

Minutes of the Work Session Meeting
Of the Board of Trustees of the
Village of Larchmont, N.Y.
held on Monday, December 7, 2020

The Board of Trustees held this meeting via Zoom with Mayor Walsh calling the meeting to order at 5:00 PM. Instructions to join the meeting were published on the Village website calendar.

PRESENT: Mayor Lorraine Walsh
Trustees Carol Casazza Herman
Peter Fanelli
Malcolm Frouman
Sarah Bauer

Also present: Administrator Datino

On motion of Trustee Bauer, seconded by Trustee Frouman, and unanimously carried, the following resolution was adopted:

WHEREAS, on June 12, 2020, Governor Cuomo signed Executive Order 203 requiring each local government in the State to adopt a policing reform plan by April 1, 2021; and

WHEREAS, the Executive Order requires the local government to consult with community stakeholders to develop its plan, which should include recommendations to modify existing law enforcement policies including deployments, strategies, policies, procedures and practices of its police departments to address the particular needs of the community and promote community engagement to foster trust, fairness, and legitimacy; and

WHEREAS, each community must envision for itself the appropriate role of the police. Policies must be developed to allow the police to do their jobs to protect the public and these policies must meet with the local communities' acceptance. "Collaborative" is the key word of this process. These discussions should not be framed as an adversarial process or an effort to impose top-down solutions. Issues must be aired, but solutions must be crafted. The collaborative process should:

- Review the needs of the community served by its police agency, and evaluate the department's current policies and practices;
- Establish policies that allow police to effectively and safely perform their duties;
- Involve the entire community in the discussion;
- Develop policy recommendations resulting from this review;
- Offer a plan for public comment;
- Present the plan to the local legislative body to ratify or adopt it, and;
- Certify adoption of the plan to the State Budget Director on or before April 1, 2021

Now, therefore, be it RESOLVED, that the Village of Larchmont creates an Ad Hoc Police Reform and Reinvention Collaborative to be chaired by the Mayor and which will be composed of Village residents, representatives of the Larchmont Board of Trustees and Larchmont Police Department, and other governmental and community representatives as needed for supplementary input.

On motion of Trustee Herman, seconded by Trustee Bauer, and unanimously carried, the following resolution was adopted:

Whereas, the Village of Larchmont (the Village) is obligated, pursuant to the process and requirements set out by New York State Village Law, Article 5, to adopt a balanced budget by May 1 of each year;

Whereas, the Village seeks the input of qualified residents to provide financial oversight and guidance with respect to matters of finance, including the Village's annual operating budget, capital planning, and debt service;

Whereas, the Village created the Finance and Budget Committee to assist the Board in an advisory capacity and in other areas as requested by the Board and the Board seeks to clarify the operation of this volunteer committee;

Now, therefore, be it resolved that the following is the Charter of the Finance and Budget Committee.

**VILLAGE OF LARCHMONT
FINANCE AND BUDGET COMMITTEE CHARTER**

Section One. Mission. The Village of Larchmont Board of Trustees has established a Finance and Budget Committee (hereinafter, the “FBC”) to provide advisory assistance, upon request of the Mayor, to the Mayor, the Village Board of Trustees (the “Board”), the Village Administrator, the Village Treasurer, and the Village Budget Officer, or their designees, with respect to matters of finance, including the Village’s annual operating budget, capital planning, and debt service.

Section Two. Composition, Requisite Skills, and Term of Membership.

- A. The FBC shall be comprised of five (5) members who are residents of the Village of Larchmont. The members shall be qualified either by training and/or experience to provide advice regarding budgeting, finance, capital planning, and/or debt management.
- B. Each member of the FBC shall be appointed by the Mayor upon approval of the Board, for a three-year term. Members may not serve more than three consecutive three-year terms (nine years). Members may be reappointed by the Mayor upon approval of the Board at the completion of their first or second terms. Members completing a third term shall rotate off the FBC. Former members of the FBC are eligible to be reappointed after one calendar year from the completion of their term has elapsed.
- C. A three-year term commences with a member’s appointment at the Annual Reorganization Meeting and expires at the Annual Reorganization Meeting (three years later) unless reappointed or rotating off. Notwithstanding, the previous sentence, all members serve at the request of the Mayor and can be removed at any time. Where a member is appointed mid-year to fill a vacant position, that member fills the remainder of the departing member’s term.
- D. One member of the FBC will be appointed by the Mayor to act as FBC Chair and the term of the Chair shall be one year.

Section Three. Membership Responsibilities. The membership responsibilities of the FBC include the following:

- A. **Good Faith** – Members of the FBC shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Village with such care as a generally prudent person in a similar position would use under similar circumstances.
- B. **Advisory Status** - Members are not to give direction to or manage Village employees. There are limited circumstances where FBC members may need to work with Village employees and such circumstances are to be with the express knowledge of the Mayor and the direct involvement of the Trustee liaison to the FBC.
- C. **Independence** – An individual may not serve on the FBC if he or she:
 - a. Is employed by the Village
 - b. Currently provides, or is the owner of, or has a direct and substantial material interest in, a company providing goods or services to the Village. An ownership interest of less than one per cent shall not be deemed a prohibited ownership/direct material interest for purposes of this section
 - c. Is an immediate family member (spouse, spouse equivalent or dependent (whether or not related)) or close family member (parent, sibling or nondependent child) of an individual who is a Village employee, Village officer, or contractor providing services to the Village
 - d. The conditions described in subparagraphs b and c shall be disclosed and potential conflicts may be waived by the Board
- D. **Confidentiality** – During the exercise of their duties and responsibilities, the FBC members may have access to confidential information. The FBC members shall have an obligation to the Village to maintain the confidentiality of such information.

Section Four. Meetings and Notification.

- A. The FBC shall meet as frequently as necessary to provide timely and thoughtful guidance to the Village. The Trustee Liaison to the FBC should be apprised of all FBC meetings.
- B. A quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present.

On motion of Trustee Herman, seconded by Trustee Bauer, and unanimously carried, the following resolution was adopted:

VILLAGE OF LARCHMONT

PARKS AND TREES COMMITTEE CHARTER

Resolution

Whereas, the total area of the Village of Larchmont (the Village) is approximately one square mile and the Town of Mamaroneck-Village of Larchmont Coastal Zone Management Commission *Open Space Inventory Report (March 2004)* identified nine publicly owned Village Parks to be Addison Park, Constitution Park, Flint Park, Kane Park, Lorenzen Park, Parkway (Playhouse) Park, Pine Brook Park, Woodbine (Willow) Park, and Vanderburgh (Turtle) Park (collectively, Parks);

Whereas, several of the Village's Parks are in or adjacent to three Critical Environmental Areas so designated by New York State for their aesthetic beauty, important coastal fish and wildlife habitat, and/or protection of water and natural area, and such designations are respected and these attributes protected;

Whereas, the Village Board of Trustees (the Board) is charged with setting policy by which the Village parks and tree canopy is managed and such policy has been set by Village Resolution dated 12-21-2020;

Whereas, the Village created the Parks and Trees Committee to assist the Board in an advisory capacity and in other areas as requested by the Board and the Board seeks to clarify the operation of this volunteer committee;

Now, therefore, be it resolved that the following is the Charter of the Parks and Trees Committee.

VILLAGE OF LARCHMONT

PARK AND TREES COMMITTEE CHARTER

Section One. Mission. The Village of Larchmont created a Parks and Trees Committee (P&TC) which serves in an advisory capacity to the Board of Trustees (the Board), the Village Engineer, the General Foreman of the Department of Public Works, and the Village Administrator with respect to parks and the planting of trees within the Village and "when requested by the Village Board, shall consider, investigate, make findings and report and recommend upon any special matter or question coming within the scope of its work." (Section 263-5 and 263-7.)

Section Two. Composition, Requisite Skills, and Term of Membership.

- A. The P&TC shall consist of up to 14 persons, who shall be nominated and appointed by the Board (Section 263-6.) Members should have a passion for the natural environment and the Village's parks and trees. A background in natural sciences, landscape design, horticulture, etc. would be helpful, but is not necessary. Members must be Village residents.
- B. Each member of the P&TC shall be appointed for a three-year term (Section 263-6) by the Mayor upon approval by the Board. Members may not serve more than three consecutive three-year terms (nine years). Members may be reappointed by the Mayor upon approval of the Board at the completion of their first or second terms. Members completing a third term shall rotate off the P&TC. Former members of the P&TC are eligible to be reappointed after one calendar year from the completion of their term has elapsed.
- C. A three-year term commences with a member's appointment at the Annual Reorganization Meeting and expires at the Annual Reorganization Meeting (three years later) unless reappointed. Notwithstanding the previous sentence, all members serve at the request of the Mayor and can be removed at any time. Where a member is appointed mid-year to fill a vacant position, that member fills the remainder of the departing member's term.
- D. One member (or two members) of the P&TC will be appointed by the Mayor upon approval of the Board to act as P&TC Chair (or Co-Chairs) Section 263-8. The term of the Chair (or Co-Chairs) shall be one year.

Section Three. Membership Responsibilities. The membership responsibilities of the P&TC include the following:

- A. **Good Faith** – Members of the P&TC shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Village as a whole with such care as a generally prudent person in a similar position would use under similar circumstances.
- B. **Advisory Status** - Members are not to give direction to or manage Village employees. There are limited circumstances where P&TC members may need to work with Village employees and such circumstances are to be with the express knowledge of the Mayor and the direct involvement of the Trustee liaison to the P&TC.
- C. **Independence** – An individual may not serve on the P&TC if he or she is on the board of an organization whose express purpose is to fundraise for Village park projects.
- D. **Confidentiality** – During the exercise of their duties and responsibilities, the P&TC members may have access to confidential information. The P&TC members shall have an obligation to the Village to maintain the confidentiality of such information.
- E. **Specific Responsibilities** – In addition to its advisory role, the P&TC has specific responsibilities in two areas:
 - a. Supporting the Village in the implementation of the Arbor Day Foundation's Tree City USA program.
 - b. Working with the Planning Board as allowed by Section 381-68-N "Work in anticipation of a site plan application; trees; penalties for tree removal" (see C. 1.).

Section Four. Meetings and Notification.

- A. The P&TC shall meet as frequently as necessary to provide timely and thoughtful guidance to the Village. The Trustee Liaison to the P&TC should be apprised of P&TC meetings. Committee meetings should be noticed to the community via the Village calendar.
- B. A quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present.
- C. The Chair (or Co-Chair) shall call meetings, set the agenda and ensure distribution of all relevant material to all P&TC members. The Chair (or Co-Chair) shall be the lead in conveying the guidance and advice from the P&TC, though need not be the exclusive voice of the P&TC.