

TOWN OF SOUTHEAST
Town Clerk Minutes
ORGANIZATIONAL MEETING
January 3, 2008
John J. Dunford Civic Center
1360 Route 22
Brewster, NY 10509

Present: Supervisor Michael Rights
Councilman Paul P. Johnson
Councilman Richard B. Honeck
Councilman Roger Gross
Councilman Dwight Yee

Also: Town Clerk Ruth A. Mazzei
Town Attorney Willis H. Stephens, Jr.

And: Approximately 50 persons

Pledge of Allegiance.
Supervisor Rights made a notation of exits.

Councilman Honeck made a motion to open the meeting and Councilman Johnson seconded. All in favor.

Rules of Order - Councilman Johnson made a motion to Adopt Roberts Rules of Order. Councilman Honeck seconded. All in favor.

Adopt Agenda - Councilman Johnson made a motion to adopt the agenda as presented and Councilman Honeck seconded. All in favor.

Meeting Dates - A motion was made by Councilman Honeck to set Town Board meeting date for Thursdays. Councilman Gross seconded. All in favor. Councilman Johnson made a motion to set the meetings for January as follows: January 10 –Worksession, January 17 – Regular Meeting, January 24 – Worksession. Councilman Honeck seconded and all in favor.

Roll Call Voting Order - Councilman Honeck made a motion for Roll Call Voting Order of the Town Board to be accomplished by Seniority. Councilman Johnson seconded. All in favor.

Depositories – Councilman Gross made a motion to Designate the Official Depositories for the Town of Southeast to be The Mahopac National Bank or any other bank that is qualified to business in New York State. Councilman Honeck seconded. All in favor.

Official Newspaper - Councilman Johnson made a motion to designate the Official Newspaper as the Putnam County Press & Journal News or any other paper as necessary. Councilman Honeck seconded. All in favor, except Supervisor Rights who voted no.

Town Board Committees - Supervisor Rights set the following Town Board Committees. The Supervisor sits on each board also.

- a) Putnam County Liaison – Honeck
- b) Brewster Village Liaison - Rights
- c) Watershed - Croton Plan – Honeck
- d) IDA Liaison - Rights
- e) Special Districts – Rights
- f) Recreation- Gross

- g) Personnel - Yee
- h) Parking Facilities - Johnson
- i) Cable - Rights
- j) Code Enforcement - Yee
- k) Landfill Closure - Rights
- l) Planning Board - Rights
- m) Zoning Board of Appeals - Gross
- n) Tonetta Lake Advisory Committee - Johnson
- o) Open Space Committee - Honeck
- p) Recreation Advisory Board - Gross

Deputy Town Clerks – Town Clerk Mazzei announced that her appointments for Deputy Town Clerks are Angela Milano & Bernadette Kerbe until 12/31/08.

Registrar of Vital Statistics - Councilman Honeck made a motion to appoint Ruth A. Mazzei as the Registrar of Vital Statistics until 12/31/2011. Councilman Johnson seconded. All in favor.

Handicap Issuing Agent - Councilman Johnson made a motion to appoint Ruth A. Mazzei as the Handicap Issuing Agent until 12/31/2011. Councilman Gross seconded. All in favor.

Records Management Officer - Councilman Honeck made a motion to appoint Ruth Mazzei Records Management Officer until 12/31/2011. Councilman Johnson seconded. All in favor.

Marriage Officer - Councilman Johnson made a motion to appoint Ruth A. Mazzei as the Town of Southeast Marriage Officer until 12/31/2011. Councilman Honeck seconded. All in favor.

Town Historian - Councilman Johnson made a motion to appoint Michelle Powers as Town Historian. Councilman Yee seconded and all in favor.

Fire Inspector and Safety Coordination Officer - Councilman Honeck made a motion to appoint Kenneth Clair as Fire Inspector and as Safety Coordination Officer. Councilwoman Gross seconded and all in favor.

Town Attorney - Councilman Honeck made a motion to designate Willis H. Stephens, Jr. as Town Attorney. Councilman Gross seconded. All in favor except Supervisor Rights who abstained.

Town Engineer – Councilman Johnson made a motion to designate Nathan Jacobson Assoc. and various firms as needed. Councilman Gross seconded. All in favor, except Supervisor Rights who abstained.

Annual Association of Towns - Councilman Johnson made a motion to appoint Ruth A. Mazzei as delegate and Roger Gross as alternate to the Annual Association of Towns Meeting. Councilman Honeck seconded. All in favor.

Fixed Assets Officer – Councilman Johnson made a motion to appoint Ron Hund as Fixed Assets Officer. Councilman Honeck seconded. All in favor.

Mileage Rate – Councilman Honeck made a motion to set Mileage Rate as per IRS Standard for 2008, which at the present time is \$.505 per mile. Councilman Gross seconded. All in favor.

Standard Work Day - Councilman Johnson made a motion to adopt a standard work day as per the union contract. Summer hours are subject to change as per the union contracts. Councilman Honeck seconded. All in favor.

Dog Control Officer – Councilman Honeck made a motion to appoint Alan Jacknick as Dog Control Officer. Councilman Gross seconded. All in favor.

Fee Schedule and Special Districts Rates for 2008 - Councilman Honeck made a motion to accept the amended fee schedule and special districts rates for 2008. Councilman Johnson seconded. All in favor. (see attached)

Levy Taxes – Councilman Honeck made a motion to authorize Putnam County to Levy Taxes. Councilman Johnson seconded. All in favor.

Sheriff's Contract - Councilman Honeck made a motion to authorize the Supervisor to sign the 2008 sheriff contract not to exceed 90 days. Councilman Johnson seconded and all in favor.

Parking Enforcement Officer - Councilman Johnson made a motion to appoint William Reig as Parking Enforcement Officer. Councilman Gross seconded. All in favor.

Board Seats – Supervisor Rights made a motion to defer the appointments of the following seats so the three new board members can become familiar with the appointees. Councilman Yee seconded.

Roll call vote – Supervisor Rights – aye
Councilman Johnson – nay
Councilman Honeck – nay
Councilman Gross – nay
Councilman Yee – aye

Vote defeated by a vote of 3 nays, 2 ayes, 0 abstained.

Historic Sites Commission - Councilman Johnson made a motion to re-appoint Danielle Cylich-Kennedy until 12/31/15. Councilman Honeck seconded and all in favor except Supervisor Rights who voted no.

Board of Assessment Review --Councilman Honeck made a motion to re-appoint James Clark until 12/31/13. Councilman Johnson noted that the open term will expire on 9/30/09. Councilman Gross seconded and all in favor except Supervisor Rights who voted no.

Planning Board – Councilman Gross made a motion to appoint Dennis Sullivan until 12/31/14. Councilman Honeck seconded and all in favor except Supervisor Rights who voted no.

Library - Councilman Johnson made a motion to re-appoint Christopher Adams until 08/05/12. Councilman Honeck seconded. All in favor except Supervisor Rights voted no.

Zoning Board of Appeals - Councilman Honeck made to motion to appoint Timothy Froessel until 12/31/12 and Councilman Johnson seconded. All in favor except Supervisor Rights voted no.

Councilman Johnson made an announcement that there is a vacancy on the Architectural Review Board which will expire on December 31, 2010.

Open Space Committee - Councilman Honeck made a motion to approve the following appointments and Councilman Johnson seconded. All in favor except Supervisor Rights who voted no.

Don Burrows 12/31/08
Kerry Cunningham 12/31/08

Ann Fanizzi 12/31/08
Cheri Ingraham 12/31/08
Mildred Nugent 12/31/08

There are 2 vacancies.

Tonetta Lake Advisory Board – Councilman Gross made a motion to appoint the following members. Councilman Johnson seconded and all in favor except Supervisor Rights who voted no.

Michael Langley 12/31/08
Robert Lund 12/31/08
Karl Lebitsch 12/31/08
Karen Ratajack 12/31/08
Donald Hazen 12/31/08
Robert Tiburcia 12/31/08
Robert Zubrycki 12/31/08

There are still two vacancies on the Tonetta Lake Advisory Board.

Open Space committee Chairman – Councilman Honeck made a motion appoint Mildred Nugent and Councilman Gross seconded. All in favor, except Supervisor Rights who voted no.

Tonetta Lake Advisory Board Chairman - Councilman Gross made a motion to appoint Karl Lebitsch as Chairman. Councilman Johnson seconded and all in favor, except Supervisor Rights who voted no.

Planning Board Chairman - Councilman Honeck made a motion to appoint Thomas LaPerch as the Planning Board Chairman; Councilman Johnson seconded. All in favor.

Planning Board Vice Chairman – Councilman Johnson made a motion to appoint David Rush as Planning Board Vice Chairman. Councilman Honeck seconded. All in favor.

Zoning Board Chairman - Councilman Honeck made a motion to appoint Ed Colello as Chairman. Councilman Johnson seconded. All in favor.

Zoning Board Vice Chairman - Councilman Gross made a motion to appoint Tom Costello as Vice Chairman. Councilman Johnson seconded. All in favor.

Architectural Review Board Chairman - Councilman Johnson made a motion to appoint Tom Frasca as Chairman of the Architectural Review Board. Councilman Honeck seconded and all in favor.

Tax Receiver – Councilman Gross made a motion to appoint Susan Tobacco until 2011. Councilman Honeck seconded and all in favor.

Deputy Tax Receiver - Councilman Honeck made a motion to appoint Nancy Dwyer as Deputy Tax Receiver and Councilman Johnson seconded. All in favor.

Agendas - Councilman Johnson made a motion to appoint Ruth A. Mazzei as manager of all Town Board Meeting agendas. Councilman Honeck seconded and all in favor.

Wetlands Inspector – Councilman Honeck made a motion to appoint Blue Dot, Inc. AKA Don Cuomo. Councilman Johnson seconded and all in favor except Supervisor Rights who abstained.

Interim Facilities Manager - Councilman Gross made a motion to appoint Robert Conlin to complete new Town Offices and to oversee the Maintenance Department not to exceed 90 days at a rate of \$6,000 per month. Councilman Johnson seconded and all in favor except Supervisor Rights who abstained.

Special Protocol Officer – Supervisor Rights made a motion to appoint Councilman Yee and Councilman Gross seconded and all in favor.

Open Government Committee – Supervisor Rights made a motion to form an Open government committee. Councilman Yee seconded and the votes are as Follows:

Supervisor Rights – aye
Councilman Johnson – nay
Councilman Honeck – nay
Councilman Gross – aye
Councilman Yee – aye
Vote carried by a vote of 3 ayes and 2 nays. 0 abstained,

Retainer Agreement and Special council Position withdrawn..

Dog Control Liaison – Michael Rights made a motion to appoint himself.

Motion to Close by Supervisor Rights; seconded by Councilman Gross
Upon roll call vote:

Supervisor Rights – aye
Councilman Johnson - nay
Councilman Honeck – nay
Councilman Gross – nay
Councilwoman Yee – aye

Vote not carried by 2 ayes, 3 nays – 0 abstained.

NEW BUSINESS

Parking signs - Councilman Johnson made a motion to authorize the Highway Department to replace the signs to their previous spots that the Supervisor had moved. Councilman Honeck seconded and all in favor.

Supervisor Secretary - Councilman Johnson made a motion to authorize moving \$18,000 from the Town Board .1 line to the Supervisor .1 line. Councilman Honeck seconded and all in favor.

Special District - Councilman Johnson made a motion to have the Supervisor place an ad in the newspapers for a Special District Coordinator within a week. Councilman Honeck seconded and all in favor.

Supervisor Rights made a motion to close the meeting and Councilman Yee seconded. All in favor.

Respectfully submitted,

Ruth Argo Mazzei

Southeast Town Clerk