

VILLAGE OF BREWSTER
ORGANIZATIONAL MEETING
BOARD OF TRUSTEES
December 7, 2009
7:30 P.M
50 Main Street Brewster, NY 10509

Present:

Mayor James Schoenig
Trustee Christine Piccini
Trustee William Banks
Trustee Yoshihiko Ito
Trustee Teresa Stockburger

Also Present:

Village Clerk & Treasurer Peter Brewster Hansen
Village Counsel Anthony Molé
Village Historian Denis Castelli
Police Officer in Charge John Del Gardo
Police Officer in Charge Carmine Drogo
Village Consultants:
Jack Gress
Rick Stockburger

Absent: None

Administer the oath of office to Clerk Peter B. Hansen, Mayor Elect James J. Schoenig, Trustees Elect Christine Piccini and Trustee Elect Theresa Stockburger.

Trustee Piccini motions to correct all references to Organizational Meeting Agenda where 2010-2011 is stated to be changed to 2009-2010, and where 2011-2012 is stated to be changed to 2010-2011 throughout the document. Trustee Stockburger seconds, no discussion, all in favor 5 to 0. Motion carries.

Mayor Schoenig called the Meeting called to order at 7:35 P.M.

STAFF APPOINTMENTS

Mayor Schoenig moved to make the following Staff Appointments as one motion:

Police Commissioner:	Jim Schoenig
Deputy Mayor:	Christine Piccini
Officer in Charge; Administration:	John Del Gardo
Officer in Charge; Patrol	Carmine Drogo
Commissioner of Parking:	Yoshi Ito
Commissioner of Sanitation:	Terri Stockburger
Commissioner of Public and Cultural Affairs:	Bill Banks
Commissioner of Taxi and Limousine Affairs:	James Schoenig

Village Counsel:	Anthony Molé & Greg Folchetti
Bond Counsel	Hawkins, Delafield & Wood by: Daniel G. Birmingham, Esq.
Village Historian:	Denis Castelli
Village Consultants:	Jack Gress Rick Stockburger Denis Castelli Richard Ruchala
Village Clerk/Treasurer/ Registrar of Vital Statistics/ Records Management Officer:	Peter B. Hansen
Dep. Village Clerk/Dep. Registrar of Vital Statistics/ Deputy Treasurer:	Joanne Weiland
Authorization to sign checks:	Peter B. Hansen James Schoenig Christine Piccini
Highway/Water Superintendent:	Dan Crawford
Stormwater Management Officer:	Dan Crawford
Code Enforcement Officer/Fire Inspector:	Robert Serino
Code Research Committee	Yoshi Ito Peter Hansen Denis Castelli Jack Gress
Clerk to Village Justice:	Jean Macli
Secretary to Planning Board:	Shari Chiara
Secretary to Zoning Board of Appeals:	Cal Jacobs
Village Engineer:	J. R. F. A.(by John Folchetti)
Superintendent, Wastewater:	J. R. F. A.(by John Folchetti)
Official Newspaper(s):	Putnam County Press
Official Public Notice:	Village Hall Bulletin Board
Official Depository(s)	Mahopac National Bank JP Morgan Chase Bank
Official Towing Organization	Don's Automotive
Parking Enforcement Officer	Rick Stockburger

Next Regular Meeting of the Board of Trustees: December 16, 2009

Regular Board of Trustee Meetings First and Third Wednesdays of the month beginning with Jan 6 and 20 respectively, 2010

Seconded by Trustee Stockburger staff appointments and designations as presented.

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 2009/2010.

2009-2010 Village Board Meetings

At 50 Main Street (Village Hall)

Start time: 7:30 p.m.

Month	Day	Meeting Type
December, 2009	7	2009-2010 Organizational Meeting
December, 2009	16	Regular Board Meeting
January, 2010	6	Regular Board Meeting
January	20	Regular Board Meeting
February	3	Regular Board Meeting
February	17	Regular Board Meeting
March	3	Regular Board Meeting
March	17	Regular Board Meeting
April	7	Regular Board Meeting
April	21	Regular Board Meeting
May	5	Regular Board Meeting
May	19	Regular Board Meeting
June	2	Regular Board Meeting
June	16	Regular Board Meeting
July	7	Regular Board Meeting
July	21	Regular Board Meeting
August	4	Regular Board Meeting
August	18	Regular Board Meeting
September	1	Regular Board Meeting
September	15	Regular Board Meeting
October	6	Regular Board Meeting
October	20	Regular Board Meeting
November	3	Regular Board Meeting
November	17	Regular Board Meeting
December	1	Regular Board Meeting
December	6	2010-2011 Organizational Meeting

Moved by Mayor Schoenig seconded by Deputy Mayor Piccini to accept Meetings dates as presented.

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 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.

Moved by Mayor Schoenig seconded by Deputy Mayor Piccini to accept the Special Meeting Process as presented.

Ayes: 5 Nays: Abstain: Absent:

DESIGNATION OF DATE FOR 2010-11 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 2010-2011 will be held on Monday, 7:30 PM, December 6, 2010 at 50 Main Street, Brewster, NY 10509

Moved by Mayor Schoenig seconded by Trustee Stockburger to accept Organizational Meeting Date as presented.

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.

Moved by Mayor Schoenig seconded by Deputy Mayor Piccini to accept authorization of attendance at conferences and meetings as presented.

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 \$0.555 per mile as of 1/1/09

Moved by Mayor Schoenig seconded by Deputy Mayor Piccini to accept mileage rate as presented.

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 \$50,000 for purchase contracts, and \$50,000 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 with the following modification:

List modification: The Village of Brewster hereby establishes a Procurement Card Program to expedite purchases and payments. The Procurement Card Program will only be used to purchase commodities or services from preferred sources (OGS contract vendors or responsible vendors with prices and terms that are preferable to OGS contract vendors). Establish Payment Threshold of \$2,500.00 The Village Treasurer holds sole authority to use the procurement card subject to the approval of the Board of Trustees as for all purchases.

Moved by Trustee Stockburger seconded by Trustee Banks to accept Procurement Policy as presented.

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.

Moved by Trustee Stockburger seconded by Trustee Banks to accept advance approval of claims as presented.

Ayes: 5 Nays: Abstain: Absent:

DESIGNATION OF OFFICIAL NEWSPAPER

[and alternative method(s) of notification]

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 be designated the official newspaper of the Village of Brewster. Additionally the Brewster Village web site, www.brewstervillage-ny.gov and bulletin board at Village Hall will serve as alternate methods of notification.

Moved by Deputy Mayor Piccini seconded by Mayor Schoenig to accept designation of official newspaper as presented.

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 2009/2010:

Mahopac National Bank

JP Morgan Chase 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.

Moved by Deputy Mayor Piccini seconded by Mayor Schoenig to accept designation of village depositories and authorization to invest idle funds as presented.

Ayes: 5 Nays: Abstain: Absent:

RESOLUTION DESIGNATING VILLAGE ELECTION FOR 2010

WHEREAS, the next General Election for officers in the Village of Brewster, New York, will be held on November 2, 2010; 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 6, 2010, to be filled at the Village Election to be held on November 2, 2010, for terms as listed:

	Term	Inception	Expiration
VILLAGE TRUSTEE	2yr	12/06/10	12/3/2012

Two (2) Village Trustees for two (2) official Village years.

2. This Resolution shall take effect immediately.

Moved by Deputy Mayor Piccini seconded by Trustee Stocburger to elective office designation as presented.

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 2, 2010, 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 one (1) polling place 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 2, 2010 between the hours of 6:00 o'clock A.M. and 9:00 o'clock P.M.

Moved by Trustee Banks seconded by Trustee Ito as presented.

Ayes: 5 Nays: Abstain: Absent:

COMMISSION AND COMMITTEE APPOINTMENTS

	TERM	(re)Appointed	EXPIRATION
Planning Board			
Chair: David Kulo	5yr	12/01/08	12/02/13
Member: Kathleen Meyerson	5yr	01/23/08	12/03/12
Member: Rick Stockburger	5yr	11/15/06	12/06/10
Member: Mark Anderson	5yr	06/07/06	12/07/09
Member: Renée Diaz	5yr	04/15/09	12/05/11
Zoning Board of Appeals			
Chair: Richard Ruchala	5yr	12/03/07	12/03/12
Member: James King	5yr	9/11/07	12/07/09
Member: Keith Greene	5yr	12/03/07	12/05/11
Member: Todd Gianguzzi	5yr	12/01/08	12/02/13

Member: Clare D. Kropkowski	5yr	10/03/08	12/06/10
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COMMISSION AND COMMITTEE APPOINTMENTS

Mayor Schoenig nominated to reappoint the following:

TERM

Planning Board

Member: Mark Anderson 5yr 12/07/09 12/01/14

Zoning Board of Appeals

Member: James King 5yr 12/01/09 12/02/14

Trustee Ito motion to reappoint the Mayor's nominations as written and further resolved that the Board of Trustees shall 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 Trustee Stockburger as presented.

Ayes: 5 Nays: Abstain: Absent:

VILLAGE OF BREWSTER
2010 HOLIDAY SCHEDULE

<u>DATE</u>	<u>HOLIDAY</u>
Friday, January 1 st	New Year's Day
Monday, January 18th	Martin Luther King Jr. Day
Monday, February 15th	Washington (Presidents Day)
Monday, May 31st	Memorial Day
Monday, July 5th	Independence Day
Monday, September 6th	Labor Day
Monday, October 11th	Columbus Day
Tuesday, November 2nd	Election Day
Thursday, November 11th	Veterans Day
Thursday, November 25th	Thanksgiving Day
Friday, November 26th	Day after Thanksgiving
Friday, December 24th	Christmas Day
Monday, December 27th	Day After Christmas

Floating Holiday 1 With approval of either DPW Superintendent, Mayor, Village Clerk

Floating Holiday 2 With approval of either DPW Superintendent, Mayor, Village Clerk

Moved by Mayor Schoenig to designate the holiday schedule as listed seconded by Deputy Mayor Piccini.

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

Message Colors:

(may use two)

- Black
- Silver
- Gold
- White

Moved by Deputy Mayor Piccini to adopt the color palette for signage per village law as listed seconded by Trustee Stockburger

Ayes: 5 Nays: Abstain: Absent:

AMENDMENT 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

WHEREAS, said Fee Schedule may be amended from time to time by resolution of the Board of Trustees of the Village of Brewster, and

WHEREAS, the Board of Trustees of the Village of Brewster wishes to amend by resolution those fees and costs which shall be tendered to the Village of Brewster 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 set forth in the "FEE SCHEDULE" as attached hereto and made a part hereof, and

WHEREAS, in accordance with Article 8 of the Environmental Conservation Law (the State Environmental Quality Review Act) and 6 NYCRR Part 617 of the implementing regulations, the action under consideration constitutes an UNLISTED ACTION.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Village of Brewster hereby finds that the proposed action will not result in a significant adverse environmental impact for the following reasons:

1. The establishment of fees as heretofore set forth will not cause a substantial adverse change in existing air quality, ground or surface water quality or quantity, or noise levels.
2. There will be no substantial increase in potential for erosion, flooding, leaching or drainage problems.
3. There will be no substantial increase in traffic or the use of existing infrastructure.
4. There will be no removal or destruction of large quantities of vegetation or fauna, nor will there be any significant impacts on habitat areas.
5. There will be no significant impairment of the character or quality of important historical, archeological, architectural, or aesthetic resources
6. There will be no significant impairment of existing community or neighborhood character.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Village of Brewster pursuant to 6 NYCRR Part 617.7 issues a NEGATIVE Determination of Significance, and

BE IT FURTHER RESOLVED, that the Board of Trustees of the Village of Brewster hereby amends the "FEE SCHEDULE" to establish those fees in said amounts as attached hereto and made a part hereof, and

BE IT FURTHER RESOLVED that the fees listed in the "FEE SCHEDULE" attached hereto shall be 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.

Moved by Trustee Ito to adopt amended fee schedule as attached seconded by Deputy Mayor Piccini, discussion: Trustee Ito amends page 8 of the fee schedule, specifically parking meters to amend as follows:

Add line: METERS PARKING METER (30 min) - per 10 minutes \$.10

Add line: METERS PARKING METER (30 min) - per 30 minutes \$.25

Remove line: ADMINISTRATION FEE FOR PARKING TICKETS

Reformat line: METERS DAMAGED

Ayes: 5 Nays: Abstain: Absent:

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

Ayes: 5 Nays: Abstain: Absent:

DATED: December 7, 2009

Respectfully submitted,

Peter Brewster Hansen
Clerk, Village of Brewster