

TOWN OF SOUTHEAST
1360 Route 22,
Brewster, New York 10509
Thursday, April 7, 2016
EXECUTIVE SESSION 6:30 P.M.
WORK SESSION/REGULAR MEETING 7:00 P.M.

Pledge of Allegiance
Notation of Exits
Turn Off/Put on Vibrate – All Electronic Devices

Executive Session:

1. Personnel Matter

Public Hearing:

1. Brewster Ford

Work Session:

1. BOE Land Development
2. Public Hearing Notice Requirements for Condominium Units
3. Rental Occupancy Fee Schedule

Regular Meeting:

1. Resolution – Certorari Settlement – Cojax Construction
2. Resolution – Update Employee Handbook – Longevity
3. Resolution – Update Employee Handbook – “Sick Time” Bank Policy
4. Resolution – Modify Fee Schedule for Food Trucks

Recognition of Public/Public Comment
Recognition of Town Board/Town Board Comment

WS #3



Tony Hay <tonyhayusmc@gmail.com>

Fee Schedule for Rental Occupancy

1 message

Michael Levine <mlevine@southeast-ny.gov>

Mon, Apr 4, 2016 at 4:04 PM

To: thay@southeast-ny.gov

Cc: Bonnie Colombo <bcolombo@southeast-ny.gov>

As discussed, the current fee schedule charges \$150 per unit up to 4 and \$100 per additional unit in same structure.

Where a property has more than 4 rental units located in multiple structures they are not provided with the reduced fee reflected since the fee schedule indicates "in same structure".

For example, where a property owner maintains 4 buildings with 4 rental units, the fee would be \$2400. If the buildings were connected the fee would be \$1600.

The intent of the fee structure appears to seek to provide an economy of scale where a greater number of units are located on the property. Due to the current language, some property owners are paying more than others due to the fee schedule language.

If the wording "in same structure" is removed from the fee schedule, property owners with more than 4 rental units will receive the lower fee cost regardless of whether the units are in the same building.

C#1

**TOWN BOARD
TOWN OF SOUTHEAST, NEW YORK**

**COJAX CONSTRUCTION
SETTLEMENT OF CERTIORARI PROCEEDINGS**

RESOLUTION NO. _____ / 2016

DATE: April 7, 2016

INTRODUCED BY: _____

SECONDED BY: _____

WHEREAS, proceedings have been commenced in Supreme Court challenging the assessed valuation of commercial premises known generally as Cojax Construction, Tax Map No. 57.-2-29 for 2013, 2014 and 2015; and

WHEREAS, the Town Board is in receipt of settlement recommendations from the Town's Assessor, Appraiser and Town Attorney with regard to such proceedings.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of the Town of Southeast does hereby accept the recommendations of its professional advisors and authorizes the Town Attorney to execute a Stipulation of Settlement, Consent Judgment and/or Order on Consent in accordance with said recommendations for the following:

<u>Petitioner</u>	<u>Tax ID</u>	<u>Year</u>	<u>Assessment</u>	<u>Settled Assessment</u>
Cojax Construction	57.-2-29.	2013	\$3,185,000	\$3,185,000
		2014	\$3,185,000	\$2,700,000
		2015	\$3,185,000	\$2,600,000

And be it further **RESOLVED**, that the Town Attorney is hereby authorized and directed to execute any and all stipulations, consent orders or other documents necessary to reflect the foregoing settlements.

UPON A ROLL CALL VOTE:

Councilman Alvarez _____
 Councilman Cullen _____
 Councilwoman Eckardt _____
 Councilwoman Hudak _____
 Supervisor Hay _____

VOTE: carried / defeated by a vote of _____ in favor, _____ against; _____ abstained.

TOWN CLERK'S CERTIFICATION

STATE OF NEW YORK)
 : ss.:
COUNTY OF PUTNAM)

I, MICHELE STANCATI, Town Clerk of the Town of Southeast, do hereby certify that the above is a true and exact copy of a Resolution adopted by the Town Board of the Town of Southeast at a meeting of said board held the 7th day of April, 2016.

MICHELE STANCATI
Town Clerk

R#2

TOWN BOARD
TOWN OF SOUTHEAST, NY

EMPLOYEE HANDBOOK-LONGEVITY RAISES

RESOLUTION NO. _____ / 2016

April 7, 2017

INTRODUCED BY: _____

SECONDED BY: _____

WHEREAS, the Town Board wishes to amend the Employee Handbook to add a new section entitled **“Longevity Raises; Management Positions”** to provide a schedule of longevity compensation for non-union management level employees similar to longevity increases enjoyed by employees covered by collective bargaining agreements.

NOW, THEREFORE, BE IT

RESOLVED, that a new section 700-6 is added to the Employee Handbook entitled **“Longevity Raises; Management Positions”** as follows:

Longevity Raises; Management Positions – A “management position” is a position of employment with the Town where such employee has supervisory authority and is not covered under a collective bargaining agreement. Longevity raises do not apply to elected positions.

A. If a person holding a Management Position has not received a raise greater than a raise provided for town employees covered by collective bargaining agreements, or a raise equal to or greater than raises granted to persons holding other Management Positions, the Management Position shall be entitled to a Longevity Raise on the 5th, 10th, 15th, and 20th year anniversary of their employment without a break in service.

5 th	\$	750.00
10 th	\$	1,250.00
15 th	\$	2,000.00
20 th	\$	2,500.00

B. Once a Management Position receives a raise greater than identified in paragraph “A” above in any calendar year, the anniversary date of the specific employee for future longevity raises will be the date on which such raises occurred. The graph annexed hereto and incorporated in this Employee Handbook illustrates how Longevity Raises are be administered.

C. Positions affected by this provision: Town Accountant, Assessor, Building Inspector, Full Time Deputy Town Clerks (not to exceed (2)), Full Time Code Enforcement Officers (Not to exceed two), Deputy Superintendent of Highways, Fire Inspector, Full Time Justice Court Clerks (not exceed one per Judge), Planning and Zoning Board Administrator, Supervisor's Confidential Secretary, Special Districts Administrator, Tax Receiver.

D. Whenever a vacancy occurs in any covered management position resulting from resignation of an employee or change in the elected official having appointing authority over that particular position, an incoming employee filling the position shall start at a salary at least ten (10%) percent less than the salary of the employee who previously held that position.

And be it further **RESOLVED** that the Town Clerk is authorized and directed to make the foregoing changes to the Employee Handbook forthwith; and be it further

RESOLVED, that this resolution shall take effect as of January 1, 2016.

Upon Roll Call Vote:

Councilman Alvarez _____

Councilman Cullen _____

Councilwoman Eckardt _____

Councilwoman Hudak _____

Supervisor Hay _____

VOTE: carried / defeated by a vote of _____ in favor, _____ against; _____ abstained.

TOWN CLERK'S CERTIFICATION

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 : ss.:
COUNTY OF PUTNAM)

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MICHELE STANCATI
Town Clerk

L#3

TOWN BOARD
TOWN OF SOUTHEAST, NY

EMPLOYEE HANDBOOK-SICK TIME BANK

RESOLUTION NO. _____ / 2016

April 7, 2017

INTRODUCED BY: _____

SECONDED BY: _____

WHEREAS, the Town Board wishes to amend the Employee Handbook to memorialize the process by which employees may donate accumulated and unused sick time to benefit a fellow employee in need.

NOW, THEREFORE, BE IT

RESOLVED, that Section 803 of the Employee Handbook be and hereby is amended to provide:

Sick Leave Bank – Any employee of the Town of Southeast may donate accumulated, unused sick leave time to benefit other employee(s) who are facing an extended absence due to sickness, catastrophic illness or extended family medical leave requirements and the recipient has insufficient sick time credit available.

And be it further **RESOLVED** that the Town Clerk is authorized and directed to make the foregoing changes to the Employee Handbook forthwith; and be it further

RESOLVED, that this resolution shall take effect immediately.

Upon Roll Call Vote:

- Councilman Alvarez _____
- Councilman Cullen _____
- Councilwoman Eckardt _____
- Councilwoman Hudak _____
- Supervisor Hay _____

VOTE: carried / defeated by a vote of _____ in favor, _____ against; _____ abstained.

TOWN CLERK'S CERTIFICATION

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 : ss.:
COUNTY OF PUTNAM)

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MICHELE STANCATI
Town Clerk

R # 4

**TOWN BOARD
TOWN OF SOUTHEAST, NEW YORK**

**AMENDING TOWN FEE SCHEDULE
FOOD TRUCK PERMIT**

RESOLUTION NO. _____/2016

DATE: April 7, 2016

INTRODUCED BY: _____

SECONDED BY: _____

WHEREAS, a Local Law having been enacted establishing permits for Food Truck vendors; and

WHEREAS, such enactment requires amendment to the Town's Fee Schedule.

NOW, THEREFORE, BE IT

RESOLVED, the Supervisor and the Town Clerk be and hereby are authorized to make such modifications to the 2016 Town Fee Schedule to implement the amendments to the Town Code relating to the issuance of permits for Food Truck vendors as annexed hereto and made part hereof; and be it further

RESOLVED, that the Town Clerk be and hereby is authorized and directed to publish the amended Fee Schedule on the Town's Web Site; and (b) circulate such amended fee schedule to all affected Town Departments.

UPON A ROLL CALL VOTE:

Councilman Alvarez	_____
Councilwoman Eckardt	_____
Councilman Cullen	_____
Councilwoman Hudak	_____
Supervisor Hay	_____

VOTE: Resolution _____, by a vote of ____, to ____, __ abstained.

TOWN CLERK'S CERTIFICATION

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COUNTY OF PUTNAM)

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MICHELE STANCATI
Town Clerk

2016 Town of Southeast Fee Schedule

#4

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Junkyard Fee	\$ 2,500.00	plus 2% per month late fee
Garbage Fine	\$ 100.00	
Christmas Tree Sales, Application Fee	\$ 50.00	
Christmas Tree Permit Fee	\$ 50.00	
Christmas Tree Sales Restoration Fee (refundable)	\$ 100.00	
Food Truck Permit - Veterans with a DD-214	Free	
Food Truck Permit - Calendar Year - 1/1 - 12/31	\$ 500.00	
Food Truck Permit - Calendar Year - Issued after 6-30	\$ 250.00	
Food Truck Permit - Secondary - Municipal/Town Property - Per Day	\$ 20.00	
Food Truck Permit - Secondary - Municipal/Town Property - Per Month	\$ 100.00	
Food Truck Permit - Violations - Per Offense - (3) Maximum	\$ 100.00	
Alarms- Residential Annual Fee	\$ 25.00	
False Alarms- First (Residential)	Free	
False Alarms- Second (Residential)	\$ 125.00	
False Alarms- Third (Residential)	\$ 250.00	
False Alarms- Fourth (Residential)	\$ 500.00	
False Alarms- Fifth (Residential)	\$ 750.00	
False Alarm- Six Plus	\$ 1,000.00	
Alarms- Commercial Annual Fee	\$ 100.00	
False Alarms- First (Commercial)	\$ 125.00	
False Alarms- Second (Commercial)	\$ 250.00	
False Alarms- Third (Commercial)	\$ 500.00	
False Alarms- Fourth (Commercial)	\$ 750.00	
False Alarms -Fifth (Commercial)	\$ 1,000.00	
False Alarms - Six Plus	\$ 1,250.00	
Failure to Register Alarms Fine-Residential	\$ 100.00	
Failure to Register Alarms Fine-Commercial	\$ 200.00	
280(a) Permit	\$ 500.00	
281 Permit	\$ 1,000.00	
Water/Sewer Application	\$ 250.00	
Water/Sewer Meter	\$ 150.00	
Town of Southeast History Book	\$ 35.00	
Public Assembly Permit	\$ 250.00	
Zoning Petition		
Change of Zoning Designation (for first five acres or less) Zoning Maps	\$ 500.00	plus \$50 for each additional acre
Zoning Text Change	\$ 5,000.00	
TAX RECEIVER'S OFFICE		
Delinquent Tax Notification Fee	\$ 2.00	
All delinquent fees due to the Town are subject to a 2% per month late fee		