

**Agenda Board of Trustee Meeting
April 2, 2012**

1) REORGANIZATIONAL MEETING

Non-Resident Appointments for a one year term

Acting Justice
Foreman of the Highway Department
Village Accountant
Building Inspector
Assistant Building Inspector
Fire Inspector

Resident appointments: for a one year term

Village Clerk/Treasurer & Registrar of Vital Statistics
Water and Sewer Superintendent
Court Clerk

Mayor and Board of Trustees Offices and Appointments

Budget Officer
Board of Water Commissioners
Management of Police Department
Deputy Mayor

Trustee Committee Appointments:

Community Day
Roadways and Sidewalks
Trees
Handicap Committee
Waterfront Development
Village Codes
Senior Committee
Greenway Committee

Audit Committee
Insurance Committee
Economic Development
Parking Committee
Personnel

Office and Assignment Appointments:

Liaison to Recreation Commission
Liaison to Zoning Board of Appeals
Liaison to Planning Board
Liaison to Historic District Review Board
Liaison to Chamber of Commerce
Liaison to Haldane School

Liaison to Town of Philipstown
Liaison to Fire Department
Liaisons to Special Board
Liaison to Police Department
Senior Liaison
Safety on 9D and 301
ADA Compliance Officer

Committee Chairmanship Appointments:

Public Safety
Finance
Insurance and Risk Management
Public Works and Infrastructure
Energy Efficiency and Environment

Personnel
Economic Development
Parking

Appointment to Boards:

Recreation Committee-
Committee Member

Planning Board
Committee Member
Committee Chairman

Zoning Board of Appeals
Committee Member
Committee Chairman

Historic District Review Board

Committee Chairman

Comprehensive Board

Members:

Meeting date and agenda for monthly meetings- Second Tuesday of each month, agenda as per attached Trustees Handbook

Meeting Procedures – as per attached Trustees Handbook

Official Depositories – M & T Bank

Procurement and Investment Policies – as per attached handbook

Official Newspaper – Putnam County News & Recorder & Journal News may be used as an alternate

Procedure for calling Meeting

A special meeting may be called by the Mayor or any Trustee upon notice to the entire board. Notice may be given by telephone, in person, or in writing at least 24 hours in advance unless an emergency exists. Also for calling a special meeting the public will be notified by a news alert on the website, the local paper if time allows and a notice on the Village Hall window.

Appointment of **Village Attorney** – Drake, Loeb, Heller, Kennedy, Gogerty, Gaba & Rodd

Ethics Policy- as per attached handbook

Attendance at Schools and Conferences

2) BUDGET WORKSHOP