

BOARD OF TRUSTEES MEETING MINUTES
 INC. VILLAGE OF WESTBURY
 ORGANIZATIONAL MEETING
 VILLAGE HALL BOARD ROOM
 MONDAY, APRIL 1, 2024
 7:00 P.M.

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

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

Mayor Cavallaro opened the Annual Organizational Meeting of the Board of Trustees at approximately 7:00PM with a verification of a quorum and led with the Pledge of Allegiance.

1. Mayor Cavallaro announced that the Board would be approving procedural resolutions and appointments and asked Clerk-Treasurer Kiernan to read the Notice for the Appointments/Organizational Meeting aloud:

NOTICE IS HEREBY GIVEN that the Board of Trustees, of the Inc. Village of Westbury, will hold its Annual Appointments/Organizational Meeting, at the Village Hall, 235 Lincoln Place, Westbury, New York, on Monday, April 1, 2024, starting at 7:00 p.m.

2. Mayor Cavallaro presented the meeting Appointments for 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

BOARDS/COMMISSIONS

<u>NAME</u>	<u>TERM</u>	<u>POSITION</u>
Gary P. Monti	5 Years	Board of Appeals
Vacant	4 Year	Board of Appeals (Alt. 2)
Steven L. Corte	1 Year	Assessor
Steven L. Corte	1 Year	Board of Assessors
Lina Cesare	1 Year	Board of Assessors
Henry Razzano	7 Years	Planning Board
Peter T. Cavallaro	2 Years	Planning Board (Alt 2)
Marianne P. LiBretto	5 Years	Parks Commission
Gary P. Monti	1 Year	Landmark Preservation Committee
Greg Lewis	5 Years	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)
Vacant	1 Year	Labor Grievance (Ad Hoc)
Kevin B. Shakil	3 Years	Taxi Commission
Vacant	2 years	Taxi Commission
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

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 one-year term

Village Auditor	Nawrocki Smith LLP
Village Accountant	Charles E. Becker, CPA
Assessment Consultant	Municipal Valuation Services
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 distributed by Clerk-Treasurer Kiernan for a one-year term set to expire one day prior to the April 2025 meeting. The Board was polled, all present voting "Aye" (5-0).

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

Appointments made by the Mayor, not subject to approval by Board of Trustees were designated by Mayor Cavallaro as follows:

<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

3. 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 67 cents per mile driven for employees using personal vehicles for Village-business related activities (IRS standard rate for the 2024 calendar year).
Section 2. That this resolution is effective immediately.

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

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

4. Authorization of Advance Approval of Claims

On motion by Trustee Abbatiello, 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).

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

5. Attendance of schools and conferences

On motion by Trustee Jefferson, seconded by Trustee Abbatiello, 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 of 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).

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

6. Designation of Official Depositaries:

On motion by Trustee Corte, 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
- Metropolitan Commercial Bank
- Valley National Bank

Section 2. That this resolution is effective immediately.

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

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

7. Designation of Official Newspaper

On motion by Trustee Jefferson, seconded by Trustee Abbatiello, it was unanimously **RESOLVED** by the Board to designate *NASSAU ILLUSTRATED NEWS* as the Official Newspaper of the Village of Westbury.

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

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

8. Designate Board of Trustees Monthly Meeting Dates & Special Meeting Notifications

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

RESOLVED that 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.

AND FURTHER RESOLVED to define a “special meeting” 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).

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

9. Executive Session Policy

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

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

NOW, THEREFORE, BE IT RESOLVED, that all executive sessions will commence 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).

Mayor Peter I. Cavallaro	Aye
Trustee Steven Corte	Aye

Trustee Beaumont Jefferson Aye
Trustee William Wise Aye
Trustee Vincent Abbatiello Aye

10. Approve the Fees and Charges Schedule for Fiscal Year 2024-2025

On motion by Trustee Jeffersson, seconded by Trustee Corte, the Board unanimously RESOLVES to approve the Fees and Charges Schedule for Fiscal Year 2024-2025 as presented by the Village Clerk-Treasurer.

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

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

11. Authorize the Village Clerk to collect Village Taxes for the 2024 Village Tax Year

On motion by Trustee Abbatiello, seconded by Trustee Wise, the Board unanimously RESOLVES to authorize the Village Clerk to issue the warrant to collect Village Taxes for the 2024-2025 Village Tax Year.

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

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

12. Establish Date of the 2024 Tax Lien Sale for May 16, 2024

On motion by Trustee Jefferson, seconded by Trustee Corte, the Board unanimously RESOLVES The Board hereby establishes the date of May 16, 2024 for the 2024 Tax Lien Sale.

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

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

13. Set the Date of the Next Village Organizational Meeting for Monday, April 7, 2025

On motion by Trustee Abbatiello, seconded by Trustee Wise, the Board unanimously RESOLVES to establish Monday, April 7, 2025, as the next Organizational Meeting Date.

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

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

14. Re-Adopt Village Investment Policy, Village Capitalization Policy, Procurement Policy, Ethics Code, Rules of Order for Public Meetings and Hearings.

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

BE IT RESOLVED, that the Board readopts the Investment Policy as presented by the Village Clerk-Treasurer.

FURTHER RESOLVED, that the Board readopts the Village Capitalization Policy as presented by the Village Clerk-Treasurer.

FURTHER RESOLVED, that the Board readopts the established Procurement Policy as written in the Village Code.

FURTHER RESOLVED, that the Board readopts the established Ethics Code as written in the Village Code.

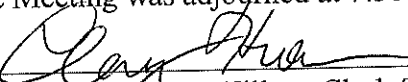
FURTHER RESOLVED, that the Board readopts the established Rules of Order for Public Meetings and Hearings.

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

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 Mayor Cavallaro, duly seconded, the Meeting was adjourned at 7:30 p.m.

Submitted by:


Chrissy Kiernan, Village Clerk-Treasurer