

DATE OF MEETING: December 4, 2017 – Organizational Meeting

PLACE OF MEETING: Village Hall, Pawling, New York

MEMBERS PRESENT: Mayor Robert Liffland
Trustee John Burweger
Trustee Daniel Peters
Trustee Earl Slocum
Trustee Lauri Taylor

The Organizational Meeting was called to order at 7:00 P.M. with the Pledge of Allegiance.

Mayor Liffland made the following appointments:

Village Clerk	Jennifer Osborn
Treasurer/Deputy Clerk	Elizabeth Shedd
Registrar	Jennifer Osborn
Deputy Registrar	Elizabeth Shedd
Deputy Mayor	Dan Peters
Water Commissioner	Robert Liffland
Street Commissioner	Dan Peters
Garbage Commissioner	Dan Peters
Buildings Commissioner	John Burweger
MS4 Liaison	Dan Peters & Lauri Taylor
Metro North Parking Liaison	Earl Slocum
Metro North Contract Liaison	Dan Peters & Earl Slocum
Employee Liaison	John Burweger
Pathway Liaison	Earl Slocum & John Burweger
Village Green Liaison	John Burweger & Lauri Taylor
Police Commissioner	Robert Liffland
Street Lights Commissioner	Lauri Taylor
Website Liaison	John Burweger
Village Historian	Drew Nicholson - 2 Year Term
Associate Village Justice	Gayle Zelazny – 1 Year Term

Attorney	Daniels, Porco & Lusardi David E. Daniels
Engineer	Zarecki & Associates Joe Berger
ZBA	Nicholas Vorolieff – 5 Year Term
Planning Board	Sean Dalrymple – 5 Year Term
Eastern Putnam Dutchess Planning Alliance Liaison	John Burweger & Dan Peters
Town Board Liaison	Robert Liffland, Earl Slocum & Dan Peters
School Board Liaison	Robert Liffland & John Burweger
Master Plan Update	Earl Slocum & John Burweger
Planning and Zoning Board of Appeals Liaison	Earl Slocum, John Burweger & Lauri Taylor
Budget Officer	Robert Liffland
Parking Liaisons	Earl Slocum & Dan Peters
Economic Development Liaisons: Chamber of Commerce, Harlem Valley Partnership, Merchant's Association and Economic Development Committee	Village Board
Pawling Stakeholders Committee	Village Board & Jim Greges
Grants	Village Board
Newspapers	Poughkeepsie Journal
Board Meeting	1 st and 3 rd Mondays of every month at 7:00 P.M. – See attached meeting schedule
Workshop to follow 2 nd Board Meeting	3 rd Monday of every month at 7:00 P.M.

MOTION by Trustee Peters to schedule the next organizational meeting for December 3, 2018.
SECONDED by Trustee Burweger. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Burweger to approve the Meeting Schedule for 2018. **SECONDED** by Trustee Taylor. There was no discussion; all were in favor and the motion carried.

January 2, 2018
February 5, 2018
March 5, 2018
April 2, 2018
May 7, 2018
June 4, 2018
July 2, 2018
August 6, 2018
September 4, 2018

January 16, 2018
February 20, 2018
March 19, 2018
April 16, 2018
May 21, 2018
June 18, 2018
July 16, 2018
August 20, 2018
September 17, 2018

October 1, 2018
November 5, 2018
December 3, 2018

October 15, 2018
November 19, 2018
December 17, 2018

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 Mayor Liffland to approve the resolution for Advance Approval of Claims. **SECONDED** by Trustee Burweger. 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 53.5 cents per mile.

Section 2. That this resolution shall take effect immediately.

MOTION by Trustee Burweger to approve the resolution for Mileage Allowance. **SECONDED** by Trustee Peters. 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 benefit 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 with Board approval.
Section 2. That this resolution shall take effect immediately.

MOTION by Mayor Liffland to approve the resolution for Attendance at Schools and Conferences.
SECONDED by Trustee Burweger. 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
PCSB

Section 2. That this resolution shall take effect immediately.

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

MOTION by Trustee Burweger to accept the Procurement Policy as presented. **SECONDED** by Trustee Slocum. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Burweger to close the Organizational Meeting at 7:20 P.M. **SECONDED** by Trustee Slocum. There was no discussion; all were in favor and the motion carried.

Village Clerk