

BOARD OF TRUSTEES MEETING MINUTES
INC. VILLAGE OF WESTBURY
VILLAGE HALL MEETING ROOM
MONDAY, APRIL 3, 2023
5:30 P.M.

Present: Mayor Peter I. Cavallaro
Trustee Steven L. Corte
Trustee Beaumont A. Jefferson
Trustee Vincent Abbatiello
Trustee William B. Wise

Staff present: Chrissy Kiernan, Village Clerk-Treasurer
Anna Vikse, Village Attorney
Joseph Brilliantino, Superintendent of Buildings

Mayor Cavallaro opened the Meeting of the Board of Trustees at approximately 5:30PM with a verification of a quorum and the Pledge of Allegiance.

1. Swearing in of Trustees Steven L. Corte and Beaumont A. Jefferson

Mayor Cavallaro swore in Trustee Steve Corte and Trustee Beaumont Jefferson who were both re-elected to a four-year term.

2. Swearing in of Justice Dana Boylan

Mayor Cavallaro swore in Justice Dana Boylan who was first appointed in January 2023, and was elected to her first four-year term.

3. Mayor Cavallaro then announced that the Board would be approving procedural resolutions and appointments and asked Clerk-Treasurer Kiernan to read the appointments and proposed annual meeting resolutions aloud.

Clerk-Treasurer Kiernan read the following notice aloud:

NOTICE IS HEREBY GIVEN that the Board of Trustees, of the Inc. Village of Westbury, will hold its Annual Appointment/Organization Meeting, at the Village Hall, 235 Lincoln Place, Westbury, New York, on Monday, April 3, 2023, starting at 5:30 p.m.

At this meeting Appointments will be made to various Boards, Commissions and Committees.

Appointments made by the Mayor, subject to approval by Board of Trustees:

| <u>NAME</u> | <u>TERM</u> | <u>POSITION</u> |
|----------------------|-------------|--|
| Elizabeth D. Pessala | 1 Year | Associate Village Justice |
| Christina R. Kiernan | 1 Year | Village Clerk/Treasurer, Registrar of Vital Statistics |
| Anna K. Vikse | 1 Year | Village Attorney |
| Luigi Vigliotti | 1 Year | Assistant Prosecutor |
| Lina Cesare | 1 Year | Deputy Clerk/Treasurer, Deputy Registrar Vital Statistics |
| Kevin Kopetic | 1 Year | Clerk to the Village Justice |
| Phil Fulgieri | 1 Year | Superintendent, D.P.W. |
| Joseph Brilliantino | 1 Year | Superintendent of Buildings |
| Gary Monti | 1 Year | Village Historian |
| Ray Muntz | 1 Year | Official Photographer |

COMMISSIONERS

| | | |
|--------------------|--------|--|
| Peter I. Cavallaro | 1 Year | Commissioner of Finance; Commissioner of Public Works |
| Steven L. Corte | 1 Year | Commissioner of Buildings & Planning; Senior Citizens Liaison |
| Beaumont Jefferson | 1 Year | Commissioner of Personnel and Commissioner of Recreation |
| William B. Wise | 1 Year | Commissioner of Public Safety |
| Vincent Abbatiello | 1 Year | Village Claims Auditor and Westbury School District Liaison |

Appointments made by the Mayor, subject to approval by Board of Trustees:

BOARDS/COMMISSIONS

| <u>NAME</u> | <u>TERM</u> | <u>POSITION</u> |
|---------------------|-------------|----------------------------|
| Eric Dobrin | 5 Years | Board of Appeals |
| Dr. Hala Ubaid | 4 Year | Board of Appeals (Alt. 3) |
| Craig Stewart | 3 Years | Board of Appeals (Alt. 4) |
| Steven L. Corte | 1 Year | Assessor |
| Steven L. Corte | 1 Year | Board of Assessors |
| Lina Cesare | 1 Year | Board of Assessors |
| Susan Santilli | 7 Years | Planning Board |
| Wilbur Mason | 3 Years | Planning Board |
| Dr. Christine Bauer | 2 Years | Planning Board (Alt 1) |
| John Pollack | 3 Years | Electrical Examiners Board |

| | | |
|--------------------------|---------|--|
| John Martiello | 5 Years | Plumbing Examiners Board |
| Susan Piscetelli Bennett | 5 Years | Parks Commission |
| Gary P. Monti | 1 Year | Landmark Preservation Committee |
| Greg Lewis | 1 Year | Parks Commission |
| Arthur Dobrin | 1 Year | Landmark Preservation Committee |
| Ray Muntz | 1 Year | Landmark Preservation Committee |
| Judith Burgess | 1 Year | Landmark Preservation Committee |
| Jo Ann Fresa | 1 Year | Labor Grievance (Ad Hoc) |
| Maggie Martinez Malito | 1 Year | Labor Grievance (Ad Hoc) |
| Chrissy Kiernan | 1 Year | Sexual Harassment Prevention Committee |
| Peter I. Cavallaro | 1 Year | Sexual Harassment Prevention Committee |
| Vincent Abbatiello | 1 Year | Sexual Harassment Prevention Committee |
| Ronny Simon | 3 Years | Taxi Commission |

CHAIRPERSONS

| <u>NAME</u> | <u>TERM</u> | <u>POSITION</u> |
|--------------------|-------------|--|
| Gary Monti | 1 Year | Board of Appeals |
| Louis Martins | 1 Year | Planning Board |
| Karin Campbell | 1 Year | Parks Commission |
| Gary Monti | 1 Year | Landmark Preservation |
| Peter I. Cavallaro | 1 Year | Sexual Harassment Prevention Committee |
| Steven Lutz | 1 Year | Plumbing Examiners Board |
| John Pollak | 1 Year | Electrical Examiners Board |
| Richard Wilkins | 1 Year | Taxicab Commission |
| Vincent Abbatiello | 1 Year | School Liaison Commission |

PROFESSIONAL SERVICES/CONSULTANTS - for a 1 year term

| | |
|------------------------------|-----------------------------------|
| Village Auditor | Nawrocki Smith LLP |
| Village Accountant | Charles E. Becker CPA |
| Assessment Consultant | Michael Haberman Associates, Inc. |
| Village Engineer | The LIRO Group |
| Insurance Broker | Salerno Brokerage Inc. |
| Worker's Compensation Broker | Arthur J. Gallagher |

On motion by Trustee Corte, seconded by Trustee Abbatiello, it was unanimously RESOLVED to approve the aforementioned appointments made by Mayor Cavallaro as read aloud by Clerk-Treasurer Kiernan for a one year term set to expire one day prior to the April 2024. The Board was polled, all present voting "Aye" (5-0).

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|----------------------------|-----|
| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

4. Appointments made by the Mayor, not subject to approval by Board of Trustees

Clerk-Treasurer Kiernan read the appointments made by Mayor Cavallaro, not subject to approval by the Board of Trustees.

| <u>NAME</u> | <u>TERM</u> | <u>POSITION</u> |
|-----------------------|-------------|------------------------------|
| Steven L. Corte | 1 Year | 1 st Deputy Mayor |
| Beaumont A. Jefferson | 1 Year | 2 nd Deputy Mayor |
| Peter I. Cavallaro | 3 Years | WAC Board Member |

Mayor Cavallaro thanked 1st Deputy Mayor Corte and 2nd Deputy Mayor Jefferson for their service to the Village.

5. Mileage Reimbursement

On motion by Trustee Jefferson, seconded by Trustee Abbatiello, the following resolution was unanimously approved:

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:

Section 1. That the Board of Trustees will approve reimbursement to such officers and employees at the rate of 65.5 cents per mile driven for employees using personal vehicles for Village-business related activities, effective April 3, 2023 (IRS standard rate for 2023).

Section 2. That this resolution is effective immediately.

The Board was polled, all present voting "Aye" (5-0).

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|----------------------------|-----|
| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

6. Authorization of Advance Approval of Claims:

On motion by Trustee Jefferson, seconded by Trustee Corte, the following resolution was unanimously approved:

WHEREAS, pursuant to Village Law §5-524(6), 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:

Section 1. That the Board of Trustees of the Village of Westbury 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 shall be jointly and severely liable for any amount the Board of Trustees disallows.

Section 2. That this resolution is effective immediately. The Board was polled, all present voting "Aye" (5-0).

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| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

7. Attendance of schools and conferences

On motion by Trustee Abbatiello, seconded by Trustee Jefferson, the following resolution was unanimously approved:

WHEREAS, pursuant to General Municipal Law § 77-b, municipal officials and employees may attend conventions, conferences, and seminars conducted for the benefit of the local government; and

WHEREAS, there is to be held during the coming official year certain conferences, conventions and seminars, including but not limited to the New York State Conference of Mayors Annual Meeting and Training Schools, as well as seminars; the Long Island Village Clerks and Treasurers Association Meetings; the Nassau County Village Officials Association; Government Finance Officers Association, etc.; and

WHEREAS, attendance by certain municipal officials and employees at these conventions, conferences or schools benefits the municipality;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the following officers and employees are authorized to attend conventions, conferences or training schools: Mayor, Trustees, Clerk, Deputy Clerk, Treasurer, Deputy Treasurer, Village Attorney, Village Assessor.

Section 2. Members and alternate members of the Planning Board and Zoning Board are authorized to attend training sessions up to four hours each for Land Use Education at those facilities as may have been preauthorized by the Village Clerk.

Section 3. Travel, meals and lodging must be preapproved in advance by the Board of Trustees.

Section 4. All officers/employees and members of Village Committees and Boards who are not specified in Sections 1 and 2 must request and obtain permission from the Board of Trustees before attendance.

Section 5. That this resolution is effective immediately.

The Board was polled, all present voting “Aye” (5-0).

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|----------------------------|-----|
| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

8. Designation of Official Depositories:

On motion by Trustee Abbatiello, seconded by Trustee Wise, the following resolution was unanimously approved:

WHEREAS, pursuant to Village Law § 4-412(3)(2) and General Municipal Law §10, the Board of Trustees must designate, by resolution, depositories in which the treasurer, court clerk, clerk and others who are designated and appointed as village receivers may deposit village moneys received by them;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Board of Trustees designates the following institutions as depositories of all moneys received by the Village Treasurer, Court Clerk, Clerk and Receiver of Taxes:

- Capital One Bank
- Flushing Bank
- JP Morgan Chase Bank
- M&T Bank (formerly Peoples Bank)
- Valley National Bank

Section 2. That this resolution is effective immediately.

The Board was polled, all present voting “Aye” (5-0).

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|----------------------------|-----|
| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

9. Designation of Official Newspaper

On motion by Trustee Corte, seconded by Trustee Jefferson, the following resolution was unanimously approved:

The Board designates *NASSAU ILLUSTRATED NEWS* as the Official Newspaper of the Village of Westbury.

The Board was polled, all present voting “Aye” (5-0).

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|----------------------------|-----|
| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

10. Designate Board of Trustees Monthly Meeting Dates

On motion by Trustee Abbatiello, seconded by Trustee Corte, the following resolution was unanimously approved:

The Board hereby designates the first Thursday of each month to hold regular board meetings with public comment in the boardroom and the third Thursday of each month to hold regular board meetings in the conference room. All meetings are open to the public per the New York State Open Meetings Law.

The Board was polled, all present voting “Aye” (5-0).

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| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

11. Special Meeting Notifications

On motion by Trustee Jefferson, seconded by Trustee Wise, the following resolution was unanimously approved:

A “special meeting” is defined as any meeting other than a regularly scheduled meeting. The Mayor may call a special meeting of the Board of Trustees of the Village of Westbury as needed. Upon such determination, the Village Clerk will make their best efforts to contact and notify, by all possible means, all members of the Village Board. The Clerk shall also notify the Village Official Newspaper of the date, time and location of any special meeting and post notice of the meeting in a conspicuous place and on the Village website, in accordance with the New York State Open Meetings Law (Public Officers Law §104).

The Board was polled, all present voting “Aye” (5-0).

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| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

12. Executive Session Policy

On motion by Trustee Abbatiello, seconded by Trustee Wise, the following resolution was unanimously approved:

Executive sessions will be held in accordance with the New York State Open Meetings Law (Public Officers Law §105).

All executive sessions will be commenced in a public meeting, for a purpose enumerated in Public Officers Law §105. At its discretion, the Board of Trustees may allow any person or persons to attend an executive session. At a duly commenced executive session, all discussion and any position taken by a Board member shall remain confidential unless any action is taken by formal vote at the session. A majority of the board may vote to authorize the release of any confidential information or discussion. Minutes must be taken at executive session of any action that is taken by formal vote while in executive session and must consist of a record of the final determination of that action, and the date and vote thereon, and such minutes will be made available to the public within one week of the executive session. Audio or video recording is not permitted during executive sessions. All notes taken are to remain confidential.

The Board was polled, all present voting “Aye” (5-0).

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|----------------------------|-----|
| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

13. Approve the Fees and Charges Schedule for Fiscal Year 2023-2024

Mayor Cavallaro noted the proposed increases on the Fee Schedule which included, but was not limited to changes to the hourly parking fees, summer camp weekly tuition rate, street openings, building application, and increase in the subdivision application.

On motion by Trustee Abbatiello, seconded by Trustee Jefferson, it was RESOLVED to approve the Fees and Charges Schedule for Fiscal Year 2023-2024 as presented by the Village Clerk-Treasurer. The Board was polled, all present voting "Aye" (5-0).

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|----------------------------|-----|
| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

14. Authorize the Village Clerk to collect Village Taxes for the 2023 Village Tax Year

On motion by Trustee Corte, seconded by Trustee Jefferson, it was unanimously RESOLVED to authorize the Village Clerk to collect Village Taxes for the 2023-2024 Village Tax Year. The Board was polled, all present voting "Aye" (5-0).

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|----------------------------|-----|
| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

15. Establish Date of the 2023 Tax Lien Sale for May 24, 2023

On motion by Trustee Jefferson, seconded by Trustee Abbatiello, it was RESOLVED to establish the date of May 24, 2023 for the 2023 Tax Lien Sale. The Board was polled, all present voting "Aye" (5-0).

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| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

16. Set the Date of the Next Village Organizational Meeting for Monday, April 1, 2024

On motion by Trustee Abbatiello, seconded by Trustee Wise, it was RESOLVED to establish Monday, April 1, 2024 as the next Organizational Meeting Date. The Board was polled, all present voting "Aye" (5-0).

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| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

17. Adopt Village Investment Policy

On motion by Trustee Jefferson, seconded by Trustee Wise, it was RESOLVED to approve the Investment Policy as presented by the Village Clerk-Treasurer. The Board was polled, all present voting "Aye" (5-0).

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| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

18. Re-adopt Village Capitalization Policy

On motion by Trustee Abbatiello, seconded by Trustee Wise, it was RESOLVED to approve the Capitalization Policy as presented by the Village Clerk-Treasurer. The Board was polled, all present voting "Aye" (5-0).

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| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

19. Re-adopt Established Procurement Policy as written in the Village Code

On motion by Trustee Abbatiello, seconded by Trustee Jeggerson, it was RESOLVED to readopt the established Procurement Policy as written in the Village Code. The Board was polled, all present voting "Aye" (5-0).

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| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

20. Re-adopt Established Ethics Code as written in the Village Code

On motion by Trustee Jefferson, seconded by Trustee Corte, it was RESOLVED to readopt the established Ethics Code as written in the Village Code. The Board was polled, all present voting "Aye" (5-0).

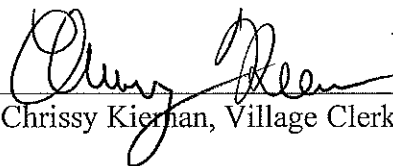
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|----------------------------|-----|
| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

21. Re-adopt Established Rules of Order for Public Meetings and Hearings

On motion by Trustee Jefferson, seconded by Trustee Abbatiello, it was RESOLVED to readopt the established Rules of Order for Public Meetings and Hearings. The Board was polled, all present voting "Aye" (5-0).

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|----------------------------|-----|
| Mayor Peter I. Cavallaro | Aye |
| Trustee Steven Corte | Aye |
| Trustee Beaumont Jefferson | Aye |
| Trustee William Wise | Aye |
| Trustee Vincent Abbatiello | Aye |

On a motion by Trustee Abbatiello, seconded by Trustee Corte, the Meeting was adjourned at 6:45 p.m.

Submitted by: 
Chrissy Kierman, Village Clerk-Treasurer