

**VILLAGE OF HARRIMAN, NEW YORK  
VILLAGE ORGANIZATION MEETING  
APRIL 1, 2014**

**6:30 P.M. – MOTION FOR EXECUTIVE SESSION FOR INTERVIEW**

**7:00 P.M. – REGULAR MEETING**

**Mayor Welle opened the meeting at 6:30 pm**

**MOTION** was made by Deputy Mayor Shuart to enter into Executive Session for Part Time Court Clerk interviews

**SECOND** was made by Trustee Mosca

**ALL IN FAVOR**

**PRESENT IN EXECUTIVE SESSION:** Mayor Welle, Trustee Chichester, Trustee Shuart, Trustee Sacher, Trustee Mosca, Village Clerk Kelly Kearney and Clerk to the Justice Lyn Hall.

Interviews were given to two candidates for part time court clerk.

**MOTION** was made by Trustee Chichester to adjourn Executive Session at 6:50 pm.

**SECOND** was made by Trustee Shuart

**ALL IN FAVOR**

**ORGANIZATION MEETING TO START AT 7:00 pm**

The Organization meeting of the Village of Harriman was held on April 1, 2014 in the Village Hall at 7:00pm.

**ROLL CALL:** Mayor Stephen Welle, Deputy Mayor Edward Shuart Jr., Trustee G. Bruce Chichester, Trustee Larry Mosca, Trustee Christine Sacher and Village Clerk Kelly Kearney and also in attendance was Orange County Legislator James DiSalvo.

Public Attendance: 1

Mayor Welle asked everyone to stand for the Pledge of Allegiance.

Item I: Mayor Welle read the Elected Officials.

Item II: Mayor Welle read the proposed Appointments A through G

**MOTION** was made by Trustee Shuart to approve the appointments of Item II A through G.

**SECOND** was made by Trustee Chichester

Trustee Mosca asked we are just appointing the ones that do not have terms until 2017 correct? Trustee Mosca stated we are not re appointing Kelly and Marie. Mayor Welle said they were appointed last year for a 4 year term. Trustee Mosca stated then we are just appointing Jane, Renee, Lyn correct? Mayor Welle stated yes

AYE: Trustee Chichester

NAY: -0-

Trustee Mosca

Trustee Sacher

Trustee Shuart

Item III: Mayor Welle read his appointments to the Planning Board. Mayor Welle stated the only re-appointment there was Juan Quinones for a term ending May 2019. The Chair will remain Donald Danziesen.

Mayor Welle then read his appointments to the Zoning Board of Appeals. Mayor Welle stated the only re-appointment there was Charles Crover for a term ending May 2019. There is a vacant position with a term ending

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May 2015. Laurine Miller will remain the Chair. Mayor Welle stated all other Board members stay the same we have alternates vacant.

**MOTION** was made by Trustee Chichester to approve the Planning Board and Zoning Board of Appeals appointments.

**SECOND** was made by Trustee Mosca.

Mayor Welle asked any discussion. There being none.

AYE: Trustee Chichester NAY: -0-

Trustee Mosca

Trustee Sacher

Trustee Shuart

Item IV: Mayor Welle read the Village Board Appointments.

**MOTION** was made by Trustee Shuart to approve the Village Board appointments

**SECOND** was made by Trustee Chichester.

Trustee Mosca asked if these are yearly. Mayor Welle stated yes they are.

AYE: Trustee Chichester NAY: -0-

Trustee Mosca

Trustee Sacher

Trustee Shuart

Item V: Mayor Welle read the names of the Mayoral Appointments. No approval is required.

Item VI: Mayor Welle read his appointments of the Department Heads

Item VII: Mayor Welle read the appointments of the Village Contracts

Mayor Welle stated that we need to add Non Auditing Denise Williamson of Sedore & Companies and the Company itself would be the Auditing. Trustee Sacher asked what was her name? Mayor stated Denise Williamson.

**MOTION** was made by Trustee Chichester to approve Department Heads and Village Contracts

**SECOND** was made by Trustee Sacher.

Trustee Mosca stated shouldn't we be going out for RFP's for our professionals. Mayor stated not every year; it is not recommended that you do it every year. Trustee Mosca stated it seems there was a question brought up about that recently I am just concerned about that. Mayor Welle stated what was the question? Trustee Mosca stated from the NYS Comptroller. Mayor Welle stated I do not know what you are referring to. Trustee Mosca stated I believe we all got the questionnaire. Mosca states that he believes we should do it every year, to cover ourselves. Mayor Welle stated that it was referring to if we went out for an RFP when we hired them. Mayor stated it is not recommended by NYCOM that we do it every year; it is recommended that we do it every 3 to 5 years.

**MOTION** was made by Trustee Chichester to approve Department Heads and Village Contracts

**SECOND** was made by Trustee Shuart

AYE: Trustee Chichester NAY: Trustee Mosca ABSTAIN: Trustee Sacher

Trustee Shuart

Mayor Welle

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Item VIII: Mayor Welle read the Official Newspaper

**MOTION** was made by Trustee Shuart to approve the Official Newspaper

**SECOND** was made by Trustee Chichester.

Mayor Welle asked any discussion. There being none

AYE: Trustee Chichester                                NAY: -0-

Trustee Mosca

Trustee Sacher

Trustee Shuart

Items IX, and X: Mayor Welle read Open Meeting Law Requirements, Village Board Meetings and Special Meetings

Items XI through XIII: Mayor Welle read next Organization Meeting, Rules of Procedures, Tentative Budget Hearing Date, Advanced Approval of Claims and Mileage Allowance and Use of Village Vehicles Outside the Village and Vehicle Replacement Schedule

Item XIII.: Mayor Welle stated that it reads 2014-2015, need to be changed to 2015-2016.

Rules of Procedure: Resolved that all Village Board Meetings as well as all Commission and Committee Meetings shall be conducted according to the adopted Village of Harriman Rules or Procedure. The board has all received a copy of these procedures and we need to adopt.

**MOTION** was made by Trustee Shuart to adopt policy & procedure

**SECOND** was made by Trustee Chichester

Trustee Mosca feels that he did not have enough time to review the procedure. Mayor Welle states that it has been in your mailbox more than a week.

AYE: Trustee Chichester

ABSTAIN: Trustee Mosca

Trustee Sacher

Trustee Shuart

XIV: ADVANCE APPROVAL OF CLAIMS –The Mayor read the list of approved claims, plus the addition of Invoices that will incur penalty before the next audit of claims and Invoices that are approved through a budget transfer and or Village Board Minutes.

**MOTION** was made by Trustee Chichester as outlined by Mayor

**SECOND** was made by Trustee Shuart

AYE: Trustee Chichester

NAY: -0-

Trustee Mosca

Trustee Sacher

Trustee Shuart

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XV: Mayor Welle stated that the mileage is the IRS approved rate 56. cents. Mayor Welle asked any discussion.  
**MOTION** was made by Trustee Chichester as outlined by Mayor  
**SECOND** was made by Trustee Mosca  
Mayor Welle asked any discussion. There being none

AYE: Trustee Chichester  
Trustee Mosca  
Trustee Sacher  
Trustee Shuart  
NAY: -0-

Mayor Welle identified some corrections on the Vehicle replacement schedule:

#9 from 2013 to TBD  
#6 from 2012 to TBD  
#372 from 2014 to TBD

Items XVI: Mayor Welle read Attendance at Schools and Conference:

**MOTION** was made by Trustee Shuart to approve Items XVI  
**SECOND** was made by Trustee Chichester.  
The Village Treasurer needs to be added.

AYE: Trustee Chichester  
Trustee Mosca  
Trustee Sacher  
Trustee Shuart  
NAY: -0-

XVII: Committees:

Mayor Welle states that in section A. Committees, number #6 will be crossing out Robert's Rules of Order.  
Also we will add (c) CENNTENIAL COMMITTEE, Chairperson, Trustee Bruce Chichester.

**MOTION** was made by Trustee Shuart to approve Items XVII  
**SECOND** was made by Trustee Chichester.

Mayor Welle asked any discussion. There being none.

AYE: Trustee Chichester  
Trustee Mosca  
Trustee Sacher  
Trustee Shuart  
NAY: -0-

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ITEM: XVIII to XX: Mayor Read

**MOTION** was made by Trustee Chichester to approve Items XVIII to XX  
**SECOND** was made by Trustee Shuart  
Mayor Welle asked any discussion. There being none.

AYE: Trustee Chichester  
Trustee Mosca  
Trustee Sacher  
Trustee Shuart  
NAY: -0-

ITEM: XXI – Election Resolutions

Mayor Welle stated regarding Election Resolutions the Village Clerk has stated that at the last meeting regarding Elections there was discussion that we might have to make a Resolution to have the Election on March 18, 2015 since March 17 is St. Patrick’s Day according to the law.

**MOTION** was made by Trustee Chichester to approve Items XXI  
**SECOND** was made by Trustee Shuart  
Mayor Welle asked any discussion. There being none.

AYE: Trustee Chichester  
Trustee Mosca  
Trustee Sacher  
Trustee Shuart  
NAY: -0-

ITEM: XXII – Mayor Welle Read Human Resources Practices

**MOTION** was made by Trustee Shuart to approve Item XXII  
**SECOND** was made by Trustee Sacher  
Mayor Welle asked any discussion. There being none.

AYE: Trustee Chichester  
Trustee Mosca  
Trustee Sacher  
Trustee Shuart  
NAY: -0-

ITEM: XXIII – Code of Ethics – Mayor Welle read

**MOTION** was made by Trustee Chichester to approve Item XXIII  
**SECOND** was made by Trustee Shuart  
Mayor Welle asked any discussion. There being none.

AYE: Trustee Chichester  
Trustee Mosca  
Trustee Sacher  
Trustee Shuart  
NAY: -0-

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ITEM: XXIV – XXVI – Mayor Welle Read

**MOTION** was made by Trustee Shuart to approve Item XXIV – XXVI  
**SECOND** was made by Trustee Chichester  
Mayor Welle asked any discussion. There being none.

AYE: Trustee Chichester  
Trustee Mosca  
Trustee Sacher  
Trustee Shuart  
NAY: -0-

ITEM : XXVII – PBA OFFICERS – Mayor Welle Read  
ITEM: XXVIII – Village of Harriman Holidays

ITEM XXIX: Mayor Welle read Village of Harriman Authorized Electrical Inspectors:  
5 people have been listed; these have been verified with insurance.

**MOTION** was made by Trustee Chichester to adopt Items XXVII –  
**SECOND** was made by Trustee Shuart

Trustee Sacher made a comment that none of these electrical inspectors are local. Mayor Welle stated that some of the inspectors are local. Trustee Sacher made a comment that maybe they charged more to come to Harriman.

AYE: Trustee Chichester  
Trustee Mosca  
Trustee Sacher  
Trustee Shuart  
NAY: -0-

ITEM XXX – Policies for Review and Approval

Mayor Welle states that all of the following policies are attached, Procurement Policy, Approved at 8/13/13 meeting, no change, Financial Risk Assessment Plan(having change on page 1 for the Village Clerk, Item E Assistant to the Building Inspector will be moved to page 5, it will stay Item E under the Deputy Clerk. The Village Fixed Assets Capitalization Policy was also readopted earlier this year. These policies are going to be done at the reorganization meeting to make sure that they are looked at annually.

**MOTION** was made by Trustee Chichester as outlined by the Mayor  
**SECOND** was made by Trustee Shuart

Trustee Mosca asks regarding the Financial Risk Assessment Plan, why are moving the Secretary to the Building Inspector. During the past three years there have been numerous changes in the job responsibilities in the office; it is a matter accessing what would possibly work the best with the work that has been done in the office. Trustee Mosca states that he is going to need more time on that.

AYE: Trustee Chichester  
Trustee Shuart  
Mayor Welle  
NAY: Trustee Mosca  
Trustee Sacher

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ITEM XXI – Fees

There will be a \$2.00 notice fee added to the tax bill.

**MOTION** was made by Trustee Shuart as outlined by the Mayor  
**SECOND** was made by Trustee Chichester  
Mayor Welle asked any discussion. There being none.

AYE: Trustee Chichester  
Trustee Mosca  
Trustee Sacher  
Trustee Shuart

NAY: -0-

This concluded the Organization meeting. Mayor Welle thanked everyone for attending.

**MOTION** was made by Trustee Shuart to adjourn the meeting at 7:23P.M.  
**SECOND** was made by Trustee Chichester.  
**ALL IN FAVOR**

Respectfully submitted by \_\_\_\_\_  
Marie Coimbra, Treasurer for Kelly Kearney, Village Clerk