

Town of Southeast
1360 Route 22
Brewster, New York 10509
Thursday, April 17, 2025
WORK SESSION/REGULAR MEETING 7:00 P.M.

Pledge of Allegiance

Notation of Exits

Turn Off/Put on Vibrate – All Electronic Devices

Work Session:

1. Discussion – Historic Sites Open Position(s)
2. Discussion – Mike Burdick Highway Update
3. Discussion – Brewster Fire Department Proposed Construction New Firehouse
4. Discussion – Building Department – Floodplain Application Fee
5. Discussion – Building Department Correction of Wording for NYS Fire and Building Codes

Regular Meeting:

1. Correspondence
2. Approval of Voucher List
3. Budget Transfers
4. Supervisor's Report
5. Setting of Meeting Dates and Public Hearings

All meetings will be held at 1360 Route 22, Brewster, New York
At 7:00 P.M. unless otherwise noted:

Thursday, May 1, 2025

Thursday, May 15, 2025

6. Resolution – Historic Sites Position(s)
7. Resolution – Support Submission of Environmental Permit Package for Peach Lake
8. New Business

Recognition of Public/Public Comment

Recognition of Town Board/Town Board Comment

**Town of Southeast Building Department
One Main Street, Brewster, NY 10509
845-279-2123**

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Floodplain Development Permit # _____	
Date Application Received _____	
Permit Issue Date _____	Approved by Zoning _____, Bldg _____
(Office use only)	

Property Owner's Name: _____ **Telephone:** _____

Owner's Mailing Address: _____

Property Address: _____ **Tax ID #** _____

Owner's Email: _____

Engineer's Info: Name: _____ **Phone(s):** _____

Address: Street _____

City: _____ **State:** _____ **Zip Code:** _____ **Email:** _____

Floodplain Development Permit –

A.

Purpose. A floodplain development permit is hereby established for all construction and other development to be undertaken in areas of special flood hazard in this community for the purpose of protecting its citizens from increased flood hazards and ensuring that new development is constructed in a manner that minimizes its exposure to flooding. It shall be unlawful to undertake any development in an area of special flood hazard, as shown on the Flood Insurance Rate Map enumerated in § 74-6, without a valid floodplain development permit. Application for a permit shall be made on forms furnished by the local administrator and may include, but not be limited to: plans, in duplicate, drawn to scale, and showing: the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing.

B.

Fees. All applications for a floodplain development permit shall be accompanied by an application fee, which shall be established by the Town Board as part of the Town's annual fee schedule. In addition, the applicant shall be responsible for reimbursing the Town of Southeast for any additional costs necessary for review, inspection and approval of this project. The local administrator may require a deposit of no more than \$500 to cover these additional costs.

Please provide the following with your plan submission/application (where applicable):

1. Scope: (please define the scope of work)

2. The proposed elevation, in relation to mean sea level, of the lowest floor (including basement or cellar) of any new or substantially improved structure to be located in Zone A1-A30, AE or AH, or Zone A if base flood elevation data are available. Upon completion of the lowest floor, the permittee shall submit

to the local administrator the as-built elevation, certified by a licensed professional engineer or surveyor.

3. The proposed elevation, in relation to mean sea level, to which any new or substantially improved nonresidential structure will be floodproofed. Upon completion of the floodproofed portion of the structure, the permittee shall submit to the local administrator the as-built floodproofed elevation, certified by a professional engineer or surveyor.
4. A certificate from a licensed professional engineer or architect that any utility floodproofing will meet the criteria in § 74-16C, Utilities.
5. A certificate from a licensed professional engineer or architect that any nonresidential floodproofed structure will meet the floodproofing criteria in § 74-18, Nonresidential structures.
6. A description of the extent to which any watercourse will be altered or relocated as a result of proposed development. Computations by a licensed professional engineer must be submitted that demonstrate that the altered or relocated segment will provide equal or greater conveyance than the original stream segment. The applicant must submit any maps, computations or other material required by the Federal Emergency Management Agency (FEMA) to revise the documents enumerated in § 74-6, when notified by the local administrator, and must pay any fees or other costs assessed by FEMA for this purpose. The applicant must also provide assurances that the conveyance capacity of the altered or relocated stream segment will be maintained.
7. A technical analysis, by a licensed professional engineer, if required by the local administrator, which shows whether proposed development to be located in an area of special flood hazard may result in physical damage to any other property.
8. In Zone A, when no base flood elevation data are available from other sources, base flood elevation data shall be provided by the permit applicant for subdivision proposals and other proposed developments (including proposals for manufactured home and recreational vehicle parks and subdivisions) that are greater than either 50 lots or five acres.

Applicant/Owner's Name: _____
Please Print

Applicant/Owner's Signature: _____ Date: _____

Office Use Only

Floodplain Development Permit Fee - \$100.00 \$ _____

Certificate Fee - \$55.00 \$ _____

Total Fees - \$ _____

Owner Consent Form

- Completion of this form is required when the applicant is not the property owner

Parcel ID # _____ Property Address: _____

Name of Applicant: _____ Phone: _____

Project Description: _____

I/We, _____, owners(s) of the above property hereby give my/our permission to _____ (applicant's name) to submit the above identified building permit application on my/our behalf and to represent me/us in all proceedings concerning the referenced application.

_____ Date _____
Owner (s) Signature(s)

Sworn to before me this _____ day of _____.

Notary Public



FW: Town Code - Corrections

From Kathleen Chiudina <kchiudina@southeast-ny.gov>
 Date Mon 4/14/2025 4:18 PM
 To Christine DuBois <cdubois@southeast-ny.gov>

I forgot to send this to you for backup too for the Town Board

Kathleen Chiudina, Town Clerk
 Town Clerk/Notary
 Town of Southeast
 1360 Route 22
 Brewster, NY 10509
 (845)279-2196

From: Kathleen Chiudina <kchiudina@southeast-ny.gov>
Sent: Friday, April 4, 2025 1:10 PM
To: Town Board <townboard@southeast-ny.gov>
Subject: Town Code - Corrections

Good afternoon,
 I did not want to confuse the two items so I am sending a second email regarding Code changes. In speaking with Michael, it was discovered that our Code wording for the NYS Fire and Building Codes that we follow are not worded properly. Currently it reads New York State International Fire Code and New York State International Building Code. The Code should read **Fire Code of New York State** and **Building Code of New York State**. Should the Board wish to consider making these changes it would involve the following sections:

Under definitions:

NYSIBC

New York State International Building Code
 [Added 5-23-2019 by L.L. No. 3-2019]

NYSIFC

New York State International Fire Code
 [Added 5-23-2019 by L.L. No. 3-2019]

Section 39-2:

§ 39-2 Fire alarms required.
 [Added 5-23-2019 by L.L. No. 3-2019^[1]]

An approved fire alarm system shall be installed in all existing buildings and habitable structures in accordance with the **New York State International Fire Code**. All buildings and structures constructed after the effective date of this chapter, shall have installed a connected with a central alarm station.

[1] *Editor's Note: This local law also redesignated former §§ 39-2 through 39-13 as §§ 39-3 through 39-14, respectively.*

Please advise if the Board would like to consider making these changes and it can be added to the April 17 meeting or another meeting if the Board wishes.

Thank you,

Kathleen Chiudina, Town Clerk
 Town Clerk/Notary
 Town of Southeast
 1360 Route 22
 Brewster, NY 10509
 (845)279-2196

BUDGET TRANSFER and APPROPRIATION INCREASE REQUEST

To: Budget Officer
Town Board

Prepared By: Town Accountant

Date: 4/17/2025

From Account Code	Description	Amount	To Account Code	Description	Amount
GENERAL FUND - A A000-1610-401-000	Special Districts Supplies/Material	349.00	A000-1610-412-000	Special Districts Computer Services <i>CB20 - Configure Computer for Bruce \$349.00 (Not budgeted for in 25)</i>	349.00
A000-1989-400-000	Contingency	998.00	A000-1410-201-000	Town Clerk Computer/Printer Hardware <i>Computer Town Clerk</i>	998.00
A000-1990-400-000	Sub-Contingency	500.00	A000-1620-101-000	Facilities Maintenance Overtime	500.00
A000-1620-401-000	Facilities Maintenance Supplies/Material	292.00	A000-1620-210-000	Facilities Maintenance Other Equipment <i>Humidifier</i>	292.00
A000-7020-417-000	Recreation Administration Building Maintenance/Repair	1,110.00	A000-7020-451-000	Recreation Administration Fire/Security Alarm <i>Security Alarm 148 Pumphouse Road</i>	1,110.00
BREWSTER HEIGHTS SEWER SS2 SS02-8130-401-000	Sewage Treatment & Disposal Supplies/Material	5,000.00	SS02-8120-422-000	Sanitary Sewer Equipment Lease/Maintenance <i>Generator Services</i>	5,000.00
PEACEABLE HILL WATER - SW5 SW05-8320-210-000	Source of Supply, Power, Pumping Equipment	256.00	SW05-8320-422-000	Source of Supply, Power, Pumping Equipment Maintenance/Repair <i>Generator Services</i>	256.00
INCREASE APPROPRIATIONS BY USING UNAPPROPRIATED, UNRESERVED FUND BALANCE OR UNANTICIPATED REVENUES (Increase Appropriation and Revenue Budget)					
GENERAL FUND - A A000-0599-000-000	Appropriated Fund Balance	119,700.00	A000-7140-411-000	Markel Park Professional/Technical Services <i>Bating Cages</i>	78,000.00
			A000-7180-417-000	Lakeview Manor Building Maintenance/Repair <i>Paint Parking Lot and Lines Painting</i>	14,500.00
			A000-7180-417-000	Lakeview Manor Building Maintenance/Repair <i>Kitchen/Bath HVAC Units</i>	9,000.00
			A000-7180-417-000	Lakeview Manor Building Maintenance/Repair <i>Window Blinds</i>	5,500.00
			A000-7180-417-000	Lakeview Manor Building Maintenance/Repair <i>Kitchen Items</i>	10,500.00
			A000-7180-417-000	Lakeview Manor Building Maintenance/Repair <i>Projector</i>	2,200.00
A000-2025-090-000	Special Rec. Youth Art & Crafts Programs	860.00	A000-7310-400-090	Youth Programs Arts & Crafts Programs <i>Program Expenses</i>	860.00
A000-2025-091-000	Special Rec. Youth Bowling	934.00	A000-7310-400-091	Youth Programs Bowling <i>Program Expenses</i>	934.00

Expenditures 2025	B		C		D		E		F		G		H	
	ADJUSTED BUDGET	YTD 3/31/2025	YTD BUDGET BALANCE	ADJUSTED BUDGET/2*12	COLUMN E MINUS COLUMN C	3/12*100	PERCENT USED	YTD 3/31/2025	YTD 3/31/2024	DIFFERENCE	YTD 3/31/2025	YTD 3/31/2024	DIFFERENCE	
Justice	392,875	77,262	315,613	98,219	20,957	25.00%	19.67%	77,262	77,109	153	77,262	77,109	153	
Municipal Association Dues	1,650	1,650	413	413	(1,238)	25.00%	100.00%	1,650	1,650	350	1,650	1,650	350	
Payment of MTA Payroll Tax	17,400	3,343	14,057	4,350	1,007	25.00%	19.21%	3,343	2,992	96	3,343	2,992	96	
Purchasing	15,000	3,462	11,538	3,750	288	25.00%	23.08%	3,462	3,365	96	3,462	3,365	96	
Records Management	6,720	1,550	5,170	1,680	130	25.00%	23.07%	1,550	1,547	3	1,550	1,547	3	
Special Districts	117,175	23,318	93,857	29,294	5,976	25.00%	19.90%	23,318	26,021	(2,704)	23,318	26,021	(2,704)	
Supervisor	166,210	36,681	129,529	41,553	4,872	25.00%	22.07%	36,681	40,892	(4,211)	36,681	40,892	(4,211)	
Tax Receiver	125,015	30,882	94,133	31,254	371	25.00%	24.70%	30,882	34,023	(3,141)	30,882	34,023	(3,141)	
Tax Refunds	10,000	-	10,000	2,500	2,500	25.00%	0.00%	-	5,529	(5,529)	-	5,529	(5,529)	
Town Board	95,575	21,603	73,972	23,894	2,291	25.00%	22.60%	21,603	23,317	(1,714)	21,603	23,317	(1,714)	
Town Clerk	206,860	47,721	159,139	51,715	3,994	25.00%	23.07%	47,721	48,217	(496)	47,721	48,217	(496)	
Unallocated Insurance	205,000	385	204,615	51,250	50,865	25.00%	0.19%	385	-	385	385	-	385	
Highway	\$ 2,823,145	\$ 535,503	\$ 2,287,642	\$ 705,786	\$ 170,283	25.00%	18.97%	\$ 535,503	\$ 508,046	\$ 27,457	\$ 535,503	\$ 508,046	\$ 27,457	
Highway	\$ 3,283,026	\$ 1,030,353	\$ 2,252,673	\$ 820,757	\$ (209,597)	25.00%	31.38%	\$ 1,030,353	\$ 674,982	\$ 355,371	\$ 1,030,353	\$ 674,982	\$ 355,371	
General Repairs	1,293,235	297,610	995,625	323,309	25,698	25.00%	23.01%	297,610	324,702	(27,092)	297,610	324,702	(27,092)	
Improvements	337,500	110	337,390	84,375	84,265	25.00%	0.03%	110	110	-	110	110	-	
Machinery	565,501	338,106	227,395	141,375	(196,731)	25.00%	59.79%	338,106	81,477	256,629	338,106	81,477	256,629	
Misc. Brush & Weeds	261,850	47,658	214,192	65,463	17,805	25.00%	18.20%	47,658	49,768	(2,111)	47,658	49,768	(2,111)	
Snow Removal	547,500	289,098	258,402	136,875	(152,223)	25.00%	52.80%	289,098	153,879	135,219	289,098	153,879	135,219	
Street Lighting	10,000	2,142	7,858	2,500	358	25.00%	21.42%	2,142	1,859	284	2,142	1,859	284	
Supt. Of Highways	267,440	55,629	211,811	66,860	11,231	25.00%	20.80%	55,629	63,188	(7,559)	55,629	63,188	(7,559)	
Home & Community	\$ 3,283,026	\$ 1,030,353	\$ 2,252,673	\$ 820,757	\$ (209,597)	25.00%	31.38%	\$ 1,030,353	\$ 674,982	\$ 355,371	\$ 1,030,353	\$ 674,982	\$ 355,371	
Home & Community	\$ 413,760	\$ 77,575	\$ 336,185	\$ 103,440	\$ 25,865	25.00%	18.75%	\$ 77,575	\$ 87,642	\$ (10,067)	\$ 77,575	\$ 87,642	\$ (10,067)	
Cemeteries	15,000	-	15,000	3,750	3,750	25.00%	0.00%	-	3,220	(3,220)	-	3,220	(3,220)	
Code Enforcement	66,200	16,557	49,643	16,550	(7)	25.00%	25.01%	16,557	14,501	2,056	16,557	14,501	2,056	
Community Beautification	1,000	-	1,000	250	250	25.00%	0.00%	-	-	-	-	-	-	
Environmental Control	15,000	-	15,000	3,750	3,750	25.00%	0.00%	-	-	-	-	-	-	
Planning Board	240,910	45,536	195,374	60,228	14,692	25.00%	18.90%	45,536	51,137	(5,602)	45,536	51,137	(5,602)	
Refuse and Garbage	20,000	2,300	17,700	5,000	2,700	25.00%	11.50%	2,300	3,118	(818)	2,300	3,118	(818)	
Registrar Vital Statistics	10,265	2,369	7,896	2,566	197	25.00%	23.08%	2,369	2,364	5	2,369	2,364	5	
Town Planner	10,000	3,193	6,808	2,500	(693)	25.00%	31.93%	3,193	10,388	(7,195)	3,193	10,388	(7,195)	
Zoning Board	15,635	3,295	12,340	3,909	614	25.00%	21.08%	3,295	2,915	380	3,295	2,915	380	
Drainage/MS4	19,750	4,327	15,423	4,938	611	25.00%	21.91%	4,327	-	4,327	4,327	-	4,327	
Home & Community	\$ 413,760	\$ 77,575	\$ 336,185	\$ 103,440	\$ 25,865	25.00%	18.75%	\$ 77,575	\$ 87,642	\$ (10,067)	\$ 77,575	\$ 87,642	\$ (10,067)	

Expenditures 2025	B		C		D		E		F		G		H	
	ADJUSTED BUDGET	YTD 3/31/2025	YTD BUDGET BALANCE	ADJUSTED BUDGET/2*12	COLUMN E MINUS COLUMN C	3/12*100	PERCENT USED		YTD		YTD		DIFFERENCE	
							3/31/2025	3/31/2024	3/31/2025	3/31/2024				
Operating Transfers	\$ 352,000	\$ 2,466	\$ 349,534	\$ 88,000	\$ 85,534	25.00%	0.70%	\$	\$ 2,466	\$ 3,334	\$	\$ (869)		
Debt Service	\$ 352,000	\$ 2,466	\$ 349,534	\$ 88,000	\$ 85,534	25.00%	0.70%	\$	\$ 2,466	\$ 3,334	\$	\$ (869)		
Transfer ARPA Funds from General Fund A To Highway							0.00%							
Public Safety	\$ 352,000	\$ 2,466	\$ 349,534	\$ 88,000	\$ 85,534	25.00%	0.70%	\$	\$ 2,466	\$ 3,334	\$	\$ (869)		
Assessment Review Board	\$ 460,385	\$ 135,409	\$ 324,976	\$ 115,096	\$ (20,312)	25.00%	29.41%	\$	\$ 135,409	\$ 130,056	\$	\$ 5,353		
Control of Dogs	\$ 2,300	\$	\$ 2,300	\$ 575	\$ 575	25.00%	0.00%	\$	\$	\$	\$	\$		
Fire Protection	60,855	42,171	18,684	15,214	(26,957)	25.00%	69.30%	42,171	42,171	42,068	103			
Safety Inspection	15,950	4,006	11,944	3,988	(18)	25.00%	25.12%	4,006	4,006	3,385	621			
	381,280	89,232	292,048	95,320	6,088	25.00%	23.40%	89,232	89,232	84,603	4,628			
Recreation	\$ 460,385	\$ 135,409	\$ 324,976	\$ 115,096	\$ (20,312)	25.00%	29.41%	\$	\$ 135,409	\$ 130,056	\$	\$ 5,353		
	715,559	154,760	560,799	178,890	24,129	25.00%	21.63%	\$	\$ 154,760	\$ 122,287	\$	\$ 32,474		
Total	\$ 10,890,125	\$ 2,744,455	\$ 8,157,824	\$ 2,722,531	\$ (21,923)	25.00%	25.20%	\$	\$ 2,744,455	\$ 2,264,028	\$	\$ 480,427		

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

**SUPPORT SUBMISSION OF ENVIRONMENTAL
PERMIT PACKAGE FOR PEACH LAKE**

RESOLUTION NO. _____ / 2025

DATE: April 17, 2025

INTRODUCED BY: _____

SECONDED BY: _____

WHEREAS, the Town of Southeast is an active advocate for Peach Lake and its environmental health; and

WHEREAS, Peach Lake has experienced a proliferation of Eurasian watermilfoil, an invasive vegetative species, over the past decade or more; and

WHEREAS, the residents of the Peach Lake community have pursued multiple avenues to mitigate the watermilfoil without success; and

WHEREAS, the option to use a herbicide to mitigate the watermilfoil has been diligently researched, with resident involvement; and

WHEREAS, although Peach Lake has applied contact herbicide in the past, the NYS Department of Environmental Conservation (DEC) has approved and permitted the use of contact herbicides in Peach Lake to treat watermilfoil in prior years without successful eradication; and

WHEREAS, the Peach Lake Environmental Coalition has approved a board resolution to fund the cost of the environmental permit package submission for the whole of Peach Lake as prepared and submitted by Little Bear Environmental Consulting, LLC; and

WHEREAS, by Resolution adopted on April 8, 2025, the Town Board of the Town of North Salem has voted to support PLEC's permit packages submission for the application of the ProcellaCOR herbicide on up to 70 acres of Peach Lake for the control of Eurasian watermilfoil.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of the Town of Southeast hereby joins the Town of North Salem in supporting the Peach Lake Environmental Coalition's submission of the environmental permit package for the application of the herbicide ProcellaCOR to the designated area within Peach Lake for the control of Eurasian watermilfoil.

AND BE IT FURTHER

RESOLVED, that this resolution shall take effect immediately.

Upon Roll Call Vote:

Councilman Cyprus	_____
Councilman Larca	_____
Councilwoman Lewis	_____
Councilman Mazzotta	_____
Supervisor Durante	_____

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

TOWN CLERK'S CERTIFICATION

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

I, KATHLEEN CHIUDINA, 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 17th day of April 2025

MICHELE STANCATI
Town Clerk

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

**HISTORIC SITES COMMISSION
APPOINTMENT TO FILL VACANCY**

RESOLUTION NO. _____ / 2025

DATE: April 17, 2025

INTRODUCED BY: _____

SECONDED BY: _____

WHEREAS, there is a vacancy on the Town of Southeast Historic Sites Commission (“HSC”) resulting from a resignation; and

WHEREAS, the Town Board is in receipt of an HSC report regarding the filling of such vacancies.

NOW, THEREFORE, BE IT

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

ANTHONY GIUNTI

to fill the unexpired term of Melissa Grigione (due to expire 12/31/2028) as a member of the Town of Southeast Historic Sites Commission; and be it further

RESOLVED, that these appointments shall take effect upon the taking and filing of the appropriate oath of office with the Clerk of the Town of Southeast.

UPON A ROLL CALL VOTE:

Councilman Cyprus _____
Councilman Larca _____
Councilwoman Lewis _____
Councilman Mazzotta _____
Supervisor Durante _____

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

TOWN CLERK'S CERTIFICATION

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

I, KATHLEEN CHIUDINA, 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 regular meeting of said board held the 17th day of April 2025.

KATHLEEN CHIUDINA
Town Clerk

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

**HISTORIC SITES COMMISSION
APPOINTMENT TO FILL VACANCY**

RESOLUTION NO. _____ / 2025

DATE: April 17, 2025

INTRODUCED BY: _____

SECONDED BY: _____

WHEREAS, there is a vacancy on the Town of Southeast Historic Sites Commission (“HSC”) resulting from a resignation; and

WHEREAS, the Town Board is in receipt of an HSC report regarding the filling of such vacancies.

NOW, THEREFORE, BE IT

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

Joseph Castellano

to fill the unexpired term of Daniel Birmingham (due to expire 12/31/2030) as a member of the Town of Southeast Historic Sites Commission; and be it further

RESOLVED, that these appointments shall take effect upon the taking and filing of the appropriate oath of office with the Clerk of the Town of Southeast.

UPON A ROLL CALL VOTE:

Councilman Cyprus	_____
Councilman Larca	_____
Councilwoman Lewis	_____
Councilman Mazzotta	_____
Supervisor Durante	_____

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

TOWN CLERK'S CERTIFICATION

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

I, KATHLEEN CHIUDINA, 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 regular meeting of said board held the 17th day of April 2025.

KATHLEEN CHIUDINA
Town Clerk