

Minutes of the Town Board Worksession held at Town Hall on January 30, 2012 at 7:30PM

Present: John Burke, Supervisor
Timothy Arone and Marilyn Prestia, Councilpersons
Absent: Frank Palermo and James Skoufis (*left early*), Councilmen
Also Present: Robert Weyant, Highway Superintendent

Executive Session:

Motion was offered by Councilman Skoufis, seconded by Councilman Arone, to enter into an executive session pursuant to Article 7 of the Public Officers Law to discuss one item of personnel relating to employment in the Police Department.

ADOPTED AYES 4 Burke, Arone, Prestia, Skoufis
NOES 0

There were no minutes of the executive session recorded. The executive session ended at 7:55PM

Councilman Skoufis left the meeting.

1. Discussion – Association of Towns Resolutions:

The Board reviewed the 14 resolutions that will be voted upon at the Associations of Towns annual business meeting held on February 22, 2012. All agreed the fourteen resolutions should be supported. Supervisor Burke stated the topic will be discussed at the February 13 worksession to give Councilmen Palermo and Skoufis an opportunity to state their opinions.

2. Discussion – Proposed Local Law – Garbage Collection Bins:

Supervisor Burke stated since the issue was first made aware of a few months ago, efforts have been made to inform the residents that their bins should be removed from curbside in a timely manner. Notices have been put on the local access channel and the website. Telephone calls have also been made to residents letting them know they should remove their bins. He feels that a local law is really not necessary and that telephone calls to the residents are sufficient. Both Councilpersons Arone and Prestia agreed. Councilman Arone suggested the information on the website be highlighted better so that it stands out more. Supervisor Burke stated the topic will be discussed at the February 13 worksession to give Councilmen Palermo and Skoufis an opportunity to state their opinions.

3. Discussion – Official Undertaking of Municipal Officers:

Clerk Potvin explained this official undertaking is required to be done annually for specific officials that have fiscal responsibilities. She noted this will be added to the reorganization agenda as it is required to be done annually. The Board must first approve the format of the undertaking and then each official named will need to sign an acknowledgment that will be filed in their personnel file.

Motion was offered by Councilman Arone, seconded by Councilwoman Prestia, to adopt the following resolution approving the form of official undertaking of municipal officers of the Town, pursuant to Section 11 of Public Officers Law, and the manner of execution and the sufficiency of the Town's insurance company surety:

RESOLVED, that the Town Board of the Town of Woodbury, Orange County, New York, herein and hereby approves the below form of official undertaking of municipal officers of the Town as well as the manner of execution and sufficiency of the Town's insurance company as surety under same:

TOWN OF WOODBURY, ORANGE COUNTY, NEW YORK
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, John Burke, of the Town of Woodbury, County of Orange, New York, has been elected to the office of Town Supervisor of the Town of Woodbury; and

WHEREAS, Desiree Potvin, of the Town of Woodbury, County of Orange, New York, has been elected to the office of Town Clerk of the Town of Woodbury; and

WHEREAS, Carol Herb, of the Town of Woodbury, County of Orange, New York, has been elected to the office of Tax Collector of the Town of Woodbury; and

WHEREAS, David Levinson and David Hasin, of the Town of Woodbury, County of Orange, New York, have been elected to the offices of Town Justice of the Town of Woodbury; and

WHEREAS, Robert Weyant, of the Town of Woodbury, County of Orange, New York, has been elected to the office of Superintendent of Highways of the Town of Woodbury; and

NOW THEREFORE, we as respective officers above, do hereby undertake with the Town of Woodbury that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

The Town does and shall maintain insurance coverage, presently with AXIS Insurance Company in the sum of \$100,000 per loss plus an additional \$200,000 for the Tax Collector, \$100,000 for the Town Supervisor and \$100,000 for the Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

ADOPTED AYES 3 Burke, Arone, Prestia
 NOES 0

4. Discussion – Computer System Security Breach Notification Policy:

Clerk Potvin stated that since 2006, all local governments have been required to have information security breach and notification measures in place. They have the option to either develop a policy or adopt a local law that is consistent with the state law. This is “legislation designed to protect confidential information that could be used in fraud or identity theft and to stimulate higher level of computer security”¹. It was noted that the only confidential information accessible by computers would be employee payroll data. There is no residential information that is maintained electronically. Councilman Arone asked if the Town would be required to provide credit checks to affected individuals for a determined period of time at its cost. It was noted that it would not be required to do so but could be done if the Board added it to the model policy provided by the Associations of Towns. Supervisor Burke stated the topic will be discussed at the February 13 worksession to give Councilmen Palermo and Skoufis an opportunity to state their opinions.

5. Discussion – Public Access to Meetings:

¹ Talk of the Towns – January/February 2012

Clerk Potvin stated Public Officers Law Section 103(2) (which became effective April 1, 2011) authorizes the Town Board to “adopt rules reasonably governing the location of equipment and personnel used to photograph, broadcast, webcast or otherwise record a meeting so as to conduct its proceedings in an orderly manner”. Such rules must be consistent with recommendations from the Committee on Open Government. They should be posted conspicuously during the meetings and available in writing upon request. A model policy has been made available from the Committee on Open Government and is being recommended to be adopted as Woodbury’s policy as well. Supervisor Burke stated the topic will be discussed at the February 13 worksession to give Councilmen Palermo and Skoufis an opportunity to state their opinions.

Adjournment:

With no further business to discuss, a motion was offered by Councilman Arone, seconded by Supervisor Burke, to adjourn the meeting at 8:40PM.

ADOPTED	AYES	3	Burke, Arone, Prestia
	NOES	0	

Desiree Potvin, Town Clerk