

VILLAGE OF BREWSTER
2013-2014 ORGANIZATIONAL MEETING
BOARD OF TRUSTEES
December 2, 2013
7:30 P.M
50 Main Street Brewster, NY 10509
Minutes

Present:

Mayor James Schoenig
Trustee Christine Piccini
Trustee Tom Boissonnault
Trustee Mary Bryde
Trustee Teresa Stockburger

Also Present:

Village Clerk & Treasurer Peter Brewster Hansen
Village Counsel Anthony Molé
Village Engineer John Folchetti

Village Consultant:

Rick Stockburger

Clerk Hansen administers the oath of office to Trustee Stockburger, Trustee Piccini and, Mayor Schoenig.

Mayor Schoenig called the Meeting to order at 7:30PM, Trustee Stockburger 2nd, all in favor 5 to 0.

STAFF APPOINTMENTS

Mayor Schoenig moves to make the following Staff Appointments as one motion:

Police Commissioner:	Jim Schoenig
Deputy Mayor:	Christine Piccini
Chief of Police:	John Del Gardo
Commissioner of Parking:	Tom Boissonnault
Commissioner of Sanitation:	Terri Stockburger
Commissioner of Public and Cultural Affairs:	Mary Bryde
Commissioner of Taxi and Limousine Affairs:	James Schoenig
Village Counsel:	Anthony Molé
	Greg Folchetti
	Jennifer Herodes
Bond Counsel	Hawkins, Delafield & Wood by: Daniel G. Birmingham, Esq.
Village Historian:	Denis Castelli
Village Consultants:	Jack Gress
	Rick Stockburger
	Denis Castelli
	Todd Gianguzzi

Village Clerk/Treasurer/ Registrar of Vital Statistics/ Records Management Officer:	Peter B. Hansen
Part time Dep. Village Clerk/ Dep. Registrar of Vital Statistics/ Deputy Treasurer:	Joanne Weiland Cathy Mannfolk
Authorization to sign checks:	Peter B. Hansen James Schoenig Christine Piccini
Highway/Water Superintendent:	Dan Crawford
Stormwater Management Officer:	Dan Crawford
Part Time Code Enforcement Officer/Fire Inspector:	Joe Hernandez Joseph Szilagyi
Acting Village Justice of the Village of Brewster Court:	Richard Vercollone
Clerk to Village Justice:	Jean Macli
Secretary to Planning Board:	Athena Arvan
Secretary to Zoning Board of Appeals:	Athena Arvan
Village Engineer:	J. R.F. A. (by John Folchetti)
Superintendent, Wastewater:	J. R.F.A. (by John Folchetti/Paul Pelusio)
Official Newspaper(s):	The Putnam County Press, aka Putnam County Times, aka Brewster Times
Official Public Notice:	Village Hall Bulletin Board Village of Brewster website
Official Depository(s)	Mahopac National Bank
Official Towing Organization	Don's Automotive
Parking Enforcement Officer	Rick Stockburger Todd Gianguzzi
Next Regular Meeting of the Board of Trustees: December 4, 2013	
Regular Board of Trustee Meetings at 7:30 PM on the First and Third Wednesdays of the month beginning with December 4 th and December 18 th respectively, 2013	
Seconded by Trustee Piccini, staff appointments and designations as presented.	
Ayes: 5	Nays: Abstain: Absent:

SCHEDULE OF BOARD OF TRUSTEES MEETINGS

RESOLVED, that the regular meetings and work sessions of the Village Board of Trustees shall be held in the Village Board Room of the Village Hall, 50 Main Street, Brewster, New York, according to the below listed calendar and as specified above; and

BE IT FURTHER RESOLVED, that the public notice of the time and place of the regular meetings of the Village Board of Trustees of the Village of Brewster be given to the news media as required by Section 99 of the Public Officers Law of the State of New York and that a copy of this Resolution and such public notice shall be forthwith posted conspicuously on the bulletin board in the adjacent vehicle passageway of the Village Hall at 50 Main Street, Brewster, New York, and remain conspicuously posted on said designated bulletin board during the Village official year 2013/2014.

2013-2014 Village of Brewster Board of Trustees Meeting Schedule
50 Main Street (Village Hall), Brewster, NY 10509
Start time: 7:30 p.m.

<u>Month</u>	<u>Day</u>	<u>Meeting Type</u>
December, 2013	4	Regular Board Meeting
December	18	Regular Board Meeting
January, 2014	1	No Meeting
January	15	Regular Board Meeting
February	5	Regular Board Meeting
February	19	Regular Board Meeting
March	5	Regular Board Meeting
March	19	Regular Board Meeting
April	2	Regular Board Meeting
April	16	Regular Board Meeting
May	7	Regular Board Meeting
May	21	Regular Board Meeting
June	4	Regular Board Meeting
June	18	Regular Board Meeting
July	2	Regular Board Meeting
July	16	Regular Board Meeting
August	6	Regular Board Meeting
August	20	Regular Board Meeting
September	3	Regular Board Meeting
September	17	Regular Board Meeting
October	1	Regular Board Meeting
October	15	Regular Board Meeting
November	5	Regular Board Meeting
November	19	Regular Board Meeting
December	1	2014-2015 Organizational Meeting

Mayor Schoenig moves to accept Meeting dates as presented seconded by Deputy Mayor Piccini.

Ayes: 5 Nays: Abstain: Absent:

DESIGNATION OF SPECIAL MEETINGS PROCESS

WHEREAS, the State Law affirms that SPECIAL MEETINGS may be called from time to time and

WHEREAS, State Law does not prescribe a process for convening a SPECIAL MEETING

NOW, THEREFORE, BE IT RESOLVED: That the Mayor or two Village Trustees acting together may call a SPECIAL MEETING. The SPECIAL MEETING convener or conveners must give notice to the Clerk of the Village and all Village Board of Trustee members by all the following methods if possible

- 1. Telephone
- 2. Email
- 3. In-person

to ensure they are aware of the meeting as quickly as possible. The Village Clerk must notify the media and general public as soon as practicable after the calling of the SPECIAL MEETING. The notice to the media shall consist of a fax or email to the news desk of a daily paper such as The Journal-News, posting of the meeting on the Village Bulletin Board, notice in the Village office, and notification via the internet on the Village of Brewster web site, and via email to the general public who have access to such services. Every effort must be made to make the Board of Trustees and the residents of the Village as well as the general public aware of the need, purpose, time and location of the SPECIAL MEETING.

Mayor Schoenig moves to accept the Special Meeting Process as presented seconded by Trustee Boissonnault.

Ayes: 5 Nays: Abstain: Absent:

DESIGNATION OF DATE FOR 2014-15 ORGANIZATIONAL MEETING

WHEREAS, the Village Law states that the official year of a Village begins at noon on the first Monday of the month following the month of the Village Election; and

WHEREAS, the Village of Brewster annually holds the Village Election in the month of November, and has traditionally held the Village Organizational Meeting on the first Monday of the following month.

NOW, THEREFORE, BE IT RESOLVED: That the Village Organizational Meeting for the year 2014-2015 will be held on Monday, 7:30 PM, December 3, 2014 at 50 Main Street, Brewster, NY 10509

Mayor Schoenig moves to accept Organizational Meeting Date as presented seconded by Trustee Bryde.

Ayes: 5 Nays: Abstain: Absent:

AUTHORIZE ATTENDANCE AT CONFERENCES AND MEETINGS

RESOLVED that authorization be given for instate travel to the Mayor, Trustees, Village Clerk, and Village Attorney for attendance at Annual Meetings and training sessions of the New York State Conference of Mayors and other Municipal Officials' organizations; and in addition to the aforesaid officials, others in Village Government who may be deemed to benefit from attendance, BE IT FURTHER RESOLVED, that employees of the Village shall submit a request for attendance at such meetings along with an estimate of costs to the Village Clerk in advance of such meeting; and

BE IT FURTHER RESOLVED that attendees be reimbursed by the Village for reasonable budgeted expenses incurred by their attendance at the above functions pursuant to Section 77-b of the General Municipal Law of the State of New York. The Village Clerk is directed to keep the Mayor and Board of Trustees current on all requests and budgetary impact.

Mayor Schoenig moves to accept authorization of attendance at conferences and meetings as presented, seconded by Trustee Boissonnault.

Ayes: 5 Nays: Abstain: Absent:

MILEAGE ALLOWANCE

WHEREAS, the Board of Trustees of the Village of Brewster has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village.

NOW, THEREFORE, BE IT RESOLVED: That the Board of Trustees shall approve reimbursement to such officers and employees at the approved Privately Owned Vehicle (POV) Mileage Reimbursement Rates as published by the U.S. General Services Administration <http://www.gsa.gov> in effect at the time of such travel, currently at \$0.565 per mile as of 12/1/2013

Mayor Schoenig moves to accept mileage rate as presented, seconded by Deputy Mayor Piccini.

Ayes: 5 Nays: Abstain: Absent:

MEAL ALLOWANCE

WHEREAS, the Board of Trustees of the Village of Brewster has determined to provide a meal allowance in the amount of \$10.00 for DPW personnel during O.T. snow plowing with the approval of the DPW Superintendent.

WHEREAS, the Board of Trustees of the Village of Brewster has determined to provide a meal allowance in the amount of \$40.00 per day, with proper receipts, during attendance at conferences and seminars where meals are not already provided.

NOW, THEREFORE, BE IT RESOLVED: That the Board of Trustees authorizes said meal allowances.

Mayor Schoenig moves to accept meal allowance as presented, seconded by Trustee Bryde.

Ayes: 5 Nays: Abstain: Absent:

PROCUREMENT POLICY – on file in Village Office

WHEREAS, the Board of Trustees of the Village of Brewster complies with State procurement policies for bids exceeding \$10,000 for “goods” purchase contracts, and \$35,000 for public works contracts, and other guidelines and;

Whereas the Village Board has adopted a procurement policy and;

Whereas the Village Board of Trustees should review such policy on an annual basis;

NOW, THEREFORE, BE IT RESOLVED: That the Board of Trustees authorizes continuation of the procurement policy for those items outside State guidelines.

Mayor Schoenig moves to accept Procurement Policy as presented, seconded by Trustee Stockburger.

Ayes: 5 Nays: Abstain: Absent:

ETHICAL DISCLOSURES

WHEREAS the Board of Trustees of the Village of Brewster seeks to maintain clear ethical boundaries for appointed officials and key employees,

NOW, THEREFORE, BE IT RESOLVED: That the Board of Trustees directs that the following office holders provide signed ethical disclosure forms to the Clerk within 30 days of this resolution.

Trustees	DPW Superintendent	Zoning Board of Appeals
Mayor	Deputy Clerk/Treasurer Part-time	Members
Clerk & Treasurer	Planning Board Members	Clerk to Justice Court
Code Enforcement Officer		

Mayor Schoenig moves to direct Ethical Disclosure distribution as detailed, seconded by Deputy Mayor Piccini.

Ayes: 5 Nays: Abstain: Absent:

ADVANCE APPROVAL OF CLAIMS

WHEREAS, Section 5-524(6) of the Village Law provides that the Board of Trustees may, by Resolution, authorize payment in advance of audit of claims for certain recurring charges.

NOW, THEREFORE, BE IT RESOLVED: That the Village Board of Trustees does authorize payment in advance of a Regular Board Meeting scheduled audit; utility bills, insurance premiums, postage, authorized travel advance and fees for registration and attendance at pre-approved meetings, seminars and conferences.

Mayor Schoenig moves to accept advance approval of claims as presented, seconded by Trustee Boissonnault.

Ayes: 5 Nays: Abstain: Absent:

DESIGNATION OF OFFICIAL NEWSPAPER

[and alternative method(s) of notification] for the year 2013/2014

WHEREAS, the Village of Brewster is required by Village Law to annually designate an official newspaper for the publication of legal notices; and

WHEREAS, said newspaper must have general circulation and broad distribution within the Village;

NOW, THEREFORE, BE IT RESOLVED, that The Putnam County Press, aka The Putnam County Times, aka The Brewster Times be designated the official newspaper of the Village Brewster. Additionally the Brewster Village web site, www.brewstervillage-ny.gov and the bulletin board at Village Hall, along with other electronic means in order to maximize notice distribution, will serve as alternate methods of notification.

Mayor Schoenig moves to accept designation of official newspaper as presented, seconded by Trustee Bryde.

Ayes: 5 Nays: Abstain: Absent:

DESIGNATION OF VILLAGE DEPOSITORIES
AND AUTHORIZATION TO INVEST IDLE FUNDS

NOW, THEREFORE, BE IT RESOLVED, that the following banks be designated as official depositories for the funds of the Village of Brewster for the year 2013/2014:

Mahopac National Bank

AND BE IT FURTHER RESOLVED, that the Village Treasurer be authorized to invest idle Village funds under the provisions of Section 11 of the General Municipal Law of the State of New York, and in accordance with the financial policy and laws of the Village of Brewster.

Mayor Schoenig moves to accept designation of village depositories and authorization to invest idle funds as presented, seconded by Trustee Stockburger.

Ayes: 5 Nays: Abstain: Absent:

RESOLUTION DESIGNATING VILLAGE ELECTION FOR 2014

WHEREAS, the next General Election for officers in the Village of Brewster, New York, will be held on November 4, 2014; and

WHEREAS, the Board of Trustees must designate, by Resolution, and publish the offices which are to be filled in such election and terms thereof, pursuant to Section 15-104 of the Election Law of the State of New York.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Board of Trustees designates the following offices as vacant at the end of the current official year: December 3, 2014, to be filled at the Village Election to be held on November 4, 2014, for terms as listed:

	Term	Inception	Expiration
VILLAGE TRUSTEE	2yr	12/03/14	12/07/2016
VILLAGE TRUSTEE	2yr	12/03/14	12/07/2016

Two (2) Village Trustees for two (2) official Village years.

2. This Resolution shall take effect immediately.

Mayor Schoenig moves to accept elective office designation as presented, seconded by Deputy Mayor Piccini.

Ayes: 5 Nays: Abstain: Absent:

RESOLUTION DESIGNATING POLLING PLACE AND HOURS POLLS ARE OPEN

WHEREAS, the next General Election for officers in the Village of Brewster, New York, will be held on November 4, 2014, and

WHEREAS, Section 15-104 (3) (b) of the Election Law of the State of New York states that the Village Board of Trustees must designate by Resolution the polling place in each election district, and the hours during which polls are open.

NOW, THEREFORE, BE IT RESOLVED:

- 1) That the polling place(s) in the Village of Brewster will be designated by the Putnam County Board of Elections in accordance with New York State Law.
- 2) Polls will be open for the General Village Election to be held on November 4, 2014 between the hours of 6:00 o'clock A.M. and 9:00 o'clock P.M.

Mayor Schoenig moves to accept designating polling place and hours polls are open as presented, seconded by Deputy Mayor Piccini.

Ayes: 5 Nays: Abstain: Absent:

Planning Board meeting dates will be the 4th Tuesday of each month commencing at 7:30PM at Village Hall, 50 Main Street, Brewster, NY 10509

2013-2014 Village of Brewster
Planning Board Meeting Schedule
50 Main Street (Village Hall), Brewster, NY 10509
Start time: 7:30 p.m.

<u>Month</u>	<u>Day</u>	<u>Meeting Type</u>
December, 2013	3	Regular Meeting
January, 2014	7	Regular Meeting
February	25	Regular Meeting
March	25	Regular Meeting
April	22	Regular Meeting
May	27	Regular Meeting
June	24	Regular Meeting
July	22	Regular Meeting
August	26	Regular Meeting
September	23	Regular Meeting
October	28	Regular Meeting
November	25	Regular Meeting
December	23	Regular Meeting

Mayor Schoenig moves to accept Planning Board Meeting dates as presented, seconded by Deputy Mayor Piccini.

Ayes: 5 Nays: Abstain: Absent:

Zoning Board of Appeals meeting dates called as needed and published at least 5 days in advance in the official Village Newspaper designated herein.

Mayor Schoenig moves to accept Zoning Board of Appeals Meeting dates as presented, seconded by Trustee Stockburger.

Ayes: 5 Nays: Abstain: Absent:

Mayor Schoenig motions to reappoint the Board of Trustees to constitute the membership of the following:

1. Safety Committee
2. Capital Committee
3. Board of Water Commissioners
4. Board of Health
5. Board of Taxi Commissioners

Seconded by Deputy Mayor Piccini as presented.

Ayes: 5 Nays: Abstain: Absent:

VILLAGE OF BREWSTER 2014 HOLIDAYS	
DATE	HOLIDAY
Wednesday, January 1 st	New Year's Day
Monday, January 20 th	Martin Luther King Jr. Day
Monday, February 17 th	Presidents' Day
Monday, May 26 th	Memorial Day
Friday, July 4 th	Independence Day
Monday, September 1 st	Labor Day
Monday, October 13 th	Columbus Day
Tuesday, November 4 th	Election Day
Tuesday, November 11 th	Veterans' Day
Thursday, November 27 th	Thanksgiving Day
Friday, November 28 th	Day After Thanksgiving
Thursday, December 25 th	Christmas Day
Friday, December 26 th	Day After Christmas

Floating Holiday 1 with approval of either DPW Superintendent, Mayor, Village Clerk

Floating Holiday 2 with approval of either DPW Superintendent, Mayor, Village Clerk

Mayor Schoenig moves to designate the holiday schedule as listed, seconded by Deputy Mayor Piccini

Ayes: 5 Nays: Abstain: Absent:

ADOPTION OF COLOR PALETTE FOR SIGNS

The approved color palette for signs as defined in Local Law 3 of 2009 – Chapter 199 - Signs

Background Color: (choose one)

- Deep (colonial) red/cranberry/burgundy similar to pantone 188
- Navy blue similar to pantone 282
- Deep green similar to pantone 627
- Black
- White

Message Colors: (may use two)

- Black
- Silver
- Gold
- White

Mayor Schoenig moves to adopt the color palette for signage per village law as listed seconded by Deputy Mayor Piccini

Ayes: 5 Nays: Abstain: Absent:

APPROVAL OF FEE SCHEDULE

WHEREAS, the Board of Trustees of the Village of Brewster has established a Fee Schedule which sets forth the fees and costs which shall be tendered to the Village of Brewster, or an instrumentality thereof, for the processing and administration of permits, appeals, applications, petitions, reviews and all other matters requiring a fee, as established by the Village Code of the Village of Brewster, and

BE IT RESOLVED that the fees listed in the "FEE SCHEDULE" attached hereto shall remain effective immediately upon the adoption of this Resolution of the Board of Trustees of the Village of Brewster, and shall remain in effect until such time as they may be amended by further resolution of the Board of Trustees of the Village of Brewster.

Mayor Schoenig moves to adopt fee schedule as written, seconded by Trustee Bryde:

Ayes: 5 Nays: Abstain: Absent:

LETTERHEAD

NOW THEREFORE BE IT RESOLVED the approved Village Letterhead shall include all current or newly appointed elected and appointed officials including at a minimum; Mayor, Trustees, Clerk, Treasurer, DPW Superintendent, Police Commissioner, Planning Board Chair, Zoning Board Chair, and others as required from time to time. The Village website shall also be updated to include any changes as a result of the Organizational meeting.

Mayor Schoenig moves to adopt the existing letterhead per village law as listed, seconded by Trustee Boissonnault.

Ayes: 5 Nays: Abstain: Absent:

2013-2014 PLANNED LEGISLATION

No Planned Legislation at this time.

Mayor Schoenig motioned to adjourn the Organizational Meeting; seconded by Trustee Bryde

Ayes: 5 Nays: Abstain: Absent:

DATED: December 2, 2013

Respectfully submitted,

Peter Brewster Hansen
Clerk, Village of Brewster