

SPECIAL MEETING  
OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF HIGHLAND FALLS  
April 1, 2019

A special meeting of the Board of Trustees of the Village of Highland Falls was held in Village Hall, 303 Main Street, Highland Falls, New York on April 1, 2019.

The Mayor opened the Annual Reorganization Meeting at 6:45P.M.

Members present were:

Mayor Joseph E. D’Onofrio  
Trustee Brian Aylward  
Trustee Barbara Murphy  
Trustee James Ramus

Member absent was:

Trustee Mervin R. Livsey, Jr

Also present was:

Village Clerk, Regina M. Taylor  
Village Attorney, Alyse Terhune  
Chief WWTP Operator, John Jones  
Police Chief, Kenneth Scott (6:47pm)  
News of the Highlands Editor, Mary Jane Pitt  
Camera Operator, Sean Lackhan  
6 Community residents

1. MAYOR Joseph D’Onofrio made the following appointments:

- A. Deputy Mayor James Ramus
- B. Police Commissioner James DiSalvo
- C. Fire Commissioner Joseph D’Onofrio
- D. Sanitation/Wastewater Commissioner James Ramus
- E. Street Commissioner Brian Aylward
- F. Recreation Commissioner Mervin R. Livsey, Jr.
- G. Water Commissioner Mervin R. Livsey, Jr.
- H. Building Commissioner Village Clerk
- I. Building Dept./Code Enforcement Liaison Mervin R. Livsey, Jr.
- J. Disaster Preparedness Liaison James Ramus
- K. Senior Citizen Liaison Joseph D’Onofrio
- L. DPWEA Union Negotiators Brian Aylward & James DiSalvo
- M. Police Union Negotiators Brian Aylward & James DiSalvo
- N. Town Liaison Joseph D’Onofrio
- O. School Liaison James DiSalvo
- P. Mayor’s Administrative Assistant (volunteer) Paul Walker

2. TRUSTEE DiSalvo moved the following One Year Appointments be Approved:
- A. Deputy Village Clerk/Treasurer Ana Sierra
  - B. Attorney for the Village \_\_\_\_\_
  - C. Budget Officer Ralph J. Walters
  - D. Bingo Inspector Police Chief
  - E. Fair Housing Officer Ana Sierra
  - F. MWBE Officer Village Clerk
  - G. 911 Addressing Coordinator Police Chief
  - H. Bog Meadow Caretakers William Baran, Randy Meche, James Ramus,

The motion was seconded by Trustee Aylward and on a roll call vote, the results which follow:  
4 Ayes 0 Nays 1 Absent (Livsey) motion carried.

3. TRUSTEE Ramus, moved the following Two Year Appointments be Approved:
- A. Clerk Regina M. Taylor
  - B. Treasurer Ralph J. Walters
  - C. Tax Collector Ralph J. Walters
  - D. Purchasing Clerk N/A

The motion was seconded by Trustee Aylward, and on a roll call vote, the results which follow:  
4 Ayes 0 Nays 1 Absent (Livsey) motion carried.

4. TRUSTEE Ramus moved the Approval of the following:

- A. The official depositories for the Village funds shall be **JP Morgan Chase, N.A. HSBC Bank USA, Orange County Trust, Key Bank.**,

The motion was seconded by Trustee Aylward, and on a roll call vote, the results which follow:

3 Ayes 0 Nays 1 Absent (Livsey) 1 Abstention (DiSalvo) motion carried.

TRUSTEE DiSalvo moved the Approval of the following:

- B. The Official Newspaper of the Village shall be **The News of the Highlands**  
(Times Herald Record as needed)
- C. All regular Village Board Meetings shall be held on the **First & Third Monday** of each month at **7:00P.M.**, in the Village Hall, 303 Main Street, Highland Falls, New York 10928  
Bills & Claims will be approved at each meeting.
- D. The Official Business Hours of the Village Office are:  
8:30 A.M. through 4:00 P.M. daily except Saturdays, Sundays and Holidays.
- E. The Annual Inspection of Village Installations and Streets will be held in

June 2019

- F. The Annual Inventory for Village Fixed Assets shall be held during the month of June 2019
- G. The Mayor shall be authorized to sign checks and disburse Village funds in the event of an emergency or in the absence of the Treasurer, Deputy Treasurer or Village Clerk.
- H. Appointment of J.Robert Folchetti & Associates as Village Engineer.
- I. Reimbursement rate for the authorized use of privately owned vehicles shall be determined by the IRS Federal Tax Guide (circular E), rate for 2019 is \$.58 per mile.
- J. That Pursuant to Section 281.1 of the New York State Bingo Commission rules and regulations, the Bingo Inspector, Police Chief Scott, is authorized to act in matters pertaining to Bingo Operations for the Village Board, in the Village of Highland Falls.
- K. Discrimination/Harassment Committee Police Sargent & Village Clerk.
- L. That pursuant to part 5600, of the rules and regulations of Games of Chance, delegated to the following named officers, the responsibility and authority granted to them by law, in relation to the issuance, amendment, and cancellation of license, the conduct of investigations and hearings, the supervision of the operation of games of chance and the collection, utilization and transmission of fees for a period of one (1) year:  
  
Village Clerk & Deputy Village Clerk.
- M. That pursuant to Village Law §5-524(6), the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.
- N. Pursuant to Chapter 12, §12-2 of the code of the Village of Highland Falls, that the continuity of government in the event of an emergency disaster shall be as follows:

Deputy Mayor George Dapra, William Baran, John Willis

Deputy Fire Commissioners Ken Palazzo, Ken Conley, Erik Smith

Deputy Sanitation Commissioners Joseph Belladone, Anthony Pelella, Eva Perez

Deputy Street Commissioners Carlo Meyer, Anthony Galu, Randy Meche

Deputy Water Commissioners James McDonald, Mel Jennings, Arvel Brown

Deputy Chief of Police Thomas Pitt, George Fallon, Ray Mesaris

Deputy Clerk Amy Belladone, Lillian Mims, Luchy Roman

Deputy Treasurer Michael DiSalvo, George Biskup, Harvey Green

TRUSTEE Ramus seconded the motion. and on a roll call vote, the results which follow:  
4 Ayes 0 Nays 1 Absent (Livsey) motion carried.

A. TRUSTEE Aylward, moved that, after review, the previously adopted written investment policy be continued.

The motion was seconded by TRUSTEE Ramus, and on a roll call vote, the results which follow:

3 Ayes 0 Nays 1 Absent (Livsey) 1 Absention (DiSalvo) motion carried.

B. TRUSTEE DiSalvo moved that, after review, the previously adopted procurement policy be continued.

The motion was seconded by TRUSTEE Aylward, and on a roll call vote, the results which follow:

4 Ayes 0 Nays 1 Absent (Livsey) motion carried.

C. TRUSTEE DiSalvo moved that Village Hall close at 1:00pm on December 24, 2019.

The motion was seconded by TRUSTEE Aylward, and on a roll call vote, the results which follow:

4 Ayes 0 Nays 1 Absent (Livsey) motion carried.

D. TRUSTEE DiSalvo moved that Village Hall Office recognize Lincoln’s Birthday, February 12<sup>th</sup> as a floating holiday for Village Hall employees and remain open for business from 8:30am – 4:00pm M-F.

The motion was seconded by TRUSTEE Aylward and on a roll call vote, the results which follow:

4 Ayes 0 Nays 1 Absent (Livsey) motion carried.

TRUSTEE DiSalvo, moved to adjourn, seconded by TRUSTEE Aylward and unanimously carried.

Reorganization closed at 6:58P.M.

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Regina M. Taylor, Village Clerk