



Village of Harriman

1 Church Street
Harriman, New York 10926
TEL: (845) 783-4421

APRIL 7, 2026

REORGANIZATIONAL MEETING

7PM

**VILLAGE OF HARRIMAN, NEW YORK
VILLAGE ORGANIZATION MEETING
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The Organization meeting of the Village of Harriman was held on April 7, 2026, at 7:00pm.

ROLL CALL: Mayor Wayne Mitchell, Deputy Mayor Carol Schneider, Trustee Golam Sarker, Trustee G. Bruce Chichester and Village Clerk Jane Leake.

ABSENT: Trustee Reyna Sandoval

No attendees

Mayor Mitchell asked everyone to stand for the Pledge of Allegiance.

Items I through III: Mayor Mitchell stated Elected Officials, Appointments and Mayor's Board Member Appointments

Planning Board meets on the third Monday of the month, and the Zoning Board of Appeals meets every first Wednesday of the month as needed. Members of both Boards serve a five-year term subject to Board approval and by Mayor's appointment.

MOTION was made by Trustee Chichester to approve Items I through III.

SECOND was made by Deputy Mayor Schneider

ALL IN FAVOR

Items VI through VI: Mayor Mitchell read the Village Board Appointments, Mayoral Appointments and Department Heads

MOTION was made by Trustee Sarker to approve Items VI through VI.

SECOND was made by Deputy Mayor Schneider

ALL IN FAVOR

Items VII through VIII: Mayor Mitchell stated the Village Contracts and Official Newspaper.

MOTION was made by Trustee Chichester to approve Items VII through VIII.

SECOND was made by Trustee Sarker

ALL IN FAVOR

Items IX through X: Mayor Mitchell read the Open Meeting Law Requirements and Village Board Meetings and Special Meetings.

MOTION was made by Deputy Mayor Schneider to approve Items IX through X.

SECOND was made by Trustee Chichester

ALL IN FAVOR

Items XI through XIII: Mayor Mitchell read the Next Organizational Meeting, Rules of Procedure and Tentative Budget Hearing

MOTION was made by Deputy Mayor Schneider to approve Items XI through XIII.

SECOND was made by Trustee Sarker

ALL IN FAVOR

Items XIV through XV: Mayor Mitchell read Advances Approval of Claims and Mileage Allowance

MOTION was made by Trustee Chichester to approve Items XIV through XV.

SECOND was made by Trustee Sarker

ALL IN FAVOR

Item XV a & b: Mayor Mitchell stated Use of Village Vehicles Outside the Village and the Vehicle Replacement Schedule

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MOTION was made by Deputy Mayor Schneider to approve Item XV a & b.
SECOND was made by Trustee Chichester
ALL IN FAVOR

Items XVI through XVII: Mayor Mitchell stated Attendance at Schools and Conferences and Committees

MOTION was made by Deputy Mayor Schneider to approve Items XVI through XVII.
SECOND was made by Trustee Sarker
ALL IN FAVOR

Items XVIII through XX: Mayor Mitchell read the Harriman Fire Engine Company, Official Banks and Investment Policy

The Harriman Fire Engine Company #1 is as of January 1, 2011, a part of the Monroe Joint Fire District.

MOTION was made by Trustee Sarker to approve Items XVIII through XX.
SECOND was made by Trustee Chichester
ALL IN FAVOR

Items XXI through XXII: Mayor Mitchell read the Election Resolutions and Human Resources Practices

The next General Election in the Village of Harriman is to be held on March 16, 2027.
Employee Handbook adopted by Board of Trustees March 13, 2007.

MOTION was made by Deputy Mayor Schneider to approve Items XXI through XXII.
SECOND was made by Trustee Sarker
ALL IN FAVOR

Items XXIII through XXVII: Mayor Mitchell read the Code of Ethics, Fire Protection Fees, Towing Fees, Cell Phone Reimbursement Policy and PBA Officers.

The Code of Ethics was created by Local Law 1991 and last revised on March 27, 2012.

MOTION was made by Trustee Chichester to approve Items XXIII through XXVII.
SECOND was made by Trustee Sarker
ALL IN FAVOR

Items XXVIII through XXXII: Mayor Mitchell read the Village of Harriman Holidays, Authorized Electrical Inspectors, Policies for Review and Approval, Fees and Hours of Operations.

Village of Harriman Holidays are as of April 1, 2026 – March 31, 2027
(Holidays are listed for all nonunion employees)

MOTION was made by Deputy Mayor Schneider to approve Items XXVIII through XXXII.
SECOND was made by Trustee Sarker
ALL IN FAVOR

This concluded the Organization meeting at 7:19 p.m.

MOTION was made by Trustee Chichester to adjourn the Reorganization meeting at 7:19 p.m.
SECOND was made by Trustee Sandoval
ALL IN FAVOR

Respectfully submitted by: _____
Jane Leake, Village Clerk

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- I. ELECTED OFFICIALS:
 - A. WAYNE MITCHELL - MAYOR
 - B. CAROL SCHNEIDER - DEPUTY MAYOR
 - D. REYNA SANDOVAL – TRUSTEE
 - E. GOLAM SARKER – TRUSTEE
 - F. G. BRUCE CHICHESTER - TRUSTEE
 - F. BRUCE A. SCHONBERG – VILLAGE JUSTICE

II. APPOINTMENTS:

- A. VILLAGE CLERK JANE LEAKE
(4 yr. term – ending April 2029)
- B. VILLAGE TREASURER MARIE COIMBRA
(4 yr. term – ending April 2029)
- C. PART TIME DEPUTY VILLAGE CLERK
- D. VILLAGE COURT –
FULL TIME CLERK TO THE JUSTICE ALEXANDRIA ABBRUZZESE
PART TIME COURT CLERK
- E. PLANNING BOARD SECRETARY
MAYOR’S APPT.
- F. ZONING BOARD OF APPEALS SECRETARY
MAYOR’S APPT.
- G. ACTING VILLAGE JUSTICE..... DAVID V. HASIN

III. BOARDS:

- A. PLANNING BOARD: (3rd Monday of the month)
(5 yr. term subject to Board approval)

MAYOR’S APPOINTMENTS:	TERM ENDING:
IRMA ESCALLIER (CHAIR)	MARCH 2028
DANNY STEINMAN	MARCH 2029
ALTERNATE - VACANT	MARCH 2030
NEIL MURPHY	MARCH 2031
AARON SANTIAGO	MARCH 2027
JEANNETTE CELENTANO	MARCH 2027

- B. ZONING BOARD OF APPEALS: (1st Wednesday of the month, as needed)
(5 yr. term subject to Board approval)

MAYOR’S APPOINTMENT:	TERM ENDING:
MICHAEL PETTIFORD (CHAIR)	MARCH 2029
JUSTIN LAMARCH	MARCH 2030
JENNIFER CARRILLO	MARCH 2031
TRACY TORRES	MARCH 2027
MOKERRAM CHOWDHURY	MARCH 2028
ALTERNATE	VACANT

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IV. VILLAGE BOARD APPOINTMENTS:

- A. REGISTRAR OF VITAL STATISTICS..... JANE LEAKE
- B. SUB REGISTRAR OF VITAL STATISTICS..... MARIE COIMBRA
- C. LOCAL GOVERNMENT RECORDS OFFICER..... JANE LEAKE

V. MAYORAL APPOINTMENTS:

- A. DEPUTY MAYOR: CAROL SCHNEIDER
(Village Law, Sec. 4-400 (h))
- B. LICENSING OFFICER: VILLAGE CLERK
(Village Law, Sec. 4-400 (m))
- C. AUDIT REVIEW BOARD: BOARD OF TRUSTEES
(Village Law, Sec 5-524 (2))
- D. BUDGET OFFICER: MAYOR
(Village Law, Sec 5-500 (2))
- E. CIVIL DEFENSE OFFICER: MAYOR
(Executive Law, Sec. 25)
- F. EMERGENCY MANAGEMENT COORDINATOR: CHIEF PATRICK TENAGLIA
(Executive Law, Sec. 25)
- G. E911 COORDINATOR: BUILDING INSPECTOR: KATHY STEGENGA
- H. STORM WATER MANAGEMENT COORDINATOR: DPW SUPERINTENDENT: KYLE LIVSEY

VI. DEPARTMENT HEADS:

SUPERINTENDENT OF PUBLIC WORKS: KYLE LIVSEY
CHIEF OF VILLAGE POLICE: PATRICK TENAGLIA
CODE ENFORCEMENT OFFICER: KATHY STEGENGA

VII. VILLAGE CONTRACTS:

- A. ATTORNEYS:
 - 1. VILLAGE BOARD: THE LAW OFFICE OF J & G LAW LLP, J. BENJAMIN GAILEY
 - 2. PLANNING BOARD: DOMINIC CORDISCO OF DRAKE & LOEB PLLC
 - 3. ZONING BOARD OF APPEALS: JOE MCKAY OF CATANIA, MAHON & RIDER PLLC
 - 4. LABOR: BSK (MARK REINHARZ), JACKSON LEWIS (TOM MCDONOUGH)
 - a. COURT SPECIAL PROSECUTOR: LEONARD KESSLER OF KESSLER LAW OFFICES AND GEORGE DROSDOWICH, ESQ.
- B. ENGINEER: LANC & TULLY ENGINEERING
- C. ZBA ENGINEER & CONSULTANT: ENGINEERING PROPERTIES
- D. WATER CONSULTANTS: WSP (FORMERLY LBG) & WESTON & SAMPSON
- E. WATER ATTORNEY: ALBERT NATOLI, ESQ.
- F. AUDITORS: NUGENT & HAEUSSLER, P.C.

VIII. OFFICIAL NEWSPAPER:

TIMES HERALD RECORD

IX. OPEN-MEETING LAW REQUIREMENTS:

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Resolved that the Village Clerk is authorized to provide the news media and public with at least 72-hour notice prior to the holding of any regularly scheduled meeting (Public Officers Law, Sec. 104 (1)) with a corresponding public posting in the Village Hall of a notice indicating the schedule of the regular Board meetings. This notice must state the dates, place, and times at which the meetings will be held.

X. VILLAGE BOARD MEETINGS:

Be it resolved that the Village Board meetings shall be held on the 2nd Tuesday of each month. Village Board agendas will be prepared by the Mayor. Potential agenda items for the Village Board must be submitted in writing 5 days before the meeting. Bills will be audited at the Village Board prior to the regular meeting which will be held at 7:30pm. If an additional meeting is necessary, it will be posted.

SPECIAL MEETINGS:

Resolved that special meetings of the Harriman Village Board of Trustees, if and when needed, will be called by the Mayor. Notice of any special meetings will be given to the Board of Trustees, news media, to the extent practicable, and public as required by the Open Meetings Law of Public Officers Law Sec. 104 (2). Such notice will state the date, place, time and purpose for which the meeting is called. Trustees will be individually notified via telephone by either the Village Clerk or Mayor. If time permits, notifications will be additionally made by a memo in Village Hall locked box or by a letter mailed to the Trustees home. The public will be notified by posting of a notice on the Village Hall bulletin board.

XI. NEXT ORGANIZATIONAL MEETING:

Tuesday, April 6, 2027 at 7:00 PM at the Village Hall.

XII. RULES OF PROCEDURE:

Resolved that all Village Board Meetings as well as all Commission and Committee Meetings shall be conducted according to the adopted Village of Harriman Rules of Procedure attached to the Village of Harriman Organization Meeting.

XIII. TENTATIVE BUDGET HEARING DATE:

Be it resolved that the tentative budget hearing date for the 2027-2028 Village budget will be Tuesday, April 13, 2027 at 7:15 P.M. and be it further resolved that the Village Clerk shall publish the notice in the following form:

LEGAL NOTICE VILLAGE OF HARRIMAN PUBLIC HEARING NOTICE:

Pursuant to Section §5-508 of the Village Law of the State of New York, the tentative budget for the Village of Harriman has been prepared and filed with the Village Clerk at the Village Office, 1 Church

Street, Harriman, New York, where it may be examined by all interested persons between the hours of 8:00am to 4:00pm.

Said tentative budget includes a maximum compensation for the Mayor \$ _____ per year and for the Trustees of \$ _____ per year.

A summary of the tentative budget is as follows:

GENERAL FUND \$ _____ WATER FUND \$ _____

XIV. ADVANCED APPROVAL OF CLAIMS:

Resolved that pursuant to Section 5-524 (5) – (6) of Village Law, the Village Treasurer is hereby authorized to pay the following recurring claims in advance of audit:

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- A. Telephone bills
- B. Electric bills
- C. Fuel bills
- D. Postage, freight and express charges
- E. Lease contracts
- F. Invoices that will incur penalty before the next audit of claims
- G. Invoices that are approved through a budget transfer and or Village Board Minutes
All such claims should be presented at the next regular meeting.

XV. MILEAGE ALLOWANCE:

WHEREAS the Board of Trustees of the Village of Harriman has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village. (Village Law, Sec. 5-524 (7));
NOW THEREFORE BE IT RESOLVED:

SECTION 1: That the Board of Trustees shall approve reimbursement to such officers and employees at the rate of \$0.72.5 per mile.

SECTION 2: That this resolution should take effect immediately.

A. USE OF VILLAGE VEHICLES OUTSIDE THE VILLAGE: Village of Harriman owned vehicles are not allowed outside of the Village boundary other than in the performance of duties, or authorized by either a department head, the Mayor or the Board of Trustees.

B. VEHICLE REPLACEMENT SCHEDULE:

CURRENT HIGHWAY FLEET

	<u>YEAR</u>	<u>REPLACEMENT</u>
#2	2017 Dodge Ram 550 Dump Truck	2028
	2009 Leaf Machine	2024
	2017 Freightliner, Elgin Sweeper	2037
#3	2008 International Dump Truck	2028
#5	2019 RAM 5500 Dump Truck	2030
#8	2017 Freightliner Dump Truck	2037
	2017 Kubota Tractor	2037
	2018 Kubota KX040 Excavator	2030
	2018 Kubota R630 Loader	2030
	2015 Brush Chipper	2029

CURRENT WATER DEPT. FLEET

	<u>YEAR</u>	<u>REPLACEMENT</u>
#1	2022 RAM 3500	2032
#4	2016 Chevy 2500	2026
#9	2019 RAM 1500	2029
#7	2020 RAM 1500	2030
	2023 Case 590 SN Backhoe	2033

CURRENT POLICE DEPT. FLEET

	<u>YEAR</u>	<u>REPLACEMENT</u>
#371	2023 Dodge Durango	2023
#372	2023 Dodge Durango	2033
#373	2025 Dodge Durango	2035
#374	2023 Dodge Durango	2027
#375	2026 Dodge Durango	2031
	2017 Ford Interceptor – Building Department	2027

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XVI. ATTENDANCE AT SCHOOLS AND CONFERENCES:

WHEREAS there is to be held during the coming official year: (A) the Annual Meeting conducted by the New York State Conference of Mayors and other Municipal Officials: for Municipal Officials (B) the Training School for Fiscal Officers Conference for Municipal Officials (C) County Association meetings (D) other training events, conferences, and

WHEREAS it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefiting the municipality (Gen. Municipal Law, Sec. 77-b):

NOW THEREFORE BE IT RESOLVED:

SECTION 1: That the following officers and employees are hereby authorized to attend the appropriate above-mentioned school, training event, conference, and/or meetings:

- A. Village Board of Trustees
- B. Superintendent of Public Works & designated employees
- C. Village Clerk & designated employees
- D. Village Code Enforcement Officer
- E. Village Chief of Police & Police Officers
- F. Village Justice & designated employees
- G. Planning Board & Zoning Board of Appeals
- H. Village Treasurer

SECTION 2. That this resolution shall take effect immediately.

XVII. COMMITTEES:

The Board of Trustees (of a village) may create or abolish by resolution offices, boards, agencies and commissions so much of its powers, duties and functions as it shall deem necessary for effectuating of administering the Board of Trustees duties and functions. (Village Law Sec. 4-400 Sub. 1)

The Mayor is an ex-officio member of each separate Commission. (Village Law Sec. 4-400 Sub. 1g)

SPECIAL COMMITTEES: Committees appointed or elected at a business meeting or following a motion “to commit” – meaning, to refer to a committee – to perform some special task, secure more information, investigate a situation, and bring back a report or a recommendation to the Board.

IT MUST BE NOTED THAT ALL COMMITTEES ARE SUBJECT TO OPEN MEETINGS LAWS REQUIREMENTS.

(A) COMMITTEES:

WHEREAS the Village of Harriman Board of Trustees has need to create from time-to-time committees, agencies, and commissions in order to fulfill its duties and functions.

BE IT RESOLVED that all committees and commissions created by the Village Board shall operate according to certain rules and procedures:

1. Each committee and commission shall elect a chairman and a recording secretary if the Board of Trustees have not already done so.
2. It shall be the responsibility of each chairman to notify all committee/commission members of any meeting in writing by mail, postmarked at least 48 hours prior to the meeting.
3. All committee and commission meetings shall be on notice and open to the public.
4. Each committee member shall serve at the will of the Trustees and shall be subject to re-appointment at the yearly reorganization meeting of the Village.
5. All reports and recommendation issued to the Village Board shall be signed by a quorum of the committee and must be approved by a majority of those present at the adoption of the report.
6. Any Village resident who disagrees with a report or recommendation by a committee or commission shall have the right to offer the Board of Trustees a minority report, which shall

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XXIII. CODE OF ETHICS:

Created by Local Law in 1991
Last revised 3/27/12

XXIV. FIRE PROTECTION FEES:

PRIVATE FIRE SERVICE RATES: (AMENDED 3/9/21 BY LL NO. 2-2021)

<u>SERVICE CONNECTION</u>	<u>INSIDE VILLAGE</u>	<u>OUTSIDE VILLAGE</u>
3"	\$ 508.00	\$ 782.00
4"	928.00	1,588.00
6"	1,852.00	3,172.00
8"	3,104.00	6,344.00
10"	7,408.00	12,688.00
12"	11,116.00	17,776.00

XXV. TOWING FEES: Adopted 12/11/18

TOWING FEE SCHEDULE

DAY RATE: 8:00 A.M. – 6:00 P.M. \$135.00
NIGHT RATE: REMAINING HOURS 150.00
WEEKEND/HOLIDAY RATE: 150.00

ROAD SERVICE CALLS (NON-TOWING):

DAY RATE: \$75.00
NIGHT RATE: 100.00
WEEKEND/HOLIDAY RATE: 100.00

SNOW ORDINANCE / OVERNIGHT PARKING TOWING: \$175.00

FLATBED / REQUESTED BY OWNER/OPERATOR: N/A
MOTOR VEHICLE ACCIDENT TOWING: \$200.00

STORAGE FEES PER DAY: OUTSIDE STORAGE: \$50.00
 INSIDE STORAGE: \$60.00

STORAGE FEES PER DAY (MVA): OUTSIDE: \$50.00
 INSIDE: \$60.00

NO STORAGE FEES WILL BE CHARGED FOR VEHICLE RELEASED WITHIN THE FIRST 24 HOURS FROM THE TIME OF TOW.

XXVI. CELL PHONE RE-IMBURSEMENT POLICY:

Up to two water employees (Ron Krzywicki, Nick Torres) will receive \$20.00 per month quarterly upon proof of paid bills. MEO's will be paid \$10.00 per month quarterly upon proof of paid bills. Village will not be responsible for the telephones. Employees will be available by cell phone to handle emergencies. Employees will provide cell phone numbers to the appropriate people (determined by DPW Supt. and Mayor). The Police Chief, Police Sergeants and Mayor will be reimbursed \$25.00 per month. Kyle Livsey will be reimbursed \$25.00/month as the Department Head and does not have a Village issued cellphone.

XXVII. PBA OFFICERS:

PRESIDENT: MATTHEW CLAYTON
VICE PRESIDENT: ANDREW LUDEWIG
TREASURER: MIKE BIAGINI

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XXVIII. VILLAGE OF HARRIMAN HOLIDAYS APRIL 1, 2026 – MARCH 31, 2027:
Holidays as per Employee Handbook for non-union employees

Monday	May 25, 2026	(Memorial Day)
Friday	June 19, 2026	(Juneteenth)
Friday	July 3, 2026	(Observance Independence Day)
Monday	September 7, 2026	(Labor Day)
Monday	October 12, 2026	(Columbus Day)
Wednesday	November 11, 2026	(Veteran’s Day)
Thursday	November 26, 2026	(Thanksgiving Day)
Friday	November 27, 2026	(Day after Thanksgiving)
Thursday	December 24, 2026	(Christmas Eve)
Friday	December 25, 2026	(Christmas Day)
Thursday	December 31, 2026	(New Year’s Eve)
Friday	January 1, 2027	(New Year’s Day)
Monday	January 18, 2027	(Martin Luther King, Jr. Day)** (observed)
Monday	February 15, 2027	(President’s Day)
Friday	March 26, 2027	(Good Friday)**
Monday	May 31, 2027	(Memorial Day)

**** Designated as flexible holidays**

XXIX. VILLAGE OF HARRIMAN AUTHORIZED ELECTRICAL INSPECTORS:

<u>COMPANY</u>	<u>LOCAL INSPECTOR</u>
Commonwealth Electrical Inspection Service Inc. 176 Doe Run Road Manheim, PA 17545	Fred or Jim Cocks 845-783-9309 845-783-0551
New York Certified Electrical Inspectors LLC 203 Purgatory Road Campbell Hall, NY 10916	Jerry Caliendo 845-294-7695
Electrical Underwriters of NY LLC 50 Hy-Vue Drive Newburgh, NY 12550	Ernest Bello 845-569-1759
Swanson Consulting & Associates Inc. P29 Richard Street Sloatsburg, NY 10974	Office 845-496-4443
NY Electrical Inspection & Consulting LLC 1 Wedgewood Lane Middletown, NY 10940	John Wierl 845-343-6934

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SAS Electrical Inspection LLC
1742 Old Greenfield Road
P.O. Box 119
Greenfield Park, NY 12435

Yurt Badovich
845-801-2172

NY Electrical Inspectors, Inc.
dba - Inspections On Time
809 Highland Lake Road
Middletown, NY 10940

Maria Mendez
845-233-6711

XXX. POLICIES FOR REVIEW AND APPROVAL:

The policies for review and approval:

- A. Procurement Policy
- B. Financial Risk Assessment Plan – Updated 3/30/22
- C. Fixed Assets Capitalization Policy
- D. Disaster Policy
- E. Records Retention and Destruction Policy - Revised 02/14/2023
- F. Investment Policy – Revised 11/14/2023
- G. Information and Security Breach Notification Policy
- H. Pandemic Action Plan - Revised 02/14/2023
- I. Cyber Security Policy – Adopted 5/11/21
- J. Social Media Policy – Adopted 9/21/21
- K. Planning & Zoning Boards Stipend Policy – Effective 4/2/2024

XXXI. FEES:

There will be a \$3.00 notice fee added on all delinquent tax bill notices.
There will be a \$4.00 duplicate tax bill fee

XXXII. HOURS OF OPERATION:

Normal Hours for the:

DPW	Monday – Friday 7:00am – 3:30pm (30-minute unpaid meal break)
Village Hall Staff	Monday – Friday 7:00am – 4:00pm (1-hour unpaid meal break)
Building Inspector (PT)	Tuesday, Wednesday and Thursday 8:00am – 4:00pm (1 hour unpaid meal break)

Individual hours subject to change based on Village needs approved by the Mayor, Village Board or Department Head as required.