

VILLAGE OF BREWSTER
2011-2012 ORGANIZATIONAL MEETING
BOARD OF TRUSTEES
December 5, 2011
7:30 P.M
50 Main Street Brewster, NY 10509
Minutes

Present:

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

Also Present:

Village Clerk & Treasurer Peter Brewster Hansen
Village Counsel Anthony Molé
Village Historian Denis Castelli
Village Consultant:
Rick Stockburger

Absent: Trustee Teresa Stockburger

Congresswoman Nan Hayworth administers the oath of office to, Mayor James J. Schoenig and Trustee Christine Piccini.

Mayor Schoenig called the Meeting called to order at 7:35PM, Trustee Piccini 2nd, all in favor 4 to 0.

STAFF APPOINTMENTS

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

Police Commissioner:	Jim Schoenig
Deputy Mayor:	Christine Piccini
Chief of Police; Administration:	John Del Gardo
Chief of Police; Patrol	Carmine Drogo
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
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:	Cal Jacobs
Secretary to Zoning Board of Appeals:	Cal Jacobs
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 JP Morgan Chase Bank
Official Towing Organization	Don's Automotive
Parking Enforcement Officer	Rick Stockburger Todd Gianguzzi
Next Regular Meeting of the Board of Trustees:	December 7, 2011

Regular Board of Trustee Meetings at 7:30 PM on the First and Third Wednesdays of the month beginning with Jan 4 and 18 respectively, 2012

Seconded by Trustee Bryde staff appointments and designations as presented.

Ayes: 4 Nays: Abstain: Absent: 1

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 2011/2012.

2011-2012 Village Board Meetings

At 50 Main Street (Village Hall)

Start time: 7:30 p.m.

Month	Day	Meeting Type
December, 2011	7	Regular Board Meeting
January, 2012	4	Regular Board Meeting
January	18	Regular Board Meeting
February	1	Regular Board Meeting
February	15	Regular Board Meeting
March	7	Regular Board Meeting
March	21	Regular Board Meeting
April	4	Regular Board Meeting
April	18	Regular Board Meeting
May	2	Regular Board Meeting
May	16	Regular Board Meeting
June	6	Regular Board Meeting
June	20	Regular Board Meeting
July	4	NO MEETING
July	18	Regular Board Meeting
August	1	Regular Board Meeting
August	15	Regular Board Meeting
September	5	Regular Board Meeting
September	19	Regular Board Meeting
October	3	Regular Board Meeting
October	17	Regular Board Meeting
November	7	Regular Board Meeting
November	21	Regular Board Meeting
December	3	2012-2013 Organizational Meeting

Moved by Mayor Schoenig seconded by Trustee Piccini to accept Meeting dates as presented.

Ayes: 4 Nays: Abstain: Absent: 1

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.

Moved by Trustee Bryde seconded by Trustee Boissonnault to accept the Special Meeting Process as presented.

Ayes: 4 Nays: Abstain: Absent: 1

DESIGNATION OF DATE FOR 2012-13 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 2012-2013 will be held on Monday, 7:30 PM, December 3, 2012 at 50 Main Street, Brewster, NY 10509

Moved by Trustee Bryde seconded by Trustee Piccini to accept Organizational Meeting Date as presented.

Ayes: 4 Nays: Abstain: Absent: 1

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.

Moved by Trustee Bryde seconded by Trustee Boissonnault to accept authorization of attendance at conferences and meetings as presented.

Ayes: 4 Nays: Abstain: Absent: 1

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 \$0.51 per mile as of 1/1/2011

Moved by Trustee Bryde seconded by Trustee Piccini to accept mileage rate as presented.

Ayes: 4 Nays: Abstain: Absent: 1

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.

Moved by Trustee Bryde seconded by Trustee Boissonnault to accept meal allowance as presented.

Ayes: 4 Nays: Abstain: Absent: 1

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.

Moved by Trustee Bryde seconded by Trustee Boissonnault to accept Procurement Policy as presented.

Ayes: 4 Nays: Abstain: Absent: 1

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-	Members
Clerk & Treasurer	time	
Code Enforcement Officer	Planning Board Members	

Moved by Trustee Boissonnault seconded by Trustee Bryde to accept advance approval of claims as presented.

Ayes: 4 Nays: Abstain: Absent: 1

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.

Moved by Trustee Boissonnault seconded by Trustee Piccini to accept advance approval of claims as presented.

Ayes: 4 Nays: Abstain: Absent: 1

DESIGNATION OF OFFICIAL NEWSPAPER

[and alternative method(s) of notification] for the year 2011/2012

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.

Moved by Trustee Boissonnault seconded by Trustee Piccini to accept designation of official newspaper as presented.

Ayes: 4 Nays: Abstain: Absent: 1

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 2011/2012:

Mahopac National Bank

JP Morgan Chase 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.

Moved by Trustee Boissonnault seconded by Trustee Piccini to accept designation of village depositories and authorization to invest idle funds as presented.

Ayes: 4 Nays: Abstain: Absent: 1

RESOLUTION DESIGNATING VILLAGE ELECTION FOR 2012

WHEREAS, the next General Election for officers in the Village of Brewster, New York, will be held on November 6, 2012; 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, 2012, to be filled at the Village Election to be held on November 6, 2012, for terms as listed:

	Term	Inception	Expiration
VILLAGE TRUSTEE	2yr	12/03/12	12/2/2014
VILLAGE TRUSTEE	2yr	12/03/12	12/2/2014

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

2. This Resolution shall take effect immediately.

Moved by Trustee Boissonnault seconded by Trustee Piccini to elective office designation as presented.

Ayes: 4 Nays: Abstain: Absent: 1

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 6, 2012, 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 6, 2012 between the hours of 6:00 o'clock A.M. and 9:00 o'clock P.M.

Moved by Trustee Boissonnault seconded by Trustee Bryde as presented.

Ayes: 4 Nays: Abstain: Absent: 1

EXISTING COMMISSION AND COMMITTEE APPOINTMENTS

	TERM	(re)Appointed	EXPIRATION
Planning Board			
Chair: David Kulo	5yr	12/01/08	12/02/13
Member: Tyler Murello	5yr	01/23/08	12/03/12
Member: Rick Stockburger	5yr	12/06/10	12/07/15
Member: Mark Anderson	5yr	12/07/09	12/01/14
Member: Renée Diaz	5yr	12/05/07	12/05/16
Zoning Board of Appeals			
Chair: Richard Ruchala	5yr	12/03/07	12/03/12
Member: Dory Burdick	5yr	12/07/09	12/01/14
Member: Keith Greene	5yr	12/05/11	12/05/16
Member: Todd Gianguzzi	5yr	12/01/08	12/02/13
Member: Clare D. Kropkowski	5yr	12/06/10	12/07/15

NEW COMMISSION AND COMMITTEE APPOINTMENTS

TERM

Planning Board

Member: Renée Diaz 5yr 12/05/11 12/05/16

Zoning Board of Appeals

Member: Keith Greene 5yr 12/05/11 12/05/16

Moved by Trustee Boissonnault seconded by Trustee Piccini as presented.

Ayes: 4 Nays: Abstain: Absent: 1

Trustee Piccini motions to reappoint the Mayor’s nominations as written and further resolved that the Board of Trustees shall 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 Trustee Boissonnault as presented.

Ayes: 4 Nays: Abstain: Absent: 1

VILLAGE OF BREWSTER 2012 HOLIDAYS		
	DATE	HOLIDAY
Sunday,	January 1 st	New Year's Day (a)
Monday,	January 2 nd	New Year's Day (Observed)
Monday,	January 16 th	Martin Luther King Jr. Day
Monday,	February 20 th	Presidents' Day
Monday,	May 28 th	Memorial Day
Wednesday,	July 4 th	Independence Day
Monday,	September 3 rd	Labor Day
Monday,	October 8 th	Columbus Day
Tuesday,	November 6 th	Election Day
Sunday,	November 11 th	Veterans' Day (a)
Monday,	November 12 th	Veterans' Day Observed
Thursday,	November 22 nd	Thanksgiving Day
Friday,	November 23 rd	Day After Thanksgiving
Tuesday,	December 25 th	Christmas Day
Wednesday,	December 26 th	Day After Christmas

Footnote:

(a) Under the Employee Handbook guidelines when a holiday falls on a Sunday it is observed on the following Monday.

Floating Holiday 1 With approval of either DPW Superintendent, Mayor, Village Clerk
 Floating Holiday 2 With approval of either DPW Superintendent, Mayor, Village Clerk

Moved by Trustee Piccini to designate the holiday schedule as listed seconded by Mayor Schoenig

Ayes: 4 Nays: Abstain: Absent: 1

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

Message Colors:

(may use two)

- Black
- Silver
- Gold
- White

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

Ayes: 4 Nays: Abstain: Absent: 1

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.

Moved by Trustee Piccini to adopt fee schedule as attached seconded by Trustee Boissonnault, discussion:

Ayes: 4 Nays: Abstain: Absent: 1

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.

Moved by Trustee Piccini to adopt the existing letterhead per village law as listed seconded by Mayor Schoenig

Ayes: 4 Nays: Abstain: Absent: 1

2011-2012 PLANNED LEGISLATION

Revised Village Code Chapter 257 – Water Code of the Village of Brewster

Trustee Piccini motioned to adjourn the Organizational Meeting; seconded by Mayor Schoenig
2nd

Ayes: 4 Nays: Abstain: Absent: 1

DATED: December 5, 2011

Respectfully submitted,

Peter Brewster Hansen
Clerk, Village of Brewster