

VILLAGE OF TARRYTOWN
PUBLIC HEARING NOTICE

Chapter 36; “Officers”

PLEASE TAKE NOTICE that the Board of Trustees of the Village of Tarrytown will hold a public hearing on the 19th day of October, 2015, at 8 PM, in the Municipal Building, One Depot Plaza, Tarrytown, New York 10591, to hear, discuss and to act upon a proposed amendment to the Code of the Village of Tarrytown, by adding a new Chapter 36, “Officers” to enable the Village Board to create the office of Commissioner of Parks.

A local law to adopt Chapter 36 of the Code of the Village of Tarrytown entitled OFFICERS

Be it enacted by the Village Board of Trustees of the Village of Tarrytown as follows:

Section 1: Purpose.

Village Law section 3-301 sets forth the officers who may be appointed by a Village Board and provides further in subsection (2)(c) that a Village Board may create such other officers as it may approve by local law or resolution. The Village Board finds that for the efficient and economical operation of the Village’s parks it is necessary and appropriate to create the office of Commissioner of Parks.

Section 2: Amendment Adding Chapter 36

- A. Chapter 36 of the Code of the Village of Tarrytown entitled “Officers” is hereby adopted and shall read as follows

§ 36-1: Creation of Village Officers:

In addition to such other officers as may be created pursuant to New York State Village Law and the laws of the Village of Tarrytown the following shall be officers of the Village of Tarrytown:

- A. Commissioner of Parks

§ 36-2: Appointment, Term of Office and Duties of the Commissioner of Parks.

- A. The Commissioner of Parks shall be appointed by the mayor, upon consent of the Board of Trustees, for a term of office ending upon at the next Village organizational meeting, except that if the next organizational meeting is less than eleven (11) months after the appointment, such appointment shall be for a period until the date of the second organizational meeting following the appointment. In the event the Commissioner of Parks is not reappointed at the next organizational meeting and no replacement is appointed the person then

holding the office of Commissioner of Parks shall hold over until such time as a replacement is appointment or the appointment of the then office holder is otherwise terminated by action of the Board of Trustees. In addition to such other duties as may be determined by the Village Administrator to be necessary and appropriate to the position and the proper functioning of the Village parks the following shall be the duties of the Commissioner of Parks:

1. To oversee the maintenance of parks, recreation areas, related structures and open space;
2. Supervise parks maintenance staff in all maintenance operations;
3. Perform such maintenance work as required to ensure timely completion of park maintenance;
4. Perform minor construction work in parks, recreation areas and related structures in conjunction with parks maintenance staff;
5. Oversee plowing and snow and ice removal operations in various parking lots and public sidewalks in winter months to ensure the safety of the public;
6. Make purchases necessary for the operation of parks maintenance;
7. Prepare an operating and capital budget for the maintenance of parks, recreation areas and related structures;
8. Accurately input expenditures into the village financial system to record purchases and maintain compliance with the approved department budget;
9. Maintain records of equipment, including maintenance and repair;
10. Propose equipment purchases in order to ensure that park operations are not hindered by obsolete equipment;
11. Coordinates work with the Recreation Supervisor to assure that play fields are operational for programmed recreation programs and activities;
12. Coordinates work with the Department of Public Works when necessary for the completion of projects;

13. Assist the Village Administrator in the budget process associated with parks;

14. Prepare reports as directed by Village Administrator.

Section 3: Severability

If the provisions of any article, section, subsection, paragraph, subdivision or clause of this local law shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any article, section, subsection, paragraph, subdivision or clause of this local law.

Section 4: Effective Date

This local law shall take effect immediately upon filing in the office of the New York State Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.

BY ORDER OF THE BOARD OF TRUSTEES OF THE VILLAGE OF TARRYTOWN

DATED: October 5, 2015

Contact: Michael Blau, Village Administrator
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