



**AGENDA**  
**APRIL 4, 2023**  
**BOARD OF TRUSTEES**  
WILLIAM J. VESCIO COMMUNITY CENTER  
1 LIBRARY ROAD  
ORGANIZATIONAL MEETING - 7:00 PM

For those members of the public interested in viewing and/or participating in the meeting remotely, visit <https://www.briarcliffmanor.gov/mayor-board-trustees/events/35301>

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1. Oath of Office to Be Administered to the Newly Elected Officials
2. Mayoral Appointments
3. Board of Trustees Appointments
4. Appointment to Village Boards and Commissions
5. Scheduling of Dates of Regular Board of Trustees Meetings
6. Designation of Banks for the Deposit of Village Funds:
7. Designation of Official Village Newspapers
8. Approval of Village Procurement Policy
9. Approval of Village Investment Policy
10. Approval of Fund Balance Policy
11. Approval of Fixed Asset Policy
12. Approval of Board of Trustees Meetings Rules of Procedure
13. Approval of Policies and Procedures for Advisory and Ad-Hoc Committees

**Village of Briarcliff Manor  
Organizational Meeting Agenda  
Tuesday, April 4, 2023  
7:00 p.m.**

**1. Oath of Office to Be Administered to the Newly Elected Officials:**

a) Mayor	Steven A. Vescio	2 years
b) Trustee	Peter S. Chatzky	2 years
c) Trustee	Edward E. Midgley	2 years

**2. Announcement of the Following Mayoral Appointments:**

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board voted unanimously to approve the following appointments:

a) Deputy Mayor	Peter S. Chatzky	1 year
b) Board Liaisons:		
Westchester County Municipal Officials Association	Steven A. Vescio	1 year
Town Government	Rhea N. Mallett	1 year
County Government	Steven A. Vescio	1 year
State Government	Rhea N. Mallett	1 year
Recreation Committee	Kevin C. Hunt	1 year
Conservation Advisory Council	Vacant	1 year
Library Board	Edward E. Midgley	1 year
School Board (Briarcliff Manor)	Kevin C. Hunt	1 year
School Board (Ossining)	Edward E. Midgley	1 year
Historic River Towns of Westchester	Edward E. Midgley	1 year
Media & Telecommunications	Peter S. Chatzky	1 year
Business District Liaison	Rhea N. Mallett	1 year
Fire Dept. Liaison	Steven A. Vescio	1 year
Fire Dept. Liaison	Kevin C. Hunt	1 year
Scarborough/Briarcliff Manor Historical Society	Peter S. Chatzky	1 year
Park Development/Improvement	Rhea N. Mallett	1 year

**Point Trustees/Village's Major Goals:**

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board voted unanimously to approve the following appointments:

Infrastructure Long Term Planning	Steven A. Vescio
Update Local Code/BOT Communications	Peter S. Chatzky
Land Planning	Rhea N. Mallett
Explore Village/Town	Kevin C. Hunt

**3. Announcement of the Following Board of Trustees Appointments:**

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board voted unanimously to approve the following appointments:

Board of Police Commissioners	Board of Trustees	1 year
Board of Fire Commissioners	Board of Trustees	1 year
Village Manager	_____	1 year
Village Treasurer	_____	2 years
Village Clerk	_____	2 years
Registrar of Vital Statistics	_____	2 years
Deputy Treasurer	_____	1 year
Deputy Village Clerk	_____	1 year
Deputy Registrar of Vital Statistics	_____	1 year
Village Historian	_____	1 year
Associate Village Justice	_____	1 year
Village Counsel	_____	1 year
Labor Counsel	_____	1 year
Village Prosecutor	_____	1 year
Fire Inspector	_____	1 year

**4. Announcement of the Appointment to the Various Boards and Commissions:**

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board voted unanimously to approve the following appointments:

***Planning Board***

- a) Chairperson \_\_\_\_\_ 1 year
- b) Member \_\_\_\_\_ 5 years
- c) Alternate \_\_\_\_\_ 1 year

***Zoning Board of Appeals***

- a) Chairperson \_\_\_\_\_ 1 year
- b) Member \_\_\_\_\_ 5 years
- c) Alternate \_\_\_\_\_ 1 year

***Recreation Advisory Committee***

- a) Chairperson \_\_\_\_\_ 1 year
- b) Member \_\_\_\_\_ 3 years
- c) Member \_\_\_\_\_ 3 years
- d) Member \_\_\_\_\_ 3 years

***Conservation Advisory Council***

- a) Chairperson Vacant 1 year
- b) Member Vacant 1 year (unexpired term)

c) Member	Vacant	1 year (unexpired term)
d) Member	Vacant	1 year (unexpired term)
e) Member	Vacant	1 year (unexpired term)
f) Member	Vacant	1 year (unexpired term)
g) Member	Vacant	2 years
h) Member	Vacant	2 years
i) Member	Vacant	2 years
j) Member	Vacant	2 years
k) Member	Vacant	2 years
l) Member	Vacant	2 years

**Ethics Board**

a) Chairperson	_____	1 year
b) Member	_____	1 year
c) Member	_____	5 years

**Architectural Review Advisory Committee**

a) Chairperson	_____	1 year
b) Member	_____	3 years
c) Member	_____	3 Years
d) Member	_____	2 Years (vacant seat)

**Environmental Advisory Council**

a) Chairperson	_____	1 year
b) Member	_____	3 years
c) Member	_____	3 Years

**Sustainability Advisory Committee**

a) Chairperson	_____	1 year
b) Member	_____	3 years
c) Member	_____	3 Years (vacant)
d) Member	_____	3 years (vacant)
e) Member	_____	2 Years (vacant)

**CDAG Representative**

a) _____	1 year
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**5. Dates of Regular Meetings**

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board voted unanimously to approve the following appointments:

The Village Board of Trustees regular meetings are *generally* held on the first and third Tuesday of each month at 7:30 p.m. with a work session before each meeting beginning at 6:00p.m. An additional work session will be held as necessary on the fourth Tuesday of each month beginning at 6:00p.m.

**6. Designation of Banks for the Deposit of Village Funds:**

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board voted unanimously to approve the following appointments:

- a. TD Bank
- b. JP Morgan Chase
- c. Webster Bank
- d. Glens Falls National Bank
- e. NYCLASS

**7. Designation of Official Village Newspapers:**

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board voted unanimously to approve the following appointments:

- a. Journal News
- b. The Gazette

**8. Procurement Policy:**

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board voted unanimously to approve the following appointments:

**PROCUREMENT POLICY FOR THE VILLAGE BRIARCLIFF MANOR**

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 (eg. Equipment, materials, supplies, etc.) and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances; purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.
3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<p>Estimated Amount of <u>Purchase Contract</u> \$1,500-3,000</p> <p>\$3,001-19,999</p>	<p><u>Method</u> Minimum of two verbal quotations</p> <p>Minimum of three written/emailed quotations or written request for proposals</p>
<p>Estimated Amount of <u>Public Works Contract</u> \$1,500-7,500</p> <p>\$7,501-34,999</p>	<p><u>Method</u> Minimum of two verbal quotations</p> <p>Minimum of three written/emailed quotations or written request for proposals</p>

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 purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Change Orders:

4.

In certain cases, capital projects require change orders to the original contract as awarded due to field revisions, changes in project scope, revisions in item quantity, and the like. Approval of such change orders shall be subject to the following:

(a) Where a change order **not involving a change in project scope** would not cause an increase in the awarded contract amount, or would result in a lower contract cost, such change order may be approved by the project manager (e.g. DPW Superintendent, Recreation Superintendent, Village Engineer, etc.) in consultation with the Village Manager.

(b) Where a change order **not involving a change in project scope** would cause an increase in the awarded contract amount, but does not exceed budgeted appropriations for the project or exceed some other limit set by the Board of Trustees in its award of the contract, such change order shall be approved by the Village Manager in consultation with the Village Treasurer

(c) Where a change order may cause in an increase in the awarded contract amount and exceed budgeted appropriations, or project limits set by the Board of Trustees in its award of the contract, such change order shall be approved by the Board of Trustees.

5. Documentation is required of each action taken in connection with each procurement.
6. Documentation and an 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 circumstances.
7. Pursuant to General Municipal Law Section 103 (16), the procurement policy authorizes the Village to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein, and any Cooperative Purchasing Agreements provided for by state statute whenever possible. It is incumbent on the Village Department Head requesting use of this section to ensure that the “other political subdivision or district” RFP or BID specs was properly executed and includes the “allowance of piggybacking” in their documentation.
8. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the discretion of the Village Manager, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Briarcliff Manor to solicit quotations or document the basis for not accepting the lowest bid.
  - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, 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 Manager shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a

necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; human resources consulting; and computer software or programming services for customized programs, or services involved in substantial modification and customizing or pre-packaged software.

- b. 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 alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
  - c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village of Briarcliff Manor 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 prices of used goods and a lower price may indicate an older product.
  - d. Goods or services under \$1,500. 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.
9. This policy shall go into effect January 1, 1992, was amended April 7, 2010, April 9, 2014, April 7, 2020 and November 10, 2020 and will be reviewed annually.

**9. Investment Policy:**

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board voted unanimously to approve the following appointments:

**INVESTMENT POLICY  
OF THE VILLAGE OF BRIARCLIFF MANOR**

**I. SCOPE**

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

**II. OBJECTIVES**



The primary objectives of the Village'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 village board's responsibility for administration of the investment program is delegated to the 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 investment, 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 confidence in the Village 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 to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

### **VI. INTERNAL CONTROLS**

The 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 is managed in compliance with applicable laws and regulations.

### **VII. DESIGNATION OF DEPOSITARIES**

The banks and trust companies authorized for the deposit of monies shall be designated annually at the April Board of Trustee meeting.

## **VIII. COLLATERALIZING OF DEPOSITS**

In accordance with the provisions of General Municipal Law, §10, all deposits of Village, 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”, or provided by General Municipal Law, §10, equal to the aggregate amount of deposits from the categories designated **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. The terms and conditions of any eligible surety shall be approved by the governing board.
4. An “irrevocable letter of credit” issued in favor of the government by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

## **IX. SAFEKEEPING AND COLLATERALIZATION**

Eligible securities used for collateralizing deposits shall be held by the bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Village 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, presents for payment, substituted or released and the events which will enable the Village to exercise its rights against the

pledged securities. In the event that the securities are not registered or inscribed in the name of the Village, such securities shall be delivered in a form suitable for transfer.

The custodial agreement shall provide that securities held by the bank, or trust company, or agent of and custodian for, the Village, 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 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 Village a perfected interest in the securities.

#### **X. PERMITTED INVESTMENTS**

As authorized by General Municipal Law, §11, the Village authorizes the Treasurer to invest monies 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;
- Certificate 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 Briarcliff Manor
- Obligations of the Village, but only with monies 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.

**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 (for example, NYCLASS – New York Cooperative Liquid Assets Securities System). 3. By utilizing an ongoing investment program with an authorized tracking partner pursuant to a contract authorized by the governing board.

All investment obligations shall be payable or redeemable at the option of the Village within such times as the proceeds will be needed to meet expenditures for purposes for which the monies 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 within two years of the date of purchase.

#### **XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

All financial institutions with which the Village conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village. 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 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**

All purchased obligations, unless registered or inscribed in the name of the Village, 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 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 Village, 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 Village a perfected interest in the securities.

#### **APPENDIX A Schedule of Eligible Securities**

1. 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.

2. 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.
3. 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.
4. 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 monies.
5. 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.
6. Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
7. 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.
8. Obligations of domestic corporations rated in one the two highest rating categories by at least one nationally recognized statistical rating organization.
9. 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.
10. Commercial paper and bankers' acceptances 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 no longer than 60 days from the date they are pledged.
11. Zero coupon obligations of the United States government marketed as "Treasury strips".

Amended on August 2, 2022

**10. Fund Balance Policy:**

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board voted unanimously to approve the following appointments:

**Policy Purpose:**

The Village of Briarcliff Manor (VBM) has an important fiduciary responsibility to its citizens to responsibly account for public funds, to manage municipal finances wisely and to plan the adequate funding of services desired by the public, including the provision and maintenance of public facilities. The Village Board of Trustees recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the Village and is strategically important for both the Village and the taxpayer. A prudent fund balance helps mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) assists in stabilizing future tax rate increases, and aids in increasing the Villages Bond Rating.

**Reserve Funds:**

A. Reserve funds (which essentially are legally authorized allocated funds for particular and specific purposes) are a component in the VBM's financial planning for specific expenses, future projects, acquisitions and other lawful purposes. To achieve this governmental goal, the Village may establish and maintain reserve funds in accordance with New York State laws. This includes, but is not limited to, considering rules and/or opinions issued by the New York State Comptroller.

B. Village reserves funds must be properly established, designated, and maintained by the Mayor and Board of Trustees (M/BOT)'s to promote the goals of creating an open, transparent and accountable use of public funds. The VBM 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 M/BOT may require.

**Fund Balance Reporting:**

GASB issued Statement No. 54, "*Fund Balance Reporting and Governmental Fund Type Definitions*", in February 2009. The requirements of GASB Statement No. 54 became effective for financial statements for the Village's fiscal period ending 31 May 2012. GASB Statement No. 54 abandoned the reserved and unreserved classifications of fund balance and replaced them with five new classifications: Non-spendable, restricted, committed, assigned and unassigned which are currently defined by the GASB as follows:

**Nonspendable** – consists of assets that are inherently non-spendable 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, financial assets held for resale and principal of endowments.

**Restricted** – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.

**Committed** – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority (for VBM its M/BOT) before the end of the fiscal year, and that require the same level of formal action to remove the constraint.

**Assigned** – consists of amounts that are subject to a purpose constraint that represents an intended use established by the government's highest level of decision-making authority (M/BOT), or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the

General Fund, and in funds other than the General Fund, assigned fund balance represents the residual amount of fund balance.

Unassigned – represents the residual classification for the government’s General Fund, and could report a surplus or deficit. In funds other than the General Fund, the unassigned classification should be used only to report a deficit balance resulting from overspending.

For the purposes of this Village Policy the term “Unassigned” shall be deemed to include not only General Fund but also Water Fund which is budgeted and operated separate from the General Fund.

**Funding Policy for restricted or committed and assigned fund balances:**

The formal action of the government’s highest level of decision-making authority (M/BOT) that restricts, commits or assigns fund balance to a specific purpose should occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent financial reporting period.

**Spending policy for all (General and Water) Fund Balances:**

By adoption of this policy, the VBM *shall* maintain the unassigned fund balances at a level no less than 10% each of the total annual revenues for the General Fund and Water Fund. This limit is necessary and reasonable to provide fiscal stability, react to unplanned situations and to help maintain and/or improve the Village bond rating. Should a fund balance fall below the 10% floor due to emergencies or service delivery requirements above or beyond the limitations established by the Financial Goals and Policies, the M/BOT, in coordination with the Village Manager and Village Treasurer, will develop a plan to re-establish at least a 10% floor within a period of no more than three years. Village policy shall be to grow Fund Balance to a 15-20% threshold. Should the unassigned portion of the General Fund fund balance exceed the 15-20 percent range, M/BOT may consider applying certain amounts for a current year supplemental appropriation to the General Fund operating budget, appropriating amounts for capital expenses and applying amounts to mitigate tax rate increases. Additionally, when this threshold is achieved, Village management shall make recommendations to the M/BOT to adjust/adhere to current economic and operational indicators. In all cases, reserves shall be set aside for unknown and unpredictable events, such as the result of a natural disaster, and may be used for unbudgeted and/or unpredictable expenses. The M/BOT shall make a formal resolution and vote in public on such recommendation.

The M/BOT will determine the composition of its ending fund balance(s) by applying its accounting policies regarding whether it considers restricted or unrestricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available. Similarly, within the unrestricted fund balance(s), the classification should be based on the government’s accounting policies regarding whether it considers committed, assigned or unassigned amounts to have been spent when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance(s) classifications could be used. If a government does not establish a policy for its use of unrestricted fund balance(s) amounts, it should consider that committed amounts would be reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

**Periodic review and annual report:**

A. The M/BOT, Village Manager (VM) and Village Treasurer (VT) will periodically review all restricted committed and assigned fund balances. The VM & VT will prepare and submit an annual report of all restricted, committed and assigned funds for the M/BOT. The annual report shall include the following information for each reserve fund.

- (1) The type and description of the reserve fund.
- (2) The interest earned on each reserve fund.
- (3) Capital gains or losses resulting from the sale of investments of the reserve funds from the previous reporting period.
- (4) The sum total increase and sum total decrease in the reserve funds.
- (5) The ending balance in the reserve funds at fiscal yearend.
- (6) A summary statement of projected use and the need of the reserve funds exclusive of the unassigned.

B. The M/BOT shall utilize the information in the annual report to discuss reserve fund balances and to adequately maintain necessary funds for the VBM's long-term financial planning. The M/BOT will be mindful of its role and responsibility as a fiduciary of public funds when acting on all reserve fund issues.

**11. Fixed Asset Policy:**

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board voted unanimously to approve the following appointments:

**Village of Briarcliff Manor  
Fixed Asset Policy**

**Policy Statement:**

The purpose of this policy is to provide guidelines for the physical inventory and reporting controls of Village of Briarcliff Manor (VBM) assets. These assets include, but not limited to, accounting of the assets; meeting financial reporting needs; asset management records keeping; and, where appropriate, the disposal of VBM assets to maximize value for aged, obsolete and/or distressed assets no longer necessary for the operational needs of the VBM.

**Policy Purpose:**

The intent of this policy is to describe and formulate standard policies required for recording new and existing assets; changes in assets; methodology of record keeping; and, the disposal of assets when the VBM so determines. In addition, this policy is intended to provide a sequence of events for VBM personnel in the safeguarding, accounting for and disposing of VBM assets. New York State Law and VBM accounting standards require that the VBM accurately record and account for capital assets on a routine basis. Because each VBM Department holds and/or is responsible for the use of capital equipment or other such VBM-owned property, this policy outlines the roles and responsibilities in regards to VBM's overall capital assets.

**Responsible Party:**

The Village Treasurer (and Finance Department) shall be the designated responsible party to implement and maintain the Fixed Asset Policy. The Treasurer shall report all findings to the Village Manager and coordinate with the Village Clerk in the documentation of new and disposal of obsolete



or excess equipment as so determined by the Board of Trustees (BOT) and in accordance with the adopted Surplus Disposal policy.

**Physical Asset Reporting Threshold:**

For purposes of this policy, the asset reporting threshold shall be set as the gross cost at the time of acquisition: now established as **\$5,000.00**. However, in the case of volumes of like-types of materials, consumables and/or the storage of like physical assets under the individual **\$5,000.00** purchase threshold, those inventories shall be considered on an aggregate basis and reported as such. Examples of this nature are the aggregate of share fire hydrants, water and sewer pipes etc. Notwithstanding common rates of depreciation, “wear and tear” and/or useful life or obsolescence, purchase price (including consolidation of parts or equipment enhancements) shall prevail. However, such items as bulk “fire hose” and firefighter clothing are to be reported as a lump sum fiscal year expense but inventoried as to useful life and/or obsolesce. The VBM utilizes straight-line annual depreciation on capital assets.

**Physical Inventory of Equipment:**

As provided for by a New York State fixed asset control reporting, department heads are to provide a listing of all reportable property by department responsibility and/or area purchased each fiscal year. The acquisition and payment thereafter shall be designated a Fixed Asset (FA) when entered into VBM’s financial software. Each department head is to provide the information to the Treasurer who will coordinate the reporting and documentation of all physical inventories. The Initial Effective Date of this policy shall be as of December 1, 2014. Thereafter on the anniversary date, a review of all physical inventories shall be made and reported to the Treasurer. All new purchases and aggregate increases in like inventories shall be recorded at the time of acquisition to ensure that all assets are verified and recorded on the VBM’s physical inventories listing. The purpose of this physical inventory is to verify the existence and useful life of the equipment (individually by unit purchase or in the aggregate) as well as to ensure the accuracy of VBM records. Lost, stolen equipment and/or the destruction of VBM equipment by accident or otherwise shall be reported as soon as the loss is known and assessed to the Treasurer and Manager. Unreported discrepancies are to be noted when identified and the Village Manager is to coordinate with all departments to verify the nature of the loss. For purposes of this policy, the Treasurer shall utilize the current VBM accounting system module (that is, the Munis, and any successor system) to maintain all records and adjustments as currently established and standardized for all Department Heads to review. In those cases where the VBM’s Munis system may not be appropriate for inventory reporting or control, Excel type spread sheet” documentation may be utilized **with appropriate descriptive captions**.

**Disposal of Assets:**

Upon review of the December semi-annual inventory, each department head shall determine and recommend to the Village Manager what specific assets are no longer of use for VBM operations. Those assets shall be identified and described as to its original purchase price, current operational and/or functional condition, and determination as to its non-operational need for each department.

The Village Manager is authorized to declare as surplus items of scrap metal and other materials, used equipment, motor vehicles, and other property items, provided such items have been certified in writing by the responsible department head as of no further use or need to the Village. The department head

shall estimate the value of such items. For surplus items having a value of not more than \$5,000, the Manager may utilize a method of disposal that is in the Village's best interests, including outright sale, public bid, or auction. Any items declared as surplus and estimated to be of value greater than \$5,000 shall only be disposed of after sealed bids or a public auction has occurred and the Board of Trustees has approved the sale by resolution.

Those separate items with a purchase price of at least \$25,000.00 shall have an independent, outside appraisal/evaluation completed prior to disposal determination. Staff shall determine the minimum bid price on all items to be disposed and, by formal resolution for those items in excess of \$5,000 shall determine the asset listing that shall be disposed of. Unless otherwise determined, all assets are to be sold on an "as is, where is" basis with a 10% down payment required. Public notice and the procedures for sealed bids shall be determined according to standard New York State and municipal accounting standards. All bids are to be reviewed by the Village Manager and any/all assets may be withdrawn from the scheduled sale even after publicly noticed for sale.

**Disposition and Removal of Equipment:**

Upon award of bids, the VBM Clerk shall notify the highest bidder of the bid award and that the equipment is to be paid for from a documented, identifiable payment source such as money order, bank check or bank wire transfer (no cash) within 3 business days. The equipment is to be removed within 5 business days after full payment is verified. If the winning bidder fails to pay in full, the VBM shall be entitled to seize the 10% down payment. The Village Manager shall determine if the next highest bidder meets the requirements of the bid process for the asset to be disposed or not. Upon payment for the bid item, the Village Clerk and Village Treasurer shall update the VBM's inventory records and provide a summary to the Manager. The manager shall report to the M/BOT the results of all sales (or items not bid on) as soon as practical.

**Conclusion:**

The VBM shall ensure that this policy's effectiveness be monitored and executed as defined. Variances and/or amendments are to be reported to the M/BOT for their resolution and confirmation. This policy shall be renewed at the M/BOT's annual Re-organizational Meeting as proscribed by New York State Village Law and amended as necessary or appropriate.

**12. Rules of Procedure:**

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board voted unanimously to approve the following appointments:

**VILLAGE OF BRIARCLIFF MANOR  
BOARD OF TRUSTEES  
RULES OF PROCEDURE**

Pursuant to New York Village Law §4-412(2), but subject to the other provisions of New York Law and the Village of Briarcliff Manor Code, the following rules of procedure are adopted and shall govern the meetings of the Board of Trustees of the Village of Briarcliff Manor:

**PART A: MEETINGS**

## **SECTION A1 - Regular Meetings**

The Board of Trustees *generally* will hold regular meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, as may be adjusted from time to time. Such regular meetings shall commence at 7:30PM and be conducted in the William J. Vescio Community Center. Any deviation from this schedule shall be determined by the Board of Trustees.

## **SECTION A2 - Special Meetings**

Special Meetings of the Board of Trustees are all those Board meetings other than regular meetings. A special meeting may be called by the Mayor or a majority of the Board of Trustees upon notice to the entire Board. Notice shall be given in accordance with law.

## **SECTION A3 - Executive Sessions**

Executive Sessions shall be held in accordance with the New York State Public Officers Law §105. All executive sessions shall be commenced in a public meeting. (Appendix I Executive Session Policy)

## **SECTION A4 – Work Sessions**

Work Sessions of the Board of Trustees are those Board meetings scheduled to discuss upcoming agenda items or other matters as may be determined by the Mayor or three (3) members a of the Board. These meeting are open to the public, however comments from the public will be allowed in the discretion of the Mayor or a majority of the Board present. A Work Session will precede the regularly scheduled meetings, beginning at 6:00pm, and an additional Work Session will be held as necessary on the 4<sup>th</sup> Tuesday of every month at 6:00pm. Times are subject to change and shall be determined by the Board of Trustees. Notice shall be given in accordance with law.

## **PART B: POLICIES**

### **SECTION B1 - Quorum**

A quorum of the Board of Trustees shall be required to conduct business. A quorum of the five (5) member Board shall be three (3). In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

### **SECTION B2 - Voting**

Pursuant to Village Law each member of the Board of Trustees shall have one vote. The Mayor may vote on any matter and must vote in case of a tie. The affirmative vote of three (3) members of the Board is necessary to pass a matter unless otherwise specified by New York State Law.

A vote upon any question shall be taken by ayes and nays and shall be entered in the minutes. If, on any matter, the vote of the Board is not unanimous and without abstention, a roll call vote of individual members shall be entered into the public record.

### **SECTION B3 - Agendas**

The agenda shall be prepared by the Village Clerk by Friday preceding the Tuesday meeting. The Village Manager, Mayor or any Trustee may have an item placed on the agenda by giving the same to the Village Manager the Friday morning before the Tuesday meeting. However, an item may be placed on the agenda at anytime, including during the meeting, by consent of a majority of the Board. If necessary, a supplemental agenda shall be distributed at the beginning of the meeting.

### **SECTION B4 - Order of Business**

The order of business shall be:

- Call to order
- Pledge of Allegiance
- Public Hearings
- Board of Trustees Announcements
- Village Manager's Report and Updates
- Departmental Reports
- General Public Comments
- Agenda items, topical public comments, and resolutions
- Approval of Minutes
- Adjournment

The order of business need not be followed if the Mayor determines that it is appropriate to deviate.

### **SECTION B5 - Adjournment**

Meetings shall be adjourned by motion and majority vote.

### **SECTION B6 - Minutes**

Minutes at all Board of Trustee meetings shall be the responsibility of the Village Clerk, who with Board of Trustee approval may employ the services of a person to take minutes. Minutes of an open meeting shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes of an executive session shall be taken of any action that is taken by formal vote and shall consist of a record or summary of the final determination of such action and the vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the New York State Freedom of Information Law.

Minutes shall also include the following:

- Name of the Board;
- Date, place and time of meeting;
- Notation of presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment.
- Name and title of other village officials and employees present in an official capacity.
- Record of communications presented to the Board.

- Record of reports made by Board or other village personnel.
- Time of adjournment.
- Name of Village Clerk or person who took the minutes.

Minutes need not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board resolves to have the Clerk do so. Minutes shall be considered for approval at the next Board meeting after the minutes are received by the Village Clerk.

### **PART C: RULES AND PROCEDURES**

#### **SECTION C1 - General Rules of Procedure**

The Mayor shall preside at meetings of the Board of Trustees. In the Mayor's absence the Deputy Mayor shall preside. The presiding officer may debate, move and take other action that may be taken by other members of the Board.

Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking. A member, once recognized, shall not be interrupted when speaking unless it is to call the member to order. If a member, while speaking, be called to order, he or she shall cease speaking until the question of order is determined, and, if in order, he or she shall be permitted to proceed.

There is no limit to the number of times a member may speak on a question.

Motion to close or limit debate may be entertained but shall require the affirmative vote of three (3) members of the Board.

Procedural questions which are not governed by New York State law or the Village Code or addressed in these Rules of Procedure shall be determined in accordance with *Robert's Rules of Order*.

#### **SECTION C2 - Guidelines for Public Comment and Remote Participation**

The public shall be allowed to speak only during Public Hearings, Public Comment periods, on Board of Trustees agenda items, or such other times as the presiding officer shall allow.

Speakers must be recognized by the presiding officer.

Speakers must step to the front of the room and speak into the microphone or at the lectern should one be provided. Speakers are not to approach the dais without invitation and are directed to make their remarks from the microphone or lectern. Remote attendees shall indicate they wish to be heard by using the relevant function of the platform (such as "raising a hand" for Zoom users).

Speakers shall be asked to indicate how they would prefer to be addressed by the Board and whether they are speaking on behalf of any other party. Any street address information supplied may be redacted from the official written record of the meeting but may remain in any broadcast or audio recording.

No items or documents may be placed on the dais or presented to the Board unless either authorization is requested and granted by the presiding officer or a Board member specifically requests to see an item. All items for presentation that are granted authorization or requested by a Board member shall be presented to the Village Clerk who shall pass it the Board.

There are generally no time limits for remarks during public hearings, however all remarks must relate directly to the public hearing topic. When appropriate, the Mayor or presiding officer may impose a reasonable time limit for remarks to ensure that all members of the public have an opportunity to be heard, and may curtail remarks that are repetitive, disorderly, or not addressed directly to the Board of Trustees. During the General Public Comment portion of the agenda, speakers must limit their remarks to four (4) minutes and may be recognized again by the presiding officer after other speakers have had an opportunity to speak. On Board of Trustees agenda items, speakers must limit their remarks to one and one-half (1½) minutes and the remarks must relate directly to the specific agenda item under discussion at that time by the Board of Trustees. A buzzer or other alarm will sound to indicate that a time limit for an agenda item has been reached. Upon being notified by the presiding officer that his or her time limit has been reached, a speaker shall cease speaking, leave the microphone or lectern, if one is provided, and return to his or her seat unless a Board member requests him or her to remain to address a question of the Board member.

Speakers may not yield any remaining time they may have to another speaker.

Board members may, with the permission of the presiding officer, interrupt a speaker during the speaker's remarks, but only for the purpose of clarification or information.

All remarks shall be addressed to the presiding officer.

Board members may respond to questions or comments at their discretion.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste and shall not use foul language, display unacceptable behavior, or be disruptive of the proceedings. Speakers who violate these shall be warned and any subsequent violation of civility may result in ejection from the meeting.

For hybrid meetings, the requirements for in-person presentations during scheduled agenda items apply for applicants, speakers, presenters as per Section C6 (g) below.

Interested parties or their representatives may address the Board with written communications. Written communications shall be delivered to the Village Manager or Village Clerk. Speakers may not read written communications verbatim but should summarize their contents.

The presiding officer may modify these guidelines if warranted.

### **SECTION C3 - Use of Recording Equipment**

All members of the public and all public officials are allowed to photograph and tape or video record public meetings so long as the photography or recording is done in a manner which does not interfere with the meeting. Neither photography nor recording is allowed during executive sessions. The

presiding officer may make the determination that the photography or recording is being done in a manner that interferes with the meeting after taking into consideration attendant movement and activity, distance from the deliberations of the Board, noise, size of equipment, ability of the public to participate in the meeting notwithstanding the photography or recording, and any other pertinent factor. In the use of photographic or video recording no flashes or other supplementary lighting equipment may be used beyond that of existing ambient lighting of the room. If the presiding officer makes the determination that the photography or recording is interfering with the meeting, the presiding officer may request an accommodation to avoid the interference and if not sufficient or complied with, order the photography or recording to be stopped.

#### **SECTION C4 - Amendments to the Rules of Procedure**

The foregoing procedures may be amended from time to time by the affirmative vote of three (3) members of the Board.

#### **SECTION C5 - Executive Session Policy**

It is the policy of the Board of Trustees of the Village of Briarcliff Manor to conduct Village business in an open fashion and to make available as much information as may legally and practically be disseminated.

The New York Open Meetings Law authorizes the Board to conduct business in executive session in a number of areas. These include:

1. matters which will imperil the public safety if disclosed;
2. matters which may disclose the identity of a law enforcement agent or informer;
3. information relating to criminal investigations which would imperil effective law enforcement if disclosed;
4. discussions relating to proposed, pending or current litigation;
5. collective bargaining negotiations;
6. personnel matters relating to particular individuals; and
7. the proposed acquisition, sale, or lease of real property or securities when disclosure would substantially affect the value.

The Board recognizes that it is authorized to use executive sessions in these and other situations but will do so with restraint.

To maintain confidentiality and to encourage the uninhibited discussion of the subject matter in Executive Session, all statements made and positions taken by all participants must remain confidential and may not be disclosed by any participant unless and until disclosure is authorized by affirmative vote of three members of the Board.

It has been and continues to be the practice of the Board that all members of the Board, acting together, come to agreement by consensus on the specific information which is to be released to the public, the suitable vehicle for reporting that information, and the timing of the reporting.

### **SECTION C6 – Remote/Virtual Meetings**

When authorized by NYS Executive Order or when otherwise permitted by law, the Board of Trustees may conduct meetings remotely/virtually through Zoom, Webex or other commonly used platform facilitating live audio/video broadcast over broadband connections. Any such meeting shall be recorded and posted to the Village website as soon as practical. Meetings shall follow the same rules as an in-person meetings but shall also abide by the following specific stipulations.

- a. All attendees are to mute their microphone until recognized to address the Board by a member of the Board of Trustees or the Village Clerk. The meeting host may mute the microphone, or suspend the video, of any attendee causing background noise, or any other distraction that may interfere with the orderly continuation of the meeting.
- b. With the exception of the Board of Trustees, Village Employees, Village Counsel or Village Consultants, the video feed and microphone of all other participants shall be disabled unless they are speaking and addressing the Board. When requested, Trustees, Village Employees, Village Counsel and Consultants shall keep their video feed on so they can be seen by the public for the entirety of the meeting. An attendee's video and microphone shall be enabled when he or she is invited to address the Board, and the video camera and microphone shall be disabled at the conclusion of such address.
- c. Members of the public who wish to speak shall first ask to be recognized by signaling the meeting host, typically the Village Clerk or a Board member. In Zoom or Webex, such signal may occur by electronic "hand-raising" or using the platform's messaging features to contact the host with a request to speak. Any audio-only attendee will be given a chance to verbally request to address the Board.
- d. When appropriate, the host of the meeting may allow members of the audience to submit questions to the Board via electronic private messaging offered by the virtual platform.
- e. In all cases where a member of the public is invited to address the Board, the speaker must first state his or her name and address for the record, just as if the meeting were held in-person.
- f. The Mayor, Village Manager, or host of the meeting may mute the microphone or disable the video feed of any audience member who is disorderly, or who refuses to cede their time at the request of the Mayor or Village Manager, or who otherwise interferes with the orderly continuation of the meeting. Anyone repeatedly interfering with the orderly conduct of the meeting may be ejected from the virtual meeting.
- g. These rules for remote/virtual participation shall also apply at times when the Board of Trustees shall hold in-person meetings but allow simultaneous live broadcast via Zoom, Webex, or any other platform approved by the Board of Trustees to facilitate citizen participation.



When the Board of Trustees holds such in-person meetings, any applicant, presenter, or featured speaker who has been scheduled to appear for a published agenda item shall appear in person, unless otherwise instructed by the Mayor or presiding official of the meeting.

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Originally adopted by the Board of Trustees at its Organizational Meeting on April 7, 2005 and amended on July 20, 2006, April 9, 2007 and November 5, 2009, April 5, 2017, November 7, 2018 and January 19, 2021 and April 5, 2022.

**13. Policies and Procedures for Advisory or Ad-Hoc Committees:**

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board voted unanimously to approve to designate the following Policies and Procedures for Advisory or Ad-Hoc Committees:

*Policies and Procedures for Advisory and Ad-hoc Committees*

Formation of new committees:

- A title and mission statement will be developed for any proposed committee and formally approved and established by the Board of Trustees.
- Such committees are constituted by, serve at the pleasure of, and report to the Board of Trustees.
- The formation of any new committee will be announced in a public meeting, the newsletter and posted on the web and scroll.
- Committees' information, findings, conclusions and recommendations where requested, will be considered advisory rather than binding by the Board of Trustees. The Board of Trustees at all times retains its rights to exercise final decisions in the governance of the Village.

Composition

- Committee membership will be limited to a workable odd number.
- One member will be a representative from the Board of Trustees. The Mayor shall be an ex officio member of all committees with the right to make motions, speak and vote, and when present shall be counted in determining a quorum.
- Membership on committees will be representative of the community.
- Village residents, village business people, village property owners, and residents of the 10510 zip code may serve on ad hoc committees.
- The BOT shall appoint a new member within one month to fill the unexpired term of a committee member.

Operations

- Quorum: A quorum of any committee is a simple majority of the members appointed. A quorum must be present to conduct business.
- Structure: All committees will have a chair, vice-chair and secretary who will be responsible for meeting minutes. Committee members' names and village-generated e-mail addresses will be posted on the web.

- Attendance and Participation: The obligation is to attend committee meetings. Any member who is absent for three consecutive meetings, without providing reasonable cause to the Chair, may be deemed to have resigned. Such resignation need be confirmed by resolution of the M/BOT. Committees are working committees; all members are expected to be prepared for the meeting and participate actively.
- Meetings:
  - Committee meetings will start promptly at the time for which they were called.
  - A committee will strive for consensus. If it cannot achieve consensus, it shall act by a simple majority of the members.
  - All deliberations will be conducted in an open, respectful and inclusive manner.
- Meeting Notification: Advance notice, including an agenda, will be given for all meetings. Notices about committee work will be posted on the web site.
- Meeting Minutes: Written minutes will be taken at all committee meetings. Minutes may follow a standard template including the time, date and location of meeting, who attended, the topic of discussion, and any action taken.
- Non-members may submit their views and comments on committee activities via e-mail or written correspondence. Committees will not be required to respond to public comments.
- Discharge: Members may be discharged from a committee by the Board of Trustees as a result of the village's conflict of interest policy, lack of attendance, misconduct or resignation.
- Reports and Public Statements: An annual report from the committee shall be submitted to the BOT by the end of February. Any committee report, including summary recommendations and the annual report, is to be presented first to the BOT prior to public presentation of same.
- Volunteerism: Committee members shall serve without remuneration, but will be reimbursed for "out of pocket" expenses incurred in performing their duties. These expenses must be preauthorized by the Village Manager or designate. Village staff will provide committees with such public information, clerical assistance and other help as necessary for them to conduct their work.
- Draft Documents: Draft documents, including minutes and all committee reports, are confidential until formally approved by a majority of the committee. No draft documents should be retained in committee files. Public distribution of draft documents or any committee report prior to adoption by the committee shall be grounds for dismissal.

**Adjournment:**

Upon motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, the Board voted unanimously to close the meeting at \_\_\_\_\_ p.m.

Respectfully submitted by,  
Christine Dennett