

**Town of Southeast  
1360 Route 22, Brewster, New York 10509  
Thursday, January 7, 2021  
Organizational Meeting – 7:00 P.M.  
Regular Meeting – 7:20 P.M.**

**Pledge of Allegiance**

Present: Supervisor Tony Hay  
Councilman John Lord  
Councilman Eric Larca  
Councilman John O'Connor  
Councilman Edwin Alvarez

Also: Town Clerk Michele Stancati  
Town Attorney Willis H. Stephens Jr.

**This meeting took place by videoconferencing, Zoom, and was recorded and posted on the Town of Southeast website.**

Supervisor Hay made a motion to open the Organizational Meeting and move the following motions as one unless there is any discussion or comments. Councilman Lord seconded. All in favor.

**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, Sherri Migliaccio and Annmarie Milano**
- 17) **Motion to Appoint 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**

**38) Supervisor Hay made a motion to waive the rules to add the motion to the agenda. All in favor. Supervisor Hay made a motion to appoint Erica Reyes clerk to Justice Gregory Folchetti. Councilman Alvarez seconded. All in favor.**

**REGULAR MEETING**

Supervisor Hay made a motion to open the Regular Meeting and Councilman O'Connor seconded. All in favor.

**RESOLUTION NO. 1 / 2021 ALFACOR, LLC PERFORMANCE BOND ESTABLISHMENT**

INTRODUCED BY: Supervisor Hay

SECONDED BY: Councilman Alvarez

**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	<u>Aye</u>
Councilman Larca	<u>Aye</u>
Councilman Lord	<u>Aye</u>
Councilman O'Connor	<u>Aye</u>
Supervisor Hay	<u>Aye</u>

VOTE: carried by a vote of 5 in favor 0 against; 0 abstained.

**RESOLUTION NO. 2 / 2021 AUTHORIZE ASSESSOR TO DISPENSE WITH FORMAL APPLICATIONS FOR EXEMPTIONS IN LIMITED CIRCUMSTANCES**

INTRODUCED BY: Supervisor Hay

SECONDED BY: Councilman Alvarez

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        Aye  
Councilman Larca         Aye  
Councilman Lord         Aye  
Councilman O'Connor     Aye  
Supervisor Hay          Aye

VOTE: carried by a vote of   5   in favor   0   against;   0   abstained.

**PUBLIC COMMENT**

Ann Marie Milano thanked the Town Board for approving her appointment as a Deputy Tax Receiver, and she will be attending the meetings to stay informed. The Board wished her good luck.

**TOWN BOARD COMMENT**

Councilman Alvarez wished everyone a Happy New Year.

Councilman Lord stated that the bike trail is open and he saw people parking down by the Town Park. He suggested it might be a good place for a food truck.

Supervisor Hay stated that they will be putting in signs to the trail and that in reference to food trucks, the Town Clerk spoke to the State about the new No Parking signs that went up on Rt 312 and 84. The state confirmed that there will be no parking allowed, including food trucks. They will follow that up with a written statement.

Councilman O'Connor requested that the Town ask the State to put a guard rail up and the Supervisor stated he already did. They stated that it's a safety issue, any one bouncing off the guard rail will be sent into on-coming traffic.

Councilman Alvarez made a motion to close the meeting and Councilman Larca seconded. All in favor.

Respectfully Submitted,

Michele Stancati