

**Town of Southeast  
1360 Route 22,  
Brewster, New York 10509  
Thursday, January 9, 2020  
Organizational Meeting – 7:00 P.M.**

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

Supervisor Hay made a motion to open the meeting and Councilman Alvarez seconded. All in favor.

**Swearing In Ceremony**

Supervisor Hay introduced the Honorable Joseph J. Spofford Jr, Putnam County Court Judge, who officiated the Swearing In Ceremony for the following Town Board members and the Town Highway Superintendent.

**Edwin Alvarez – Town Board – By The Honorable Joseph J. Spofford Jr.  
John O’Connor – Town Board – By The Honorable Joseph J. Spofford Jr.  
Michael Burdick – Town Highway Superintendent – By The Honorable  
Joseph J. Spofford Jr.**

**Organizational Meeting**

Supervisor Hay made a motion to open the Organizational Meeting and pass the following Motions as a group unless there is a question or discussion on one or more. Councilman Alvarez seconded. All in favor.

- 1) Motion to Adopt Town Board Meeting Dates - Thursday January 23; February 6 and 20; March 5 and 19; April 9 and 23; May 7 and 21; June 4 and 18; July 9 and 23; August 6 and 20; September 3 and 17; October 8 and 22; November 5 and 19; December 3 and 17**
- 2) Motion to Set Roll Call Voting Order of the Town Board - Edwin Alvarez, Eric Larca, John Lord, 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 Deputy Supervisor - To be designated when necessary from time to time**
- 7) **Announcement of Appointment – Christine DuBois, Administrative Assistant to Supervisor**
- 8) **Announcement of Appointment - Elizabeth Cerone and Denise Astrologo, Deputy Town Clerks**
- 9) **Announcement of Appointment – Elizabeth Cerone, Deputy Registrar of Vital Statistics**
- 10) **Announcement of Appoint Town Court Clerk – Ann Marie Milano**
- 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 - Susan Tobacco**
- 19) **Motion to Appoint Town Tax Receiver - Susan Tobacco**
- 20) **Motion to Appoint Deputy Tax Receivers - Maureen Callen, Billie Jo Froessel and Sherri Migliaccio**

**21) Motion to Appoint Emergency Coordinator/Building Safety and Fire Inspector - Gerald Schramek**

**22) Motion to Appoint Zoning and Code Enforcement Officers - Michael Levine, Joe Hernandez, Gerald Schramek and Chris DeBellis**

**23) Motion to Appoint Parking Enforcement Officers - Michael Levine, Joe Hernandez, Peter Carey and Gerald Schramek**

**24) Motion to have Employees sign 2020 Town Vehicle Policy**

**25) Motion to have all Employees sign receipt of Town's Ethics Policy**

**26) Motion to Adopt Employee Handbook**

**27) Motion to Adopt 2020 Holiday Schedule**

**28) Motion to Appoint the Following Board Seats:**

- **Architectural Review Board - Mary Larkin, term to expire 12/31/22**
- **Ethics Board - Michele Stancati, term to expire 12/31/22, Anthony Colello, term to expire 12/31/20, Nancy Jacob, term to expire 12/31/21**
- **Historic Sites Commission - Dean Abatemarco, term to expire 12/31/26**
- **Planning Board - Thomas LaPerch, term to expire 12/31/26**
- **Tonetta Lake Advisory Board – Karl Lebitsch, Patricia Bohrman, Mike Langle, Robert Lund, Karen Ratajack and Bill McGregor (1 year term)**
- **ZBA - Timothy Froessel, term to expire 12/31/24, Steve Corozine, term to expire 12/31/24, Roderick Cassidy, term to expire 12/31/24**

**29) Motion to Appoint Planning Board Chairman, Tom LaPerch and Vice Chairman, David Rush**

**30) Motion to Appoint Planning Board Secretary - Victoria Desidero**

**31) Motion to Appoint Architectural Review Board Chairman- John Goudey.**

**32) Motion to Appoint Board of Appeals Chairman - Timothy Froessel and Vice Chairman, Paul Vink**

**33) Motion to Appoint Town Historian - John Duncan**

**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 2020 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**

**TOWN BOARD COMMENT**

Supervisor Hay informed the public that there are a lot of scams going on in the County and stated one of them is a property notification card that has gone out to residents, and to please ignore it, it is not from the Town Assessor's Office.

Councilman Larca welcomed new Town Board member John O'Connor.

Supervisor Hay congratulated Councilman Alvarez on his re-election.

Councilman Alvarez made a motion to close the meeting and Councilman Larca seconded. All in favor.

Respectfully Submitted,

Michele Stancati  
Southeast Town Clerk