

VILLAGE OF BREWSTER
2015-2016 ORGANIZATIONAL MEETING
BOARD OF TRUSTEES
December 7, 2015
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 Erin Meagher

Absent

None

Also Present:

Village Clerk & Treasurer Peter Brewster Hansen
Village Counsel Anthony Molé

Judge James Reitz administers the oath of office to Trustee Meagher. Judge Anthony Molé administers the oath of office to Mayor Schoenig and Trustee Piccini.

Mayor Schoenig called the Meeting to order at 7:30PM, Trustee Piccini 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 Parks and Recreation	Tom Boissonnault
Commissioner of Sanitation:	Erin Meagher
Commissioner of Public and Cultural Affairs:	Mary Bryde
Commissioner of Taxi and Limousine Affairs:	James Schoenig
Main Street Beautification Coordinator	Erin Meagher
Legislative Coordinator	Christine Piccini
Town of Southeast Liaison	Christine Piccini
Village Counsel:	Anthony Molé
	Greg Folchetti
	Jennifer Herodes
Bond Counsel	Hawkins, Delafield & Wood by: Daniel G. Birmingham, Esq.
Village Historian:	Danielle Cylich

Village Consultants:	Rick Stockburger 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
Assistant Highway/Water Superintendent	Dominic Consentino
Stormwater Management Officer:	Dan Crawford
Part Time Code Enforcement Officer/Fire Inspector:	Joe Hernandez William Scorca
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)
Floodplain Administrator	J. R.F. A. (by John Folchetti)
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 16, 2015

Regular Board of Trustee Meetings at 7:30 PM on the First and Third Wednesdays of the month beginning with December 16th 2015

Seconded by Trustee Bryde, staff appointments and designations as presented.

Ayes: 5 Nays: 0 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 2015/2016.

2015-2016 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, 2015	16	Regular Board Meeting
January, 2016	6	Regular Board Meeting
January	20	Regular Board Meeting
February	3	Regular Board Meeting
February	17	Regular Board Meeting
March	2	Regular Board Meeting
March	16	Regular Board Meeting
April	6	Regular Board Meeting
April	20	Regular Board Meeting
May	4	Regular Board Meeting
May	18	Regular Board Meeting
June	1	Regular Board Meeting
June	15	Regular Board Meeting
July	6	Regular Board Meeting
July	20	Regular Board Meeting
August	3	Regular Board Meeting
August	17	Regular Board Meeting
September	7	Regular Board Meeting
September	21	Regular Board Meeting
October	5	Regular Board Meeting
October	19	Regular Board Meeting
November	2	Regular Board Meeting
November	16	Regular Board Meeting
December	5	2016-2017 Organizational Meeting

Mayor Schoenig moves to accept Meeting dates as presented seconded by Trustee Boissonnault

Ayes: 5

Nays: 0

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 Bryde

Ayes: 5 Nays: 0 Abstain: Absent:

DESIGNATION OF DATE FOR 2016-17 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 2016-2017 will be held on Monday, 7:30 PM, December 5, 2016 at 50 Main Street, Brewster, NY 10509

Mayor Schoenig moves to accept the Organizational Meeting Date as presented seconded by Deputy Mayor Piccini

Ayes: 5 Nays: 0 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 Meagher

Ayes: 5 Nays: 0 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 \$0.575 per mile as of 11/12/2015

Mayor Schoenig moves to accept mileage rate as presented, seconded by Trustee Bryde

Ayes: 5 Nays: 0 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 Over-time 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 Meagher

Ayes: 5 Nays: 0 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 Deputy Mayor Piccini

Ayes: 5 Nays: 0 Abstain: Absent:

OFFICIAL SPOKESPERSON

WHEREAS the Board of Trustees of the Village of Brewster seeks to maintain clear and unambiguous communications with the media and general public,

NOW, THEREFORE, BE IT RESOLVED: That the Board of Trustees directs

The Mayor is the official village spokesperson on all village matters. The Mayor may authorize a spokesperson to speak on certain matters at his discretion. In the absence of the Mayor the Deputy Mayor may act in this capacity. In the event the Mayor and Deputy Mayor are unavailable the three remaining trustees may, by resolution, authorize another to act in this capacity.

Mayor Schoenig moves to direct Official Spokesperson as detailed, seconded by Trustee Boissonnault

Ayes: 5 Nays: 0 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-	Members
Clerk & Treasurer	time	
Code Enforcement Officers	Planning Board Members	Clerk to Justice Court

Mayor Schoenig moves to direct Ethical Disclosure distribution as detailed, seconded by Trustee Bryde

Ayes: 5 Nays: 0 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: 0 Abstain: Absent:

DESIGNATION OF OFFICIAL NEWSPAPER

[and alternative method(s) of notification] for the year 2015/2016

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 Deputy Mayor Piccini

Ayes: 5 Nays: 0 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 2015/2016:

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 Meagher

Ayes: 5 Nays: 0 Abstain: Absent:

RESOLUTION DESIGNATING VILLAGE ELECTION FOR 2016

WHEREAS, the next General Election for officers in the Village of Brewster, New York, will be held on November 8, 2016; 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 1, 2016, to be filled at the Village Election to be held on November 8, 2016, for terms as listed:

	Term	Inception	Expiration
VILLAGE TRUSTEE	2yr	12/1/2016	12/4/2018
VILLAGE TRUSTEE	2yr	12/1/2016	12/4/2018

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 Trustee Boissonnault

Ayes: 5 Nays: 0 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 8, 2016, 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 8, 2016 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 Trustee Bryde

Ayes: 5 Nays: 0 Abstain: Absent:

EXISTING COMMISSION AND COMMITTEE APPOINTMENTS

	TERM	(re)Appointed	EXPIRATION
Planning Board			
Member: David Kulo	5yr	12/02/2013	12/05/2018
Member: Tyler Murello	5yr	12/03/2012	12/04/2017
Member: Rick Stockburger	5yr	12/07/2015	12/07/2020
Member: George Gaspar *	5yr	12/01/2014	12/02/2019
Member: Open	5yr	12/05/2011	12/05/2016
*Designated Planning Board Chair – George Gaspar	1yr	12/07/2015	12/05/2016
Zoning Board of Appeals			
Member: Richard Ruchala	5yr	12/03/2012	12/04/2017
Member: Jack Gress	5yr	12/01/2014	12/02/2019
Member: Keith Greene	5yr	12/05/2011	12/05/2016
Member: Todd Gianguzzi *	5yr	12/02/2013	12/05/2018
Member: Clare D. Kropkowski	5yr	12/07/2015	12/07/2020
*Designated Zoning Board of Appeals Chair – Todd Gianguzzi	1yr	12/07/2015	12/05/2016

NEW COMMISSION AND COMMITTEE APPOINTMENTS

TERM

Planning Board

Member: Open 5yr 12/05/2011 12/05/16

Zoning Board of Appeals

Member: None at this time 5yr

Mayor Schoenig moves to (re)appoint Richard Stockburger to the Planning Board for a five year term and Clare D. Kropkowski to the Zoning Board of Appeals for a five year term, seconded by Deputy Mayor Piccini

Ayes: 5 Nays: 0 Abstain: Absent:

Mayor Schoenig moves to appoint George Gaspar as Chair of Planning Board for the 2015-16 Village year and Todd Gianguzzi as Chair of the Zoning Board of Appeals for the 2015-16 Village year seconded by Deputy Mayor Piccini

Ayes: 5 Nays: 0 Abstain: Absent:

Planning Board meeting dates will be the 3rd Tuesday of each month commencing at 7:30PM at Village Hall, 50 Main Street, Brewster, NY 10509

2015-2016 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, 2015	22*	Regular Meeting
January, 2016	19 th	Regular Meeting
February	16 th	Regular Meeting
March	15 th	Regular Meeting
April	19 th	Regular Meeting
May	17 th	Regular Meeting
June	21 st	Regular Meeting
July	19 th	Regular Meeting
August	16 th	Regular Meeting
September	20 th	Regular Meeting
October	18 th	Regular Meeting
November	15 th	Regular Meeting
December	20 th	Regular Meeting

*Previously set

Mayor Schoenig moves to accept Planning Board Meeting dates as presented, seconded by Trustee Boissonnault

Ayes: 5 Nays: 0 Abstain: Absent:

Zoning Board of Appeals meeting dates are 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 Bryde

Ayes: 5 Nays: 0 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: 0 Abstain: Absent:

VILLAGE OF BREWSTER 2016 HOLIDAYS		
	DATE	HOLIDAY
Friday,	January 1 st	New Year's Day
Monday,	January 18 th	Martin Luther King Jr. Day
Monday,	February 15 th	Presidents' Day
Monday,	May 30 th	Memorial Day
Monday,	July 4 th	Independence Day
Monday,	September 5 th	Labor Day
Monday,	October 10 th	Columbus Day
Friday,	November 11 th	Veterans' Day
Thursday,	November 24 th	Thanksgiving Day
Friday,	November 25 th	Day After Thanksgiving
Monday,	December 26 th	Christmas Day (Sunday Dec. 25 th)
Tuesday,	December 27 th	Day After Christmas

- Floating Holiday 1 with approval of one of the following DPW Superintendent, Mayor, Village Clerk
- Floating Holiday 2 with approval of one of the following DPW Superintendent, Mayor, Village Clerk
- Floating Holiday 3 with approval of one of the following DPW Superintendent, Mayor, Village Clerk

Mayor Schoenig moves to designate the holiday schedule as listed, seconded by Trustee Bryde

Ayes: 5 Nays: 0 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: 0 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 Deputy Mayor Piccini

Ayes: 5 Nays: 0 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 Bryde

Ayes: 5 Nays: 0 Abstain: Absent:

PROFESSIONAL SERVICES AGREEMENTS – RESOLUTIONS TO ESTABLISH OR RENEW PROFESSIONAL SERVICES CONTRACTS

1. Bernard P. Donegan – Municipal Finance
2. Citrin Cooperman – Certified Public Accountants
3. Costello & Folchetti – Planning & Zoning Counsel
4. Hawkins Delafield & Wood – Bond Counsel
5. Herodes & Mole – General Counsel and Prosecuting Attorney
6. J.R. Folchetti & Associates – Engineering Services

Deputy Mayor Piccini moves to authorize Mayor Schoenig to sign professional services agreements as listed, seconded by Trustee Boissonnault

Ayes: 5 Nays: 0 Abstain: Absent:

INTERMUNICIPAL AGREEMENTS

1. Town of Southeast Court Officers
2. Town of Southeast Building Inspector - Code Enforcement Officer
3. Putnam County Salt storage
4. Town of Southeast Fuel

2015-2016 PLANNED LEGISLATION

Urban Renewal Plan

Urban Renewal Agency

Planning & Zoning Alternates

Mayor Schoenig motioned to adjourn the Organizational Meeting; seconded by Deputy Mayor Piccini

Ayes: 5

Nays: 0

Abstain:

Absent:

DATED: December 7, 2015

Respectfully submitted,
Peter Brewster Hansen
Clerk, Village of Brewster