

Village of Buchanan
Mayor & Board of Trustees
Organizational Meeting
April 8, 2025

PRESENT: (This meeting was held live and via Zoom)

Mayor Theresa Knickerbocker
Trustees Awilda Baez, Anthony Capicotti, Steve Laker and Daniel Stewart
Village Administrator Marcus Serrano
Deputy Village Clerk Sharon Murphy
Deputy Treasurer Dominic Evangelista

1. PLEDGE OF ALLIEGIANCE:

Mayor Knickerbocker called the meeting to order at 7:00 PM.

2. READ RESULTS OF THE MARCH 18, 2025 VILLAGE ELECTION:

	<u>District #1 & District #2 Total</u>
For Trustee: (2-year Term)	
Anthony Capicotti (Buchanan United)	187
Steve Laker (Buchanan United)	203
<u>Write In's</u>	
Tania Drezek	83

3. ADMINISTER OATH OF OFFICE TO NEWLY ELECTED OFFICIALS:

Daniel Stewart to administer the "Oath of Office" to Trustee Anthony Capicotti
Clara Bell Laker to administer the "Oath of Office" to Trustee Steven Laker

4. APPOINT DEPUTY MAYOR:

Mayor Theresa Knickerbocker hereby appoints Trustee Steve Laker as her Deputy Mayor for the following "Official Year 2025-2026".

5. BOARD APPOINTMENTS:

The following appointment of officials to be made by Mayor Theresa Knickerbocker, except where otherwise indicated, subject to the approval by a majority of the Board of Trustees, pursuant to Section 4-400, 4-402, 7-712 and 7-718 of Village Law and Section 523 of the Real Property Tax Law. All appointments are for a one-year term except where otherwise noted.

Village Clerk, Treasurer	<u>Cynthia Kempter</u>
Village Deputy Clerk	<u>Sharon Murphy</u>
Village Deputy Treasurer	<u>Dominic Evangelista</u>
Building Inspectors	<u>Brian and Peter Cook</u>
Court Clerk	<u>Mary Mailler</u>
Recreation Supervisor – P/T	<u>Jacqueline Pasquale</u>
Village Attorney	<u>Stephanie Porteus</u>
Associate Village Justice	<u>Daniel O’Neill</u>
Village Engineer	<u>James J. Hahn Engineering</u>
Village Planner	<u>Planning & Development Advisors</u>
Village Special Counsel	<u>Pisionere & Konicoff</u>
Village Prosecutor	<u>Ingrid O’Sullivan</u>
Planning Board Chairman	<u>Nicolas Zachary</u>
Planning Board Member – 2030	<u>Tracey Armisto</u>
Zoning Board of Appeals Chairman	<u>Gary Bell</u>
Zoning Board of Appeals Member – 2030	<u>Harmon Bakker</u>

VOTE: Motion by: Mayor Knickerbocker
Seconded by: Trustee Baez

Upon Roll Call Vote

Mayor Theresa Knickerbocker Yes

Trustee Awilda Baez Yes

Trustee Anthony Capicotti Yes

Trustee Steve Laker Yes

Trustee Daniel Stewart Yes

VOTE: 5 in favor 0 opposed.

6. MAYOR APPOINTMENTS

Administrative Entire Board

Assessment Entire Board

Auditing Entire Board

Business Development Daniel Stewart

Education Awilda Baez

Highway Anthony Capicotti

Historian George Boyle

Infrastructure Theresa Knickerbocker

Legislative Entire Board

Liaison to Buchanan Engine Co. #1 Steve Laker __

Liaison to Saint Patrick's Day Parade Mayor Knickerbocker
removed this item

Local Waterfront Revitalization Plan	<u>Nicolas Zachary</u>
NYS Indian Point Decommissioning Oversight Board	<u>Theresa Knickerbocker</u>
Parks - Recreation	<u>Theresa Knickerbocker</u>
Planning & Zoning	<u>Daniel Stewart</u>
Public Safety	<u>Awilda Baez</u>
Representative for the Senior Citizen's Advisory Council	<u>Susan Giuliano</u>
Representative to the Historic Hudson River Towns	<u>Anthony Capicotti</u>
Veterans	<u>Daniel Stewart</u>

VOTE: Mayor's Appointments - NO VOTE NECESSARY

7. **RESOLUTION**

ESTABLISH MEETING DATES, SPECIAL MEETING PROCEDURES AND ADOPTION OF THE RULES OF PROCEDURE AND THE OPEN MEETINGS LAW:

Regular Meetings: Pursuant to Section 4-412 of the Village Law, the regular meetings of the Board of Trustees to be held on the 1st Tuesday of each month commencing at 7:00 P.M. Where holidays shall fall on the day of a meeting, the meetings will be held the next day following the holiday. The meetings shall take place at the Municipal Building and/or on zoom. The Board of Trustees Workshop Meeting is to be held on the 4th Tuesday of each month commencing at 7:00 P.M. and will also take place at the Municipal Building and/or on zoom.

Special Meetings: Special Meetings will be held when matters of business warrant and shall be called by either the Mayor or by two of the Trustees of the

Village of Buchanan acting together. In the event of a special meeting being called the Mayor, every member of the Board of Trustees shall be informed by telephone by the Village Clerk or another member of the Board of Trustees of the date, time, location and subject of the special meeting, and unless the meeting is called to respond to an emergency concerning the safety and welfare of the Village, notice of the meeting shall be given to the Trustees and newspapers, and posted on the Village notice boards at least 72 hours in advance of the meeting, and otherwise in conformance with the Public Officers Law.

Quorum: A quorum shall be required to conduct business. A quorum of the five (5) members Board of Trustees shall be three (3). In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

Executive Sessions: Executive Sessions shall be held in accordance with the NYS Public Officers Law Section 105. All Executive Sessions shall be commenced at a public meeting.

Voting: Pursuant to Village Law each member of the Board shall have 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. An abstention, silence or absence shall be considered a negative vote for the purpose of determining the final vote on a matter.

Guidelines for Public Comment: The public shall be allowed to speak only during the Public Comment period of the meeting or at such other time as the presiding officer shall allow.

Speakers must step to the front of the room and speak into the microphone.

Speakers must give their name, address and organization represented, if any.

Speakers must be recognized by the presiding officer.

Speakers must limit their remarks to three (3) minutes on a given topic, and may be recognized again by the presiding officer after other speakers have had an opportunity to speak.

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 shall be addressed to the presiding officer.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste which include refraining from offensive, insulting and threatening speech directed toward any person present or not present.

Interested parties or their representatives may address the Board with written communications. Written communications shall be delivered to the Village Administrator or Village Clerk.

Open Meetings Law: Pursuant to the Public Officers Law, the Board of Trustees hereby adopts the requirements of the open meeting law and hereby adopts the notice requirements of the Public Officers Law as the official procedure of the Board of Trustees.

The next Organizational Meeting will be held on April 7, 2026.

SET DATE FOR PUBLIC HEARING ON TENTATIVE VILLAGE BUDGET:

Pursuant to Section 5-508 of the Village Law, the Public Hearing on the Tentative Budget will be the first Wednesday following the Organizational Meeting at 7:00 P.M. at Village Hall and/or by zoom.

DESIGNATE VILLAGE DEPOSITORIES:

Pursuant to Section 4-412 of the Village Law, that the Orange Bank & Trust Company, 2141 Crompond Road, Cortlandt Manor NY 10567, the PCSB Bank, 2651 Strang Blvd., Yorktown Heights, NY 10598, and NYCLASS be designated as the depository of the Village of Buchanan, NY, and that funds of the Village be deposited in said bank and be subject to the withdrawals upon checks, notes, drafts, bills-of-exchange, acceptances, undertakings or other orders for the payment of money when signed on behalf of this Village by any of the following officers:

Mayor	<u>Theresa Knickerbocker</u>
Village Administrator	<u>Marcus Serrano</u>
Deputy Mayor	<u>Steve Laker</u>

DESIGNATE OFFICIAL VILLAGE NEWSPAPER:

WHEREAS, in the opinion of the Board of Trustees of the aforesaid Village, the Journal News Newspaper is hereby designated as the "Official" newspaper of the Village of Buchanan, NY.

ESTABLISH MILEAGE ALLOWANCE RATE FOR REIMBURSEMENT:

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 rate established by IRS regulations.

ADOPTING THE VILLAGE PROCUREMENT POLICY:

WHEREAS, the Mayor and the Board of Trustees of the Village of Buchanan are required to adopt or formulate certain policies and procedures regarding procurements by the Village and whereas the Village has previously adopted a procurement policy in conformance with all New York State laws and in conformance with the Office of the State Comptroller, and the Board desires that policy to remain in effect, the procurement policy now in effect is, once again, adopted as the procurement policy of the Village of Buchanan.

AUTHORIZING OFFICERS AND EMPLOYEES OF THE VILLAGE TO ATTEND CONFERENCES AND SEMINARS:

WHEREAS, General Municipal Law §77-b authorizes municipal officials and employees to attend schools, conference, seminars, etc., conducted for the benefit of the local government with prior approval of the Board of Trustees and the Mayor and the Board of Trustees of the Village of Buchanan have determined that it is in the best interests of the Village and its residents that officers and employees of the Village from time to time attend conferences and seminars of public employees and officials for educational and training and other similar purposes. It is therefore resolved that the officers and employees are hereby authorized to attend the following schools, conferences, seminars, etc.:

NYCOM's Annual Meeting and Training School
NYCOM's Fall Training School for Fiscal Officers and Municipal Clerks
NYCOM's Election Seminar

NYS Comptroller's Advanced Accounting Course
New York State City County Management Association- Annual Conference & Fall Training Seminar
Westchester Municipal Planning Federation Seminars
Westchester County Firearms & Deadly Physical Force Training
Westchester County Police Academy Basic In-Service Training
Police Chief's Association Regional and National Conferences
New York State Government Finance Officers' Association Regional and National Conferences and classes/webinars.
Public Employer Risk Management Association (PERMA) Regional and National Conferences
Westchester County Municipal Clerks & Treasurers Association Meetings
Municipal Administrators Association of Metropolitan New York meetings
International City Management Association meetings, conference and seminars

VOTE: Motion by: Mayor Knickerbocker
Seconded by: Trustee Laker

Upon Roll Call Vote:

Mayor Theresa Knickerbocker	<u>Yes</u>
Trustee Awilda Baez	<u>Yes</u>
Trustee Anthony Capicotti	<u>Yes</u>
Trustee Daniel Stewart	<u>Yes</u>
Trustee Robert Wheeler	<u>Yes</u>

VOTE: 5 in favor 0 opposed.

8. COMMENTS

Trustee Laker would like to thank the residents who came out and voted for him and appreciates their vote of confidence. He looks forward to serving the next two years. Trustee Laker thanked his family for their support. Trustee Laker would also like to thank former Trustee Wheeler for his support when Trustee

Laker was first elected and wishes him well on his retirement. Trustee Laker thanks Mayor Knickerbocker for her vote of confidence on his appointment as Deputy Mayor.

Trustee Capicotti would like to thank the public for coming out to vote it really means a lot to him. Congratulations to Robert Wheeler on his retirement. Congratulations to Trustee Laker. Trustee Capicotti thanked his family for all their support.

Trustee Stewart would like to offer his congratulations to Trustee Laker and Trustee Capicotti. Best wishes to Robert Wheeler on his retirement. Looks forward to a productive year.

Trustee Baez agrees with all comments and offered congratulations to Trustee Laker and Trustee Capicotti. Congratulations to Robert Wheeler.

Mayor Knickerbocker congratulated Trustee Laker and Trustee Capicotti. Mayor Knickerbocker read a list of items that are being worked on this year and looks forward to working with this Board. Announced the Budget Hearing for April 9, 2025 at 7:00 PM.

Patrick Giuliano, 115 Tate Avenue. He received a letter from the Village regarding parking restriction for a public hearing to be held on May 6, 2025. He voiced his concerns about the proposed parking on Tate Avenue 90 feet from Lake Drive.

9. ADJOURNMENT:

At 7:31 PM, a motion to adjourn this meeting was made by Mayor Knickerbocker, seconded by Trustee Baez with all in favor. No monies were expended.