be designated the **OFFICIAL NEWSPAPER** for legal advertising purposes. The **TIMES HERALD RECORD** shall be designated as additional alternates as deemed necessary.

VOTE: YES 4 NO 0 1 Absent

IV. APPOINTMENTS by Mayor Harter

Motion made by *Trustee Werner* seconded by *Trustee Olejniczak* to approve the following appointments at salaries or hourly wages to be agreed upon by the Board:

1. Marvin Geller shall be appointed as **VILLAGE TREASURER**.

2. Colleen Wierzbicki shall be appointed as **VILLAGE CLERK**.
3. Elizabeth Cassidy shall be appointed **VILLAGE ATTORNEY**.
She shall attend all meetings and render such services as shall be requested.
4. Rebecca Rivera shall be appointed as **DEPUTY VILLAGE CLERK**.
5. Elizabeth Cassidy shall be appointed **ATTORNEY FOR THE PLANNING BOARD**. He shall attend all meetings and render such services as shall be requested.
6. Robert Krahulik shall be appointed **ATTORNEY FOR THE ZONING BOARD OF APPEALS**. He shall attend all meetings and render such services as shall be requested. **Robert Fink** will be auxiliary attorney.
7. Sean Hoffman shall be appointed as the **VILLAGE GENERAL ENGINEER**.
8. Pitingaro & Doetsch P. C. shall be appointed as **VILLAGE WATER ENGINEERS**.
9. Deborah Eurich shall be appointed **VILLAGE ASSESSOR**.
10. Richard Carr shall be appointed part-time **CROSSING GUARD**.
11. shall be appointed **SECRETARY FOR THE BUILDING, PLANNING & ZONING BOARD of APPEALS. holdover**
12. The **PLANNING BOARD CHAIRPERSON** shall receive a salary of \$2600.00 per year and the **PLANNING BOARD MEMBERS** shall each receive a salary of \$2200.00 per year, payable quarterly.
13. The **ZONING BOARD OF APPEALS CHAIRPERSON** shall receive a salary of \$1200.00 per year and the **ZONING BOARD OF APPEALS MEMBERS** shall each receive a salary of \$790.00 per year, payable quarterly.
14. The **VILLAGE HISTORIAN** shall be Robert Scott III and the **ASSISTANT VILLAGE HISTORIAN** shall be William Pillmeier.
15. James Coleman shall be appointed **VILLAGE POLICE CHIEF**.
16. Timothy Brunswick shall be appointed **DEPARTMENT OF PUBLIC WORKS SUPERVISOR**.

VOTE: YES 4 NO 0 1 Absent

V. Returned Check Fees

Motion made by *Trustee Fuller* seconded by *Trustee Olejniczak* to approve the returned check fee of \$40.00 per check and or returned item.

VOTE: YES 4 NO 0 1 Absent

VI. Temporary Employees

Motion made by *Trustee Fuller* seconded by *Trustee Olejniczak* that the starting salary for all new temporary employees (if any) will be \$15.00 per hour, unless otherwise indicated.

VOTE: YES 4 NO 0 1 Absent

VII. GARBAGE COLLECTIONS

1. Regular Garbage Collections & Recycling

Motion made by *Trustee Werner* seconded by *Trustee Fuller* that **REGULAR GARBAGE COLLECTIONS** will be on Mondays for all properties on the east side of Main Street and on Tuesdays for the Business District and all properties on the west side of Main Street, except holidays which all collection will be on Tuesdays **SINGLE-STREAM RECYCLABLE ITEMS** will be collected every Friday except holidays, when it will be collected on the preceding Thursday.

VOTE: YES 4 NO 0 1 Absent

VIII. RESOLUTION ADOPTING RULES OF PROCEDURE FOR THE BOARD OF TRUSTEES OF THE VILLAGE OF FLORIDA

Motion made by *Trustee Olejniczak* seconded by *Trustee Fuller* to adopt the following resolution pertaining to the rules of procedure as presented:

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

Now, Therefore Be It Resolved, the following rules of procedure are adopted pursuant to Village Law §4-412:

1. **REGULAR MEETINGS:** The Board of Trustees' Regular Meetings will be held the first Wednesday of each month at 7:30 PM in the Village Hall Meeting Room.
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-hours' notice.
3. **WORK SESSIONS:** Work Sessions will be held 9:30 AM the first and third Wednesday of each Month at Village Hall.
4. **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.
5. **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.
6. **AGENDAS:** The agenda is to be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustees 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 day of 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.
7. **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 into the minutes.
8. **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.

9. GUIDELINES FOR PUBLIC COMMENT:

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

10. MINUTES:

- a) The Clerk 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.
- 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.

11. ORDER OF BUSINESS OF THE BOARD OF TRUSTEES:

- a) Call to order;
- b) Roll call;
- c) Approval of the minutes of the previous meeting;
- d) Treasurer and financial reports;
- e) Report of officers and committees (list);
- f) Public comment period for items on the agenda;
- g) Old Business;
- h) New Business;
- i) Public Comment
- j) Adjournment.

12. 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 to be stopped or undertaken in a different manner or location.

13. ADJOURNMENT: Meetings may be adjourned by motion.

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

VOTE: YES 4 NO 0 1 Absent

IX. YOUTH RECREATION RESOLUTION

Motion made by *Trustee Fuller* seconded by *Trustee Olejniczak* to adopt the following resolution:

WHEREAS, it is the intention of the **BOARD OF TRUSTEES OF THE VILLAGE OF FLORIDA** to establish a **YOUTH RECREATION PROJECT**, and **WHEREAS**, the **VILLAGE OF FLORIDA** has received approval from the **STATE OF NEW YORK** for such a project, and partial reimbursement of funds for such project, as provided by Chapter 556 of 1945, as amended,
NOW THEREFORE BE IT RESOLVED, that such an application is approved and that **DANIEL HARTER, MAYOR**, is hereby directed and authorized to duly execute said application to the State of New York for approval.

VOTE: YES 4 NO 0 1 Absent

X. PROCUREMENT POLICY

Motion made by *Trustee Olejniczak* seconded by *Trustee Fuller* that the current procurement policy will be used for the **2023/2024** fiscal years, or until such time as the Board of Trustees of the Village of Florida has reviewed and/or revised it accordingly.

VOTE: YES 4 NO 0 1 Absent

XI. ADVANCE APPROVAL OF CLAIMS

Motion by *Trustee Olejniczak* seconded *Trustee Fuller* by to adopt the following resolution:

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, health insurance, workman compensation payments and other emergency items as may be deemed necessary, and,

WHEREAS all such claims shall be presented at the next regular meeting for audit,
NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit claims for public utility services, postage, freight and express charges, health insurance,

workman compensation payments and other emergency items as may be deemed necessary, and, all such claims shall be presented at the next regular meeting for audit.
Section 2. This resolution shall take effect immediately.

VOTE: YES 4 NO 0 1 Absent

XII. ATTENDANCE AT SCHOOLS AND CONFERENCES

Motion by *Trustee Olejniczak* seconded by *Trustee Fuller* to adopt the following resolution:

WHEREAS there is to be held during the coming official year the New York State Conference of Mayors Annual Meeting and Training School; the New York State Conference of Mayor and Fall Training School for Fiscal Officers and Municipal Clerks; the New York State Magistrates Training School for Justices and Court Clerks, NYCOM's Public Works Training School, and various County association meetings and training sessions, and,

WHEREAS, the Board of Trustees determines that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools, benefits the municipality.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the following schools:

- a. The New York State Conference of Mayors Annual Meeting and Training School by the Mayor, Board of Trustees, Village Treasurer, Village Clerk and Deputy Clerk;
- b. The New York State Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks by the Mayor, Board of Trustees, Village Treasurer, Village Clerk and Deputy Clerk;
- c. The New York State Conference for Magistrates and Court Clerks by the Village Justice and the Court Clerk;
- d. The New York State Conference for Public Works Training School by the Superintendent of Public Works;
- e. Various county association meetings and training sessions by those deemed necessary by the Board of Trustees.

VOTE: YES 4 NO 0 1 Absent

XIII. THE STANDARD WORK DAY AND REPORTING RESOLUTIONS

BE IT RESOLVED, that the Board of Trustees of the Village of Florida, Location code 40332, hereby establishes the following standard work day for the following titles and to report the officials to the New York State and Local Retirement System based on the time

keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Mayor	6 hours/day
Deputy Mayor	6 hours/day
Trustees	6 hours/day
Clerk	8 hours/day
Deputy Clerk	6.5 hours/day
Treasurer	6 hours/day
Building/Planning Clerk	6.5 hours/day
DPW Supervisor/Laborers	8 hours/day
Police Officer/Chief	8 hours/day

Motion by Trustee Olejniczak second by Trustee Fuller

VOTE: YES 4 NO 0 1 Absent

XIII. EXECUTIVE APPOINTMENTS

Mayor Harter will make the following **EXECUTIVE APPOINTMENTS**:

Police, Justice, Emergency Management, Deputy Mayor, Senior Affairs *Trustee Fuller*
DPW, Sewer and Water Departments Chamber of Commerce *Trustee Werner*
Parks, Recreation, Buildings Grounds, Animal Control *Trustee Olejniczak*
Building Department, Planning, Zoning, Historical *Trustee Roach*

XIV. ADJOURNMENT

Motion made *Trustee Olejniczak* by seconded by *Trustee Fuller* to adjourn the meeting at **7:25** PM.

VOTE: YES 4 NO 0 1 Absent