

SPECIAL MEETING  
OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF HIGHLAND FALLS

April 3, 2023

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 3, 2023

The meeting was called to order by Mayor D'Onofrio at 7:00P.M.

Members present were:

Mayor Joseph E. D'Onofrio  
Trustee James Ramus  
Trustee James DiSalvo  
Trustee Melanie Guerrero  
Trustee Gary C. Phillips

Also present was:

Village Clerk, Lynae Mesaris  
Village Treasurer, Ralph J. Walters  
News of the Highlands Editor, Mary Jane Pitt  
Camera Operator, Sean Lackhan  
Approximately 14 Community members

Mayor D'Onofrio opened the Public Hearing for the FY2023-2024 tentative budget, and states it needs to be adopted by May 1, 2023.

Trustee DiSalvo motioned to open a public hearing, as duly advertised, on the Tentative Budget for fiscal year 2023-2024. The motion was seconded by Trustee Phillips and unanimously carried.

The public hearing opened at 6:30p.m.

Mayor D'Onofrio introduced the Village Treasurer, Ralph Walters, to read the tentative budget. Mr. Walters read the subtotals of each line item for requested budgets for FY 23-24. Mr. Walters reported taxes to be raised are within the prescribed statutory limits and other estimated revenues are \$1,775,500.00. Appropriation of surplus of the General Fund is \$772,974.00 with a tax rate of 11.0301%.

Mayor D'Onofrio allowed time for public comment.

Trustee Phillips motioned to close the public hearing. The motion was seconded by Trustee Guerrero and unanimously carried.

The public hearing closed at 6:54p.m.

Trustee Phillips motioned to open the Annual Reorganization Meeting of the Village of Highland Falls. The motion was seconded by Trustee DiSalvo and unanimously carried.

Reorganization opened at 6:54p.m.

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

- A. Deputy Mayor James DiSalvo
- B. Police Commissioner James DiSalvo
- C. Fire Commissioner Joseph E. D’Onofrio
- D. Sanitation/Wastewater Commissioner James Ramus
- E. Street Commissioner Joseph E. D’Onofrio
- F. Water Commissioner Gary Phillips
- G. Building Commissioner Lynae Mesaris
- H. Building Dept./Code Enforcement Liaison Melanie Guerrero
- I. Disaster Preparedness Liaison Kurt Hahn & Joseph E. D’Onofrio
- J. Senior Citizen Liaison Joseph E. D’Onofrio
- K. DPWEA Union Negotiators Village Labor Attorney - Trustee TBA
- L. Police Union Negotiators Village Labor Attorney - Trustee TBA
- M. Spanish/Latino Community Liaison Ivan Marzan & Hector Allemont
- N. West Point Liaison Joseph D’Onofrio

2. TRUSTEE Phillips moved the following One Year Appointments be Approved:

- A. Deputy Village Clerk/Treasurer Ana Sierra
- B. Attorney for the Village Alyse Terhune, Esq
- C. Budget Officer Ralph J. Walters
- D. Bingo Inspector Sgt. Jason Torpey
- E. Fair Housing Officer Ana Sierra
- F. MWBE Officer Village Clerk
- G. 911 Addressing Coordinator Detective Kleveno & Fire Chief
- H. Bog Meadow Caretakers William Baran, Randy Meche, James Titolo, Michael Slapp, James Ramus

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

5 Ayes 0 Nays motion carried.

3. TRUSTEE Ramus, moved the following Two-Year Appointments be Approved:

- A. Clerk Lynae Mesaris
- B. Treasurer Regina Taylor
- C. Tax Collector Regina Taylor
- D. Purchasing Clerk Tabitha Songer

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

5 Ayes 0 Nays motion carried.

4. TRUSTEE Phillips 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 Guerrero and on a roll call vote, the results which follow:

4 Ayes 0 Nays 1 Abstain (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 Monday** of each month at **7:00 P.M.**, in the Village Hall, 303 Main Street, Highland Falls, New York 10928 & the **Third Monday** of each month at **7:00 P.M.**  
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 2023
- F. The Annual Inventory for Village Fixed Assets shall be held during the month of June 2023
- 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 2023 is **\$.65.5¢** per mile.

J. That Pursuant to Section 281.1 of the New York State Bingo Commission rules and regulations, the Bingo Inspector, OIC Sergeant Jason Torpey, is authorized to act in matters pertaining to Bingo Operations for the Village Board, in the Village of Highland Falls.

K. Discrimination/Harassment Committee Village Labor Attorney.

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,

Deputy Fire Commissioners Ken Palazzo, Ken Conley

Deputy Sanitation Commissioners Joseph Belladone, Anthony Pelella,

Deputy Street Commissioners Carlo Meyer, Greg Kay

Deputy Water Commissioners Arvell Brown, Hector Allemont

Deputy Chief of Police Thomas Pitt, George Fallon,

Deputy Clerk Regina Taylor, Amy McCormick Belladone

Deputy Treasurer Harvey Green, Frank Taylor

TRUSTEE Phillips seconded the motion and on a roll call vote, the results which follow:

5 Ayes 0 Nays motion carried.

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

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

4 Ayes 0 Nays 1 Abstain (DiSalvo) motion carried.

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

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

5 Ayes 0 Nays motion carried.

C. TRUSTEE Ramus moved that Village Hall will close at 1:00pm on Friday, December 22, 2023.

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

5 Ayes 0 Nays motion carried.

TRUSTEE Phillips, moved the Village Hall be closed in observance of Juneteenth, Monday, June 19, 2023.

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

5 Ayes 0 Nays motion carried.

TRUSTEE Phillips, moved to adjourn, seconded by TRUSTEE DiSalvo and on a roll call vote, the results which follow:

5 Ayes 0 Nays motion carried.

Reorganization closed at 7:04 P.M.