

**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**

Swearing In Ceremony:

1. Edwin Alvarez – Town Board – By The Honorable Joseph J. Spofford Jr.
2. John O'Connor – Town Board – By The Honorable Joseph J. Spofford Jr.
3. Michael Burdick – Town Highway Superintendent – By The Honorable Joseph J. Spofford Jr.

Organizational Meeting:

- 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) **Motion to Appoint Town Court Clerks - Janice Bergquist and AnnMarie 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 12/31/19, 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 Langley, 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