

Town of Southeast
1360 Route 22
Brewster, New York 10509
Thursday, January 8, 2026
ORGANIZATIONAL MEETING 7:00 P.M.

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

Present:

Councilman Eric Cyprus
Councilman Eric Larca
Councilwoman Lewis
Councilman Mazzotta
Supervisor Nick Durante

Also: Town Clerk Kathleen Chiudina
Town Attorney Willis H. Stephens Jr

And: 62 persons

Swearing-In Ceremony

Town Justice – Honorable Louis Gasparini – Sworn in by Kevin Byrne

Supervisor Durante made a motion to take a five-minute recess. Seconded by Councilwoman Lewis. All in favor.

Supervisor Durante made a motion to come out of recess. Councilman Cyprus seconded. All in favor.

Organizational Meeting:

Supervisor Durante made a motion to open the Organizational Meeting. Councilman Larca seconded. All in favor.

- 1) Motion to Adopt Town Board Meeting Dates – Thursday January 22; February 5 and 19; March 5 and 19; April 2 and 16; May 7 and 21; June 4 and 18; July 9 and 23; August 6 and 20; September 3 and 17; October 1 and 15; November 5 and 19; December 3 and December 17**
- 2) Motion to Set Roll Call Voting Order of the Town Board – Eric Cyprus, Eric Larca, Wendy Lewis, Alex Mazzotta and Nick Durante**
- 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 Confidential Secretary to Supervisor – Christine DuBois**
- 7) Motion to Appoint Deputy Supervisor – Eric Larca**

- 8) **Motion to Appoint Liaisons – Historic Sites Commission, Eric Cyprus; Recreation, Eric Larca; Buildings/Code Enforcement, Eric Larca; Village of Brewster, Eric Larca; Accounting, Alex Mazzotta; Special Districts, Wendy Lewis**
- 9) **Motion to Appoint Deputy Town Clerks – Elizabeth Cerone, Denise Astrologo**
- 10) **Motion to Appoint Registrar of Vital Statistics, Handicap Issuing Agent, “FOIL”, Records Management and Marriage Officer – Kathleen Chiudina**
- 11) **Motion to Appoint Deputy Registrar of Vital Statistics – Elizabeth Cerone**
- 12) **Motion to Designate Town Consulting Engineer – Hahn Engineering**
- 13) **Motion to Designate Town Consulting Planner – AKRF Inc.**
- 14) **Motion to Appoint Town Attorney – Willis H. Stephens Jr.**
- 15) **Motion to Appoint Delegate to Annual Association of Towns Meeting and Alternate – Willis H. Stephens, Jr. – Alternate – Kathleen Chiudina**
- 16) **Motion to Appoint Town MS4 Coordinator – Will Angiolillo, Town Engineer**
- 17) **Motion to Appoint Town MS4 Administrator – Bruce Bridges**
- 18) **Motion to Appoint Fixed Assets Officer – Ron Hund**
- 19) **Motion to Appoint Parking Administrator – Ann Marie Milano**
- 20) **Motion to Appoint Town Tax Receiver – Ann Marie Milano**
- 21) **Motion to Appoint Deputy Tax Receivers – Denise Astrologo, Maureen Callen, Margaret Schacht, Mary Smith and Susan Tobacco**
- 22) **Motion to Appoint Fire Inspector – Gerald Schramek**
- 23) **Motion to Appoint Zoning Enforcement Officers – Michael Levine, Joe Hernandez, Gerald Schramek and Peter Bell**
- 24) **Motion to Appoint Code Enforcement Officers - Michael Levine, Joe Hernandez**
- 25) **Motion to Appoint Parking Enforcement Officers – Michael Levine, Joe Hernandez, Peter Carey, Gerald Schramek, Peter Bell and MaryAnn DiCello**
- 26) **Motion to Appoint Emergency Coordinator – Gerald Schramek**
- 27) **Motion to Appoint TOSE Dog Control Officer – Defer**
- 28) **Motion to have Employees sign 2026 Town Vehicle Policy**

- 29) Motion to have all Employees sign receipt of Town's Ethics Policy and Financial Disclosure**
- 30) Motion to Adopt 2026 Fee Schedule**
- 31) Motion to Adopt 2026 Employee Handbook**
- 32) Motion to have Employees sign Acknowledgment Form for 2026 Employee Handbook**
- 33) Motion to Adopt 2026 Holiday Schedule**
- 34) Motion to Appoint the Following Board Seats:**
- **Historic Sites – John Duncan, term to expires 12/31/32**
 - **Library Board – Jessica Kiebler, term to expire 12/31/30**
 - **Planning Board – Robert Ferrito, term to expire 12/31/32**
 - **Zoning Board Scott Seaman, term to expire 12/31/30**
 - **Tonetta Lake Advisory Board – Jared Kuczenski, Mike Langley, Karen Ratajack, Bill McGregor, Sean Hamilton and two (2) vacancies**
- 35) Motion to Appoint Planning Board Chairman, Tom LaPerch and Vice Chairman, David Rush**
- 36) Motion to Appoint Planning Board Secretary – Jackie Lester**
- 37) Motion to Appoint Zoning Board of Appeals Chairman – Roderick Cassidy and Vice Chairman, Steve Corozine**
- 38) Motion to Appoint Chairperson Historic Sites – Cathy Croft**
- 39) Motion to Appoint Town Historian – Jack Alcott**
- 40) Motion – Standard Workday and Reporting by Elected Officials**
- 41) Motion to Adopt Standard Work Day – In accordance with Union Contracts**
- 42) Motion to Set Mileage Rate – Per IRS**
- 43) Motion to Authorize Putnam County to Levy Taxes**
- 44) Motion to authorize Supervisor to sign IMA Shared Services – Uniformed Court Officer – Parking Enforcement of dedicated lots**
- 45) Motion to extend IMA Shared Services with the Town of Patterson – Refuse pick-up 30 Shailin Lane, Patterson, New York 12563**

Supervisor Durante made a motion to pass the Motions as one unless there are any questions or adjustments. Councilman Larca seconded. All in favor.

Supervisor Durante made a motion to close the Organization Meeting. Councilman Larca seconded. All in favor.

Respectfully Submitted,
Kathleen Chiudina
Southeast Town Clerk