

**MINUTES OF ANNUAL MEETING OF THE BOARD OF TRUSTEES OF THE
VILLAGE OF BRONXVILLE HELD APRIL 10, 2017
AT THE VILLAGE HALL, 200 PONDFIELD ROAD, BRONXVILLE, N.Y.**

PRESENT: Mary C. Marvin Mayor
Robert S. Underhill Deputy Mayor
Anne Poorman Trustee
Guy Longobardo Trustee
Randolph Mayer Trustee

ALSO PRESENT: James Staudt Village Attorney
James Palmer Village Administrator
Lori Voss Village Treasurer

WORK SESSION & EXECUTIVE SESSION

At 7:00pm, on motion by Trustee Poorman, seconded by Trustee Longobardo, the Village Board of Trustees convened a Work Session. The Village Administrator updated the Village Board on the Agenda.

At 7:15pm, on a motion by Trustee Poorman, seconded by Deputy Mayor Underhill, the Village Board of Trustees closed the Work Session and entered into Executive Session to discuss a personnel matter.

At 8:00pm, on a motion by Deputy Mayor Underhill, seconded by Trustee Longobardo, the Village Board of Trustees closed the Executive Session and reopened the Work Session.

At 8:06pm, Mayor Mary Marvin re-opened the annual meeting of the Board of Trustees.

Mayor Marvin announced that Town of Eastchester Supervisor, Anthony Colavita, was in attendance. Supervisor Colavita congratulated Mayor Marvin, Trustee Underhill and Trustee Mayer on their re-election to another 2 year term. He also pledged the Town of Eastchester's continued partnership with Bronxville.

2017 ANNUAL APPOINTMENTS AND ANNUAL ACTIONS

On motion of Mayor Marvin, seconded by Trustee Longobardo, the following Annual Appointments and resolution were unanimously approved:

2017 ANNUAL APPOINTMENTS

<u>Office</u>	<u>Length of Term</u>	<u>Term Expires</u>	<u>Name</u>
Deputy Mayor	1 year term	2018	(incumbent) Robert S. Underhill
Village Clerk	1 year term	2018	(incumbent) James Palmer
Village Treasurer	1 year term	2018	(incumbent) Lori Voss
Village Collector of Taxes	1 year term	2018	(incumbent) Lori Voss
Village Assessor	1 year term	2018	(incumbent) Gennaro (Gerry) Iagallo
Registrar	1 year term	2018	(incumbent) Margaret Parr
Deputy Registrar	1 year term	2018	(incumbent) Mary Ann Magliato
Village Historian	1 year term	2018	(incumbent) Eloise Morgan

Village Prosecutor	1 year term	2018	(incumbent) Ronnie James Ritz
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RESOLUTION REGARDING ANNUAL ACTIONS

Auditor to Board of Trustees Village Administrator for a 1 year term - for the purpose of checking monthly abstracts of purchases as prepared by the Village Treasurer, Village Administrator/Clerk.

Auditor to the Justice Court Village Treasurer

Village Auditor O'Connor Davies LLP

Signatures Section 1. Checks drawn on the bank accounts of the Village of Bronxville may be signed by any two of the following: Mayor, Deputy Mayor, Village Administrator or Treasurer

Section 2. Checks drawn on the account of Justice Court of the Village of Bronxville, established for deposit of fines, fees and forfeited bail, shall be signed by a Village Justice.

Section 3. Bank transfers and Federal wire transfers to be signed by any two of the following: Mayor, Deputy Mayor, Village Administrator or Treasurer.

Procurement Policy For goods and services, which are not subject to competitive bidding or purchased under state or county contract, the following methods of purchase will be used to assure the prudent and economical use of Village funds:

Estimated Annual Purchase Contract Amount:

\$1,000 - \$2,999: Price Quote Requirement: 2 written/fax quotations

\$3,000 - \$19,999: Price Quote Requirement: 3 written/fax quotations or request for proposals (RFPs)

\$20,000 and above: Price Quote Requirement: Subject to publicly advertised bid or request for proposals (RFPs). Must be circulated to at least three companies. Contract must be approved by Mayor and Board of Trustees. A contract or purchase order must be signed by the Village Administrator after BOT approval, prior to order being made.

Estimated Annual Public Works Contract Amount :

\$1,000 - \$4,999: Price Quote Requirement: 2 written/fax quotations

\$5,000 - \$34,999: Price Quote Requirement: 3 written/fax quotations or request for proposals (RFPs)

\$35,000 or more: Price Quote Requirement: Subject to publicly advertised bid or request for proposals (RFPs). Must be circulated to at least three companies. Contract must be approved by Mayor and Board of Trustees. A contract or purchase order must be signed by the Village Administrator after BOT approval, prior to order being made.

Bank Depositories Authorize depositories for Village funds with J.P. Morgan Chase Bank, Sterling National Bank and People's United Bank

Surety Bonds That surety bonds be filed in the following amounts:

- All employees \$200,000 per loss
- Premiums to be paid by Village

Official Newspaper Designate "The Journal News" as the official newspaper for the Village of Bronxville until such time as the Village Board of Trustees determines otherwise. Publication of legal notices will appear there as

required.

- Meeting Date** Resolve that the regular meeting date of the Board of Trustees will be held at 8:00 PM on the 2nd Monday of each month, excluding the month of August when there will be no meeting.
- Mileage Reimbursement** Beginning on Jan. 1, 2017, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:
53.5 cents per mile for business miles driven

On motion of Trustee Longobardo, seconded by Trustee Poorman, the following Mayoral appointments were consented to by the Village Board:

BOARDS AND COMMITTEES

To the **FINANCE COMMITTEE** – Leighton Welch, Donald Gray and Elizabeth Favaro each reappointed for a two year term to 2019.

To the **DESIGN REVIEW COMMITTEE** – Maureen Hackett and Maggie Marrone, each reappointed for two year terms to 2019.

To the **ZONING BOARD OF APPEALS** – Eric Haims and Stuart Mackintosh, each reappointed to a five year term to 2022.

To the **ETHICS BOARD** – Donald Kennedy and John Priesing each reappointed to a two year term to 2019. William Primps, as counsel, reappointed for a one year term to 2018.

To the **BOARD OF ASSESSMENT** – David Harris, reappointed for a five year term to 2022.

To the **LIBRARY BOARD OF TRUSTEES** – Darcy Kaye and Ruth Walter each reappointed for three year term to 2020; Catherine Bird, Katy Barrett and Pippa Colvin each newly appointed for a three year term to 2020.

MAYOR'S REPORT

Mayor Mary Marvin shared some details on what she has been working on. She thanked those watching for the privilege of serving the Village for another term. Mayor Marvin also announced that she is finalizing a Retail Mix and Marketing Committee made up of downtown property owners, merchants and residents to discuss strategies to ensure the health of the Downtown Business District.

Deputy Mayor Underhill and Trustee Mayer also thanked everyone on their re-election.

VILLAGE ADMINISTRATOR

Village Administrator, James Palmer, gave a brief update on what he has been working on. Verizon Fios has been experiencing some difficulty with their public access channel – they are in the process of upgrading their equipment. Should anyone experience viewing difficulty through Verizon Fios, please email or call him with the issue. Flood mitigation project is winding down. The final forcemain across Midland Avenue has been completed. As a reminder, with spring here, any cracked sidewalks in need of repair are the responsibility of the abutting property homeowner. Owners are reminded to make any necessary repairs to sidewalks.

APPROVAL OF MINUTES

On motion of Deputy Mayor Underhill, seconded by Trustee Poorman, the Board approved the minutes of the following meetings:

- Executive/Work Session of March 13, 2017
- Regular Meeting of March 13, 2017
- Budget Work Session March 30, 2017
- Budget Work Session April 6, 2017

PUBLIC HEARING – 2017-2018 Village Budget

At 8:27PM, on motion of Trustee Longobardo, seconded by Trustee Mayer, the Village Board of Trustees opened the public hearing for 2017-2018 Village Budget.

Village Administrator James Palmer discussed the 2017/2018 Village Budget. The new Village tax rate will be 3.0984 with a tax rate increase of 1.35%.

Several factors, including health benefit premium increases, police retirement contributions and union contract increases, contributed to the tax rate increase.

There was no public comment.

At 8:35pm, on motion of Trustee Poorman, seconded by Deputy Mayer Underhill, the Village Board of Trustees closed the public hearing.

NEW BUSINESS

A. RESOLUTION – Adopting the 2017/2018 Village Budget

On motion of Deputy Mayor Underhill, seconded by Trustee Mayer, the following resolution was unanimously approved:

WHEREAS, the Board of Trustees has met at the times and place specified in the Notice of Public Hearing on the proposed budget, and heard all persons desiring to be heard thereon; and,

WHEREAS, the budget was reviewed and amended at Budget Workshop Meetings held on Thursday, March 30, 2017, and Thursday, April 6, 2017, and as hereinafter set forth, is hereby adopted and the salaries and wages stated within the budget are fixed at the amounts shown, effective June 1, 2017, unless otherwise amended by the Board of Trustees or the Village Administrator as provided under NYS Law.

NOW, THEREFORE, BE IT RESOLVED, that the Tentative Budget, as amended by the attached changes, shall constitute the Adopted Budget for the Village of Bronxville for the fiscal year June 1, 2017 to May 31, 2018, and

BE IT FURTHER RESOLVED that the Board of Trustees shall levy a property tax of **\$9,649,646** (tax rate 3.0984 per \$1000 assessed valuation) on the applicable real property of the Village of Bronxville.

B. RESOLUTION – Proclaiming Arbor Day in the Village

On motion of Trustee Poorman, seconded by Trustee Longobardo, the following resolution was unanimously approved:



Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Mary Marvin, Mayor of the Village of Bronxville hereby proclaim April 28, 2017 as

Arbor Day

In the Village of Bronxville, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 11th of April
Mayor Mary Marvin

C. RESOLUTION – 2017 Tennis Fee Schedule

On motion of Trustee Longobardo, seconded by Deputy Mayor Underhill, the following resolution was unanimously approved:

NOW, THEREFORE, BE IT RESOLVED, the 2017-18 fees for tennis permits is hereby established pursuant to the attached schedule.



Village of Bronxville – Recreation Department

200 Pondfield Road, Bronxville, NY 10708
Telephone: (914) 337-6500 Fax: (914) 337-2683

Tennis Application Form 2017

To request your permit online and pay by credit card, please click here to visit us at villageofbronxville.com. You may also pay by credit card in person at Village Hall. Fees apply to all credit/debit card transactions.

Membership Category – Please Check One

To qualify as a Bronxville resident your home address must be in the Village of Bronxville. Bronxville business addresses are not acceptable.

Tennis Permit ONLY

RESIDENT

- FAMILY* \$285
- INDIVIDUAL 185
- JUNIOR (through age 18) 75

NON - RESIDENT

- FAMILY* \$435
- INDIVIDUAL 335
- JUNIOR (through age 18) 100

—OR—

Combined Annual Racquet Permit (includes Annual Paddle, Summer Paddle & Tennis)

RESIDENT

- FAMILY* \$500
- INDIVIDUAL 360

NON - RESIDENT

- FAMILY* \$785
- INDIVIDUAL 635

D. RESOLUTION – Transfer of Fund Balance from General Fund to Capital Fund

On motion of Trustee Poorman, seconded by Trustee Mayer, the following resolution was unanimously approved:

WHEREAS, the Village completed the fiscal year ending May 31, 2016 with a General Fund balance of \$7,217,746, and

WHEREAS, of that amount, \$6,716,551 remains available for future use, and

WHEREAS, if the Village transfers \$645,037 to the capital fund for future capital projects, the unassigned fund balance would be \$6,071,514, and

WHEREAS, it is beneficial to the Village to finance specific capital projects listed on the attached schedule while not increasing current debt levels,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees authorizes the Village Administrator and Treasurer to take administrative actions necessary to appropriate general funds to finance the capital projects listed on the attached schedule.

Village of Bronxville		
Schedule off Capital Projects Requiring Funding		
March 31, 2017		
Project Description	Account No	Amount Req at 3/31/17
PAYSTATIONS	H.3320.0200.0010	3,402
SAN/STORM SEWER REPAIRS	H.8120.0260.0001	458,318
PD #36 2016 FORD AWD VIN D16337	H.3120.0260.0036	44,178
SHADE TREES FOR BUSINESS DISTRICT	H.8560.0260.0001	7,940
PARKING STUDIES (WALKER)	H.3320.0200.0001	46,652
LIBRARY FLOORING	H.7497.0260.0010	28,357
LIBRARY F&F	H.7497.0260.0002	11,761
LIBRARY SECURITY SYSTEMS	H.7410.0260.0001	44,429
		645,037

E. RESOLUTION – 2017-18 Authorizing Levy and Collection of Additional Taxes Upon Termination of Exempt Status

On motion of Deputy Mayor Underhill, seconded by Trustee Longobardo, the following resolution was unanimously approved:

NOW, THEREFORE BE IT RESOLVED, that the Village Assessor and Village Receiver of Taxes, during the fiscal year beginning June 1, 2018 are authorized to levy and collect additional taxes upon termination of exempt status of real property in accordance with provisions of Section 494 of the Real Property Tax Law.

TERMINATION OF EXEMPTION STATUS (520L) TO BE INCLUDED ON TAX LEVY

I, Lori Voss, Treasurer of the Village of Bronxville, do hereby certify that the following amounts are due and owing in the Village of Bronxville in connection with various exemption cancellation pursuant to RPTL520 as identified on the Assessment Roll and remaining unpaid as of April 10, 2017 for the purpose of inclusion in the 2016 tax levy of the Village of Bronxville.

RPTL Sec. 520(1) Tax Levies

Premises	Sec	Block	Lot	Village	School	Total
12 Plateau Circle	18	5	6	546.29	1503.70	2049.99
16 Ridge Rd	27	3	4	1773.62	8401.16	10,174.78
			Total	2,319.91	9904.86	12,224.77

TRUSTEE COMMENTS

No Trustee Comments.

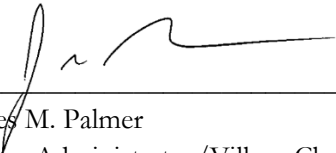
PUBLIC COMMENT

No Public Comments.

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There being no further comments, the Board of Trustees adjourned the Annual Meeting at 8:44pm by motion of Trustee Poorman, seconded by Deputy Mayor Underhill.

Next Village Board of Trustee's Meeting is scheduled for May 8, 2017 at 8:00pm.



James M. Palmer
Village Administrator/Village Clerk