

**Town of Southeast**  
**1360 Route 22, Brewster, New York 10509**  
**Thursday, January 6, 2022**  
**Executive Session – 6:00 P.M.**  
**Organizational Meeting – 7:00 P.M.**  
**Regular Meeting / Work Session to Follow**

Pledge of Allegiance  
Notation of Exits  
Turn off/put on vibrate – all electronic devices

Present: Supervisor Tony Hay  
Councilman Edwin Alvarez  
Councilman Eric Cyprus -Absent  
Councilman Eric Larca - Absent  
Councilman John O'Connor

Also: Town Clerk Michele Stancati  
Town Attorney Willis H. Stephens Jr.

And: 3 Persons

**ORGANIZATIONAL MEETING**

**Supervisor Hay made a motion to open the Organizational Meeting and vote on it as a package with the exception of number 23. Councilman O'Connor seconded. All in favor. The Regular Meeting and Work Session will follow.**

- 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 3 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) Supervisor Hay made a Motion to Appoint Parking Enforcement Officers - Michael Levine, Joe Hernandez, Peter Carey, Gerald Schramek, Cathy Chiudina and John Liston. Councilman O'Connor seconded. All in favor.**

**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
- 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**

**Supervisor Hay made a motion to close the Organizational Meeting and Councilman O'Connor seconded. All in favor.**

**TOWN OF SOUTHEAST  
1360 Route 22, Brewster, New York 10509  
Thursday, January 6, 2022  
EXECUTIVE SESSION 6:00 P.M.  
WORK SESSION/REGULAR MEETING  
DIRECTLY FOLLOWING ORGANIZATIONAL  
MEETING 7:00 P.M.**

**EXECUTIVE SESSION**

Supervisor Hay made a motion to open the Meeting and go into Executive Session for Board Interviews. Councilman Alvarez seconded. All in favor.

Supervisor Hay made a motion to close the Executive Session where no decisions were made. Councilman O'Connor seconded. All in favor.

**WORK SESSION**

Nothing at this time.

## **REGULAR MEETING**

Supervisor made a motion to open the Regular Meeting and Councilman O'Connor seconded. All in favor.

### **RESOLUTION NO. 1 / 2022 RESOLUTION TO DECLARE LEAD AGENCY AND ADOPT A NEGATIVE DECLARATION**

INTRODUCED BY: Supervisor Hay

SECONDED BY: Councilman O'Connor

**WHEREAS**, the Town Board of the Town of Southeast is considering the adoption of a Local Law to Amend Chapter 138 of the Town Code, 'Zoning' to establish and map a new GC-2 Zoning District;

**WHEREAS**, the Town Board is the only agency that has the authority to amend the Town's Zoning Code therefore, no other agencies are considered potential Involved Agencies;

**NOW, THEREFORE BE IT RESOLVED**, that pursuant to §617.6(b)(2) of the State Environmental Quality Review Act (SEQRA), the Town Board of the Town of Southeast, hereby declares itself Lead Agency for purposes of SEQRA for this Type I Action.

### **AND BE IT FURTHER**

**RESOLVED**, that the Town of Southeast Town Board as Lead Agency has determined that the proposed action, for the reasons set forth in the Full Environmental Assessment Form dated January 4, 2022 and the appended SEQRA Notice of Determination of Significance, the adoption of the Local Law to Amend Chapter 138 of the Town Code, 'Zoning' to establish and map a new GC-2 Zoning District will not have a significant environmental impact and a Draft Environmental Impact Statement will not be prepared.

### **UPON A ROLL CALL VOTE:**

Councilman Alvarez	<u>Aye</u>
Councilman Cyprus	<u>Absent</u>
Councilman Larca	<u>Absent</u>
Councilman O'Connor	<u>Aye</u>
Supervisor Hay	<u>Aye</u>

VOTE: carried by a vote of 3 in favor, 0 against; 0 abstained.

**RESOLUTION NO. 2 / 2022 LOCAL LAW NO. 1 OF 2022 CHAPTER 138 "ZONING"**

INTRODUCED BY: Supervisor Hay

SECONDED BY: Councilman Alvarez

**WHEREAS**, a resolution having been adopted by the Town Board of the Town of Southeast for a public hearing to be held by said Town Board to hear all interested parties on a proposed local law which would amend the Zoning Code of the Town of Southeast to establish the GC-2 Zoning District and identify use and bulk tables for land designated as within a GC-2 Zone and to amend the Zoning Map of the Town of Southeast to map the GC-2 Zone along NYS Route 6 westerly of the Village of Brewster; and

**WHEREAS**, notice of said public hearing was advertised in an official newspaper of the Town of Southeast in the manner prescribed by law; such public hearing was held on December 23, 2021; and all interested persons were given an opportunity to be heard at that time; and

**WHEREAS**, it is the sense of this Town Board that the proposed local law will help promote the general health, safety and welfare of the public.

**NOW, THEREFORE, BE IT**

**RESOLVED**, the Town Board of the Town of Southeast hereby adopts Local Law No. 1 of 2022 pursuant to the Municipal Home Rule Law amending Chapter 138 of the Town Code (Zoning) by (a) amending Article II, Section 138-5 entitled "Districts Enumerated" to establish a General Commercial 2 (GC-2) District; (b) by amending Article V entitled "Non-Residential Districts" by adding a bulk and use table for land zoned as GC-2; and (c) by amending the Town Zoning Map to designate both sides of NYS Route 6 between its intersection with Putnam Avenue at Drewville Road and its intersection with Tilly Foster Road and including the area along the south side of Putnam Avenue north of the Putnam Trailway as a GC-2 Zone; and be it further

**RESOLVED**, that the Town Clerk be and hereby is authorized and directed to enter said Local Law in the minutes of this meeting and give due notice of the adoption of said local law by filing such with the Secretary of State of New York within the time required by law.

**UPON A ROLL CALL VOTE:**

Councilman Alvarez	<u>Aye</u>
Councilman Cyprus	Absent
Councilman Larca	<u>Absent</u>
Councilman O'Connor	<u>Aye</u>
Supervisor Hay	<u>Aye</u>

VOTE: Resolution carried, by a vote of 3, to 0, 0 abstained.

**RESOLUTION NO. 3 / 2022 APPOINTMENT TO PLANNING BOARD**

INTRODUCED BY: Supervisor Hay  
SECONDED BY: Councilman Alvarez

**WHEREAS**, a vacancy has occurred on the Town of Southeast Planning Board resulting from the resignation of Eric Cyprus effective immediately.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Town Board of the Town of Southeast hereby appoints

**Wendy Lewis**

who has been duly recommended and deemed qualified to fill an unexpired term on the Southeast Planning Board to expire December 31, 2025; and be it further

**RESOLVED**, that this appointment shall take effect immediately upon the taking and filing of the appropriate oath of office of the aforesaid appointee with the Clerk of the Town of Southeast.

Upon Roll Call Vote:

Councilman Alvarez	<u>Aye</u>
Councilman Cyprus	<u>Absent</u>
Councilman Larca	<u>Absent</u>
Councilman O'Connor	<u>Aye</u>
Supervisor Hay	<u>Aye</u>

VOTE: carried by a vote of 3 in favor 0 against 0 abstained.

**MOTION TO SET A PUBLIC HEARING FOR PLANET FITNESS**

Supervisor Hay made a motion to set a Public Hearing for Planet Fitness, 1505-1515 Route 22, Tax Map #46.-1-1.-1 on Thursday, January 20, 2022. Councilman Alvarez seconded. All in favor.

## **PUBLIC COMMENT**

Scott Seaman, BCSD Trustee, thanked the Town Board and wished them a Happy New Year. He stated that the BSCD is working on their 2026 school vision with the schools and community members. There is also a community task force working to see what work needs to be done to keep the schools open and everything running.

## **TOWN BOARD COMMENT**

Councilman O'Connor stated that there are two County COVID testing sites, one is the Paladin Center at 39 Seminary Hill Road and the other is at the Philipstown recreation center at 107 Glenclyff, both open from 6 am to 9 am for school age children, and 10 am to 6 pm for everyone else. Both facilities will also be following school closing and school delay hours. If the schools are closed, the facilities will most likely be closed also.

Councilman Alvarez wished everyone a happy and healthy New Year!

Supervisor Hay stated that E-Waste is this coming Saturday, from 10:00 am to 2:00 pm, at 10 Palmer Rd. There will be no parking on Town roads during the winter from 10 pm to 6 am. This will be enforced with a warning, ticket, then tow. We have received many calls about test kits, especially since Westchester and Dutchess Counties have received some. Putnam County has a population of 18,400 and we have just received a limited supply of 600 free test kits. We will be distributing them on Sunday, January 9<sup>th</sup>, from 7:00 am to 4:00 pm with proof of residency. It's first come, first serve. There will be one test kit, which includes 2 tests per address. We have about 80 test kits reserved for the seniors which will be distributed at their meeting. We're doing the best we can with what we have. Please check the website; sign up for alerts, and Facebook. Councilman O'Connor stated that with a County of 100,000 people, we were sent 4,437 test kits. The Town of Southeast received 406 kits, with further disbursements to houses of worship, homeless shelters, soup kitchens, public library, CAP, and the Village of Brewster. The Village of Brewster has the highest density of population in the County. We will also have free masks to give out at Town Hall. The Supervisor wished everyone a Happy New Year.

Councilman O'Connor made a motion to close the meeting and Councilman Alvarez seconded. All in favor.

Respectfully Submitted,

Michele Stancati  
Southeast Town Clerk



