

DATE OF MEETING: April 9, 2007 – Organizational Meeting

PLACE OF MEETING: Village Hall, Pawling, New York

MEMBERS PRESENT: Mayor Robert Liffland
Trustee Tracy Durkin
Trustee Wayne Osborn
Trustee Allen Rundall
Trustee Robert Murphy

Mayor Liffland made the following appointments:

Village Clerk	Jennifer Osborn
Deputy Clerk	Marissa Ranellone
Treasurer	Marissa Ranellone
Court Clerk	Veronica Daniels
Building Inspector	John DiRusso
Village Fire Marshall	John DiRusso
Code Enforcement Officer	Joseph Burden
Registrar	Jennifer Osborn
Deputy Registrar	Marissa Ranellone
Deputy Mayor	Tracy Durkin
Water Commissioner, Water and Air Quality Control Commissioner	Allen Rundall
Street Commissioner	Wayne Osborn
Garbage Commissioner	Wayne Osborn
Building Commissioner	Robert Murphy
Metro North Parking Liaison	Allen Rundall
Metro North Contract Liaison	Robert Murphy, Tracy Durkin and Robert Murphy
Employee Liaison	Tracy Durkin
Pathway Liaison	Robert Liffland, Robert Murphy and Wayne Osborn
Village Green Liaison	Tracy Durkin and Robert Murphy
Police Commissioner	Robert Liffland
Attorney	Daniels & Porco, LLC David E. Daniels and Michael Hayes, Deputy

Engineer	Zarecki & Associates Stantec to continue with Village Green and current sidewalk projects
ZBA	James Schwab – 1 year term
Planning Board	George Coulter – 5 year term
Eastern Putnam Dutchess Planning Alliance Liaison	Tracy Durkin, Robert Murphy and Earl Slocum
Town Board Liaison	Robert Liffland
School Board Liaison	Robert Liffland and Tracy Durkin
Master Plan Update	Tracy Durkin
Planning and Zoning Board of Appeals Liaison	Tracy Durkin and Robert Murphy
Budget Officer	Robert Murphy
Building Department Liaison	Robert Liffland
Parking Liaison	Allen Rundall and Earl Slocum
Economic Development Liaisons: Chamber of Commerce, Eastern Putnam Dutchess Planning Alliance, Merchant's Association and Economic Development Committee	Tracy Durkin and Robert Murphy
Grants	All Board Members
Pawling Stakeholder's Committee	Tracy Durkin, Robert Murphy, Allen Rundall, Wayne Osborn and Doug Warren
Newspapers	Pawling News Chronicle and Poughkeepsie Journal
Board Meeting	1 st and 3 rd Mondays of every month at 7 p.m.
Workshop	To follow the 2 nd Board Meeting
Pawling Joint Sewer Commission Meeting	2 nd Thursday of every month at 7 p.m.

MOTION by Trustee Rundall to approve Mayor Liffland's appointments as presented.
SECONDED by Trustee Osborn. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Murphy to schedule the next organizational meeting for April 1, 2008.
SECONDED by Trustee Durkin.

ADVANCE APPROVAL OF CLAIMS

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit claims for public utility services, postage, freight and express charges, and
WHEREAS all such claims shall be presented at the next regular meeting for audit, and
WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section 2. That this resolution shall take effect immediately.

MOTION by Trustee Durkin to approve the resolution for Advance Approval of Claims.

SECONDED by Trustee Osborn. There was no discussion; all were in favor and the motion carried.

MILEAGE REIMBURSEMENT

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

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the rate of 48.5 cents per mile.

Section 2. That this resolution shall take effect immediately.

MOTION by Trustee Rundall to approve the resolution for Mileage Allowance. **SECONDED** by Trustee Murphy. There was no discussion; all were in favor and the motion carried.

ATTENDANCE AT SCHOOLS & CONFERENCES

WHEREAS there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks; c) the NYS Society of Finance Officers Meetings and NYS City and Village Clerks Association; d) the International Institute of Municipal Clerks School.

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;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the following schools:

Village Clerk-	NYCOM Fall Training School
	IIMC Municipal Clerks meetings and school
	NYS City and Village Clerks Association
	Others to be determined with board approval

Treasurer- NYS Municipal Finance Officers Associations
NYCOM Fall Training School
Others to be determined with board approval

Highway Dept- to be determined.
Section 2. That this resolution shall take effect immediately.

MOTION by Trustee Osborn to approve the resolution for Attendance at Schools and Conferences. **SECONDED** by Trustee Rundall. There was no discussion; all were in favor and the motion carried.

DESIGNATION OF DEPOSITORIES

WHEREAS the Board of Trustees has determined that Village Law 4-412(3) (2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees does hereby designate the following institutions as depositories of all moneys received by the Village Treasurer, Clerk, and Receiver of Taxes.

Names of Institutions: Key Bank
M&T Bank

Section 2. That this resolution shall take effect immediately.

MOTION by Trustee Durkin to approve the resolution for Designation of Depositories. **SECONDED** by Trustee Rundall. There was no discussion; all were in favor and the motion carried.

PROCUREMENT POLICY

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

WHEREAS, comments have been solicited from all officers in the Village involved in the procurement process,

NOW, THEREFORE BE IT RESOLVED:

Section 1. That the Village of Pawling does hereby adopt the following procurement policy, which is intended to apply to all goods and services, which are not required by law to be publicly bid. The Procurement Policy for the Village of Pawling is enclosed.

Section 2. This Policy shall go into effect upon its adoption. It was adopted February 3, 1992, reviewed and amended April 2, 2001 and reviewed April 4, 2005.

MOTION by Trustee Durkin to approve review of Procurement Policy **SECONDED** by Trustee Wayne Osborn. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Durkin to close the Organizational Meeting. **SECONDED** by Trustee Murphy. There was no discussion; all were in favor and the motion carried.

Clerk