

Resolution No. 30 - 08

WHEREAS, on May 23, 2006, by Resolution 2006-118-D the Village Board determined to apply for a grant through the New York State Local Waterfront Revitalization Program and, thereby, authorized the preparation of a Local Waterfront Revitalization Plan; and

WHEREAS, on October 10, 2006, by Resolution 2006-124, the Village Board of the Village of Cold Spring resolved to undertake a modification and update of the previously adopted Village Comprehensive Plan; and

WHEREAS, the Local Waterfront Revitalization Program and the Comprehensive Plan update are to be prepared in tandem; and

WHEREAS, by the said Resolution 2006-124, as well as subsequent actions, the Village Board created a Comprehensive Plan Special Board (hereinafter the "Special Board") pursuant to Village Law §7-222; and

WHEREAS, it is necessary and appropriate to set forth the terms and provisions under which the Comprehensive Plan Special Board is operating and shall henceforth operate;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Mission Statement:

The Special Board has been created for the purpose of collecting information and preparing a proposed update to the Village's Comprehensive Plan as per the terms and provisions of Village Law §7-222; and, further,

The Special Board has been charged with collecting information and preparing a proposed Local Waterfront Revitalization Plan to be developed in tandem with the Village's Comprehensive Plan.

2. Finances:

(i.) The Special Board shall have as an annual budget for operating expenses in such amount as the Village Board may approve.

(ii.) Other than the funds in its annual budget, the Special Board shall not expend any funds nor incur any indebtedness unless it has obtained the approval of the Village Board for such expenditure.

(iii.) Expenditures of funds allocated to the Special Board shall be made only if approved by a majority vote of the Special Board.

(iv.) Vouchers shall be submitted for all expenditures and the Special Board shall render reports to the Village Board on its expenditures at such intervals as it deems appropriate

but at not less than quarterly intervals.

3. Membership:

(i.) The Special Board shall consist of eleven (11) members appointed by the Village Board.

(ii.) Members of the Special Board shall serve without compensation, provided, however, that they shall be reimbursed for such out-of-pocket expenses as are authorized by the Village Board.

(iii.) The term of office for members of the Special Board shall be one (1) year, commencing on the First of April and ending on the Thirty-First of March, but there is no limit on the number of times members may be reappointed.

(iv.) Vacancies on the Special Board shall be filled through appointment made by the Village Board for the remainder of the vacant member's term.

(v.) Members of the Special Board may be removed during their term by the Village Board only for cause, which shall include unexcused absence from three regular monthly meetings.

4. Organization:

(i.) The Special Board shall have a Chairperson appointed by the Village Board. The duties of the Chairperson shall include setting the agenda for meetings of the Special

Board, chairing meetings, scheduling special meetings and providing a monthly report to the Village Board on the activities and progress of the Special Board.

(ii.) The Special Board shall have a Vice-Chairperson appointed by the Village Board. The duties of the Vice-Chairperson shall include assisting the Chairperson in performance of his or her duties and serving in the place of the Chairperson in the event that he or she is absent.

(iii.) The Special Board shall have a Secretary appointed by the Village Board. The duties of the Secretary shall include keeping minutes of Special Board meetings, retaining copies of Special Board documents and correspondence, posting notices of meetings, and filing copies of minutes and materials with the Village Clerk.

(iv.) The Special Board shall have a Treasurer appointed by the Village Board. The duties of the Treasurer shall include coordinating with the Village Treasurer the processing of draws upon funds in the Special Board's budget and such other funds as may be allocated to the Special Board, keeping and rendering an account of the Special Board's funds, and preparing the Special Board's annual budget request for presentation to the Village Board.

5. Meetings & Procedure:

(i.) The Special Board shall meet at the Cold Spring Fire House, 154 Main Street, Cold Spring, New York. The meeting shall be held on the second Thursday of the month or such other fixed and consistent date as the Special Board may decide.

(ii.) In addition to a monthly meeting, the Special Board may hold such other or additional meetings as may be necessary or desirable.

(iii.) The Special Board may change the venue of its meetings to another location within the Village as may be necessary or desirable, provided that the Special Board shall make all reasonable efforts to ensure that such alternative meeting place provides access to the physically handicapped.

(iv.) For meetings planned at least one week in advance, the Special Board shall, at least seventy-two (72) hours prior to the meeting, notify the news media and cause notice of the meeting to be posted at Village Hall. For meetings planned less than one week in advance, the Special Board shall notify the news media to the extent practicable and shall cause notice of the meeting to be posted at Village Hall within a reasonable time prior to the meeting.

(v.) The Special Board shall promulgate its own rules and regulations as to the manner in which its meetings shall be run, provided, however, that any action taken by the Special Board shall require a majority vote of the members on the board, and no motion, resolution or proposal shall be brought to a vote unless it is moved by a member and seconded by another member.

(vi.) The Special Board may form such informal advisory committees (i.e., "Working Groups") as it sees fit to assist it in its work. Members of such advisory groups may be members of the Special Board or other individuals, provided that there shall be no compensation for serving on an informal advisory committee, that such appointment shall not be for any specified term and that such informal advisory committees shall have no power to bind or act for the Special Board.

(vii.) Minutes shall be taken of every meeting of the Special Board. The Special Board shall determine its own policy or procedure regarding the degree of detail with which such minutes are kept, provided, however, that such minutes must include the date and the place of the meeting, the names of the members present, the subject matter of the meeting, all motions and the votes thereon.

(viii.) If neither the Chairperson nor the Vice-Chairperson is available for a meeting, a quorum of the members of the Special Board shall nominate and elect from the members present an Acting Chairperson who shall carry out the duties of the Chairperson at the said meeting.

John Teagle presented the foregoing resolution which was seconded by Seth Gallagher.

The vote on the foregoing resolution was as follows:

Gordon Robertson, Trustee, voting yes  
Edward T. Mancari, Trustee, voting yes  
Seth Gallagher, Trustee, voting yes  
John Teagle, Trustee, voting yes  
Anthony Phillips, Mayor, yes