

**Village of Suffern
Village of Suffern Organizational Meeting Minutes
Monday, December 3, 2018 - 7:00 p.m.**

The Village of Suffern Organization Meeting was held on Monday, December 3, 2018.

Present: **Edward Markunas, Mayor**
 Steve Alpert, Trustee
 Paul Girard, Trustee
 Frank Hagen, Trustee
 Moira Hertzman, Trustee
 Robert Magrino, Acting Village Attorney
 Amy Paffenroth, Village Clerk

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 President Herbert Walker Bush.

OATHS OF OFFICE:

The Oath of Office was administered by Village of Suffern Justice Ernest Buonocore for the following elected officials: Steve Alpert, Trustee two-year term; Paul Girard, Trustee two-year term; Robert Magrino, Assistant Attorney one-year term; Vincent Altieri, Associate Village Justice one-year term.

ADMINISTRATIVE RESOLUTION:

RESOLUTION NO. 252 OF 2018 - BOARD OF TRUSTEES MEETING SCHEDULE

The Board of Trustees shall hold their monthly meetings at 7:00 p.m. on the first Monday of each month and their workshop meetings at 7:00 p.m. on the last Tuesday of each month. All meeting of the Village Board of Trustees will be held at Suffern Village Hall, 61 Washington Avenue, Suffern, New York. A motion to approve the foregoing resolution was made by Trustee Steve Alpert, seconded by Trustee Frank Hagen, and approved unanimously by the Board.

RESOLUTION NO. 253 OF 2018 - DESIGNATING THE OFFICIAL DEPOSITORIES OF THE VILLAGE OF SUFFERN

New York State General Municipal Law Section 39 requires that the Village Board adopt a resolution designating the official depositories of the Village of Suffern. JP Morgan Chase Bank, Key Bank, Sterling National Bank, and TD Bank are designated as the official depositories of the Village of Suffern. A motion to approve the foregoing resolution was made by Trustee Paul Girard, seconded by Trustee Frank Hagen, and approved unanimously by the Board.

RESOLUTION NO. 254 OF 2018 - DESIGNATION OF THE OFFICIAL NEWSPAPER OF THE VILLAGE OF SUFFERN

The official newspaper for the Village of Suffern is the Rockland Journal News. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

RESOLUTION NO. 255 OF 2018 - DESIGNATED POSTING OF PUBLIC NOTICES

Pursuant to Public Officers Law, Section 104, the place designated for posting of Village of Suffern public notices shall be the Suffern Village Hall Bulletin Board located at 61 Washington Avenue, Suffern, New York. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Steve Alpert, and approved unanimously by the Board.

RESOLUTION NO. 256 2018 - DESIGNATED LOCATIONS FOR POSTING OF LEGAL NOTICES

Designated places for posting legal notices in the Village of Suffern shall be as follows:

1. Suffern Village Hall Bulletin Board, 61 Washington Avenue
2. Suffern Police Department, 61 Washington Avenue
3. Suffern Post Office, 15 Chestnut Street
4. Suffern Free Library, 210 Lafayette Avenue
5. Community Center, 41 Lafayette Avenue
6. Leo Lydon Building, Cypress Road

A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

RESOLUTION NO. 257 OF 2018 - HOLIDAY SCHEDULE FOR THE VILLAGE OF SUFFERN

The Village of Suffern shall recognize and shall be closed for business on the following holidays:

New Year's Day – January 1, 2019

Martin Luther King's Birthday – January 21, 2019

President's Day – February 18, 2019

Memorial Day – May 27, 2019

Independence Day – July 4, 2019

Labor Day – September 2, 2019

Columbus Day – October 14, 2019

Veteran's Day – November 11, 2019

Thanksgiving Day – November 28, 2019

Day after Thanksgiving – November 29, 2019

Christmas Eve – December 24, 2019

Christmas Day – December 25, 2019

A motion to approve the foregoing resolution was made by Trustee Steve Alpert, seconded by Trustee Frank Hagen, and approved unanimously by the Board.

RESOLUTION NO. 258 OF 2018 - REIMBURSEMENT OF EXPENSES FOR AUTHORIZED TRAVEL

Section 77 of the General Municipal Law authorizes the Village of Suffern to pay for the actual and necessary expenses of travel, meals, lodging, registration fees, and tuition fees incurred by officers and employees while attending conferences and other official business. The Office of the New York State Comptroller has a guide entitled *Travel and Conference Expense Management* published June 2012 to assist the Village in establishing payment and reimbursement guidelines for such expenses. The Village may establish a per diem rate for meals in lieu of requiring actual receipts, not to exceed the per diem rates provided for by the United States General Services Administration (GSA). The Village of Suffern will pay for the actual and necessary expenses for lodging, registration and tuition fees incurred by officers and employees as authorized by the Village Board and evidenced by written receipts. The Village of Suffern will reimburse officers and employees for actual and necessary mileage, at the IRS Standard Mileage Rate in effect at the time of travel, plus parking and tolls, for the use of their personal vehicle for official Village business. The Village of Suffern will also reimburse officers and employees for the actual and necessary cost of meals while travelling on official Village business, not already included as part of the registration or other fees, either as evidenced by written receipts, or in lieu of such written receipts, at the per diem meal rates established by the GSA in effect at the time and location of travel. A motion to approve the foregoing resolution was made by Trustee Paul Girard, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

APPOINTMENTS:

RESOLUTION NO. 259 OF 2018 - A RESOLUTION APPOINTING FRANK HAGEN AS DEPUTY MAYOR FOR A ONE YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Frank Hagen to the office of Deputy Mayor for a one-year term to expire at noon on December 2, 2019. This decision is in the purview of the Mayor and does not require Village of Suffern Board approval for passage. A motion to approve the foregoing resolution was made by Trustee Moira Hertzman, seconded by Trustee Steve Alpert, and approved unanimously by the Board.

RESOLUTION NO. 260 OF 2018 - A RESOLUTION APPOINTING AMY PAFFENROTH AS VILLAGE CLERK TO FILL THE UNEXPIRED TERM OF VIRGINIA MENSCHNER THROUGH DECEMBER 2, 2019

The Mayor and Village Board appointed Amy Paffenroth effective December 3, 2018, as Village Clerk through noon on December 2, 2019, filling the unexpired term of Virginia Menschner, at an annual salary of \$74,000. Ms. Paffenroth will also retain her title as Deputy Treasurer through noon on December 2, 2019. The Board recognizes that the position of Village Clerk is of a nature typically available to be called upon at any time and any day to perform duties on behalf of the Village that may include activities that occur outside of the Village of Suffern Municipal Building offices. If Ms. Paffenroth should opt to take health insurance, she will be required to contribute 18% of the cost of such policy which shall be withheld and paid for through payroll withholdings. Ms. Paffenroth shall receive all benefits afforded under the status of a full-time employee in accordance with Rule 3 – Applicability, of the Employment Standards and Benefits of the Village

of Suffern as revised March 16, 1998. The Mayor and the Board of Trustees appointed Amy Paffenroth as Village Clerk. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

RESOLUTION NO. 261 OF 2018 - A RESOLUTION APPOINTING KATHY VAN SICKLE AS DEPUTY VILLAGE CLERK TO FILL THE UNEXPIRED TERM OF AMY PAFFENROTH THROUGH DECEMBER 2, 2019

The Mayor and Village Board appointed Kathy Van Sickle effective January 7, 2019, as Deputy Village Clerk to a term of office through noon on December 2, 2019, to fill the unexpired term of Amy Paffenroth, at an annual salary of \$49,000. The Board recognizes that the position of Deputy Village Clerk is of a nature typically available to be called upon at any time and any day to perform duties on behalf of the Village that may include activities that occur outside of the Village of Suffern Municipal Building offices. The Mayor and the Board of Trustees appointed Kathy Van Sickle as Deputy Village Clerk. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

RESOLUTION NO. 262 OF 2018 - A RESOLUTION APPOINTING THE ASSISTANT VILLAGE ATTORNEY FOR A ONE YEAR TERM OF OFFICE

Mayor Edward Markunas and the Village Board appointed Robert Magrino to the office of Assistant Village Attorney for a one-year term to expire at noon on December 2, 2019 at a salary of \$34,000. The Board recognizes that the position of Assistant Village Attorney is of a nature typically available to be called upon at any time and any day to perform duties on behalf of the Village that may include activities that occur outside of the Village of Suffern Municipal Building offices. If Robert Magrino participates in the New York State Retirement system, he shall be required annually to record or recertify work activities for a period of three consecutive months in accordance with Chapter 315.4, Section (a) Record of Work Activities, of the New York State Retirement System Regulation, Regulation on Reporting for Elected or Appointed Officials. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

RESOLUTION NO. 263 OF 2018 - A RESOLUTION APPOINTING THE ASSOCIATE VILLAGE JUSTICE FOR A ONE YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Vincent Altieri to the office of Associate Village Justice for a one-year term to expire at noon on December 2, 2019 at a salary of \$8,294.00. If Vincent Altieri participates in the New York State Retirement system, he shall be required annually to record or recertify work activities for a period of three consecutive months in accordance with Chapter 315.4, Section (a) Record of Work Activities, of the New York State Retirement System Regulation, Regulation on Reporting for Elected or Appointed Officials. A motion to approve the foregoing resolution was made by Trustee Steve Alpert, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

RESOLUTION NO. 264 OF 2018 - A RESOLUTION APPOINTING THE VILLAGE TAX COLLECTOR FOR A ONE YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Joanne Cioffi as Village Tax Collector for a one-year term to expire at noon on December 2, 2019. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

RESOLUTION NO. 265 OF 2018 - A RESOLUTION APPOINTING THE DEPUTY VILLAGE TAX COLLECTOR FOR A ONE YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Kathy Van Sickle as Deputy Village Tax Collector for a one-year term to expire at noon on December 2, 2019. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Paul Girard, and approved unanimously by the Board.

RESOLUTION NO. 266 OF 2018 - A RESOLUTION APPOINTING THE VILLAGE HISTORIAN FOR A ONE YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Craig Long as Village Historian for a one-year term to expire at noon on December 2, 2019. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Steve Alpert, and approved unanimously by the Board.

RESOLUTION NO. 267 OF 2018 - A RESOLUTION APPOINTING THE REGISTRAR FOR A ONE YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Lynne Bryant as Registrar for a one-year term to expire at noon on December 2, 2019. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Paul Girard, and approved unanimously by the Board.

RESOLUTION NO. 268 OF 2018 - A RESOLUTION APPOINTING ZONING BOARD OF APPEALS CHAIRMAN FOR A ONE YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Barry Tesseyman as the Zoning Board of Appeals Chairman for a one-year term to expire at noon on December 2, 2019. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Paul Girard, and approved unanimously by the Board.

RESOLUTION NO. 269 OF 2018 - A RESOLUTION APPOINTING ZONING BOARD OF APPEALS MEMBER FOR A FIVE-YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Patrick McKiernan as a Zoning Board of Appeals member for a five-year term to expire at noon on December 4, 2023. A motion to approve the foregoing resolution was made by Trustee Paul Girard, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

RESOLUTION NO. 270 OF 2018 - A RESOLUTION APPOINTING ZONING BOARD OF APPEALS AD HOC MEMBER FOR A ONE YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Carey Adwar as a Zoning Board of Appeals Ad Hoc member for a one-year term to expire at noon on December 2, 2019. A motion to approve the foregoing resolution was made by Trustee Steve Alpert, seconded by Trustee Frank Hagen, and approved unanimously by the Board.

RESOLUTION NO. 271 OF 2018 - A RESOLUTION APPOINTING PLANNING BOARD CHAIRMAN FOR A ONE YEAR TERM OF OFFICE

Mayor Edward Markunas appointed James Giannettino as the Planning Board Chairman for a one-year term to expire at noon on December 2, 2019. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Paul Girard, and approved unanimously by the Board.

RESOLUTION NO. 272 OF 2018 - A RESOLUTION APPOINTING PLANNING BOARD MEMBER FOR A FIVE- YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Andrew Dale as a Planning Board member for a five-year term to expire at noon on December 4, 2023. A motion to approve the foregoing resolution was made by Trustee Paul Girard, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

RESOLUTION NO. 273 OF 2018 - A RESOLUTION APPOINTING ALTERNATE PLANNING BOARD MEMBER FOR A TWO-YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Tim McInerney as an Alternate Planning Board member for two-year term to expire at noon on December 7, 2020. A motion to approve the foregoing resolution was made by Trustee Moira Hertzman, seconded by Trustee Paul Girard, and approved unanimously by the Board.

RESOLUTION NO. 274 OF 2018 - A RESOLUTION APPOINTING ALTERNATE PLANNING BOARD MEMBER FOR A TWO-YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Hudson Van Sickle as an Alternate Planning Board member for two-year term to expire at noon on December 7, 2020. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

RESOLUTION NO. 275 OF 2018 - A RESOLUTION APPOINTING THE ADVISORY BOARD ON CULTURE AND RECREATION FOR A ONE YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Cathy Mills, Gina Bertolino, Nancy Christopher, Mary Guccione, Suzanne Joyce, Lynn Limbrick, Denise Schultz, Daryl Schiller, Jodi Schiller, Jonathan A. Theodore, and Kathy Van Sickle as members of the Advisory Board on Culture and Recreation for a one-year term to expire at noon on December 2, 2019. A motion to approve the foregoing

resolution was made by Trustee Steve Alpert, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

RESOLUTION NO. 276 OF 2018 - A RESOLUTION APPOINTING SEWER RENT APPEALS BOARD CHAIRMAN FOR A ONE YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Bruce McClintock as the Sewer Rent Appeals Board Chairman for a one-year term to expire at noon on December 2, 2019. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Steve Alpert, and approved unanimously by the Board.

RESOLUTION NO. 277 OF 2018 - A RESOLUTION APPOINTING SEWER RENT APPEALS BOARD MEMBER FOR A THREE- YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Louis Ciaccio as a Sewer Rent Appeals Board member for a three-year term to expire at noon on December 6, 2021. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Paul Girard, and approved unanimously by the Board.

RESOLUTION NO. 278 OF 2018 - A RESOLUTION APPOINTING TREE ADVISORY CHAIRMAN FOR A ONE-YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Frederick J. Rella as Chairman of the Tree Advisory Board for a one-year term to expire at noon on December 2, 2019. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

RESOLUTION NO. 279 OF 2018 - A RESOLUTION APPOINTING TREE ADVISORY BOARD MEMBERS FOR A ONE-YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Sandy Stead, Sheila Foster, John Wickes, Frederick J. Rella, Kathleen Bolger, and Charles Sawicki as members of the Tree Advisory Board for a one-year term to expire at noon on December 2, 2019. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Steve Alpert, and approved unanimously by the Board.

RESOLUTION NO. 280 OF 2018 - A RESOLUTION APPOINTING REPRESENTATIVES TO THE COMMUNITY FOUNDATION FOR A ONE YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Frank Hagen and Paul Girard as representatives to the Community Foundation for a one-year term of office to expire at noon on December 2, 2019. A motion to approve the foregoing resolution was made by Trustee Steve Alpert, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

RESOLUTION NO. 281 OF 2018 - A RESOLUTION APPOINTING A REPRESENTATIVE TO THE MAHWAH RIVER COMMITTEE FOR A ONE YEAR TERM OF OFFICE

Mayor Edward Markunas appointed Steve Alpert and Moira Hertzman as representatives to the Mahwah River Committee for a one-year term of office to expire at noon on December 2, 2019. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Paul Girard, and approved unanimously by the Board.

EXECUTIVE SESSION:

A motion to enter into Executive Session to discuss the employment of a particular person was made at 7:31 p.m. by Trustee Frank Hagen, seconded by Trustee Moira Hertzman, and approved unanimously by the Board. A motion to close the Executive Session and reopen the Village of Suffern Organization Meeting, was made at 7:55 p.m. by Trustee Paul Girard, seconded by Trustee Frank Hagen, and approved unanimously by the Board.

RESOLUTION NO. 282 OF 2018 - ACCEPTING THE RESIGNATION OF DANIEL N. KRAUSHAAR AND APPROVING THE SEPARATION AGREEMENT BETWEEN DANIEL N. KRAUSHAAR AND THE VILLAGE DATED DECEMBER 3, 2018

Pursuant to a resolution dated December 4, 2017, Daniel N. Kraushaar was appointed as Village Attorney for the Village of Suffern for a period of one-year, which term expires on December 3, 2018. Daniel N. Kraushaar has, pursuant to a proposed Separation Agreement with the Village, submitted his resignation as Village Attorney to the Mayor and Village Clerk, dated and effective as of December 3, 2018. The Mayor has determined that it is in the best interests of the Village to accept said resignation and enter into said Separation Agreement with Mr. Kraushaar, which as a personnel matter, the provisions of which are to remain confidential to the extent permitted by law. The Mayor and Board of Trustees accepted the resignation of Mr. Kraushaar as Village Attorney effective December 3, 2018 and approves the Separation Agreement as between Mr. Kraushaar and the Village dated December 3, 2018. Because of the resignation of Mr. Kraushaar as Village Attorney, that the position of Village Attorney is hereby declared to be vacant, subject to further action by the Mayor to appoint a Village Attorney in accordance with New York Village Law §4-400(1)(c) and all applicable law. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman, and approved unanimously by the Board.

RESOLUTION NO. 283 OF 2018 - CONFIRMING ROBERT MAGRINO AS ACTING VILLAGE ATTORNEY EFFECTIVE DECEMBER 3, 2018 UNTIL SUCH TIME AS AN APPOINTMENT OF VILLAGE ATTORNEY SHALL BY MADE PURSUANT TO NEW YORK VILLAGE LAW §4-400(1)(c) AND APPLICABLE LAW

As the position of Village Attorney is currently vacant, Robert Magrino shall be considered the Acting Village Attorney until an appointment of a Village Attorney by the Mayor and Board of Trustees shall be made pursuant to New York Village Law §4-400(1)(c) and applicable law. Mr. Magrino shall receive a stipend of \$615.00 per bi-weekly pay as Acting Village Attorney until an appointment of a Village Attorney by the Mayor and Board of Trustees shall be made. A motion

to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

ADJOURNMENT:

A motion to close the meeting was made by Trustee Frank Hagen, seconded by Trustee Gina Bertolino, and approved unanimously by the Board. The meeting was adjourned at 8:04 p.m.