

**Town of Southeast
1360 Route 22,
Brewster, New York 10509
Thursday, January 6, 2022
Organizational Meeting – 7:00 P.M.**

Pledge of Allegiance

Notation of Exits

Turn off/put on vibrate – all electronic devices

Organizational Meeting:

- 1) Motion to Adopt Town Board Meeting Dates - Thursday January 20; February 3 and 17; March 10 and 24; April 7 and 21; May 5 and 19; June 2 and 23; July 14 and 28; August 11 and 25; September 8 and 22; October 6 and 20; November 2 and 17; December 1 and 22**
- 2) Motion to Set Roll Call Voting Order of the Town Board - Edwin Alvarez, Eric Cyprus, Eric Larca, John O'Connor and Tony Hay**
- 3) Motion to Adopt Rules of Order - Roberts Rules of Order**
- 4) Motion to Appoint Official Newspaper - Putnam Press, and any other newspaper in general circulation, if necessary**
- 5) Motion to Designate Official Depositories for the Town of Southeast - Tompkins Mahopac Bank and/or other banks that may need to be designated from time-to-time**
- 6) Motion to appoint Administrative Assistant to Supervisor – Christine DuBois**
- 7) Motion to Appoint Deputy Supervisor - To be designated, when necessary, from time to time**
- 8) Motion to Appoint Deputy Town Clerks – Elizabeth Cerone, Denise Astrologo**
- 9) Motion to Appoint Register of Vital Statistics – Michele Stancati**
- 10) Motion to Appoint Deputy Register of Vital Statistics – Elizabeth Cerone**
- 11) Motion to Designate Town Consulting Engineer - Nathan L. Jacobson & Associates, Inc.**
- 12) Motion to Designate Town Consulting Planner - AKRF Inc.**
- 13) Motion to Appoint Town Attorney - Willis H. Stephens Jr.**

- 14) Motion to Appoint Delegate to Annual Association of Towns Meeting and Alternate – Willis H. Stephens, Jr. – Alternate – Michele Stancati
- 15) Motion to Appoint Town MS4 Coordinator - Tom Fenton, Town Engineer
- 16) Motion to Appoint Town MS4 Administrator - Victoria DeSidero
- 17) Motion to Appoint Fixed Assets Officer - Ron Hund
- 18) Motion to Appoint Parking Administrator – Ann Marie Milano
- 19) Motion to Appoint Town Tax Receiver – Ann Marie Milano
- 20) Motion to Appoint Deputy Tax Receivers - Billie Jo Froessel, Susan Tobacco, Lora Dolan
- 21) Motion to Appoint Fire Inspector - Gerald Schramek
- 22) Motion to Appoint Zoning and Code Enforcement Officers - Michael Levine, Joe Hernandez and Gerald Schramek
- 23) Motion to Appoint Parking Enforcement Officers - Michael Levine, Joe Hernandez, Peter Carey, Gerald Schramek, Peter Bell, Cathy Chiudina and John Liston
- 24) Motion to Appoint Emergency Coordinator – Gerald Schramek
- 25) Motion to have Employees sign 2022 Town Vehicle Policy
- 26) Motion to have all Employees sign receipt of Town’s Ethics Policy
- 27) Motion to Adopt Employee Handbook
- 28) Motion to Adopt 2022 Holiday Schedule
- 29) Motion to Appoint the Following Board Seats:
 - Board of Assessment Review – John Piazza, term to expire 9/30/26
 - Ethics Board – Nancy Jacob, term to expire 12/31/23
 - Historic Sites Commission – Daniel Birmingham 12/31/23
 - Library Board – Peter Carey, term expires 12/31/26 and John Blaser, term to expire, 12/31/26,
 - Planning Board – Jim King, term to expire 12/31/28
 - Tonetta Lake Advisory Board – Karl Lebitsch, Patricia Bohrman, Mike Langley, Karen Ratajack and Bill McGregor (1 year term)
 - ZBA – John McNeill, term expires 12/31/26 and Paul Vink, term expires 12/31/26
- 30) Motion to Appoint Planning Board Chairman, Tom LaPerch and Vice Chairman, David Rush

- 31) Motion to Appoint Planning Board Secretary - Victoria DeSidero**
- 32) Motion to Appoint Board of Appeals Chairman - Timothy Froessel and Vice Chairman, Paul Vink**
- 33) Motion to Appoint Town Historian - TBD**
- 34) Motion to Appoint the Dog Control Officer - Courtney Pagano**
- 35) Motion - Standard Workday and Reporting by Elected Officials**
- 36) Motion to Adopt Standard Work Day - In accordance with Union Contracts**
- 37) Motion to Set 2022 Fee Schedule**
- 38) Motion to Set Mileage Rate - Per IRS**
- 39) Motion to Authorize Putnam County to Levy Taxes**
- 40) Motion to extend IMA Shared Services with the Village of Brewster - Uniformed Court Officer - Parking Enforcement of dedicated lots**
- 41) Motion to extend IMA Shared Services with the Town of Patterson – Refuse pick-up 30 Shailin Lane, Patterson, New York 12563**