

**Village of Suffern  
Special Board Meeting  
November 28, 2017 – 7:00 PM**

A Village Board Workshop Meeting was held on Wednesday, November 28, 2017. Five resolutions were presented to the Board for authorization during that meeting.

**Present:**       **Edward Markunas, Mayor**  
                  **Frank Hagen, Trustee**  
                  **Moira Hertzman, Trustee**  
                  **Dan Kraushaar, Village Attorney**  
                  **Virginia Menschner, Village Clerk**  
                  **Amy Paffenroth, Deputy Village Clerk**  
                  **Henry Sussman, Trustee**  
                  **Joseph Russo, Trustee**

**CALL TO ORDER:**

Mayor Markunas called the meeting to order at 7:00 p.m., leading the Pledge of Allegiance and a Moment of Silence in honor of our service men and women.

**FINANCE DEPARTMENT:**

**RESOLUTION NO. 213 OF 2017 - RESOLUTION AUTHORIZING AMENDMENTS TO WORKERS' COMPENSATION INSURANCE AGREEMENT WITH PUBLIC EMPLOYER RISK MANAGEMENT ASSOCIATION, INC. (PERMA) FOR THE VILLAGE OF SUFFERN FOR A TERM RUNNING FROM 06/01/2017 TO 06/01/2018**

Public Employer Risk Management Association, Inc. (PERMA) provides coverage to the Village for Workers' Compensation and Employers Liability for the period 06/01/2017 through 06/01/2018. PERMA has presented to the Village an amended agreement that clarifies the PERMA underwriting process, how contributions are calculated, the obligations of the Village in regard to Village of Suffern Workers' Compensation Claims should PERMA become insolvent, and Village of Suffern obligations in regard to the appointment of a safety coordinator and safety committee. The Board of Trustees of the Village of Suffern agreed to the amended Workers' Compensation and Employers Liability Agreement for the period 06/01/2017 through 06/01/2018 with Public Employer Risk Management Association, Inc. (PERMA). The Board of Trustees of the Village of Suffern authorized the Mayor to execute any and all required documentation consistent with the changes made by Michael Genito as per his November 28, 2017 correspondence with PERMA, on behalf of the Village to the said agreement, approved as to form and content by the Village Attorney, to secure said insurance coverage on behalf of the Village of Suffern. A motion to approve the foregoing resolution was made by Trustee Moira Hertzman and seconded by Trustee Joseph Russo and approved unanimously by the Board.

**RESOLUTION NO. 214 OF 2017 - RESOLUTION ESTABLISHING SAFETY COMMITTEE AND SAFETY COORDINATOR**

The Board of Trustees of the Village of Suffern desires to establish a Safety Committee with representation from all appropriate Village departments to assist in the identification and management of Village risk and safety issues. The Board of Trustees of the Village of Suffern desires to establish a Safety Coordinator to serve as Chair of the Safety Committee and liaison to the Board of Trustees and to department heads, insurance agents and carriers, and others associated with the management of Village risk and safety issues. The Village Board of Trustees established a Safety Committee, consisting of one voting member from each of the following departments as selected by their department head: the Fire Department, the Police Department, the Department of Public Works, the Department of Recreation and the Office of Village Clerk; a non-voting Safety Coordinator selected by the Mayor, and the following ex-officio non-voting members: the Village Attorney, the Village Treasurer and the Village's insurance agents. No member of the Safety Committee shall receive any additional compensation for the functions, duties, or services performed or conducted as a member of the Safety Committee. A motion to approve the foregoing resolution was made by Trustee Moira Hertzman and seconded by Trustee Joseph Russo and approved unanimously by the Board.

**RESOLUTION NO. 215 OF 2017 - RESOLUTION ACCEPTING PROPOSAL FOR AUDITING SERVICES**

Section 4-408(e) of Village Law requires an audit of the Village Treasurer's annual financial report and supporting records. Section 2019-a of the Uniform Justice Court Act requires that every Village Justice, at least once a year, present his or her records and docket to the Village Board for an audit. It is the desire of the Village Board to retain the services of a certified public accountant to conduct said audits. A proposal to audit the Village Treasurer's annual financial report and supporting records, together with the records and dockets of the Village Justices, for the fiscal years ended/ending May 31, 2017, 2018 and 2019 at the not to exceed amounts of \$33,700; \$31,450; and \$31,450, respectively, has been received from Berard & Associates CPA'S P.C. Berard & Associates CPA'S P.C. was retained to conduct the aforementioned audits. The Board of Trustees of the Village of Suffern authorized the Mayor to execute a contract with Berard & Associates CPA'S P.C., approved as to form and content by the Village Attorney, for said auditing services. A motion to approve the foregoing resolution was made by Trustee Frank Hagen and seconded by Trustee Joseph Russo and approved unanimously by the Board.

**OFFICE OF THE MAYOR:****RESOLUTION NO. 216 OF 2017 - A RESOLUTION ESTABLISHING THE POSITION OF RECEPTIONIST IN THE VILLAGE CLERK'S OFFICE**

Rockland County Department of Personnel has a competitive class position of Receptionist. The Deputy Commissioner of Rockland County Personnel authorized the establishment of the position of Receptionist in the Village of Suffern effective November 28, 2017. The Board of Trustees hereby established the position of Receptionist in the Village Clerk's Office effective November 28, 2017. A motion to approve the foregoing resolution was made by Trustee Frank Hagen and seconded by Trustee Joseph Russo and approved unanimously by the Board.

**RESOLUTION NO. 217 OF 2017 - RESOLUTION APPOINTING MARIANNE LEANZA CLERK TYPIST FULL-TIME IN THE SUFFERN JUSTICE COURT**

The Village of Suffern has a competitive class position of Clerk Typist. The Commissioner of Rockland County Personnel approved the additional position of Clerk Typist Full-Time for the Village of Suffern effective March 24, 2017. The Mayor appointed Ms. Marianne Leanza to the position of Clerk Typist Full Time in the Justice Court, at a pay rate of \$18.00 per hour, effective December 11, 2017. A motion to approve the foregoing resolution was made by Trustee Joseph Russo and seconded by Trustee Frank Hagen and approved unanimously by the Board.

**POLICE DEPARTMENT:****RESOLUTION NO. 218 OF 2017 - A RESOLUTION AUTHORIZING A MANAGED SERVICES COMMUNICATIONS EQUIPMENT AGREEMENT WITH GOOSETOWN ENTERPRISES, INC. FOR THE RENTAL OF AN EVANS 2 POSITION CONSOLE DESK POLICE, FIRE, AND EMS COMMUNICATIONS SYSTEM**

The Board of Trustees authorized Chief Clarke Osborn to sign a Managed Services Communications Equipment Agreement with Goosetown Enterprises in the amount of \$582.25 per month for 60 months with a total rental fee of \$34,955.00. Following the 60-month rental period, the Village of Suffern will maintain ownership of the EVANS 2 Position Console Desk System at no cost, Nunc Pro Tunc. A motion approving the foregoing resolution was made by Trustee Joseph Russo and seconded by Trustee Moira Hertzman and approved unanimously by the Board.

**ADJOURNMENT:**

A motion to close the meeting was made by Trustee Russo, seconded by Trustee Hagen, and approved unanimously by the Board. The meeting was adjourned at 9:36 p.m.