

**VILLAGE OF ARDSLEY
BOARD OF TRUSTEES
REGULAR MEETING
MONDAY, NOVEMBER 4, 2019**

Present:	Mayor	Nancy Kaboolian
	Deputy Mayor/Trustee	Andy DiJusto
	Trustee	Evan Yager
	Trustee	Joann D’Emilio
	Trustee	Steve Edelstein
	Village Manager	Meredith S. Robson
	Village Clerk	Ann Marie Rocco
	Village Attorney	Robert Ponzini
	Recording Secretary	Donna Fusco

PRESENTATIONS

Financial Statement for 2018-2019 by Alan Kassay-PKF O’Connor Davies, LLP
Mr. Kassay explained in detail the Audit/Financial Statement to the Mayor and the Board of Trustees

Mayor Kaboolian called to order the Regular Meeting at 8:00 p.m.

I. ANNOUNCEMENT OF EXIT SIGNS

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES: Regular Meeting – October 21, 2019

Trustee DiJusto: RESOLVED, that the Village Board of the Village of Ardsley hereby approves the minutes of the Regular Meeting of October 21, 2019 as modified. **Seconded by Trustee Yager and passed unanimously.**

LEGAL REPORT: Village Attorney Ponzini stated there is nothing to report other than those items that he submitted in memorandum form and he is continuing to work on various items with staff and he stated that he is available for an Executive Session.

IV. DEPARTMENT REPORTS:

MANAGER’S REPORT 11/4/19

1. CAPITAL PROJECT UPDATE:

Heatherdell Sidewalks – This work has been completed.

Heatherdell Guiderail and Sidewalk – This project is being designed, but we still have to work through easement and slope stabilization issues.

9A – The milling and paving work to be done by the State is scheduled to begin on November 10th and will be done during evening hours to reduce the impact on traffic. The paving work is subject to weather conditions and we will send out updates as we get them from the N.Y.D.O.T.

Tennis Courts – All work is complete except for the final court coating and striping which will be done in the Spring. Once this work is done, the new courts will be open for play!

Crosswalk Light on 9A – The installation of the crosswalk light on 9A began the week of October 28th and we are expecting the project to be done by week's end (Nov. 8th) if not before.

Legion Parking Lot Light and Library Parking Lot Light – We are working with the contractor on getting these two projects scheduled.

Audit Report – The Auditor will go over the specifics of the audit. Though I have been fortunate never to have been in a municipality with any significant financial issues, and we have not had significant comments previously here in Ardsley, I believe this is the first time in over 32 years in this business that I have ever been in a community with absolutely no comments on our municipal financials! Kudos to our Village Treasurer, Leslie Tillotson, for significant efforts this past year!

TREASURER'S REPORT: Village Treasurer, Leslie Tillotson read the Treasurer's Report for November 4, 2019:

Ms. Tillotson stated the bills for the past two weeks totaled as follows: From the General Fund: \$82,700.34; from the Trust & Agency Fund: \$14,024.98 and from the Capital Fund: \$74,358.13.

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Trustee Yager: RESOLVED, that the Village Board of the Village of Ardsley hereby authorizes the Village Treasurer to make the following payments: From the General Fund: \$82,700.34 from the Trust & Agency Fund: \$14,024.98 and from the Capital Fund: \$74,358.13.
Seconded by Trustee DiJusto and passed unanimously.

MAYOR'S ANNOUNCEMENTS:

- Tomorrow is Election Day; Early voting did not happen today; the polls open at 6:00 A.M.; I encourage people to exercise their right to vote

COMMITTEE & BOARD REPORTS:

TRUSTEE DIJUSTO:

Village of Ardsley
Board of Trustees-November 4, 2019

- Nothing to Report

TRUSTEE YAGER:

- On December 5th there is an Environmental Committee Meeting
- There is Comprehensive Plan Meeting this week

TRUSTEE D'EMILIO:

- Library Report updates; summer reading program had 169 children in the program
- Upcoming programs include tomorrow Toy Story 4 showing at the library
- Battle of the books
- 32,950 visiting each month from May to September
- Sunday, November 17th presentation by Walter Schwartz; Mayors and Presidents first 100 years
- SAYF Coalition had their drug give back day; had 104 pounds of drugs.

TRUSTEE EDELSTEIN:

- Multicultural Committee Meeting on November 12th

V. VISITORS

Armen Boyajian of 486 Ashford Avenue, Ardsley, New York 10502 appeared to ask about the Report that was worked on prior to earlier this year that had to do with the revision to the Code; Mayor Kaboolian stated that the Comprehensive Plan is moving along.

VI. OLD BUSINESS

VII. NEW BUSINESS

1. Consider a resolution to authorize the Village Manager to sign an agreement for Financial Software Package with Edmunds GovTech

RESOLUTION TO AUTHORIZE THE VILLAGE MANAGER TO SIGN AGREEMENT WITH EDMUNDS GOVTECH FOR FINANCIAL SOFTWARE PACKAGE

Trustee D'Emilio: RESOLVED, that the Village Board of the Village of Ardsley hereby authorizes the Village Manager to execute an agreement with Edmunds GovTech located at 301 Tilton Road, Northfield, NJ 08225 to provide a financial software package in the amount of \$48,600.00. Edmunds GovTech has purchased Logics LLC which is the company with which

the Village originally entered into a contract with for its financial software. **Seconded by Trustee Edelstein and passed unanimously.**

2. Consider a Resolution to adopt the Social Media & Email Blast Policy of the Village of Ardsley

RESOLUTION TO ADOPT THE SOCIAL MEDIA & EMAIL BLAST POLICY OF THE VILLAGE OF ARDSLEY

Trustee Edelstein: RESOLVED, that the Village Board of the Village of Ardsley adopts the “Social Media & Email Blast Policy” effective immediately. **Seconded by Trustee D’Emilio and passed unanimously.**

Village of Ardsley Social Media and Email blast Policy

Policies are developed and stated herein to set forth parameters for the implementation and use of social media, such as Facebook and public email blasts for the dissemination of official Village or other governmental information.

Purpose

The purpose of this document is to set forth the rules, regulations, and conduct for official Village use of social media and Village email blasts. The policy does not include use of social media by Village employees and officials in their personal capacity.

Use of Social media encouraged:

It shall be the policy of the Village of Ardsley to make use of social media outlets, including but not limited to Facebook, Twitter, and Instagram to disseminate information about the Village to both residents and non-residents.

Management of Social Media:

Management of the Village’s social media accounts and approval of all posts will be ultimate responsibility of the Village Manager, however, the Village Clerk will be responsible for the daily social media updates. Only those Village employees so designated by the Village Manager may post on the Village’s behalf. Those designated shall conduct themselves at all times in accordance with this policy.

Social Media Accounts

There shall be one official Village Facebook account, located at www.facebook.com/Ardsley, one official Twitter account, located at www.twitter.com/ardsley, and one official Instagram account located at www.instagram.com/Ardsley.

Village departments, offices, agencies, boards, commissions or committees may have separate social media accounts, but all must adhere to Village policies. Employees are prohibited from posting any confidential information they gain through their employment with the Village, either on Village social media or on personal accounts.

In addition to the social media accounts, the Village will utilize email blasts and the Village website for dissemination of information.

Acceptable content:

Information disseminated through any means of social media, website and email blasts are for governmental purposes only. No information will be disseminated for private, non-governmental purposes and no private individual or non-governmental agency shall be publicized unless required by some official granting agency. The following are guidelines, and not an exhaustive list, of what would be considered acceptable to post on Village social media accounts or distribute in Village email blasts:

- Emergency Notices
- Meeting Notices
- Proposed Local Laws
- Public Hearings
- Announcement of Village events
- Accounts by governmental agencies only regarding services provided to the Village or otherwise concerning the Village (e.g. announcement by the County of road closings)
- Updates of Village projects
- Results of Village election/referenda
- Reminder of Tax billing
- Links to official information from the Village or other governmental or quasi-governmental agencies only.
- Other public service information with approval of the Village Manager.

Links/Likes:

The Village's social media accounts may link, like, or otherwise associate with social media accounts of other governments, government agencies, or government related professional associations/organizations only.

Open Meetings:

Village social media accounts shall not be used in a way that would violate any requirements of the Open Meetings Law or other applicable law, such as by having members of Village Boards or Committees engage in discussion using such accounts.

Moderation of posts made by the public:

The Village shall strive to ensure that comments on posts follow the guidelines listed below and are germane to the topic at hand. However, comments containing any of the following shall be deemed inappropriate content subjects to removal and/or restrictions by the Village.

- Any comment advocating/promoting unlawful activity or otherwise against any person or group of persons or that promote, foster or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Any comment of religious nature.
- Any comments of a political nature or promoting a particular political philosophy.
- Any comments containing defamatory or personal attacks or threats to any person or organization.
- Comments not related to the original topic, including random or unintelligible comments.
- Information that may tend to compromise the safety or security of the public or governmental operations.
- Comments that may cause an invasion of privacy.

The Village reserves the right to delete any comment containing any of the above, and in the event of repeated posts in violation by a particular user, may block such user. If a blocked user wishes to have its ability to comment restored, it can appeal to the Village Manager. If appropriate, the Village may also report a particular comment to the police department.

Notices:

The Village shall include in all of its social media accounts a notice that posts are subject to the term of service of the relevant provider (e.g. Facebook, Twitter, Instagram, etc.), subject to the Freedom of Information Act and other application law, and subject to this policy.

Disclaimer to be posted on Village social media sites.

A communication made through Village social media sites shall in no way constitute a legal or official notice to the Village and should not be used as a means to contact the Village. Comments on social media may be monitored only during business hours and are not responded to by the Village.

Adoption/Termination /Migration:

The Village reserves the right to add or terminate any or all of its social media accounts, or to delete any posts generated by the Village or previously approved by the Village.

Use of social media not exclusive:

The use of social media will be in addition to, and not in place of, means of communication already in use such as e-mail blasts, posts on the Village website and other means of communication to the public.

3. Consider a Resolution to Authorize Village Manager to sign an Agreement between the Village of Ardsley and Rina Schunk-Independent Social Media/Marketing Consultant for Social Media/Marketing Services

**RESOLUTION TO AUTHORIZE VILLAGE MANAGER TO SIGN AN AGREEMENT
BETWEEN THE VILLAGE OF ARDSLEY AND RINA SCHUNK-INDEPENDENT
SOCIAL MEDIA/MARKETING CONSULTANT FOR
SOCIAL MEDIA/MARKETING SERVICES**

Trustee DiJusto: RESOLVED, that the Village Board of the Village of Ardsley hereby authorizes the Village Manager to sign an agreement with Rina Schunk to provide services for all Social Media/Marketing services to the SAYF Coalition to assist them in maintaining and updating the SAYF Coalition's website and Facebook page for the period of October 1, 2019 through September 29, 2020. **Seconded by Trustee Yager and passed unanimously.**

VIII. ANNOUNCEMENTS

- 11/5/19 Board of Architectural Review Meeting 8:00 p.m. - 9:00 p.m.
- 11/5/19 Election Day Polling Places open from 6:00 a.m. – 9:00 p.m.
- 11/11/19 Veterans Day – offices are closed
- 11/12/19 Multicultural, Diversity & Inclusion Committee Meeting 8:00 p.m. -9:00 p.m.
- 11/12/19 Planning Board Meeting 8:00 p.m. – 9:00 p.m.
- 11/17/19 Ardsley Historical Society Meeting 2:00 p.m. – 4:00 p.m.

IX. CALL FOR EXECUTIVE SESSION. Executive Session to discuss legal matters.

X. ADJOURNMENT OF MEETING

Trustee Yager: RESOLVED, that the Village Board of the Village of Ardsley hereby adjourns the regular meeting of Monday, November 4, 2019 at 8:40 p.m. **Seconded by Trustee DiJusto and passed unanimously.**

XI. NEXT VILLAGE BOARD MEETING: Monday, November 18, 2019 at 8:00 p.m.

Respectfully submitted,

Donna Fusco
Recording Secretary