

VILLAGE OF BREWSTER
ORGANIZATIONAL MEETING

December 1, 2008

BOARD OF TRUSTEES

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

Also Present:
Attorney Anthony Molé
Police Chief Alex Mancone
Village Historian Denis Castelli
Village Clerk & Treasurer
Peter Hansen

Village Consultants:
Jack Gress
Rick Stockburger
Richard Ruchala
Absent:

Administer the oath of office to Trustee Elect Yoshihiko Ito; (William Banks absent at start of meeting).

Mayor Schoenig called the meeting to order at 7:35 PM, seconded by Trustee Stockburger and asked everyone to stand and pledge allegiance to the flag.

STAFF APPOINTMENTS

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

Police Commissioner:	Jim Schoenig
Deputy Mayor:	Christine Piccini
Chief of Police:	Alex Mancone
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 Attorney:	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 Review Committee:	Yoshi Ito Peter Hansen

Clerk to Village Justice:	Denis Castelli
Secretary to Planning Board:	Jack Gress
Secretary to Zoning Board of Appeals:	Jean Macli
Village Engineer:	Shari Chiara
Superintendent, Wastewater:	Cal Jacobs
Official Newspaper(s):	J. R. F. A.(by John Folchetti)
Official Public Notice:	J. R. F. A.(by John Folchetti)
Official Depository(s)	Putnam County Press
Official Towing Organization	Village Hall Bulletin Board
Parking Enforcement Officer	Mahopac National Bank JP Morgan Chase Bank Don's Automotive Rick Stockburger

Next Regular Meeting of the Board of Trustees: December 17, 2008

Regular Board of Trustee Meetings First and Third Wednesdays of the month beginning with Jan 7 and 21 respectively, 2009

Seconded by Trustee Piccini staff appointments and designations as presented.
 Ayes: 4 Nays: Abstain: Absent: 1 (Banks)

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, 208 E. 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 lobby of the Village Hall at 208 E. Main Street, Brewster, New York, and remain conspicuously posted on said designated bulletin board during the Village official year 2008/2009.

2008-2009 Village Board Meetings
 At 208 Main Street (Village Hall)
 Start time: 7:30 p.m.

Month	Day	Meeting Type
December, 2008	1	2008-2009 Organizational Meeting
December, 2008	17	Regular Board Meeting
January, 2009	7	Regular Board Meeting
January	21	Regular Board Meeting
February	4	Regular Board Meeting
February	18	Regular Board Meeting
March	4	Regular Board Meeting
March	18	Regular Board Meeting

April	1	Regular Board Meeting
April	15	Regular Board Meeting
May	6	Regular Board Meeting
May	20	Regular Board Meeting
June	3	Regular Board Meeting
June	17	Regular Board Meeting
July	1	Regular Board Meeting
July	15	Regular Board Meeting
August	5	Regular Board Meeting
August	19	Regular Board Meeting
September	2	Regular Board Meeting
September	16	Regular Board Meeting
October	7	Regular Board Meeting
October	21	Regular Board Meeting
November	4	Regular Board Meeting
November	18	Regular Board Meeting
December	7	2009-2010 Organizational Meeting

Moved by Mayor Schoenig seconded by Trustee Stockburger to accept Meetings dates as presented. .

Ayes: 4 Nays: Abstain: Absent: 1 (Banks)

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. In addition the convener or conveners or their designee 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 in the Village office, 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 Trustee Stockburger to accept the Special Meeting Process as presented.

Ayes: 4 Nays: Abstain: Absent: 1 (Banks)

DESIGNATION OF DATE FOR 2009 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 2009 will be held on Monday, 7:30 PM, December 7, 2009 at 208 Main Street, Brewster, NY 10509

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

Ayes: 4 Nays: Abstain: Absent: 1 (Banks)

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 Trustee Piccini to accept authorization of attendance at conferences and meetings as presented.

Ayes: 4 Nays: Abstain: Absent: 1 (Banks)

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 \$0.585 per mile as of 8/1/08

Moved by Mayor Schoenig seconded by Trustee Stockburger to accept mileage rate as presented.

Ayes: 4 Nays: Abstain: Absent: 1 (Banks)

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 \$10,000 for purchase contracts, and \$20,000 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.

List modifications: NONE

Moved by Mayor Schoenig seconded by Trustee Ito to accept Procurement Policy as presented.

Ayes: 4 Nays: Abstain: Absent: 1 (Banks)

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 Mayor Schoenig seconded by Trustee Stockburger to accept advance approval of claims as presented.

Ayes: 4 Nays: Abstain: Absent: 1 (Banks)

Trustee Banks arrives – 7:50 PM - Administer the oath of office to Trustee Elect William Banks;

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;

BE IT RESOLVED, that the Putnam County Press be designated the official newspapers 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 Mayor Schoenig seconded by Trustee Stockburger to accept designation of official newspaper as presented.

Ayes: 5 Nays: Abstain: Absent:

DESIGNATION OF VILLAGE DEPOSITORIES AND AUTHORIZATION TO INVEST IDLE FUNDS

BE IT RESOLVED, that the following banks be designated as official depositories for the funds of the Village of Brewster for the year 2008/2009:

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

Ayes: 5 Nays: Abstain: Absent:

RESOLUTION DESIGNATING VILLAGE ELECTION FOR 2009

WHEREAS, the next General Election for officers in the Village of Brewster, New York, will be held on November 3, 2009; 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, to be filled at the Village Election to be held on November 3, 2009, for terms as listed:

	Term	Inception	Expiration
MAYOR	2yr	12/07/09	12/5/2011
VILLAGE TRUSTEE	2yr	12/07/09	12/5/2011
VILLAGE TRUSTEE	2yr	12/07/09	12/5/2011

One (1) Mayor and Two (2) Village Trustees for two (2) official Village years.

2. This Resolution shall take effect immediately.

Moved by Mayor Schoenig seconded by Trustee Banks 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 3, 2009, 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 3, 2009 between the hours of 6:00 o'clock A.M. and 9:00 o'clock P.M.

Moved by Mayor Schoenig seconded by Trustee Stockburger as presented.

Ayes: 5 Nays: Abstain: Absent:

COMMISSION AND COMMITTEE APPOINTMENTS

	TERM	(re)Appointed	EXPIRATION
Planning Board			
Chair: David Kulo	5yr	01/18/06	12/01/08
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: Open	5yr		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 Green	5yr	12/03/07	12/05/11
Member: Todd Gianguzzi	5yr	01/13/05	12/01/08
Member: Clare D. Kropkowski	5yr	10/03/08	12/06/10

COMMISSION AND COMMITTEE APPOINTMENTS

Mayor Schoenig moved to reappoint the following:

TERM

Planning Board

Chair: David Kulo 5yr 12/01/08 12/02/13

Zoning Board of Appeals

Member: Todd Gianguzzi 5yr 12/01/08 12/02/13

Be it 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
2009 HOLIDAY SCHEDULE

Thursday, January 1 st	New Year's Day
Friday, January 2 nd	Day After Christmas (moved from 12.26.09)
Monday, January 19th	Martin Luther King Jr. Day
Monday, February 16th	Washington (Presidents Day)
Monday, May 25th	Memorial Day
Friday, July 3rd	Independence Day
Monday, September 7th	Labor Day
Monday, October 12th	Columbus Day
Tuesday, November 3rd	Election Day
Tuesday, November 11th	Veterans Day
Thursday, November 26th	Thanksgiving Day
Friday, November 27th	Day after Thanksgiving
Friday, December 25th	Christmas Day
Floating Holiday 1	Day After Christmas (see January 2 nd , 2009) 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 Trustee Banks as presented.

Ayes: 5 Nays: Abstain: Absent:

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

Ayes: 5 Nays: Abstain: Absent:

Respectfully submitted,
Peter Brewster Hansen
Clerk, Village of Brewster