

VILLAGE OF PORT CHESTER
BOARD OF TRUSTEES
 Meeting, Tuesday, April 2, 2013
SWEARING IN CEREMONY
 6:00PM to 7:00 P.M.
REORGANIZATION MEETING
 7:00 P.M.
VILLAGE JUSTICE COURTROOM
350 North Main Street
 Port Chester, New York
AGENDA

SWEARING IN CEREMONY FOR MAYOR
 NEIL J. PAGANO

SWEARING IN CEREMONY FOR TRUSTEES
 GREGORY ADAMS
 DANIEL U. BRAKEWOOD
 GENE CECCARELLI
 JOSEPH D. KENNER
 LUIS A. MARINO
 SAVERIO L. TERENCE

I	AWARD PRESENTATION	ACTION
1	Certificates of Appreciation to Former Mayor Dennis Pilla	
2	Certificates of Appreciation to Former Trustee Bart Didden	
II	RESOLUTIONS	ACTION
	Administration	
1	Appointment of Sam Terenzi as President of the Board of Trustees (Deputy Mayor).	
2	Mayor and Board of Trustees affirm and approve the Rules of Procedure of the Board of Trustees as adopted on September 7, 2010 and amended on March 19, 2012.	
3	Appointment of Leonie Douglas as Village Treasurer.	
4	Appointment of Janusz R. Richards as Village Clerk.	
5	Appointment of Vita Sileo Registrar of Vital Statistics.	

6	Appointment of Christopher Steers Auditor of Claims.	
7	Appointment of Nicholas Mecca as Receiver of Taxes.	
8	Appointment of Peter Sisca as Acting Village Justice.	
9	Appointment of Matthew Troy III as Acting Village Justice.	
10	Appointment of Trustees of the Police Pension Fund.	
11	Resolution appointing Robert Peirce Code Prosecutor for a 12-month period ending April 7, 2014.	
12	Resolution appointing Max DiFabio V&T Prosecutor for a 12-month period ending April 7, 2014.	
13	Resolution appointing Trustee Terenzi and Trustee Ceccarelli to the Port Chester-Rye Brook Public Library Board of Trustees	
14	Resolution appointing Trustee Terenzi and Trustee Ceccarelli to the Port Chester-Rye Brook Public Library Intermunicipal Committee (IMC).	
15	Attendance of schools and conferences.	
16	Mileage Reimbursement	
17	Resolution that the Journal News and the Westmore News are hereby designated as the Official Newspapers of the Village of Port Chester.	
18	Resolution that the Board of Trustees does hereby approve and adopt the attached Investment Policy for the Village of Port Chester.	
19	Resolution that the Village of Port Chester does hereby adopts the annexed Procurement Policy.	
20	Resolution that the Board of Trustees hereby adopts the Fund Balance Policy for the Village of Port Chester.	
21	Resolution that the Village of Port Chester does hereby adopts the annexed Journal Entry Policy.	
22	Resolution that the JP MORGAN CHASE, N.A.; WELLS FARGO; TD BANK; M & T BANK be and they hereby are designated as Depositories for funds of the Village of Port Chester.	
23	Resolution that equipment costing over \$5,000 be capitalized and depreciated over the assets useful lives.	
24	Resolution to extend the current contract with Anthony Cerreto, as Village Attorney for the Village of Port Chester.	
25	Resolution that JP MORGAN CHASE BANK, N.A., Port Chester Branch, be and hereby is designated as Depository for funds of the Police Pension Fund of the Village of Port	

	Chester	
26	Resolution assigning Trustees to the following seats from left to right when facing the dais: Trustee Adams, Trustee Brakewood, Trustee Marino, Mayor Pagano, Trustee Terenzi, Trustee Kenner, Trustee Ceccarelli	
27	Resolution adopting revised Rules of Procedure of the Board of Trustees.	
28	Resolution naming Daniel Brakewood President of the Board of Trustees	
29	Resolution appointing Vita Sileo Registrar of Vital Statistics.	
30	Resolution appointing Nicholas Mecca Receiver of Taxes.	
31	Resolution appointing Mayor Pagano, Chief Krzeminski, Trustees Brakewood, Kenner and Marino Trustees of the Police Pension Fund.	
32	Resolution appointing Robert Peirce Code Prosecutor for a 12-month period ending April 7, 2014.	
33	Resolution appointing Max DiFabio Vehicle and Traffic Prosecutor for a 12-month period ending April 7, 2014.	
34	Resolution appointing Trustee Gene Ceccarelli and Trustee Gregory Adams to the School District Liaison Subcommittee.	
35	Resolution appointing Mayor Pagano to the Port Chester-Rye Brook Public Library Liaison Subcommittee.	
36	Resolution Confirming Membership of Key Boards and Commissions.	
III	PRESENTATION	ACTION
1	Village Manager summary budget presentation.	

AWARD PRESENTATION

RESOLUTIONS

APPOINTMENT OF PRESIDENT
(DEPUTY MAYOR)

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that TRUSTEE SAVERIO TERENCE, be and he hereby is designated as President of the Board of Trustees with the power to act as Mayor of the Village of Port Chester, New York, in case of the Absence or sickness of the Mayor, in which event, he shall have all the powers, rights and privileges, and be subject to all the duties of the Mayor of the Village until recovery or return of said Mayor who shall have been absent or sick.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION
ADOPTING RULES OF PROCEDURE OF THE BOARD OF TRUSTEE

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the

following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, it is the purpose of the Rules of Procedure of the Board of Trustees to insure that the Board of Trustees operates effectively; promotes majority rule while protecting minority rights; preserves the role of the Mayor as the presiding officer; prevents a single member from usurping other member's coequal rights; and enhances public participation and engagement as well as transparency in Board proceedings. Now, therefore, be it

RESOLVED that the Mayor and Board of Trustees affirms and approves the Rules of Procedure of the Board of Trustees as adopted on September 7, 2010 and amended on March 19, 2012.

ROLL CALL

AYES:

NOES:

ABSENT:

**RULES OF PROCEDURE OF THE BOARD OF TRUSTEES
VILLAGE OF PORT CHESTER, NEW YORK**

MISSION STATEMENT: It is the purpose of these rules and procedures to insure that the Board of Trustees operates effectively; promotes majority rule while protecting minority rights; preserves the role of the Mayor as the presiding officer; prevents a single member from usurping other member's coequal rights; and enhances public participation and engagement as well as transparency in Board proceedings.

RULE ONE: MEETINGS

1. The Board shall meet at such times as it may determine or as otherwise provided by the Village Charter. Regular monthly meetings shall be held on the first and third Monday of the month at 7:00 p.m. unless otherwise noticed. The Board may also determine to meet on any other day or date when desirable or when a holiday falls on any such Monday.
2. Special meetings of the Board are all those meetings other than regular meetings. A special meeting may be called by the Mayor or any two (2) trustees upon notice to the entire Board. The notice shall contain a statement of the object for which the special meeting shall be called. Notice shall be given at least 24 hours in advance unless an emergency exists.
3. As a general rule, all regularly scheduled meetings shall be held in the Village Court Room, located at 350 North Main Street.

RULE TWO: QUORUM

1. A quorum shall be required to conduct business. A quorum consists of four members. In the absence of a quorum, a lesser number may adjourn and authorize the Clerk to compel the attendance of absent members.
2. In the event that a meeting is cancelled due to a lack of quorum, the Village Clerk shall make a record stating those members of the Board of Trustees who were not present at the time.

RULE THREE: AGENDAS

1. The Mayor shall set the agenda. This rule shall mean that the Mayor shall determine the order that the item is listed on the agenda, consistent with these rules of procedure.
2. The agenda shall be prepared by the Clerk at the direction of the Mayor, or the Deputy Mayor in his/her absence.
3. Addition to the agenda may be made by any member of the Board. All matters proposed, by Trustees, to be placed on the agenda of a regular meeting of the Board shall be submitted to the Clerk, with a copy sent to the Mayor, no later than 12:00 noon the

Wednesday preceding the meeting. All matters proposed by the Mayor to be placed on the agenda of a regularly meeting of the Board shall be submitted to the Clerk no later than 12:00 noon the Thursday preceding the meeting, when the tentative agenda will be reviewed and finalized by the Mayor. Any item that does not conform to this deadline will have to be an add-on item during the meeting, requiring a unanimous vote of the members present. If there is no such request to have it entertained as an add-on, or if the vote to add the item to the agenda fails, then it will be subsequently placed on the following regularly scheduled meeting agenda. Correspondence addressed to the Mayor or Board of Trustees shall be likewise filed with the Clerk to allow for inclusion in the meeting packets. The Clerk shall deliver a copy of the agenda and packet to members at an address so designated by each member. Agenda items that involve the preparation and review of a resolution or local law shall be a matter of Board discussion in the first instance and upon the request of any two members. This will facilitate group thought early in the legislative process, a more collaborative approach and the efficient use of scarce Village resources. (Added to Rules per resolution adopted by Board of Trustees dated March 19, 2012.

4. Only the Mayor, Village Manager or a Village Trustee can authorize/request that an item be placed on the agenda.
5. The Village Clerk will distribute the agenda packets for SPECIAL MEETINGS the day that the meeting is officially called.
6. Transaction of business at Special Meetings – At a special meeting the business to be transacted thereat shall be only that stated in the notice of such meeting, except that any other business may be transacted at such special meeting by the unanimous consent of all the members of the Village Board.
7. All meetings shall be held at either 350 North Main Street, 10 Pearl Street or 222 Grace Church Street.

RULE FOUR: MOTIONS

1. Any member can make a motion once the member is recognized by the Mayor, or person presiding over the meeting, for the purpose of making a motion. Every motion requires a second before debate begins.
2. Every motion shall be stated by the Mayor or read by the Clerk before [debate and] the question is taken. Any Board member can request a full reading of any proposed resolution.
3. A member once recognized by the Mayor, shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking is called to order, he/she shall cease speaking until the question of order is determined and, if in order, shall then be permitted to proceed. As the presiding officer, the Mayor shall act as the parliamentarian and determine points of order. The Mayor or any Board member may seek guidance

from the Village Attorney or Corporation Counsel on such matters. Where there is disagreement between the Mayor and a Board member an appeal shall be taken by entire Board.

4. Members shall refrain from making any comment unless and until recognized.
5. There is no limit to the number of times a board member may speak on a question.
6. Motions to close or limit debate may be entertained but shall require a two-thirds vote (e.g. five members).
7. Motions require a second.

RULE FIVE: VOTING

1. Each member shall have one vote.
2. A member must vote on every question, unless a request to abstain has been made to the Mayor. An abstention is only permissible upon a conflict of interest or other reason such that would suggest an appearance of impropriety by the member. The nature of said conflict must be explained by the member seeking to abstain and such explanation shall be made a part of the record. Said member shall not participate in the discussion with regard to such matter.
3. Once the question has been put by the Mayor and the vote is being taken, members shall confine themselves to voting and not resume discussion or debate or make further comments on the question. If a member begins explaining his/her vote, or continues discussion, once a call for vote has been made, the Mayor shall call that member out of order and ask that member to only state their respective vote.
4. A majority of the total authorized voting power (e.g. four members) is necessary to pass a matter unless otherwise specified by State law.
5. A vote upon any question shall be taken by ayes and noes, and the names of the members present and their votes shall be entered in the minutes.
6. An abstention is neither an “aye” or a “no” and a member abstaining shall be recorded as “Abstention” for such vote.

RULE SIX: ORDER OF BUSINESS

1. The order of business at each meeting shall be:
 1. Call to order and pledge of allegiance
 2. Roll call
 3. Approval of minutes at previous meetings
 4. Public Comment

5. Public hearings
6. Resolutions
7. Report of the Village Manager, Police and Fire Chief and Board Committees
8. Correspondence
9. Discussion Items
10. Public Comments
11. Trustee Comments
12. Adjournment

2. The order of business may be suspended by the Mayor at his/her discretion. The order of business only refers to the numerical order that an item is placed, and not to be interpreted as the elimination of an item from the agenda.

RULE SEVEN: PUBLIC COMMENT

1. With the exception of a public hearing, the public shall only be allowed to speak during the Public Comment period of the meeting.
2. Speakers must step to the front of the room, and be recognized by the Mayor before proceeding. Speakers shall face the Board at all times.
3. Speakers shall be limited in their remarks to FIVE minutes. Speakers are limited to speaking one time and are not permitted to come to the podium and speak again. The Mayor shall track the speaker's time with a stopwatch and notify the speakers when their time has expired.
4. Speakers may not yield any remaining time that they may have to another speaker.
5. Board members may, with the permission of the Mayor, interrupt a speaker during his/her remarks, but only for the purpose of clarification or information. Board members should not engage in a dialogue with a speaker.
6. All remarks shall be addressed to the Board as a body and not to any member thereof.
7. Speakers shall give the Board the respect as becoming their office is due and shall observe the commonly accepted rules of courtesy, decorum.

RULE EIGHT: RECORDING EQUIPMENT

Members of the public are allowed to audio or video record the open portion of all public meetings. Executive or closed sessions may not be recorded. However, in accordance with the opinions of the New York State Commission on Open Government, any recording must be done in a manner that does not interfere with the meeting and upon the following restrictions.

The Mayor has the authority to determine whether such recording is being done in an intrusive manner, and may, in making such determination, take into account the brightness of the lights,

distance from the deliberations of the Board, size of the equipment, and the ability of the public to still participate in the meeting without undue distraction. If the Mayor shall make the determination that the recording is intrusive and has the effect of interfering with the meeting, the individual making the recording shall be told to take the appropriate ameliorative action. Should the individual fail or refuse to do so, he/she shall be requested to leave the room.

The use of cell phones, or other transmission methods for audible communications by Board members, or members of the public, during a meeting is prohibited unless an emergency exists. If such case does arise, the Board member shall advise the Mayor prior to the beginning of the meeting.

RULE NINE: ADJOURNMENT

A motion to adjourn is always in order (except when a vote is being taken) and such motion shall be decided without debate.

RULE TEN: MINUTES

1. Minutes shall be taken by the Clerk.
2. Minutes shall consist of a record or summary of all motions, proposals, resolutions or any other matter formally voted upon and the vote thereon. Minutes shall be taken at an executive session of any action that is taken by formal vote, which shall consist of a record or summary of the final determination of such action. However, that such summary need not include any matter, which is not required to be made public by the NYS Freedom of Information Law or is otherwise outside the scope of such statute. (e.g. privileged communications with the Village Attorney or Corporation Counsel)
3. Minutes shall also include the following:
 1. Date, place and time of meeting
 2. Notation of presence or absence of Board members and time of arrival or departure if different from the time of call to order
 3. Name and title of other village officials and employees present
 4. Record of report of Village Manager
 5. Record of communications received
 6. Time of adjournment
 7. Signature of Clerk
4. If a Board member would like a statement included in the minutes, then a member shall submit the statement in writing to the Village Clerk, which shall be made a part of the record.
5. The Village Clerk shall comply with the standards established in the State Open Meetings Law (a draft version of the minutes shall be made readily available within two (2) weeks, and one (1) week for executive session items.

RULE ELEVEN: CHANGE OF RULES

The Board may, by two-thirds vote of those present and voting, waive or suspend any rule of the Board so long as it does not conflict with the Charter or State Law.

These Rules shall remain in force and effect until amended by an affirmative vote of five or more members.

RULE TWELVE: PROCEDURES NOT COVERED

Robert's Rules of Order, (10th Revised Edition, Henry Robert et al) shall govern the procedure of the Board as to any matter that is not covered in these Rules. A copy of Robert's Rules shall be provided to each member.

RULE THIRTEEN: PARLIAMENTARIAN

As the presiding officer, the Mayor shall act as the parliamentarian and determine points of order. The Mayor or any Board member may seek guidance from the Village Attorney or Corporation Counsel on such matters. Where there is disagreement between the Mayor and a Board member an appeal shall be taken by the entire Board.

RULE FOURTEEN: MISCELLANEOUS

1. At the Re-organizational Meeting, the Mayor shall determine the seating arrangement of the Board. The seating arrangement may be changed at any time by majority vote (4) of the Board.
2. Board members that anticipate being absent from a meeting shall notify the Clerk no later than 2:00 p.m. the day of the meeting.

RULE FIFTEEN: BOARD PRESENTATIONS

Presentations are to be provided in the Board package prior to meeting in order for the item to be discussed. If not provided the presentation will be postponed to the next meeting agenda or with a majority vote of the Board the presentation can remain on the agenda.

Adopted: September 7, 2010

Amended: March 19, 2012

RESOLUTION
APPOINTMENT OF VILLAGE TREASURER

On motion of TRUSTEE _____, seconded by TRUSTEE _____

, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that LEONIE DOUGLAS, be and she hereby is appointed TREASURER for the Village of Port Chester, New York, said appointment to be effective immediately and to expire on April 6, 2015, at an annual rate of compensation of \$124,000.00 or as heretofore adopted by the Board of Trustees, to be paid every two weeks

RESOLVED, that her bond as said Registrar of Vital Statistics be and the same is hereby fixed at \$_____.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION
APPOINTMENT OF VILLAGE CLERK

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that Janusz Richards, be and he hereby is appointed VILLAGE CLERK for the Village of Port Chester, New York, said appointment to be effective immediately and to expire on April 6, 2015, at an annual rate of compensation of \$ 75,000.00 or as heretofore adopted by the Board of Trustees, to be paid every two weeks

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION
APPOINTMENT OF REGISTRAR OF VITAL STATISTICS

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the

following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that Vita Sileo, be and she hereby is appointed REGISTRAR OF VITAL STATISTICS of the Village of Port Chester, New York, for a term effective immediately and to expire April 6, 2015; and be it further

RESOLVED, that her bond as said Registrar of Vital Statistics be and the same is hereby fixed at \$_____.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION
AUDITOR OF CLAIMS

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the

following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that the Village Manager, be and is hereby appointed as Auditor to audit and direct the payment of claims against the Village, with a term to expire on April 6, 2015.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION
RECEIVER OF TAXES

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, Title IV, Section 2A of the Village Charter provides that the Village Board of Trustees may appoint the Rye Town Receiver of Taxes as the Receiver of Taxes for the Village of Port Chester; and

WHEREAS, the Town of Rye has appointed Nicholas Mecca as Rye Town Receiver of Taxes. Now, therefore, be it

RESOLVED, that Nicholas Mecca, be appointed Receiver of Taxes, effective immediately, with term to expire April 6, 2015.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION
APPOINTMENT OF VILLAGE JUSTICE

On motion of _____, seconded by _____, the
following resolution was adopted by the Board of Trustees of the Village of Port Chester,
New York:

RESOLVED, that PETER SISCA, residing at 461 Westchester Avenue, Port Chester,
New York, be and he hereby is appointed VILLAGE JUSTICE of the Village of Port Chester,
for a two year term, effective May 15, 2013, and to expire May 14, 2015, at an annual
compensation heretofore adopted by the Board of Trustees, to be paid every two weeks.

ROLL CALL
AYES:
NOES:
ABSENT:
DATE:

RESOLUTION
APPOINTMENT OF ACTING VILLAGE JUSTICE

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the

following resolution was adopted by the Board of Trustees of the Village of Port Chester,

New York:

RESOLVED, that MATTHEW J. TROY, III, residing at 88 Hawley Avenue, Port Chester, New York, be and he hereby is appointed ACTING VILLAGE JUSTICE of the Village of Port Chester, for a two year term, effective May 15, 2013, and to expire May 14, 2015, at an annual compensation heretofore adopted by the Board of Trustees, to be paid every two weeks.

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:

RESOLUTION
TRUSTEES FOR THE POLICE PENSION FUND

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that MAYOR NEIL PAGANO, CHIEF JOSEPH KRZEMINSKI, TRUSTEE DANIEL BRAKEWOOD, TRUSTEE JOSEPH KENNER, AND TRUSTEE LUIS MARINO, Trustees; the Police Chief, the Village Manager and the Treasurer, be and they are hereby appointed as TRUSTEES of the Police Pension Fund with term to expire April 6, 2015.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION
APPOINTMENT OF VILLAGE PROSECUTOR – CODE ENFORCEMENT
(Assistant District Attorney)

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following

resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that ROBERT PIERCE be and hereby is appointed Village Prosecutor – Code Enforcement (Assistant District Attorney) for the Village of Port Chester, at an annual compensation heretofore adopted by the Board of Trustees, payable every two weeks, said appointment to be effective immediately and to expire on April 7, 2014.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION
APPOINTMENT OF VILLAGE PROSECUTOR – VEHICLE AND TRAFFIC
(Assistant District Attorney)

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following

resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that MAX DIFABIO, be and hereby is appointed Village Prosecutor – Vehicle and Traffic (Assistant District Attorney) for the Village of Port Chester, at an annual compensation heretofore adopted by the Board of Trustees, payable every two weeks, said appointment to be effective immediately and to expire on April 7, 2014.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that TRUSTEE TERENZI and TRUSTEE CECCARELLI, be and they hereby are appointed a members of the Port Chester PUBLIC LIBRARY BOARD OF TRUSTEES, effective immediately and to expire on April 6, 2015.

ROLL CALL

AYES:
NOES:
ABSENT:

DATE:

RESOLUTION

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that TRUSTEE TERENZI and TRUSTEE CECCARELLI, be and they hereby are appointed a members of the Port Chester-Rye Brook Public Library Intermunicipal Committee (IMC), effective immediately and to expire on April 6, 2015.

ROLL CALL

AYES:
NOES:
ABSENT:

DATE:

TRAINING SCHOOLS, EDUCATION SESSION ETC.
FOR VILLAGE OFFICERS, DEPARTMENT HEADS & EMPLOYEES

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following

resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, Section 77-b of the General Municipal Law authorizes municipal officials and employees to attend training schools, educational sessions, etc., conducted for the benefit of the local government; and

WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality; and

RESOLVED, that the officers, department heads and employees for whom monies have properly been budgeted may attend training schools, education sessions and other meetings that may be beneficial to the carrying out of their official duties and which have been approved by the Village Manager prior to attendance; and be it further

RESOLVED, that this resolution shall take effect immediately.

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:

RESOLUTION
MILEAGE REIMBURSEMENT

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the

following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Board of Trustees of the Village of Port Chester has determined to pay a fixed rate for mileage reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village; and

WHEREAS, the Federal Government sets the rate of said reimbursement that is authorized by the Village Board; and

WHEREAS, beginning January 1, 2013, the Federal Government increased the standard mileage rate to 56.5 cents per mile. Now, therefore, be it

RESOLVED, that the Mayor and Board of Trustees approves reimbursement to such officers and employees at the rate of 56.5 cents per mile for business miles driven.

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:

RESOLUTION

On a motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that the Journal News and the Westmore News are hereby designated as the Official Newspapers of the Village of Port Chester for the ensuing official year.

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:

RESOLUTION
INVESTMENT POLICY FOR THE
VILLAGE OF PORT CHESTER

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, pursuant to General Municipal Law, Section 39, local governments in the State of New York, including villages, are required to adopt a comprehensive written investment policy; and

WHEREAS, local governments are required to review their investment policies on an annual basis; and

WHEREAS, the Village of Port Chester has reviewed its policy since adoption in 1993; Now, therefore, be it

RESOLVED, that the Board of Trustees does hereby approve and adopt the attached Investment Policy for the Village of Port Chester.

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:

**INVESTMENT POLICY
FOR THE VILLAGE OF PORT CHESTER**

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity of individual.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Village Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village of Port Chester to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Village of Port Chester to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Village of Port Chester for all moneys collected by any officer or employee of the government to transfer those funds to the Village Treasurer within five (5) days of deposit, or which the time period specified in law, whichever is shorter.

The Village Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>
JP Morgan Chase, N.A.	15,000,000
TD Bank	15,000,000
M & T Bank	15,000,000
Wells Fargo Bank	15,000,000

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, §10, all deposits of the Village of Port Chester, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value", as provided by General Municipal Law, §10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims - paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by (the depository and/or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village of Port Chester or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, §11, the Village of Port Chester authorizes the Village Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL §24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the (Village of Port Chester);
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes

governing such entities or whose specific enabling legislation authorizes such investments.

- Certificates of Participation (COPS) issued pursuant to GML, §109-b,
- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML, §6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Village of Port Chester within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village of Port Chester within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Village of Port Chester shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institutions or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village of Port Chester. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Village Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The Village Treasurer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written

authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Village of Port Chester by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations of agencies of the United State of America where principal and interest are guaranteed by the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

Appendix A
Schedule of Eligible Securities

_____ (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.

_____ (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.

_____ (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that

represents the amount of the insurance or guaranty.

- _____ (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- _____ (v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- _____ (vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- _____ (vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- _____ (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- _____ (ix) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- _____ (x) Commercial paper and bankers' acceptance issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- _____ (xi) Zero coupon obligations of the United States government marketed as "Treasury strips".

RESOLUTION
PROCUREMENT POLICY

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, Section 104-b of the General Municipal Law requires the government body of every municipality to adopt a procurement policy for all goods and services which are not required by a law to be publicly bid; and

WHEREAS, by resolution adopted on April 7, 2009 the Board of Trustees adopted a new Procurement Policy; and

WHEREAS, such Policy should be reviewed on an annual basis with comments solicited from all officials involved in the procurement policy process; and

WHEREAS, so as not to unreasonably delay necessary and appropriate changes while this process is initiated, the Board wishes to take action at this time. Now, therefore be it

RESOLVED, that the Village of Port Chester does hereby adopts the annexed Procurement Policy, as revised, which is intended to apply to all goods and services which are not required by law to be publicly bid:

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:

PROCUREMENT POLICY
FOR
THE VILLAGE OF PORT CHESTER, NEW YORK

Purchases between \$0 to \$2,999

Department Head may purchase at their discretion.

Purchases between \$3,000 to \$5,999

Department Heads may make purchases between \$3,000 and \$5,999 for materials, supplies and repairs provided that such purchase is made in conformance with the following procedures:

- Two verbal quotations are required.
- A verbal quotation form available in the Treasurer’s Office must be used to document the quotes.
- Attached verbal quotation form to claim voucher along with invoice and submit to Treasurer’s Office for approval.

Purchases between \$6,000 to \$9,999

Department Heads may make purchase between \$6,000 to \$9,999 for materials, supplies and repairs provided that such purchase is made in conformance with the following procedures:

- A Purchase Order is to be completed in order to encumber the expenditure.
- This form is available in the Treasurer’s Office or on your computer. It must state the following:
 - Name and address of recommended vendor
 - Date, and Budget Account Codes
 - Quantity, description and purpose of the purchase
 - Unit cost and total cost of proposed purchase
 - Purchase Order must be signed by the Department Head.
- Three written quotations are required. A written quotation form is available in the Treasurer’s Office and must be used to document the quotes. Attach written bid requests to the Purchase Order along with documentation from vendor indicating cost and submit to Treasurer’s Office for approval.
- Approved purchases will be acknowledged to the Department requesting the purchase by copy of the signed Purchase Order signed by the Treasurer or the Village Manager with a Purchase Order number assigned to it by the Treasurer’s Office.

- Upon satisfactory receipt of the material, supply or repair, the Department Head will submit to the Treasurer's Office the following:
 - Voucher signed by the Department Head to indicate approval for payment along with copy of Purchase Order or reference to Purchase Order number.
 - Invoice from vendor attached to signed Voucher.

Public Works Contracts over \$10,000

Any public works contract over \$10,000 must follow above procedures and obtain three written quotes.

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchase will document the attempt made at obtaining the proposals.

Purchases are subject to the availability of funds. Department Heads may not authorize the purchases under this section when there are insufficient funds in the designated budget account line. The Treasurer's Office distributes monthly budget expenditure reports showing the available funds in each department account line.

Purchases of \$10,000 or more and Public Works Contracts over \$35,000

All purchases of materials, supplies and repairs of equipment of \$10,000 or more and all **Public Works** contracts of \$35,000 or more requires competitive bidding subject to the laws of New York.

- A. The Village Manager and Clerk's office shall be responsible for the issuance of required documents, notices and advertisements required under the competitive bidding laws and for the receipt of such bids from vendors.
- B. Department Heads will be responsible for preparing information regarding the quantity, quality and specifications of the materials, supplies or work to be furnished.
- C. Capital Projects are defined as improvements to the Village's operations in excess of \$12,000 per project. Please consult with the Treasurer's Office in order to establish a Capital Project Budget before proceeding with purchase.

General Provisions

1. Where possible, purchases should be made from New York State and Westchester County purchasing contracts. These purchases are exempt from the competitive bidding requirements of General Municipal Law Section 10. Information regarding these contracts is available online at www.osg.state.ny.us. The NYS Contract number must be written on claim voucher or purchase order along with a print-out from the OGS website indicating the item is on NYS Contract.
2. The use of Bid-Net is strongly encouraged and required for competitive bidding.
3. Documentation is required of each action taken in connection with each procurement.
4. Documentation and explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstance.
5. Pursuant to General Municipal Law Section 104-b (2) (f), the procurement policy may contain circumstances when, or types of procurement for which, proposals or quotations will not be in the best interest of the municipality. In the following circumstances, it may not be in the best interest of the Village of Port Chester to solicit quotations to document the basis for not accepting the lowest bid:
 - **Professional services or services requiring special or technical skill, training or expertise.** The individual or company must be chosen based on accountability, reliability or responsibility, skill, education, and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Village of Port Chester shall take into consideration the following guidelines:

- Whether the services are subject to state licensing or testing requirements;
- Whether substantial formal education or training is a necessary prerequisite to the performance of the services;
- and

- Whether the services require a personal relationship between the individual and municipal officials. Profession or technical services shall include but not be limited to the following;
 1. Certified Public Accountant
 2. Investment Management Services
 3. Printing Services involving extensive writing, editing, or art work
 4. Management of municipally owned property; and
 5. Computer software or programming services for customized programs or services involved in substantial modification and customization of pre-packaged software.
- All professional service agreements require a request for proposal. This section is adopted from the Office of the State Comptroller's Financial Management Guide, Subsection 8.3020. Requests for proposals are traditionally used as a means of obtaining many types of professional services. RFPs are used to obtain the services of: architects, engineers, accountants, lawyers, underwriters, fiscal consultants, and other professionals. The purpose of a request for proposal is to have an effective way to award contracts for professional services. RFPs and evaluation of the proposals can consider price plus other factors such as experience, staffing and suitability for needs and may include negotiations on a fair and equal basis. The award should be the most advantageous to the Village.

At the discretion of the appointing authority, the overall process involves making a request for proposals from various firms or professionals, and then evaluating the proposals received. Such process may not be necessary or appropriate where there is an existing business relationship between the Village or related agency and such relationship can be leveraged to create synergies or economies of scale, or if the underlying purposes of cost-savings and governmental, efficiencies are satisfied.

Depending on the complexity of the situation, you may prepare the RFP in house or a consultant could be obtained

to help and prepare it. The Village Attorney will review all RFPs, contracts to be executed with the firm selected and any other needed items.

There should be a well planned solicitation effort in order to identify a sufficient number of qualified firms. This can be done by advertising in local trade journals, checking listings of professionals, talking to local officials, etc. A well planned solicitation effort can result in reduced cost through increased competition.

- **Emergency purchases** pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternative proposals may threaten the life, health, safety and welfare of the residents. This section does not preclude alternative proposals if time permits.

The Village Manager may authorize purchases without complying with this Procurement Policy and the competitive bidding requirements in an emergency provided that there is justification for such emergency declaration, the amount of the purchase is within the competitive bidding thresholds and that declaration is made on prior notice to the Board of Trustees

- **Sole Source.** Competitive bidding is not required under Section 103 of the General Municipal Law in those limited situations when goods or services are available from only one source. If a determination is made that a particular item is available only from one source so that no possibility of competition exists, competitive bidding may not be required for the procurement of the item. Department Heads must document the unique benefits of the item as compared to other items available in the market place; that no other item provides substantially equivalent or similar benefits; and that considering the benefits received, the cost of the item is reasonable, when compared to other products or services in the marketplace.

- **Purchases of surplus and second hand goods** from any source. If alternative proposals are required, the Village of Port Chester is precluded from purchasing surplus and second hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare process of used goods and a lower price may indicate an older product.
- **Goods or services under \$3,000.** The time and documentation required to purchase through this policy may be more costly than the item itself and would, therefore, not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
- The Village Board must authorize and approve all change orders on capital construction projects by Village Board resolution.
- Agreements must be prepared by the Village Attorney where required by the Village Treasurer.

RESOLUTION
FUND BALANCE POLICY

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester,

New York:

RESOLVED, that the Board of Trustees hereby adopts the Fund Balance Policy for the Village of Port Chester, copy of which is annexed and made a part of this resolution.

ROLL CALL

AYESS:

NOES:

ABSENT:

DATE:

Village of Port Chester, New York Fund Balance Policy

Purpose

The Village of Port Chester has enacted the following policy in an effort to ensure financial security and stability in a volatile economic environment.

Reserve funds (which essentially are a legally authorized savings account for particular specific purposes) are an important component in the Village's financial planning for specific expenses, future projects, acquisitions and other lawful purposes. To this end the Village may establish and maintain reserve funds in accordance with New York State Laws. The Village will also consider rules and/or opinions issued by the New York State Comptroller when they are not in conflict with law.

The Village reserve funds must be properly established and maintained to promote the goals of creating an open, transparent and accountable use of public funds. The Village may engage independent experts and professionals, including but not limited to auditors, accountants and other financial and legal counsel, as necessary to monitor all reserve fund activity and prepare reports that the Village may require.

The Village's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The Village also seeks to maintain the highest possible credit ratings which are dependent, in part, on the Village's maintenance of a healthy fund balance.

Definitions

Fund Balance: Fund balance is the difference between the assets and liabilities reported in a governmental fund. Fund balance is not necessarily the cash balance of the Village, the fund balance consists of other assets as well such as money due from the state and federal government, and accounts receivable. Fund balances are classified into various components depending on the limitations placed on the use of the funds. The hierarchy indicates the extent to which a government is bound to observe spending constraints that govern how it can use amounts reported in the governmental funds balance sheet.

The Village shall comply with the reporting requirements of Article 3 of General Municipal Law of the State of New York and the Governmental Accounting Standards Board (GASB) Statement Number 54, Fund Balance Reporting and Governmental Fund Type Definitions. GASB Statement Number 54 established the following classifications depicting how specific amounts can be spent:

Nonspendable fund balance consists of amounts that are not in a spendable form in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, and financial assets held for resale.

Restricted fund balance consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by grantors, bondholders or laws and regulations of higher levels of governments; or through constitutional provisions or enabling legislation.

Committed fund balance consists of amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

Assigned fund balance consists of amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

Unassigned fund balance consists of amounts that are available for any purpose; these amounts are reported only in the General Fund.

Policy Statement

The fund balance of the Village of Port Chester General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

The objective is to maintain an unrestricted fund balance of not less than 10% of annual appropriations for the fiscal year.

Village finances will be managed so as to maintain balances of the of the General Fund at level sufficient to mitigate current and future risks, such as revenue shortfalls and unanticipated expenditures, ensure stable tax rates and user fees, and protect the Village's creditworthiness. The decision to retain an unrestricted fund balance of not less than 10% of fund appropriations stems from the following:

- This amount provides adequate funding to cover approximately one and a half months of expenditures.
- This amount provides the liquidity necessary to accommodate the Village uneven cash flow due to its inherent semi annually tax collection schedule.
- The Government Finance Officers Association recommends the minimum General Fund unrestricted fund balance to be maintained should be between 5%-15% of current operating expenditures.

The Village Board will set aside certain amounts as committed fund balance. Amounts are to be determined by the Village Manager based on the need for extraordinary operating or capital that could not be anticipated and cannot be funded with current budget resources.

The Village Manager will set aside committed fund balances equal to the amount of outstanding purchase orders or encumbrances.

The Village Board delegates to the Village Manager the authority to determine the proper amounts to be assigned for purposes as are deemed necessary. This would provide the liquidity to respond to contingent liabilities and provide for capital asset replacements.

Effective as of the year ending May 31, 2012, unassigned fund balance shall be any remaining amounts.

The Village will spend, as allowed and available, the most restricted dollars before less restricted in the following order:

- a) Nonspendable (if funds become spendable)
- b) Restricted
- c) Committed
- d) Assigned
- e) Unassigned

The Village will be mindful of its role and responsibility as a fiduciary of public funds when acting on reserve fund issues.

This policy may be updated as deemed necessary per the Village Board of Trustees.

RESOLUTION
JOURNAL ENTRY POLICY

On motion of TRUSTEE, _____ seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that the Village of Port Chester does hereby adopts the annexed Journal Entry Policy, which is intended for the internal controls for the post of journal entries:

ROLL CALL

AYES:
NOES:
ABSENT:

DATE:

Accounting/Payroll

VILLAGE OF PORT CHESTER FINANCE DEPARTMENT
MANUAL JOURNAL ENTRY PROCEDURES

The Village of Port Chester recognizes that manual journal entries are needed and made for various reasons including but not limited to: record revenues and expenditures, to transfer funds, or to record balance sheet accruals. These procedures are being established in order to create proper segregation of duties. (i.e. there should always be an approval by a person other than the preparer of the journal entry.) Based on the need for manual journal entries, the following policy is being established to document procedures on how journal entries are expected to be processed:

1. Journal entries for all funds/departments will be entered by the Jr. Accountant or another qualified person in the Finance Department. The individual entering the journal entry should pay close attention that the correct posting date and fiscal period are used.
2. Appropriate documentation/support shall be included with the journal entry.
3. The Treasurer will review all journal entries deemed to be of a nonrecurring nature. If a journal entry is determined to be appropriate, the Treasurer or Jr.

Accountant will ensure each entry is properly coded, in balance and entered for the correct period. In the event that a journal entry is prepared by the Treasurer, it will be reviewed and approved by the Jr. Accountant.

4. The Treasurer after completing this review and determining the journal entry is correct will then approve and post the journal entry.
5. The person responsible for cash receipts, whom is independent of the month-end bank reconciliation, shall not prepare, review or post any journal entries to cash accounts.
6. The person responsible for preparing payroll journal entry, who is independent of the month-end bank reconciliations for any bank account affected by payroll, shall not prepare, review or post any journal entries to the payroll cash account or trust & agency accounts.
7. These procedures are being established in order to create proper segregation of duties (i.e. there should always be an approval being done by a person other than the preparer of the journal entry.)

RESOLUTION
DESIGNATION OF DEPOSITORIES
FOR THE VILLAGE OF PORT CHESTER

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the

following resolution was adopted by the Board of Trustees of the Village of Port Chester,

New York:

RESOLVED, that the JP MORGAN CHASE, N.A.; WELLS FARGO; TD BANK; M & T BANK be and they hereby are designated as Depositories for funds of the Village of Port Chester, New York, and that all withdrawals there from be made by check or order duly signed by the Village Treasurer of the Village of Port Chester, New York, or her designate.

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:

RESOLUTION
FIXED ASSET POLICY

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Village of Port Chester policy for the capitalization of property and equipment purchases begins with any asset purchase over \$2,500, and

WHEREAS, on September 7, 2010, the Village increased the threshold for all future asset purchases from \$2,500 to \$5000 based on the recommendation of its independent auditors. Now, therefore be it

RESOLVED, that equipment costing over \$5,000 be capitalized and depreciated over the assets' useful lives.

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:

RESOLUTION
EMPLOYMENT AGREEMENT FOR
VILLAGE ATTORNEY

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that the Village Manager be authorized to enter into an employment agreement with the Village Attorney, Anthony Cerreto, for an additional two year term to expire on May 31, 2015 with compensation at a gross annual salary for FY 2013 -2014 in the amount of \$135,762.00 delivered in accordance with the payroll periods as have been or will be established by the Village for payment of its employees; and be it further

RESOLVED, that compensation for successive fiscal years shall be fixed by budget resolution of the Board of Trustees, but in no event shall the Attorney's annual salary be in a lower amount than the year previous.

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:

AGREEMENT

AGREEMENT made this* day of May, 2013 between the VILLAGE OF PORT CHESTER, a municipal corporation with its principal offices located at 222 Grace Church Street, Port Chester, New York, 10573, hereinafter "VILLAGE OF PORT CHESTER ", and ANTHONY M. CERRETO, 59 Shady Nook Drive, Toms River, New Jersey 08755 and 2241 Palmer Avenue, Unit 1N, New Rochelle, New York 10801,, hereinafter "ATTORNEY ".

WHEREAS, since original appointment in July 1995, the Attorney has been employed by the Village; and

WHEREAS, the Attorney has had an employment agreement since that time authorized by unanimous vote of bi-partisan Boards; and

WHEREAS, the parties last entered into an agreement dated May 2011 which expires on May 31, 2013 unless otherwise extended; and

WHEREAS, the Village Manager recommends a two-year extension of said agreement.

NOW, THEREFORE, for the mutual covenants and promises set forth herein it is agreed as follows:

1.Term. The term of this Agreement shall commence on June 1, 2013 and expire on May 31, 2015, unless otherwise extended.

2. Compensation. The gross annual salary shall be \$135,762 for FY 2012-2013 or as heretofore adopted by resolution of the Board of Trustees, but in no event shall the Attorney's annual salary be in a lower amount than the fiscal year previous.

3. All other terms and conditions of the May 2011 Agreement shall remain in full force and effect.

VILLAGE OF PORT CHESTER

By: _____
Christopher . D. Steers
Village Manager

ATTORNEY

Anthony M. Cerreto

AGREEMENT

AGREEMENT made this day of May, 2011 between the VILLAGE OF PORT CHESTER, a municipal corporation with its principal offices located at 222 Grace Church Street, Port Chester, New York, 10573, hereinafter "VILLAGE OF PORT CHESTER", and ANTHONY M. CERRETO, 59 Shady Nook Drive, Toms River, New Jersey 08755, hereinafter "ATTORNEY".

WHEREAS, since original appointment in July 1995, the Attorney has been employed by the Village; and

WHEREAS, the Attorney has had an employment agreement since that time; and

WHEREAS, the parties have agreed to renew said agreement.

NOW, THEREFORE, for the mutual covenants and promises set forth herein it is agreed as follows:

1. Term. The term of this Agreement shall commence on June 1, 2011 and expire on May 31, 2013, unless otherwise extended.

2. Compensation. The gross annual salary shall be \$135,762 for FY 2011-2012 and delivered in accordance with the payroll periods as or have been or will be established by the Village for payment of its employees. Compensation for successive fiscal years shall be fixed by budget resolution of the Board of Trustees, but in no event shall the Attorney's annual salary be in a lower amount than the year previous.

3. Health Benefits: Except as otherwise provided in this Agreement, the Attorney shall be entitled to the level of benefits that are provided in accordance with the policies and procedures as have been or will be established by the Village Board of Trustees with regard to other appointed and non-union officials and employees.

4. Vacation, Sick Leave and Personal Leave: The Attorney shall be entitled to vacation time, sick and personal leave as provided in accordance with the policies and procedures as have been or will be established by the Village Board of Trustees with regard to other appointed and non-union officials and employees.

5. Defense and Indemnification: The Village does hereby agree to defend and indemnify the Attorney for all claims arising from and any lawful acts or omissions pursuant to the provisions for defense and indemnification for village officials and employees in the Village Code.

6. Termination for Cause:

A. The Village shall have the right, at any time, by written notice to the Attorney to terminate this Agreement forthwith and to discharge the Attorney for cause if one of the following events shall occur during the term of employment:

(i) Conviction in a court of law of any crime or offense involving misuse or misappropriation of money or other property.

(ii) Any act of dishonesty which materially adversely affects the business of the Village.

(iii) Willful failure or refusal to perform the lawful directives of the Village Manager or Board of Trustees, which directives are reasonable and consistent with the scope and nature of the Attorney's duties and responsibilities.

B. In the event of termination for cause as set forth in this paragraph, the Attorney shall have no further rights under this Agreement of any kind, including any further rights to receive any severance compensation under paragraph "7". Nothing herein shall be deemed to limit any rights and remedies the Village may have against the Attorney.

7. Severance. In the event that the Attorney's employment is terminated for reasons other than that enumerated in paragraph "6", and in recognition of the Attorney's length of service to the Village, severance shall be equal to six months gross salary, which payment shall be paid in a lump sum unless otherwise agreed by the parties. In addition, the Attorney shall be compensated for any accrued vacation, personal and sick days.

8. Termination of Agreement by Attorney: The Attorney may terminate his employment with the Village on not less than seventy-five (75) days written notice, unless the parties otherwise agree.

9. Death or Disability:

A. In the event of the Attorney's death, this agreement shall terminate and be of no further force and effect. If the Attorney becomes totally disabled during the term of this Agreement, and such disability continues for a period in excess of six (6) months, this Agreement shall terminate and be of no further force and effect at the end of the six (6) month period (unless sooner terminated by reason of the expiration date of this agreement). For purposes of this subparagraph, total disability shall mean the Attorney's inability, on a continuous basis, to perform the services to be rendered hereunder by reason of a physical or mental incapacity.

B. In the event of termination by reason of death or total disability, the Attorney or his estate, as the case may be, shall be entitled to all salary, vacation or other accruals as of the date of termination.

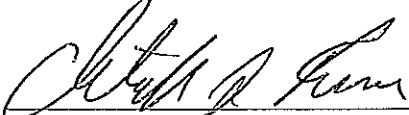
10. Best Efforts: The Attorney shall devote his best efforts and full time and attention to the business and affairs of the Village and shall perform such duties and responsibilities specified and detailed in the job description attached hereto and made a part hereof. The Attorney shall diligently, competently and faithfully render his services to the Village.

11. Annual Review: The Village Manager may annually review the performance of the Attorney subject to a process, form, criteria and format which shall be established by the Manager. The process, at a minimum, shall include the opportunity for the Manager to prepare a written evaluation, meet with the Attorney to discuss the evaluation and for the Attorney to discuss the evaluation and for the Attorney to present a rebuttal.

12. Work Schedule: It is recognized that the Attorney must devote a great deal of time outside the regular office hours of business for the Village and to that end he shall be allowed to establish an appropriate work schedule.

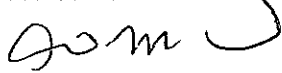
13. Professional Support: The Village will provide the Attorney support for educational and professional activities. This support includes, but is not limited to, attendance at conferences and workshops in the performance of Village business with the permission of the Village Manager, consistent with policies and procedures established by the Village Board of Trustees.

VILLAGE OF PORT CHESTER

By: 

Christopher J. Russo
Village Manager

ATTORNEY



Anthony M. Cerreto

RESOLUTION
DESIGNATION OF DEPOSITORY
FOR THE POLICE PENSION FUND

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that JP MORGAN CHASE BANK, N.A., Port Chester Branch, be and hereby is designated as the depository for the funds of the Police Pension Fund of the Village of Port Chester, New York, and that all withdrawals there from be made by check or order, duly signed by the Treasurer of the Police Pension Fund.

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:

RESOLUTION
ASSIGNING TRUSTEE SEATS

On motion of _____, seconded by _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, Rule 14 of the Board of Trustees Rules of Procedure specifies “the seating arrangement [of the Board of Trustees] may be changed at any time by majority vote (4) of the Board.”

Now, therefore, be it

RESOLVED, that the Mayor and Trustees shall sit in the following seats from left to right when one faces the dais: Trustee Adams, Trustee Brakewood, Trustee Marino, Mayor Pagano, Trustee Terenzi, Trustee Kenner, and Trustee Ceccarelli.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION

ADOPTING REVISED RULES OF PROCEDURE OF THE BOARD OF TRUSTEE

On motion of _____, seconded by _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Board of Trustees has adopted Rules of Procedure for many purposes, including operating effectively; and

WHEREAS, the Board of Trustees regularly reviews and updates these rules; and

WHEREAS, the rules also clearly intend that minority rights of Board members be protected.

Now, therefore, be it

RESOLVED, the attached Rules of Procedure of the Board of Trustees of the Village of Port Chester are hereby adopted.

ROLL CALL

AYES:

NOES:

ABSENT:

**RULES OF PROCEDURE OF THE BOARD OF TRUSTEES
VILLAGE OF PORT CHESTER, NEW YORK**

MISSION STATEMENT: It is the purpose of these rules and procedures to insure that the Board of Trustees operates effectively; promotes majority rule while protecting minority rights; preserves the role of the Mayor as the presiding officer; prevents a single member from usurping other member's coequal rights; and enhances public participation and engagement as well as transparency in Board proceedings.

RULE ONE: MEETINGS

1. The Board shall meet at such times as it may determine or as otherwise provided by the Village Charter. Regular monthly meetings shall be held on the first and third Monday of the month at 7:00 p.m. unless otherwise noticed. The Board may also determine to meet on any other day or date when desirable or when a holiday falls on any such Monday.
2. Special meetings of the Board are all those meetings other than regular meetings. A special meeting may be called by the Mayor or any two (2) trustees upon notice to the entire Board. The notice shall contain a statement of the object for which the special meeting shall be called. Notice shall be given at least 24 hours in advance unless an emergency exists.
3. As a general rule, all regularly scheduled meetings shall be held in the Village Court Room, located at 350 North Main Street.

RULE TWO: QUORUM

1. A quorum shall be required to conduct business. A quorum consists of four members. In the absence of a quorum, a lesser number may adjourn and authorize the Clerk to compel the attendance of absent members.
2. In the event that a meeting is cancelled due to a lack of quorum, the Village Clerk shall make a record stating those members of the Board of Trustees who were not present at the time.

RULE THREE: AGENDAS

1. The Mayor shall set the agenda. This rule shall mean that the Mayor shall determine the order that the item is listed on the agenda, consistent with these rules of procedure.
2. The agenda shall be prepared by the Clerk at the direction of the Mayor, or the Deputy Mayor in his/her absence.
3. Addition to the agenda may be made by any member of the Board. All matters proposed, by Trustees, to be placed on the agenda of a regular meeting of the Board shall be submitted to the Clerk, with a copy sent to the Mayor, no later than 12:00 noon the Wednesday preceding the meeting. All matters proposed by the Mayor to be placed on the agenda of a regularly meeting of

the Board shall be submitted to the Clerk no later than 12:00 noon the Thursday preceding the meeting, when the tentative agenda will be reviewed and finalized by the Mayor. Any item that does not conform to this deadline will have to be an add-on item during the meeting, requiring a unanimous vote of the members present. If there is no such request to have it entertained as an add-on, or if the vote to add the item to the agenda fails, then it will be subsequently placed on the following regularly scheduled meeting agenda. Correspondence addressed to the Mayor or Board of Trustees shall be likewise filed with the Clerk to allow for inclusion in the meeting packets. The Clerk shall deliver a copy of the agenda and packet to members at an address so designated by each member. Agenda items that involve the preparation and review of a local law shall be a matter of Board discussion in the first instance and upon the request of any two members. This will facilitate group thought early in the legislative process, a more collaborative approach and the efficient use of scarce Village resources. (Added to Rules per resolution adopted by Board of Trustees dated March 19, 2012.

4. Only the Mayor, Village Manager or a Village Trustee can authorize/request that an item be placed on the agenda.

5. The Village Clerk will distribute the agenda packets for SPECIAL MEETINGS the day that the meeting is officially called.

6. Transaction of business at Special Meetings – At a special meeting the business to be transacted thereat shall be only that stated in the notice of such meeting, except that any other business may be transacted at such special meeting by the unanimous consent of all the members of the Village Board.

7. All meetings shall be held at either 350 North Main Street, 10 Pearl Street or 222 Grace Church Street.

RULE FOUR: MOTIONS

1. Any member can make a motion once the member is recognized by the Mayor, or person presiding over the meeting, for the purpose of making a motion. Every motion requires a second before debate begins.

2. Every motion shall be stated by the Mayor or read by the Clerk before [debate and] the question is taken. Any Board member can request a full reading of any proposed resolution.

3. A member once recognized by the Mayor, shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking is called to order, he/she shall cease speaking until the question of order is determined and, if in order, shall then be permitted to proceed. The Parliamentarian shall determine points of order. The Parliamentarian may seek guidance from the Village Attorney or Corporation Counsel on such matters. When there is disagreement between the Parliamentarian and other Board members, Board members may make an appeal to entire Board. Such points of order shall be settled by a vote of the Board.

4. Members shall refrain from making any comment unless and until recognized.

5. There is no limit to the number of times a board member may speak on a question.
6. Motions to close or limit debate may be entertained but shall require a two-thirds vote (e.g. five members).
7. Motions require a second.

RULE FIVE: VOTING

1. Each member shall have one vote.
2. A member must vote on every question, unless a request to abstain has been made to the Mayor. An abstention is only permissible upon a conflict of interest or other reason such that would suggest an appearance of impropriety by the member. The nature of said conflict must be explained by the member seeking to abstain and such explanation shall be made a part of the record. Said member shall not participate in the discussion with regard to such matter.
3. Once the question has been put by the Mayor and the vote is being taken, members shall confine themselves to voting and not resume discussion or debate or make further comments on the question. If a member begins explaining his/her vote, or continues discussion, once a call for vote has been made, the Mayor shall call that member out of order and ask that member to only state their respective vote.
4. Votes shall be cast in the following order: Trustee Adams, Trustee Brakewood, Trustee Marino, Trustee Ceccarelli, Trustee Kenner, Trustee Terenzi, Mayor Pagano.
5. A majority of the total authorized voting power (e.g. four members) is necessary to pass a matter unless otherwise specified by State law.
6. A vote upon any question shall be taken by ayes and noes, and the names of the members present and their votes shall be entered in the minutes.
7. An abstention is neither an “aye” or a “no” and a member abstaining shall be recorded as “Abstention” for such vote.

RULE SIX: ORDER OF BUSINESS

1. The order of business at each meeting shall be:
 1. Call to order and pledge of allegiance
 2. Roll call
 3. Public Comment
 4. Public hearings
 5. Resolutions
 6. Approval of minutes at previous meetings

7. Correspondence
8. Report of the Village Manager, Police and Fire Chief and Board Committees
9. Discussion Items
10. Trustee Comments
11. Adjournment

2. The order of business may be suspended by the Mayor at his/her discretion. The order of business only refers to the numerical order that an item is placed, and not to be interpreted as the elimination of an item from the agenda.

RULE SEVEN: PUBLIC COMMENT

1. With the exception of a public hearing, the public shall only be allowed to speak during the Public Comment period of the meeting.
2. Speakers must step to the front of the room, and be recognized by the Mayor before proceeding. Speakers shall face the Board at all times.
3. Speakers shall be limited in their remarks to FIVE minutes. Speakers are limited to speaking one time and are not permitted to come to the podium and speak again. The Mayor shall track the speaker's time with a stopwatch and notify the speakers when their time has expired. Speakers needing more than FIVE minutes to address the Board are required to submit their extended comments to the Board in writing.
4. Speakers may not yield any remaining time that they may have to another speaker.
5. Board members may, with the permission of the Mayor, interrupt a speaker during his/her remarks, but only for the purpose of clarification or information. Board members should not engage in a dialogue with a speaker.
6. All remarks shall be addressed to the Board as a body and not to any member thereof.
7. Speakers shall give the Board the respect as becoming their office is due and shall observe the commonly accepted rules of courtesy, decorum.

RULE EIGHT: RECORDING EQUIPMENT

Members of the public are allowed to audio or video record the open portion of all public meetings. Executive or closed sessions may not be recorded. However, in accordance with the opinions of the New York State Commission on Open Government, any recording must be done in a manner that does not interfere with the meeting and upon the following restrictions.

The Mayor has the authority to determine whether such recording is being done in an intrusive manner, and may, in making such determination, take into account the brightness of the lights, distance from the deliberations of the Board, size of the equipment, and the ability of the public to still participate in the meeting without undue distraction. If the Mayor shall make the

determination that the recording is intrusive and has the effect of interfering with the meeting, the individual making the recording shall be told to take the appropriate ameliorative action. Should the individual fail or refuse to do so, he/she shall be requested to leave the room.

The use of cell phones, or other transmission methods for audible communications by Board members, or members of the public, during a meeting is prohibited unless an emergency exists. If such case does arise, the Board member shall advise the Mayor prior to the beginning of the meeting.

RULE NINE: ADJOURNMENT

A motion to adjourn is always in order (except when a vote is being taken) and such motion shall be decided without debate.

RULE TEN: MINUTES

1. Minutes shall be taken by the Clerk.

2. Minutes shall consist of a record or summary of all motions, proposals, resolutions or any other matter formally voted upon and the vote thereon. Minutes shall be taken at an executive session of any action that is taken by formal vote, which shall consist of a record or summary of the final determination of such action. However, that such summary need not include any matter, which is not required to be made public by the NYS Freedom of Information Law or is otherwise outside the scope of such statute. (e.g. privileged communications with the Village Attorney or Corporation Counsel)

3. Minutes shall also include the following:

1. Date, place and time of meeting
2. Notation of presence or absence of Board members and time of arrival or departure if different from the time of call to order
3. Name and title of other village officials and employees present
4. Record of report of Village Manager
5. Record of communications received
6. Time of adjournment
7. Signature of Clerk

4. If a Board member would like a statement included in the minutes, then a member shall submit the statement in writing to the Village Clerk, which shall be made a part of the record.

5. The Village Clerk shall comply with the standards established in the State Open Meetings Law (a draft version of the minutes shall be made readily available within two (2) weeks, and one (1) week for executive session items.

RULE ELEVEN: CHANGE OF RULES

A majority of the total authorized voting power (e.g. four members) of the Board may waive or suspend any rule of the Board so long as it does not conflict with the Charter or State Law.

These Rules shall remain in force and effect until amended by an affirmative vote of four or more members of the Board.

RULE TWELVE: PROCEDURES NOT COVERED

Robert's Rules of Order, (10th Revised Edition, Henry Robert et al) shall govern the procedure of the Board as to any matter that is not covered in these Rules. A copy of Robert's Rules shall be provided to each member.

RULE THIRTEEN: PARLIAMENTARIAN

A majority of the total authorized voting power (e.g. four members) of the Board shall elect from its members a Parliamentarian. The Parliamentarian shall determine points of order. The Parliamentarian may seek guidance from the Village Attorney or Corporation Counsel on such matters. When there is disagreement between the Parliamentarian and other Board members, Board members may make an appeal to entire Board. Such points of order shall be settled by a vote of the Board.

RULE FOURTEEN: MISCELLANEOUS

1. At the Re-organizational Meeting, the Mayor shall determine the seating arrangement of the Board. The seating arrangement may be changed at any time by majority vote (4) of the Board.
2. Board members that anticipate being absent from a meeting shall notify the Clerk no later than 2:00 p.m. the day of the meeting.

RULE FIFTEEN: BOARD PRESENTATIONS

Presentations are to be provided in the Board package prior to meeting in order for the item to be discussed. If not provided the presentation will be postponed to the next meeting agenda or with a majority vote of the Board the presentation can remain on the agenda.

Adopted: April 2, 2013

Amended: April 2, 2013

RESOLUTION

APPOINTMENT OF PRESIDENT (DEPUTY MAYOR)

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that TRUSTEE DANIEL BRAKEWOOD, be and he hereby is designated as President of the Board of Trustees with the power to act as Mayor of the Village of Port Chester, New York, in case of the Absence or sickness of the Mayor, in which event, he shall have all the powers, rights and privileges, and be subject to all the duties of the Mayor of the Village until recovery or return of said Mayor who shall have been absent or sick.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION

APPOINTMENT OF REGISTRAR OF VITAL STATISTICS

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that Vita Sileo, be and she hereby is appointed REGISTRAR OF VITAL STATISTICS of the Village of Port Chester, New York, for a term effective immediately and to expire April 6, 2015; and be it further

RESOLVED, that her bond as said Registrar of Vital Statistics be and the same is hereby fixed at \$_____.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION
RECEIVER OF TAXES

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, Title IV, Section 2A of the Village Charter provides that the Village Board of Trustees may appoint the Rye Town Receiver of Taxes as the Receiver of Taxes for the Village of Port Chester; and

WHEREAS, the Town of Rye has appointed Nicholas Mecca as Rye Town Receiver of Taxes. Now, therefore, be it

RESOLVED, that Nicholas Mecca, be appointed Receiver of Taxes, effective immediately, with term to expire April 6, 2015.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION

TRUSTEES FOR THE POLICE PENSION FUND

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that Neil J Pagano, Mayor; Daniel Brakewood, Joseph Kenner and Luis Marino, Trustees; the Police Chief, the Village Manager and the Treasurer, be and they are hereby appointed as TRUSTEES of the Police Pension Fund with term to expire April 6, 2015.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION

APPOINTMENT OF VILLAGE PROSECUTOR – CODE ENFORCEMENT (ASST. DA)

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that Robert Peirce of 8 Cottage Place, White Plains, NY 10601, be and he hereby is appointed Village Prosecutor – Code Enforcement (Assistant District Attorney) for the Village of Port Chester, at an annual compensation heretofore adopted by the Board of Trustees, payable every two weeks, said appointment to be effective immediately and to expire on April 7, 2014.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION

APPOINTMENT OF VILLAGE PROSECUTOR – VEHICLE AND TRAFFIC (ASST. DA)

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that Max DiFabio of 222 Bloomingdale Rd, Suite 301, White Plains, NY 10605, be and he hereby is appointed Village Prosecutor – Vehicle and Traffic (Assistant District Attorney) for the Village of Port Chester, at an annual compensation heretofore adopted by the Board of Trustees, payable every two weeks, said appointment to be effective immediately and to expire on April 7, 2014.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION
APPOINTMENT OF MEMBERS TO
SCHOOL DISTRICT LIAISON SUBCOMMITTEE

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that Trustee Gene Ceccarelli and Trustee Gregory Adams are hereby appointed to serve as members of the School Liaison Subcommittee to the open positions left by former Trustee Bart Didden and Trustee Daniel Brakewood.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION
APPOINTMENT OF MEMBERS TO
PORT CHESTER-RYE BROOK PUBLIC LIBRARY LIAISON SUBCOMMITTEE

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that Mayor Neil Pagano is hereby appointed to serve as a member of the Port Chester-Rye Brook Public Library Liaison Subcommittee to fill the open position left by former Mayor Dennis Pilla.

ROLL CALL

AYES:

NOES:

ABSENT:

RESOLUTION

CONFIRMING MEMBERSHIP OF KEY BOARDS AND COMMISSIONS

On motion of TRUSTEE _____, seconded by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, the Village Clerk should contact the members of the:

- Architectural Review Board
- Beautification Committee
- CDBG Municipal Representative
- Comp Plan Advisory Committee
- Fire Advisory Board
- Parks Commission
- Planning Commission
- Taxi Commission
- Traffic Commission
- Cable Commission
- Waterfront Commission

for the purpose of determining which seats on these Boards and Commissions are currently occupied and which seats need to be filled; and be it further

RESOLVED, that the Village Clerk should report requested findings to the Board of Trustees as soon as possible.

ROLL CALL

AYES:

NOES:

ABSENT:

PRESENTATION