

TOWN OF SOUTHEAST
1360 Route 22
Brewster, New York 10509
Thursday, January 7, 2021
WORK SESSION/REGULAR MEETING 7:00 P.M.

NOTICE OF TOWN BOARD MEETING AND AGENDA

Please Note: This meeting will take place by videoconferencing and it will be recorded. It will be posted on the Town's Website southeast-ny.gov and a transcript of the meeting will be posted within thirty (30) days of the meeting.

If you have any questions that you would like to address with Town Board during this meeting, please e-mail your questions to thay@southeast-ny.gov before 6:00 P.M. the day of the meeting and the Board will respond to your inquiry at the end of the meeting during "public comment."

To join the meeting:



1. If you **have not used Zoom before:** Please download the free app prior to the meeting so you are ready when the meeting starts:

<https://zoom.us/download>

2. Join from your computer, tablet or smartphone click the following link:

3. <https://us02web.zoom.us/j/84175000601?pwd=OUNNaVZmOG1hQWQxRk4zZ2sweTJkZz09>

OR

4. You can also dial in by using your phone:



Call-in number: 1-929-436-2866

Meeting ID: 841 7500 0601

Meeting Password: 301558

For Additional Zoom FAQs and tutorials:

<https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

**Town of Southeast
1360 Route 22,
Brewster, New York 10509
Thursday, January 7, 2021
Organizational Meeting – 7:00 P.M.**

Pledge of Allegiance

Organizational Meeting:

- 1) Motion to Adopt Town Board Meeting Dates - Thursday January 21; February 4 and 18; March 4 and 18; April 8 and 22; May 6 and 20; June 3 and 17; July 15 and 29; August 12 and 26; September 9 and 23; October 7 and 21; November 4 and 18; December 9 and 23**
- 2) Motion to Set Roll Call Voting Order of the Town Board - Edwin Alvarez, Eric Larca, John Lord, John O'Connor and Tony Hay**
- 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 Deputy Supervisor - To be designated when necessary from time to time**
- 7) Motion to Designate Town Consulting Engineer - Nathan L. Jacobson & Associates, Inc.**
- 8) Motion to Designate Town Consulting Planner - AKRF Inc.**
- 9) Motion to Appoint Town Attorney - Willis H. Stephens Jr.**
- 10) Motion to Appoint Delegate to Annual Association of Towns Meeting and Alternate – Willis H. Stephens, Jr. – Alternate – Michele Stancati**
- 11) Motion to Appoint Town MS4 Coordinator - Tom Fenton, Town Engineer**
- 12) Motion to Appoint Town MS4 Administrator - Victoria DeSidero**
- 13) Motion to Appoint Fixed Assets Officer - Ron Hund**
- 14) Motion to Appoint Parking Administrator - Susan Tobacco**

- 15) Motion to Appoint Town Tax Receiver - Susan Tobacco
- 16) Motion to Appoint Deputy Tax Receivers - Maureen Callen, Billie Jo Froessel and Sherri Migliaccio
- 17) Motion to Appoint Emergency Coordinator/Building Safety and Fire Inspector - Gerald Schramek
- 18) Motion to Appoint Zoning and Code Enforcement Officers - Michael Levine, Joe Hernandez, and Gerald Schramek
- 19) Motion to Appoint Parking Enforcement Officers - Michael Levine, Joe Hernandez, Peter Carey, Gerald Schramek, Cathy Chiudina and John Liston
- 20) Motion to Appoint Emergency Coordinator – Gerald Schramek
- 21) Motion to have Employees sign 2021 Town Vehicle Policy
- 22) Motion to have all Employees sign receipt of Town’s Ethics Policy
- 23) Motion to Adopt Employee Handbook
- 24) Motion to Adopt 2021 Holiday Schedule
- 25) Motion to Appoint the Following Board Seats:
 - Ethics Board - Anthony Colello, term to expire 12/31/23, Kevin Callahan, term to expire 12/31/23 and Richard Lopez, Term to expire 12/31/23
 - Library Board – Michael Conn, term expires 12/31/25
 - Planning Board – Michael Hecht, term to expire 12/31/27
 - Tonetta Lake Advisory Board – Karl Lebitsch, Patricia Bohrman, Mike Langley, Robert Lund, Karen Ratajack and Bill McGregor (1 year term)
 - ZBA – Andres Gil, term expires 12/31/25
- 26) Motion to Appoint Planning Board Chairman, Tom LaPerch and Vice Chairman, David Rush
- 27) Motion to Appoint Planning Board Secretary - Victoria DeSidero
- 28) Motion to Appoint Board of Appeals Chairman - Timothy Froessel and Vice Chairman, Paul Vink
- 29) Motion to Appoint Town Historian - John Duncan
- 30) Motion to Appoint the Dog Control Officer - Courtney Pagano
- 31) Motion - Standard Workday and Reporting by Elected Officials

32) Motion to Adopt Standard Work Day - In accordance with Union Contracts

33) Motion to Set 2021 Fee Schedule

34) Motion to Set Mileage Rate - Per IRS

35) Motion to Authorize Putnam County to Levy Taxes

36) Motion to extend IMA Shared Services with the Village of Brewster - Uniformed Court Officer - Parking Enforcement of dedicated lots

37) Motion to extend IMA Shared Services with the Town of Patterson – Refuse pick-up 30 Shailin Lane, Patterson, New York 12563

**TOWN OF SOUTHEAST
1360 Route 22,
Brewster, New York 10509
Thursday, January 7, 2021
WORK SESSION/REGULAR MEETING
DIRECTLY FOLLOWING THE
ORGANIZATIONAL MEETING**

Pledge of Allegiance

Work Session:

1. N/A

Regular Meeting:

1. Resolution – Bond Resolution ALFACOR, LLC.
2. Resolution – Exemptions – Real Property Tax Law

Recognition of Public/Public Comment

Recognition of Town Board/Town Board Comment

R#1

**TOWN BOARD
TOWN OF SOUTHEAST, NEW YORK**

**ALFACOR, LLC
PERFORMANCE BOND ESTABLISHMENT**

RESOLUTION NO. _____ / 2021

DATE: January 7, 2021

INTRODUCED BY: _____

SECONDED BY: _____

WHEREAS, the Town Board of the Town of Southeast is in receipt of a report and recommendation from the Town Engineer and referral from the Planning Board with respect to the Performance Security to be posted by ALFACOR, LLC (“ALFACOR”) in connection with a site plan application relative to property located at 291 Deans Corner Road and 14 Fields Lane, Southeast Tax Map Nos.78.-2-25 and 78.-2-18 (the “Subject Premises”); and

WHEREAS, by letter dated December 21, 2020 from the Town Planning Board it is recommended that the performance security for the Subject Premises be established for this project.

NOW, THEREFORE, BE IT

RESOLVED, that the bond amount shall be established for the project set forth below:

PROJECT NAME:

BOND AMOUNT:

ALFACOR, LLC Site Plan

Site Improvements \$1,391,000.00
Erosion & Sediment \$ 107,000.00

And be it further

RESOLVED, that a certified copy of this resolution shall be transmitted by the Town Clerk to the Planning Board Secretary and Building Inspector forthwith.

UPON A ROLL CALL VOTE:

Councilman Alvarez _____
Councilman Larca _____
Councilman Lord _____
Councilman O’Connor _____
Supervisor Hay _____

VOTE: carried / defeated by a vote of _____ in favor _____ against; _____ abstained.

TOWN CLERK'S CERTIFICATION

STATE OF NEW YORK)
 : ss.:
COUNTY OF PUTNAM)

I, MICHELE STANCATI, Town Clerk of the Town of Southeast, do hereby certify that the above is a true and exact copy of a Resolution adopted by the Town Board of the Town of Southeast at a meeting of said board held the 7th day of January, 2021.

MICHELE STANCATI
Town Clerk

R#2

**TOWN BOARD
TOWN OF SOUTHEAST, NEW YORK**

**AUTHORIZE ASSESSOR TO DISPENSE WITH FORMAL
APPLICATIONS FOR EXEMPTIONS IN LIMITED CIRCUMSTANCES**

RESOLUTION NO. _____ / 2021

DATE: January 7, 2021

INTRODUCED BY: _____

SECONDED BY: _____

WHEREAS, on March 7, 2020, the Governor of the State of New York issued Executive Order Number 202, declaring a State disaster emergency for the entire State of New York; and

WHEREAS, as part of the aforesaid Executive Order many laws and regulations were modified, amended or held in abeyance in an attempt to facilitate governmental administration during the public health crisis presented by the COVID-19 global pandemic; and

WHEREAS, on December 18, 2020 said Executive Order was further extended and included, *inter alia*, Subdivisions 7, 7-a and 8 of section 459-c of the Real Property Tax Law, and subdivisions 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law, which authorizes the governing body of an assessing unit to adopt a resolution directing the assessor to grant exemptions pursuant to such section on the 2021 assessment roll to all property owners who qualified for and received that exemption on the 2020 assessment roll without requiring the filing of renewal applications from such persons, and further dispensing with the requirement for assessors to mail renewal applications to such persons.

NOW, THEREFORE, BE IT

RESOLVED, the Town Board hereby authorizes and directs the Assessor to grant exemptions pursuant to Section 459-c, Subdivisions 7, 7-a and 8 and Section 467, subdivisions 5, 5-a, 5-b, 5-c and 6 of the Real Property Tax Law on the 2021 Assessment Roll to all qualified property owners who received such exemption on the 2020 Assessment Roll without requiring such persons to file a formal written application for the continuation of such exemption; and be it further

RESOLVED, that the Assessor shall not be required to mail renewal applications for such exemptions for the 2021 Assessment Roll; and be it further

RESOLVED, notwithstanding the foregoing, the Assessor is authorized to require a renewal application to be filed when the Assessor has reason to believe that an owner who qualified for the exemption on the 2020 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner, or has died.

UPON A ROLL CALL VOTE:

Councilman Alvarez _____
Councilman Larca _____
Councilman Lord _____
Councilman O'Connor _____
Supervisor Hay _____

VOTE: carried / defeated by a vote of _____ in favor _____ against; _____ abstained.

TOWN CLERK'S CERTIFICATION

STATE OF NEW YORK)
 : ss.:
COUNTY OF PUTNAM)

I, MICHELE STANCATI, Town Clerk of the Town of Southeast, do hereby certify that the above is a true and exact copy of a Resolution adopted by the Town Board of the Town of Southeast at a meeting of said board held the 7th day of January, 2021.

MICHELE STANCATI
Town Clerk