

# Charter Revision Commission

## BOL Meeting Minutes - Published Draft



800 Michaelian Office Bldg.  
148 Martine Avenue, 8th Floor  
White Plains, NY 10601  
[www.westchesterlegislators.com](http://www.westchesterlegislators.com)

---

**Tuesday, February 25, 2025**

**6:00 PM**

**Committee Room**

---

### Call to Order

The inaugural meeting of the Charter Revision Commission was called to order by Interim Chair, Hon. Lyndon Williams, at 6:07 PM. Also Present: Committee Coordinator: Althema Goodson, Legislative Director, Marcello Figueroa, Board of Legislators' Chief of Staff, Dylan Tragni ; Westchester County Executive Chief of Staff, Andrew Ferris, Congressman Mondaire Jones, Legislative Aide to Chairman Gashi, Iris Weintraub, and Warren Watson Jr.

### Introductions

Commission members introduced themselves, stating who appointed them and other relevant background information.

### Opening Remarks

Andrew Ferris, Chief of Staff to Westchester County Executive Ken W. Jenkins, welcomed the Commission, expressed gratitude for their participation, and assured them of the County Executive's Office's full support throughout the process.

Dylan Tragni, Chief of Staff of the Board of Legislators, echoed these sentiments, offering his assistance to ensure the Commission has what is needed to carry out its work effectively.

### Election of Officers

- **Chair:** A motion to nominate Hon. Lyndon Williams as Chair of the Charter Revision Commission was made by Gary Zuckerman, seconded by David Alpert and multiple members. At the request of Chair Williams, Legislative Director Marcello Figueroa conducted a roll call vote, and the motion passed unanimously (22-0).
- **Vice Chair:** Chair Williams nominated Gary Zuckerman for Vice Chair, seconded by Shauna Rae Long. Chair Williams conducted a roll call vote, and the motion passed unanimously (22-0).
- **Secretary:** Following extensive discussion regarding the role of Secretary, Nancy Kaboolian volunteered for the position. Vice Chair Zuckerman formally moved to nominate her, with Chair Williams seconding. The motion passed unanimously (22-0).

## Organizational Matters

- **Meeting Frequency, Date, and Time:** Legislative Director Marcello Figueroa explained that the Commission could determine its own meeting schedule. He provided insight into the meeting frequency of the previous Charter Revision Commission and clarified some open meetings law, confirming that the Commission would operate similarly to the Board of Legislators' committees. Public participation was also discussed, with confirmation that meetings would be accessible in person and via the county website ([www.westchesterlegislators.com](http://www.westchesterlegislators.com)). After discussion, it was decided that meetings would be held on the second Tuesday of each month at 6:00 PM.
- **Quorum:** Legislative Director, Marcello Figueroa clarified that with 23 Commission members, a quorum would require 12 members. A motion to establish the quorum at 12 members was made by Shauna Rae Long, Esq., seconded by Harry Bittker, the motion passed unanimously (22-0).
- **Issues of Concern:**
- **Previous Charter Revision Commission:** Vice Chair Zuckerman, a former member of the prior Commission, provided insights into its practices. Questions were raised about opportunities to engage with officials from various municipalities and county departments. He also discussed a consultant was retained to assist the prior commission.
- **Consultation with Officials:** Vice Chair Zuckerman highlighted the extensive time the previous Commission dedicated to meeting with county department heads and commissioners. Legislative Director, Marcello Figueroa assured members that relevant staff would be available for consultation. Chief of Staff to the Westchester County Executive, Andrew Ferris reaffirmed that both the County Executive's Office and the Board of Legislators would assist in facilitating meetings and providing necessary information.
- **Communication and Record Keeping:** Commission Member, Heather Hackley inquired about secure communication methods for the Commission outside of meetings. A request was made for county-issued email addresses and access to a shared drive for communications. Legislative Director, Marcello Figueroa stated we would look into the request.
- **Commission Timeline:** It was established that the Commission's work would span 18 months, commencing from this meeting.
- **Agenda Setting:** Chair Williams confirmed that he would determine the agenda for future meetings.

### Topics for the Next Meeting

1. Establishing Focus Groups
2. Matters from the Board of Legislators
3. Matters from the County Executive
4. Next Steps for the Commission

### Commission Requests

1. County-issued email addresses and devices for Commission members
2. Access to a shared drive for Commission documents
3. Consultant

## Adjournment

### Adjournment

A motion to adjourn the meeting was made by Committee Member, Lou Sanchez, seconded by Vice Chair Zuckerman, and approved unanimously. The meeting adjourned at 7:53 PM. The next meeting is scheduled for Tuesday, March 11, 2025, at 6:00 PM at the Board of Legislators.

**Present** Timothy S. Warn , Harry P. Bittker, Carolyn B. Stevens , Beth N. Smayda, Shauna Rae Long , Gary J. Zuckerman, Ken Jones Esq., Shurla Tukuru, Mark Semer, Nancy Kaboolian, Dwayne Murray, David Alpert, Bruce Donnelly, Terry Holmes-Nelson, Ruth Montgomery, Howard Permut, Nancy Seligson, Lyndon Williams, Heather Lackey, Toni Kollarmail, and Lou Sanchez

**Absent** Eric Morrissey