

VILLAGE OF BREWSTER
2018-2019 ORGANIZATIONAL MEETING
BOARD OF TRUSTEES
December 3, 2018
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 George Gaspar

Absent

Village Counsel Anthony Molé

Also Present:

Village Clerk & Treasurer Peter Brewster Hansen
Deputy Clerk-Treasurer Michelle Chiudina

Mayor Schoenig administers the oath of office to Trustee Boissonnault and Trustee Bryde.

Mayor Schoenig called the Meeting to order at 7:30PM, Trustee Piccini 2nd, all in favor 5 to 0.

STAFF APPOINTMENTS & MEETING DESIGNATIONS

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:	Christine Piccini
Commissioner of Public and Cultural Affairs:	Mary Bryde
Commissioner of Taxi and Limousine Affairs:	James Schoenig
Main Street Beautification Coordinator	Mary Bryde
Liaison to Planning & Zoning Boards	George Gaspar
Legislative Coordinator	Christine Piccini
Town of Southeast Liaison	Christine Piccini
Business & Commerce 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 Daniel Crawford
Village Clerk/Treasurer/ Registrar of Vital Statistics/ Records Management Officer:	Peter B. Hansen
Dep. Village Clerk/ Dep. Registrar of Vital Statistics/ Deputy Treasurer:	Michelle Chiudina
Authorization to sign checks:	Peter B. Hansen James Schoenig Christine Piccini Michelle Chiudina
Highway/Water Superintendent:	Domenic Consentino
Assistant Water Operator	Kyle Aulabaugh
Stormwater Management Officer:	Domenic Consentino
Part Time Code Enforcement Officer/Fire Inspector:	Joe Hernandez William Scorca Gerald Schramek
Acting Village Justice of the Village of Brewster Court:	Richard Vercollone
Clerk to Village Justice:	Jean Macli
Secretary to Planning Board:	Kathleen Chiudina
Secretary to Zoning Board of Appeals:	Kathleen Chiudina
Village Engineer:	J. R.F. A. (by Todd Atkinson)
Superintendent, Wastewater:	J. R.F.A. (by John Folchetti/Todd Atkinson)
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

Next Regular Meeting of the Board of Trustees: December 19, 2018

Regular Board of Trustee Meetings at 7:30 PM on the First and Third Wednesdays of the month beginning with December 19, 2018

Staff appointments and designations as motioned by Mayor Schoenig seconded by Trustee Gaspar.

Ayes: 5 Nays: 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 2018/2019.

2018-2019 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, 2018	19	Regular Board Meeting
January, 2019	2	No Regular Board Meeting
January	16	Regular Board Meeting
February	6	Regular Board Meeting
February	20	Regular Board Meeting
March	6	Regular Board Meeting
March	20	Regular Board Meeting
April	3	Regular Board Meeting
April	17	Regular Board Meeting
May	1	Regular Board Meeting
May	15	Regular Board Meeting
June	5	Regular Board Meeting
June	19	Regular Board Meeting
July	3	No Regular Board Meeting
July	17	Regular Board Meeting
August	7	Regular Board Meeting
August	21	Regular Board Meeting
September	4	Regular Board Meeting
September	18	Regular Board Meeting
October	2	Regular Board Meeting
October	16	Regular Board Meeting
November	6	Regular Board Meeting
November	20	Regular Board Meeting
December	2	2019-2020 Organizational Meeting

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

Ayes: 5

Nays:

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: Abstain: Absent:

DESIGNATION OF DATE FOR 2019-20 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 2019-2020 will be held on Monday, 7:30 PM, December 2, 2019 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: 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 Bryde.

Ayes: 5 Nays: Abstain: Absent:

SPECIAL USE OF VILLAGE VEHICLES

With permission of the Board of Trustees, and at the sole discretion of the Board of Trustees, certain employees may travel to and from their residence with a Village vehicle, where applicable. In such case, the Village vehicle shall not be used for personal transportation. The Village vehicle shall only be used to travel between the employee's residence and to report to duty for the Village, and during the course of performing the employee's duties for the Village, which includes responding to emergency calls related to the employee's position as a Village employee. The list of Village vehicles subject to this provision includes, but is not limited to, the following: a vehicle for use of the Water Superintendent, a K-9 police vehicle, and a police vehicle for the Chief of Police.

Mayor Schoenig moves to accept authorization of use of Village vehicles as presented, seconded by Trustee Boissonnault

Ayes: 5 Nays: 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 \$0.545 per mile as of January 1, 2018

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

Ayes: 5 Nays: 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 Gaspar

Ayes: 5 Nays: 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 \$20,000 for “goods” purchase contracts, and \$35,000 for public works contracts, and other guidelines and;

Whereas the Village Board has adopted a procurement policy as last revise 9/17, 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 Trustee Boissonnault.

Ayes: 5 Nays: 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 Bryde.

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

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

Ayes: 5 Nays: 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: Abstain: Absent:

DESIGNATION OF OFFICIAL NEWSPAPER

[and alternative method(s) of notification] for the year 2018/2019

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 Trustee Gaspar.

Ayes: 5 Nays: 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 2018/2019:

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 Gaspar

Ayes: 5 Nays: Abstain: Absent:

RESOLUTION DESIGNATING VILLAGE ELECTION FOR 2019

WHEREAS, the next General Election for officers in the Village of Brewster, New York, will be held on November 5, 2019; 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 2, 2019, to be filled at the Village Election to be held on November 5, 2019, for terms as listed:

	Term	Inception	Expiration
MAYOR	2yr	12/2/2019	12/6/2021
VILLAGE TRUSTEE	2yr	12/2/2019	12/6/2021
VILLAGE TRUSTEE	2yr	12/2/2019	12/6/2021

One (1) Mayor and 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 Bryde.

Ayes: 5 Nays: 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 5, 2019, 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 5, 2019 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 Deputy Mayor Piccini

Ayes: 5 Nays: 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

2018-2019 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, 2018	18*	Regular Meeting
January, 2019	15	Regular Meeting
February	19	Regular Meeting
March	19	Regular Meeting
April	16	Regular Meeting
May	14	Regular Meeting
June	18	Regular Meeting
July	16	Regular Meeting
August	20	Regular Meeting
September	17	Regular Meeting
October	15	Regular Meeting
November	19	Regular Meeting
December	17	Regular Meeting

*Previously set

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

Ayes: 5 Nays: 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 Boissonnault.

Ayes: 5 Nays: 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: Abstain: Absent:

VILLAGE OF BREWSTER 2019 HOLIDAYS

DATE	HOLIDAY
Tuesday, January 1 st	New Year's Day
Monday, January 21 st	Martin Luther King Jr. Day
Monday, February 18 th	Presidents' Day
Monday, May 27 th	Memorial Day
Thursday, July 4 th	Independence Day
Monday, September 2 nd	Labor Day
Monday, October 14 th	Columbus Day
Monday, November 11 th	Veterans' Day
Thursday, November 28 th	Thanksgiving Day
Friday, November 29 th	Day After Thanksgiving
Wednesday, December 25 th	Christmas Day
Thursday, December 26 th	Day After Christmas

Full time employees receive three (3) Floating Holidays each year after the Introductory Period 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 Gaspar.

Ayes: 5 Nays: 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: 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: 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, Deputy 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 Deputy Mayor Piccini.

Ayes: 5 Nays: 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 Gaspar.

Ayes: 5 Nays: Abstain: Absent:

INTERMUNICIPAL AGREEMENTS

- 1. Town of Southeast Court Officers
- 2. Putnam County Salt storage
- 3. Town of Southeast Fuel

Mayor Schoenig moves to authorize renewal of the Intermunicipal Agreements as listed, seconded by Deputy Mayor Piccini

Ayes: 5 Nays: Abstain: Absent:

2018-2019 PLANNED LEGISLATION

Chapter 205 Solid Waste Amended Local Law

Mayor Schoenig motions to accept but not limit to planned legislation as listed, Deputy Mayor Piccini 2nd

Ayes: 5 Nays: Abstain: Absent:

Mayor Schoenig motions to adjourn, Trustee Gaspar 2nd all in favor 5 to 0.

DATED: December 3, 2018

Respectfully submitted,
Peter Brewster Hansen
Clerk, Village of Brewster
Michelle Chiudina
Deputy Clerk, Village of Brewster