

**TOWN OF SOUTHEAST
1360 Route 22
Brewster, New York 10509
Thursday, February 20, 2020
WORK SESSION/REGULAR MEETING 7:00 P.M.**

Pledge of Allegiance

Notation of Exits

Turn Off/Put on Vibrate – All Electronic Devices

Public Hearing:

1. PLI, LLC, Stateline Retail Center – Site Plan, Special Permit and Wetland Permit
2. Amend Chapter 18-26 – Town of Southeast Code of Ethics and Financial Disclosure Law
3. Amend Chapter 103, Article II, Section 103-8 – Permit Fees

Work Session:

1. N/A

Regular Meeting:

1. Correspondence
2. Approval of Voucher List
3. Setting of Meeting Dates and Public Hearings

All meetings will be held at 1360 Route 22, Brewster, New York
At 7:00 P.M. unless otherwise noted:

Thursday, March 5, 2020

Thursday, March 19, 2020

4. Resolution – Determination Of No Environmental Impact With Respect To Home Rule Request For Alienation Of Parkland
5. Resolution – Dykeman's Corporate Park – 425 Route 312 – Architectural Review Board
6. Resolution – Special Permit Request – 4005 Danbury Road – Comforting Care Veterinary Services
7. Resolution – Salsa Fresca – 1577 Route 22 – Bond Establishment
8. Budget Transfers

Recognition of Public/Public Comment

Recognition of Town Board/Town Board Comment

PH # 2

§18-26. Town Employee's required to fill out a Financial Disclosure Form.

- Town Accountant/Controller
- Town Architectural Review Board Members (ARB)
- Town Assessor
- Town Attorney/Council
- Town Board of Assessment Review Members
- Town Board Members
- Town Building Inspector
- Town Clerk
- Town Code Enforcement Officers
- Town Ethics Board Members
- Town Industrial Develop Agency Members (IDA) ← REMOVE
- Town Justices
- Town Planning Board Members
- Town Special Districts Coordinator
- Town Superintendent of Highways
- Town Supervisor
- Town Tax Collector
- Town Zoning Board of Appeals Members (ZBA)

§18-26. (B) Civil Penalty

1. Any Town officer or employee who violates any provision of this chapter may, upon recommendation by the Board of Ethics to the Town Board, be subject to a civil penalty of up to \$1000.00 for his or her failure to file a true, complete and accurate disclosure statement or up to \$10,000 for any other violation. A civil penalty may be imposed in addition to any other penalty contained in any other provision of law or in this chapter. A civil penalty may not be imposed for a violation of § 18-4. Such recommendation by the Board of Ethics shall be made only after a hearing providing for due process procedural mechanisms and subject to any applicable provisions of law and collective bargaining agreements. The Board shall conduct and complete the hearing with reasonable promptness. The civil penalty shall be payable to the Town. In the event that the Town is required to institute legal proceedings to collect all or any part of a civil penalty imposed upon a person hereunder, the Town shall be entitled to recover from the person any and all associated costs incurred by the Town, if any, including legal fees, and interest upon any unpaid civil penalty calculated at the statutory rate.

Section 4.

This local law shall take effect immediately upon filing in the office of the Secretary of State and in compliance with all applicable provisions of



Town of Southeast

7th #3
A

Town Clerk
Michele Stancati

1360 Route 22
Brewster, New York 10509
Tel. (845) 279-2196
Fax (845) 279-4399
Email mstancati@southeast-ny.gov

Deputy Town Clerk
Elizabeth Cerone

Deputy Town Clerk
Donna Milazzo

FOOD VENDOR PERMIT TOWN OF SOUTHEAST

Current

No. _____

NAME OF APPLICANT _____

ADDRESS OF APPLICANT _____

TELEPHONE OR CELL PHONE # _____

E-MAIL ADDRESS _____

DESCRIPTION OF TRUCK _____

VEHICLE IDENTIFICATION AND PLATE # _____

PROPERTY OWNER'S ADDRESS AND LOCATION OF WHERE SERVICES ARE
RENDERED _____

EFFECTIVE DATE _____ EXPIRATION DATE ~~12/31/201~~ _____

Food Truck Permit Fee:

- \$500 - Full Year (~~1/1~~ ~~12/31~~) 7
- \$250 - Half Year (~~7/1~~ ~~12/31~~)
- \$ 20 - Per Day
- \$100 - Per month
- N/C - Veteran*

APPLICANT'S SIGNATURE _____

TOWN CLERK'S SIGNATURE _____

*IF THERE IS A VETERANS EXCEPTION PLEASE PROVIDE COPY OF FORM DD214. Veterans are exempt from any permit fees for operating food trucks, providing it OWNER-OPERATED ONLY.



Town Clerk
Michele Stancati

Town of Southeast

1360 Route 22
Brewster, New York 10509
Tel. (845) 279-2196
Fax (845) 279-4399
Email mstancati@southeast-ny.gov

Deputy Town Clerk
Elizabeth Cerone

Deputy Town Clerk
Denise Astrologo

FOOD VENDOR PERMIT TOWN OF SOUTHEAST

Proposed

No. _____

NAME OF APPLICANT _____

ADDRESS OF APPLICANT _____

TELEPHONE OR CELL PHONE # _____

E-MAIL ADDRESS _____

DESCRIPTION OF TRUCK _____

VEHICLE IDENTIFICATION AND PLATE # _____

PROPERTY OWNER'S ADDRESS AND LOCATION OF WHERE SERVICES ARE
RENDERED _____

EFFECTIVE DATE _____

EXPIRATION DATE _____

Food Truck Permit Fee:

- \$500 – Full Year
- \$250 – Half Year
- \$ 20 – Per Day
- \$100 – Per month
- N/C – Veteran*

APPLICANT'S SIGNATURE _____

TOWN CLERK'S SIGNATURE _____

***IF THERE IS A VETERANS EXCEPTION PLEASE PROVIDE COPY OF FORM DD214. Veterans are exempt from any permit fees for operating food trucks, providing it OWNER-OPERATED ONLY.**

B

VENDOR RULES AND REGULATIONS INFORMATION

- Permits will be \$500 ~~for the calendar fiscal year~~ annually which shall be determined by the applicant and \$250 ~~after July 1~~ for six months which shall be determined by the applicant. A secondary permit would be available for Town/Municipal property for \$100/month or \$20/day.
 - **Veterans are exempt from any permit fees for operating vending vehicles, provided it is Owner-Veteran operated. The Veteran receiving this exemption must provide a copy of his/her DD-214 and is the only person allowed to operate the vending facility at any time.**
- Locations are not assignable.
- If a permit holder is found guilty of violating this Local Law, a fine of \$100 may be assessed. After three (3) convictions within ~~a calendar year~~ six months and/or twelve months of the issued permit date, the food vendor's Town's Food Registration Permit may be revoked and, if revoked, the vendor will not be permitted to apply for a new permit for 365 calendar days from such revocation.
- There will be no outside seating allowed at any food truck or vending vehicle site.
- Trash receptacles must be provided for each food truck/vending vehicle. Receptacles shall not be allowed to overflow and all refuse shall be removed from the location at the end of the day.
- Hours of operation shall be between the hours of 5:00 A.M. to 9:00 P.M. daily.
- Absolutely no overnight parking of vending vehicles is allowed. The food truck/vending vehicle must be removed from the permitted vending location at the end of each day.

I acknowledge by my signature affixed to this document that I have been provided a copy of Chapter 103, Peddling and Soliciting, Article II – Food Trucks last revised by the Town of Southeast Town Board Local Law #2 of 2018, on March 22, 2018, and acknowledge the brief summary above of the law.

Date: _____

Print Name

Notary

Signature

Sworn to me this ____ day of
2018

§ 103-8 Permit; fees.

A.

Except as otherwise provided herein, the Town Clerk shall issue no more than seven food truck permits in any calendar year. There shall be no limit on the number of annual permits issued to qualifying veterans. No more than one permit shall be issued to any individual or qualifying business entity.

B.

Such permit shall be issued to an applicant who has completed the requisite application on the prescribed form provided by the Town Clerk, paid the requisite fee(s) and provided such additional information as may be required in the application, including, but not limited to, proof of general liability insurance with limits of liability not less than \$1,000,000 per occurrence; current vehicular registration, inspection and insurance; proof of permission to locate the food truck at the particular location; and, in the case of prepared food sales, a current food vendor's permit issued by the Putnam County Department of Health. The Town of Southeast shall be listed as an additional insured on the policy of general liability insurance.

C.

Permits shall be issued ~~on a calendar year basis running from January 1 to December 31~~ annually, dates of which shall be determined by the applicant. Applications for such permits shall be available to residents or established businesses located within the Town of Southeast. ~~from November 1 through November 30 of each year for the following year. From December 1 on, applications, to the extent permits are still available, shall be accepted from nonresidents.~~

D.

The fee for a food truck permit shall be set by the Town Board and included in the annual fee schedule adopted by the Town Board, as the same may be amended from time to time. ~~Any permit issued after July 1 shall be 1/2 of the annual permit fee and shall run for the balance of the calendar year.~~ Any permit issued to a veteran shall be exempt from the payment of the annual fee. To be exempt from the payment of the requisite permit fee, such veteran shall actually be engaged in the operation of the food truck and shall be present at the location at all times the food truck is in operation.

E.

Food truck permit holders and any employee(s) shall be issued a photographic identification card by the Town of Southeast. Such identification shall be maintained on the person of the permit holder and employee at all times that the food truck is in operation and shall be open to the inspection by the Town Code Enforcement Officer.

F.

Secondary permits shall be made available to existing food truck permit holders who wish to provide food vending services on municipally owned properties on an annual, monthly, weekly or daily basis. ~~Such secondary permits shall only be issued to existing food truck permit holders.~~

The fee for such secondary permit shall be set forth in the annual fee schedule, as the same may be amended from time to time.

G.

Notwithstanding the foregoing, any licensed or permitted food truck shall be allowed to operate on private property within the Town at a specific function and at the specific request by such private property owner for the purpose of catering or providing food service for such special function.

2#4

**TOWN BOARD
TOWN OF SOUTHEAST**

**DETERMINATION OF NO ENVIRONMENTAL IMPACT
WITH RESPECT TO HOME RULE REQUEST FOR ALIENATION OF PARKLAND**

RESOLUTION No. _____/2020

Dated: February 20, 2020

INTRODUCED BY: _____

SECONDED BY: _____

WHEREAS, the Town Board of the Town of Southeast, Putnam County, New York (respectively, the "Town Board" and the "Town") is considering the swap of certain Town-owned property located on Pugsley Road which is currently designated "open space" land for a parcel of property located on Starr Ridge Road which would be designated and dedicated as public open space; and

WHEREAS, before the Town Board may actively pursue the swap of designated open space property for other lands to be designated open space, the Town Board must seek and obtain the approval of the New York State Legislature *via* a Home Rule Request for Approval of Alienation of Parkland; and

WHEREAS, the Town Board held a duly noticed public hearing on February 13, 2020, to receive public comment in favor of and against the proposal to seek approval for the alienation of public open space property and invited written comments to be submitted after the close of the public hearing; and

WHEREAS, the Town Board has determined that the Project is a Type I action pursuant to the regulations promulgated pursuant to the State Environmental Quality Review Act ("SEQR"); and

WHEREAS, the Town Board has evaluated whether the proposed alienation of open space land in exchange for the dedication of other open space land may have a potential significant adverse environmental impact and, in connection with such evaluation, has prepared the State Environmental Quality Review Notice of Determination of Non-Significance, a copy of which is annexed hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED that:

(1) The Town Board determines that the application to the New York State Legislature seeking permission for the Alienation of Parkland is a Type I SEQR action.

(2) The Town Board determines, as more fully set forth in the attached State Environmental Quality Review Notice of Determination of Non-Significance, dated February 20, 2020, attached hereto and made a part hereof, and after due consideration of all documents, materials and public testimony, both oral and written, and after consideration of whether the

proposed alienation of designated open space may result in a significant adverse impact on the environment, that no potential significant adverse impacts have been identified, and that there will be no adverse impact on historical resources.

This resolution was prepared in accordance with Article 8 of the Environmental Conservation Law.

ON A ROLL CALL VOTE:

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

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 duly adopted by the Town Board of the Town of Southeast at a Regular Meeting of said board held the 20th day of February, 2020.

MICHELE STANCATI
Town Clerk

State Environmental Quality Review
NEGATIVE DECLARATION
 Notice of Determination of Non-Significance

Date: February 20, 2020

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Town of Southeast Town Board as lead agency has determined that the proposed action described below will not have a significant environmental impact and a Draft Environmental Impact Statement will not be prepared.

Name of Action: Alienation of Town Owned Parkland on Pugsley Road

SEQR Status: Type 1
 Unlisted

Conditioned Negative Declaration: Yes
 No

Description of Action:

The Town Board of the Town of Southeast (the "Town Board") proposes to trade 82.1 acres of public parkland located on Pugsley Road in the Town of Southeast to Proswing Sports Realty, Inc. ("Proswing") in exchange for 94.9 acres of property owned by Proswing located on Starr Ridge Road in the Town of Southeast.

Proswing contemplates future recreational development, as permitted by the Zoning Code of the Town of Southeast, on the Pugsley Road parcel. However, given the uncertainty of ownership, no specific development plans are set forth at this time. The Town of Southeast intends to acquire the Starr Ridge Road parcel for dedicated open space and parkland. Any future development on either parcel is speculative, has independent utility from the alienation of parkland and land transfer actions, and would be subject to compliance with the State Environmental Quality Review Act ("SEQRA").

The Town Board believes the Pugsley Road property, which is owned by the Town and is designated for open space, will serve a greater public benefit if it were owned and developed for recreational use by a private project sponsor. Any conveyance of the Pugsley Road site shall be specifically conditioned upon such site being deed restricted to prohibit the site from being used for any purpose other than Recreation as may be defined by the Town of Southeast Zoning Code. Further, the Town Board believes the Starr Ridge Road site will serve a greater public benefit if it were acquired by the Town for preservation as permanent open space because Starr Ridge Road property is located along a Scenic and Historic Route designated by the Town of Southeast (§ 83-5C of the Town Code and shown in Historic & Cultural Resources Figure 2-3 in the 2014 Comprehensive Plan Update) and has linkages to nearby open space/recreation land in Peach Lake Natural Area owned by the Putnam County Land Trust.

Location: Town-owned parkland on Pugsley Road, in the Town of Southeast, Putnam County, New York, known and designated Tax Map 45, Block 1, Lots 10, 11 & 5.3.

Reasons Supporting This Determination:

The following materials have been reviewed:

- Full Environmental Assessment Form (EAF), dated January 29, 2020
- Letter from Richard O'Rourke, with enclosures, to the Town Board dated February 3, 2020
- Letter from Richard O'Rourke, with enclosures, to the Town Board dated February 13, 2020

In addition to the factors considered above, the Town Board considered the following guidance from the State Environmental Quality Review Act and its implementing regulations and determined that the Proposed Action would:

- (i) Not result in "a substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels; a substantial increase in solid waste production; a substantial increase in potential for erosion, flooding, leaching or drainage problems;" (§617.7(c)(1)(i))

- (ii) Not result in "the removal or destruction of large quantities of vegetation or fauna; substantial interference with the movement of any resident or migratory fish or wildlife species; impacts on a significant habitat area; substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such a species; or other significant adverse impacts to natural resources;" (§617.7(c)(1)(ii))
 - (iii) Not result in "the impairment of the environmental characteristics of a Critical Environmental Area as designated pursuant to subdivision 617.14(g) of this Part;" (§617.7(c)(1)(iii))
 - (iv) Not result in "the creation of a material conflict with a community's current plans or goals as officially approved or adopted;" (§617.7(c)(1)(iv))
 - (v) Not result in "the impairment of the character or quality of important historical, archaeological, architectural, or aesthetic resources or of existing community or neighborhood character;" (§617.7(c)(1)(v))
 - (vi) Not result in "a major change in the use of either the quantity or type of energy;" (§617.7(c)(1)(vi))
 - (vii) Not result in "the creation of a hazard to human health;" (§617.7(c)(1)(vii))
 - (viii) Not result in "a substantial change in the use, or intensity of use, of land including agricultural, open space or recreational resources, or in its capacity to support existing uses;" (§617.7(c)(1)(viii))
 - (ix) Not result in "the encouraging or attracting of a large number of people to a place or places for more than a few days, compared to the number of people who would come to such place absent the action;" (§617.7(c)(1)(ix))
 - (x) Not result in "the creation of a material demand for other actions that would result in one of the above consequences;" (§617.7(c)(1)(x))
 - (xi) Not result in "changes in two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment; or" (§617.7(c)(1)(xi))
 - (xii) Not result in "two or more related actions undertaken, funded or approved by an agency, none of which has or would have a significant impact on the environment, but when considered cumulatively would meet one or more of the criteria in this subdivision." (§617.7(c)(1)(xii))
- In conclusion, the Proposed Action will not have any significant adverse environmental impacts.

For Further Information:

Contact Person: Michele Stancati, Town Clerk
Address: Town of Southeast Town Hall
1360 Route 22
Brewster, NY 10509
Telephone Number: (845) 279-4313

A Copy of this Notice has been filed with:

- Hon. Tony Hay, Supervisor, Town of Southeast
- Michele Stancati, Town Clerk, Town of Southeast
- Putnam County Department of Planning/Development & Public Transportation, 841 Fair Street, Carmel, NY 10512

RA5

**TOWN BOARD
TOWN OF SOUTHEAST**

**DYKEMAN'S CORPORATE PARK
425 ROUTE 312
ARCHITECTURAL REVIEW BOARD**

RESOLUTION NO. _____ / 2020

Date: February 20, 2020

INTRODUCED BY: _____

SECONDED BY: _____

WHEREAS, the Town Board is in receipt of a Report of the Architectural Review Board ("ARB") of the Town Southeast dated January 29, 2020 in connection with the application of DYKEMAN'S CORPORATE PARK., which seeks amended site plan approval which includes construction of a 26,840 square foot commercial building on a 55 acre lot located 425 Route 312, Tax Map ID 45.-2-35; and

WHEREAS, the Report concludes that the ARB positively recommends the project to the Town Board as proposed; and

WHEREAS, the Town Board finds that there is no reason to upset the findings and recommendation of the Architectural Review Board in connection with the instant application,

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby accepts and approves the Report of the Architectural Review Board dated January 29, 2020 in connection with the application of DYKEMAN'S CORPORATE PARK., which seeks amended site plan approval which includes construction of a 26,840 square foot commercial building on a 55 acre lot located 425 Route 312, Tax Map ID 45.-2-35, a copy of which is annexed hereto and made part hereof, and that such Report shall be incorporated in any final Site Plan subsequently reviewed and approved for this project by the Planning Board.

UPON 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 20th day of February, 2020.

MICHELE STANCATI
Town Clerk

R#6

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

**SPECIAL PERMIT REQUEST
4005 DANBURY ROAD
COMFORTING CARE VETERINARY SERVICES**

RESOLUTION NO. _____ / 2020

DATE: February 20, 2020

INTRODUCED BY: _____

SECONDED BY: _____

WHEREAS, COMFORTING CARE VETERINARY SERVICES, tenant of a portion of premises located at 4005 Danbury Road, Tax Map No. 69.-1-12, (the "Subject Premises") has made application to this Town Board for a Special Permit to allow approximately 1,000 square feet of the Premises to be used for a veterinary practice specializing in acupuncture and end of life care for domestic cats and dogs; and

WHEREAS, the Subject Premises are located in an SR-6 zone; and

WHEREAS, veterinary care uses are only permitted in an SR-6 zone upon the grant of a Special Permit by the Town Board; and

WHEREAS, the Town Board is in receipt of a report and recommendation from the Southeast Planning Board wherein the Planning Board has recommended the grant of the Special Permit and has found that the proposal of COMFORTING CARE VETERINARY SERVICES is in general compliance with the applicable general and special standards of Article X of Chapter 138 of the Town Code; and

WHEREAS, the Planning Board, as Lead Agency for purposes of State Environmental Quality Review Act ("SEQRA") and has adopted a Negative Declaration indicating that the project is not likely to adversely affect the environment; and

WHEREAS, a public hearing was held by the Town Board in connection with this application and all interested parties have been given an adequate opportunity to be heard in this regard,

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of the Town of Southeast hereby makes the following findings of fact in connection with the instant application:

1. The proposed use is in such location and is a size and character that it will be in harmony with the appropriate and orderly development of the surrounding district and will not be detrimental to the immediate site or adjacent properties;

2. The location and size of the proposed use, the nature and intensity of operations involved in or conducted in connection therewith, its site layout, and its relation to access streets will be such that both pedestrian and vehicular traffic to and from the use and the assembly of persons in connection therewith will not be hazardous;

3. The exterior appearance of the building will not hinder or discourage the development and use of adjacent land and buildings; and

4. The proposed use will not require such additional public facilities or services or create fiscal burdens upon the Town greater than those which characterize uses permitted as of right.

AND BE IT FURTHER

RESOLVED, that based upon the foregoing findings, the Town Board of the Town of Southeast hereby grants a Special Use Permit to allow an approximate 1000 square foot portion of the multi-tenant premises located at 4005 Danbury Road, Tax Map No. 69.-1-12, to be occupied by COMFORTING CARE VETERINARY SERVICES, its lawful successors and assigns, for veterinary practice specializing in acupuncture and end of life care for domestic cats and dogs, on the following conditions:

1. The applicant and its tenant shall operate the facility in compliance with all conditions set forth in Article X of the Zoning Code;

2. The veterinary practice shall be contained within approximately 1000 square feet of the multi-tenant structure; and

3. There shall be no overnight board or harboring of animals on the Subject Premises and there shall be no outdoor runs or other cages on the Subject Premises.

And be it further

RESOLVED, that the Town Clerk is hereby authorized and directed to forward a certified copy of this resolution to COMFORTING CARE VETERINARY SERVICES; to the owner of record of the Subject Premises; to the Secretary of the Town of Southeast Planning Board; and to the Southeast Building Department, 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 20th day of February, 2020.

MICHELE STANCATI
Town Clerk

R#7

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

**SALSA FRESCA – 1577 ROUTE 22
BOND ESTABLISHMENT**

RESOLUTION NO. _____ / 2020

DATE: February 20, 2020

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 dated February 10, 2020 with respect to the Performance Security to be posted by Salsa Fresca Commercial Site Plan (“Applicant”), in connection with erosion and sediment control measures for the commercial development on property located at 1577 Route 22, Southeast Tax Map No. 46.-1-16.1 (the “Subject Premises”).

NOW, THEREFORE, BE IT

RESOLVED, that the bond amount is hereby established for the project set forth below:

PROJECT NAME:

BOND AMOUNT:

Salsa Fresca Commercial Site Plan

Site Improvements:	\$84,400.00
Erosion/Sediment Control:	\$10,000.00

and be it further

RESOLVED, that a certified copy of this resolution shall be transmitted by the Town Clerk to the Applicant, 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 20th day of February, 2020.

MICHELE STANCATI
Town Clerk

**Town of Southeast
Accounting Department
1360 Route 22
Brewster, NY 10509**

R# 8

Town Accountant
Ronald Hund

Tel. (845) 279-7338

Account Clerk
Helena Hansen

Fax. (845) 279-3664

rhund@southeast-ny.gov
hhansen@southeast-ny.gov

MEMO TO: Tony Hay

FROM: Ron Hund *RH*

DATE: February 14, 2020

RE: Budget Transfers

Attached are the budget transfers for the year end December 31, 2019 that must be put on the agenda for approval at the Town Board meeting on February 20, 2020.

CC. Town Board
Town Clerk

BUDGET TRANSFER and APPROPRIATION INCREASE REQUEST

To: Budget Officer Town Board					Date:	2/20/2020
Prepared By:	Town Accountant					
From Account Code	Description	Amount	To Account Code	Description	Amount	
GENERAL TOWN WIDE - A						
A000-1070-405-000	Town Board Conference/Seminar/Training	360.00	A000-1010-408-000	Town Board Legal Notice Security Town Board Meeting	360.00	
A000-1110-414-000	Justice Court Security	636.00	A000-1110-401-000	Justice Supplies/Material Supplies	636.00	
A000-1220-401-000	Supervisor Supplies/Material	160.00	A000-1220-201-000	Supervisor Computer/Printer Hardware Monitor	160.00	
A000-1410-401-000	Town Clerk Supplies/Material	20.00	A000-1410-461-000	Town Clerk Cellular Telephone Cell Phone Service	20.00	
A000-1420-400-000	Attorney Contractual	3,700.00	A000-1440-411-000	Engineer Professional/Technical Services Engineering Services	2,248.00	
A000-1610-421-000	Special Districts Software Leases/Maintenance	79.00	A000-1440-431-000	Engineer MS4 Services Engineering Services	1,452.00	
A000-1620-210-000	Facilities Maintenance Other Equipment	1,200.00	A000-1610-411-000	Special Districts Professional/Technical Services Digs	79.00	
A000-1620-401-000	Facilities Maintenance Supplies/Materials	2,000.00	A000-1620-411-000	Facilities Maintenance Professional/Technical Services Demolition Block Building	1,200.00	
A000-1620-423-000	Facilities Maintenance Tools Maintenance/Repair	2,073.00	A000-1620-411-000	Facilities Maintenance Professional/Technical Services Demolition Block Building	2,000.00	
A000-1620-470-300	Facilities Maintenance Electricity 1360 Route 22	2,755.00	A000-1620-411-000	Facilities Maintenance Professional/Technical Services Demolition Block Building	2,073.00	
			A000-1610-401-000	Special Districts Supplies/Material Supplies	892.00	
			A000-1620-424-000	Facilities Maintenance Vehicle Maintenance/Repair Repairs	1,012.00	
			A000-1620-425-100	Facilities Maintenance Water/Sewer 1 Main Street Water Charges	252.00	
			A000-1620-425-200	Facilities Maintenance Water/Sewer 67 Main Street Water Charges	59.00	
			A000-1620-451-300	Facilities Maintenance Alarm 1360 Rt 22 Security Services	640.00	

BUDGET TRANSFER and APPROPRIATION INCREASE REQUEST

To: Budget Officer Town Board				Date:	2/20/2020
Prepared By:	Town Accountant				
From Account Code	Description	Amount	To Account Code	Description	Amount
A000-1650-460-000	Central Communications Telephone	1,176.00	A000-1650-461-000	Central Communications Telephone Cellular	132.00
			A000-1650-462-000	Cell Services	40.00
				Central Communications Cable	
			A000-1670-401-000	Cable	1,004.00
				Central Print Mailing Supplies/Material	
				Supplies	
A000-1990-400-000	Sub-Contingency	11,349.00	A000-1110-101-000	Justice Overtime	1,608.00
				Overtime Payroll No. 25-26	
			A000-1315-101-000	Comptroller Overtime	103.00
				Overtime	
			A000-1620-100-000	Facilities Maintenance Personal Services	8.00
				Personal Services	
			A000-1620-101-000	Facilities Maintenance Overtime	5,349.00
				Overtime Payroll No. 24	
			A000-5119-100-000	Rec Fee Before & After Care Personal Services	4,381.00
				Personal Services	
A000-3510-411-000	Dog Control Professional/Technical Services	215.00	A000-3510-409-000	Dog Control Mileage/Tolls	215.00
				Mileage	
A000-5010-401-000	Superintendent of Highways Supplies/Material	451.00	A000-5010-422-000	Superintendent of Highways Equipment Lease/Maintenance	345.00
				Equipment Lease	
			A000-5010-461-000	Superintendent of Highways Cellular Telephone	106.00
				Cell Service	
A000-7020-401-000	Recreation Administration Supplies/Material	789.00	A000-7020-411-000	Recreation Administration Professional/Technical Services	275.00
				Remove/Replace Air Conditioner	
			A000-7142-411-000	Volunteer Park Professional/Technical Services	110.00
				Portable Toilets	
			A000-7142-470-000	Volunteer Park Electricity	264.00
				Electricity	
			A000-7620-401-000	Adult Recreation Supplies/Material	140.00
A000-7151-401-000	Lakeview Manor Supplies/Material	500.00	A000-7151-470-000	Lakeview Manor Electricity	500.00
				Electricity	
A000-7151-417-000	Lakeview Manor Building Maintenance/Repair	287.00	A000-7151-470-000	Lakeview Manor Electricity	287.00
				Electricity	

BUDGET TRANSFER and APPROPRIATION INCREASE REQUEST

To: Budget Officer Town Board				Date: 2/20/2020	
Prepared By:	Town Accountant				
From Account Code	Description	Amount	To Account Code	Description	Amount
BLACKBERRY SEWER SS1 SS01-8110-411-000	Sewer Administration Professional/Technical Services	176.00	SS01-8110-428-000	Sewer Administration Credit Card Fees	73.00
			SS01-8110-492-000	Credit Card Fees Sewer Administration Gas/Propane	103.00
SS01-8110-470-000	Sewer Administration Electricity	10,000.00	SS01-8130-210-000	Propane Sewage Treatment & Disposal Other Equipment	2,448.00
			SS01-8130-401-000	Repairs Sewage Treatment & Disposal Supplies/Materials	1,539.00
			SS01-8130-411-000	Supplies Sewage Treatment & Disposal Professional/Technical Services	6,013.00
				Repairs	
BREWSTER HEIGHTS SEWER SS2 SS02-8110-451-000	Sewer Administration Fire/Security Alarm	592.00	SS02-8130-480-000	Sewage Treatment & Disposal Fuel Oil	592.00
				Fuel Oil	
PEACH LAKE SEWER SS3 SS03-8110-411-000	Sewer Administration Professional/Technical Services	2,320.00	SS03-8120-422-000	Sanitary Sewer Equipment/Lease/Maintenance	1,676.00
			SS03-8130-422-000	Equipment Sewage Treatment & Disposal Equipment Lease/Maintenance	644.00
				Equipment	
SS03-8130-411-000	Sewage Treatment & Disposal Professional/Technical Services	7,000.00	SS03-8130-422-000	Sewage Treatment & Disposal Equipment Lease/Maintenance	7,000.00
				Equipment	
SOUTHEAST TRAIN PARKING ST ST00-5650-424-000	Off-Street Parking Vehicle Maintenance/Repair	372.00	ST00-5650-411-000	Off-Street Parking Professional/Technical Services	372.00
				Parking Lot Painting	
ST00-5650-460-000	Off-Street Parking Telephone	417.00	ST00-5660-428-000	Off-Street Parking Credit Card Fees	417.00
				Credit Card Fees	
STARR RIDGE WATER SW2 SW02-8340-411-000	Transmission & Distribution Professional Technical Services	1,445.00	SW02-8310-411-000	Water Administration Professional/Technical Services	14.00
			SW02-8310-470-000	Services Water Administration Electricity	225.00
			SW02-8320-411-000	Electricity Source of Supply,Power,Pumping Professional/Technical Services	1,206.00
				JCO Services	

BUDGET TRANSFER and APPROPRIATION INCREASE REQUEST

To: Budget Officer Town Board		Date:	2/20/2020
Prepared By:		Town Accountant	
From Account Code	Description	Amount	To Account Code
MOUNTAIN BROOK WATER - SW4 SW04-8310-411-000	Water Administration Professional/Technical Services	1,072.00	SW04-8310-427-000
	Special District Administration		
	Water Administration Credit Card Fees		SW04-8310-428-000
	Credit Card Fees		
SW04-8340-411-000	Transmission & Distribution Professional Technical Services	2,097.00	SW04-8320-411-000
	Source of Supply, Power, Pumping Professional/Technical Services		
	JCO Services		
PEACEABLE HILL WATER - SW6 SW05-8310-460-000	Water Administration Telephone	167.00	SW05-8310-411-000
	JCO Services		
	Water Administration Credit Card Fees		SW05-8310-428-000
	Credit Card Fees		
SW05-8320-425-000	Source of Supply, Power, Pumping Sewer Water Charges	3,468.00	SW05-8320-411-000
	Source of Supply, Power, Pumping Professional/Technical Services		
	JCO Services		
SW05-8340-210-000	Transmission & Distribution Other Equipment	14.00	SW05-8340-411-000
	Transmission & Distribution Professional Technical Services		
	JCO Services		
BLACKBERRY WATER - SW6 SW06-8310-411-000	Water Administration Professional/Technical Services	3,646.00	SW06-8310-417-000
	Repairs		
	Water Administration Credit Card Fees		SW06-8310-428-000
	Credit Card Fees		
	Source of Supply, Power, Pumping Professional/Technical Services		SW06-8320-411-000
	JCO Services		

BUDGET TRANSFER and APPROPRIATION INCREASE REQUEST

To: Budget Officer		Date:	
Town Board		2/20/2020	
Prepared By: <u>Town Accountant</u>			
From Account Code	Description	Amount	To Account Code
HILLCREST WATER - SW7 SW07-8310-470-000	Water Administration Electricity	292.00	SW07-8310-401-000
			Water Administration Supplies/Material Supplies
			Water Administration Credit Card Fees
			Credit Card Fees
SW07-8320-210-000	Source of Supply,Power,Pumping Other Equipment	1,961.00	SW07-8320-401-000
			Source of Supply,Power,Pumping Supplies/Material Supplies
SW07-8340-411-000	Transmission & Distribution Professional Technical Services	6,633.00	SW07-8310-411-000
			Water Administration Professional/Technical Services JCO Services
			Source of Supply,Power,Pumping Professional/Technical Services JCO Services
SPRINGHOUSE WATER - SW8 SW08-8310-402-000	Water Administration Postage	215.00	SW08-8310-428-000
			Water Administration Credit Card Fees Credit Card Fees
			Water Administration Electricity Electricity
SW08-8320-411-000	Source of Supply,Power,Pumping Professional/Technical Services	876.00	SW08-9961-900-000
			Transfer To Debt Service Fund Debt Service
BIRCH HILL WATER - SW9 SW09-9961-900-000	Transfer To Debt Service Fund	662.00	SW09-8320-411-000
			Source of Supply,Power,Pumping Professional/Technical Services JCO Services
DEBT SERVICE - V V000-9730-700-000	Bond Anticipation Notes Interest	3,089.00	V000-9710-700-000
			Serial Bond Interest Interest

BUDGET TRANSFER and APPROPRIATION INCREASE REQUEST

To: Budget Officer					Date:	2/20/2020
Town Board						
Prepared By:	Town Accountant					
From Account Code	Description	Amount	To Account Code	Description	Amount	
INCREASE APPROPRIATIONS BY USING UNAPPROPRIATED, UNRESERVED FUND BALANCE OR UNANTICIPATED REVENUES						
<i>(Increase Appropriation and Revenue Budget)</i>						
GENERAL TOWN WIDE - A						
A000-2025-019-000	Special Rec. Cheerleading League	71.00	A000-7310-400-019	Youth Programs Cheerleading League <i>Program Expenses</i>	71.00	
A000-2025-032-000	Special Rec. Soccer Camp	129.00	A000-7310-400-032	Youth Programs Soccer Camp <i>Program Expenses</i>	129.00	
A000-2025-061-000	Special Rec. Twirling	267.00	A000-7310-400-061	Youth Programs Twirling <i>Program Expenses</i>	267.00	
A000-3989-000-000	State Aid, East Of Hudson Funds	760.00	A000-8540-400-000	Drainage Contractual <i>Budget for MS4 Services</i>	760.00	
GENERAL FUND - B						
B000-2116-000-000	Planning Board Inspection Fees	13,685.00	B000-8020-100-000	Planning Board Personal Services <i>Personal Services</i>	2,236.00	
			B000-8020-411-000	Planning Board Professional/Technical Services <i>Professional Services</i>	6,794.00	
			B000-8020-430-000	Planning Inspections <i>Inspection Services</i>	4,655.00	
VOLUNTEER PARK GRANT - CD4						
CD04-3097-000-000	State Aid, Capital Projects	6,338.00	CD04-7197-200-000	Recreation, Equipment & Capital <i>Grant Expenses</i>	6,338.00	
HIGHWAY OUTSIDE VILLAGE - DB						
DB00-2401-000-000	Interest and Earnings	21,162.00	DB00-5110-100-000	General Repairs Personal Services <i>Personal Services</i>	7,813.00	
			DB00-5110-401-000	General Repairs Supplies/Material <i>Supplies</i>	7,709.00	
			DB00-5110-411-000	General Repairs Professional/Technical Services <i>Line Stripping</i>	5,640.00	
BLACKBERRY LIGHTING SL						
SL00-1289-000-000	Other General Departmental Income	81.00	SL00-5182-470-000	Street Lighting Electricity <i>Electricity</i>	81.00	
BLACKBERRY SEWER SS1						
SS01-3901-000-000	State Aid, O & M Sewer Plant	38,822.00	SS01-8130-411-000	Sewage Treatment & Disposal Professional/Technical Services <i>Sewer Repairs</i>	38,822.00	

BUDGET TRANSFER and APPROPRIATION INCREASE REQUEST

								Date:	2/20/2020
To: Budget Officer									
Town Board									
Prepared By:	Town Accountant								
From Account Code	Description	Amount	To Account Code	Description	Amount				
BREWSTER HEIGHTS SEWER SS2									
SS02-3901-000-000	State Aid, O & M Sewer Plant	82,000.00	SS02-8110-401-000	Sewer Administration Supplies/Material	2,571.00				
				Supplies					
			SS02-8110-411-000	Sewer Administration Professional/Technical Services	16,315.00				
				Repairs					
			SS02-8110-470-000	Sewer Administration Building Maintenance/Repair	7,930.00				
				Electricity					
			SS02-8110-480-000	Sewer Administration Fuel Oil	3,138.00				
				Fuel Oil					
			SS02-8130-401-000	Sewage Treatment & Disposal Supplies/Materials	2,472.00				
				Supplies					
			SS02-8130-411-000	Sewage Treatment & Disposal Professional/Technical Services	49,574.00				
				Sewer Repairs					
SS02-0599-000-000	Appropriated Fund Balance	15,946.00	SS02-8130-210-000	Sewage Treatment & Disposal Other Equipment	9,506.00				
				Sewer Repairs					
			SS02-8130-411-000	Sewage Treatment & Disposal Professional/Technical Services	6,442.00				
				Sewer Repairs					
SOUTHEAST TRAIN PARKING ST									
ST00-0699-000-000	Appropriated Fund Balance	57,767.00	ST00-5650-429-000	Off-Street Parking Metro North Fees	27,680.00				
				Metro North Fees					

BUDGET TRANSFER and APPROPRIATION INCREASE REQUEST				Date:	2/20/2020
To: Budget Officer Town Board					
Prepared By:	Town Accountant				
From Account Code	Description	To Account Code	Description	Amount	Amount
BREWSTER HEIGHTS WATER SW1					
SW01-0599-000-000	Appropriated Fund Balance	SW01-8310-401-000	Water Administration Supplies/Material	32,080.00	110.00
		SW01-8310-411-000	Water Administration Professional/Technical Services		9,702.00
		SW01-8310-417-000	Water Administration Building Maintenance/Repair		626.00
		SW01-8310-428-000	Water Administration Credit Card Fees		127.00
		SW01-8310-462-000	Water Administration Cable		2.00
		SW01-8310-480-000	Water Administration Fuel Oil		2,462.00
		SW01-8310-491-000	Water Administration Diesel Fuel		500.00
		SW01-8320-210-000	Source of Supply, Power, Pumping Other Equipment		7,998.00
		SW01-8320-425-000	Source of Supply, Power, Pumping, Sewer/Water Charges		8,443.00
		SW01-8340-411-000	Transmission & Distribution Professional Technical Services		2,320.00
			Water Line Repairs		
MOUNTAIN BROOK WATER - SW4					
SW04-0599-000-000	Appropriated Fund Balance	SW04-8320-210-000	Source of Supply, Power, Pumping Other Equipment	4,138.00	4,138.00
DEBT SERVICE - V					
V000-0599-000-000	Appropriated Fund Balance	V000-9710-700-000	Serial Bond Interest	26,665.00	26,665.00
			Interest		

2019 Contingency Report

Beginning Balance 1/1/19

\$ 50,000.00

Subtotal Contingency

\$ 50,000.00

Deductions:

R	Ineterfund Transfer To Lakeview Manor Grant Fund	(6,000.00)
R	Ineterfund Transfer To Lakeview Manor Grant Fund	(35,814.00)
R	Ineterfund Transfer To Lakeview Manor Grant Fund	(436.00)
R	Markel Park Clay	(734.00)
R	Markel Park Land Use Permits	(2,054.00)
R	Volunteer Park Clay	(4,612.00)

(49,650.00)

Total

\$ 350.00

Proposed Deductions:

0.00

Pending Balance 12/31/19

\$ 350.00

Note:

R = resolution

A = proposed budgetary amendment

2019 Sub-Contingency Report

Beginning Balance 1/1/19 \$ 69,500.00

Subtotal Sub-Contingency \$ 69,500.00

Deductions:

R	Facilities Overtime Payroll No. 1-6	(1,082.00)
R	Recreation Overtime Payroll No. 1-6	(200.00)
R	Recreation Overtime Payroll No. 7-8	(1,121.00)
R	Recreation Overtime Payroll No. 9-10	(100.00)
R	Recreation Overtime Payroll No. 11-12	(1,108.00)
R	Recreation Overtime Payroll No. 12-14	(819.00)
R	Recreation Overtime Payroll No. 15-17	(652.00)
R	Recreation Overtime Payroll No. 18-19	(1,000.00)
R	Justice Overtime Payroll No. 20-21	(3,000.00)
R	Justice Overtime Payroll No. 22-23	(5,000.00)
R	Accounting Overtime Payroll No. 23	(1,164.00)
R	Recreation Overtime Payroll No. 20-23	(500.00)
R	Justice Overtime Payroll No. 24	(1,000.00)
R	Accounting Personal Services	(11,090.00)
R	Accounting Overtime Payroll No 23-24	(350.00)
R	Accounting Audit Services	(2,902.00)
R	Facilities Personal Services	(10,500.00)
R	Recreation Personal Services	(7,049.00)
R	Recreation Overtime Payroll No. 24-26	(2,179.00)

(50,816.00)

Total \$ 18,684.00

Proposed Deductions:

A	Justice Overtime Payroll No. 25-26	(1,508.00)
A	Accounting Overtime Payroll No 25-26	(103.00)
A	Facilities Personal Services	(8.00)
A	Facilities Overtime Payroll No. 24	(5,349.00)
A	Before & After Care	(4,381.00)

(11,349.00)

Pending Balance 12/31/19 \$ 7,335.00

Note:

R = resolution

A = proposed budgetary amendment