

## TOWN OF KENT ORGANIZATIONAL MEETING JANUARY 8, 2013

**Salute to the Flag** – Supervisor Doherty called the meeting to order at 7:00 p.m. at the Kent Town Center, 25 Sybil's Crossing, Town of Kent, New York with the Salute to the Flag.

### **Roll Call**

Supervisor Katherine Doherty –present  
Councilman Lou Tartaro – present  
Councilman John Greene – present

Councilwoman Penny Osborn – present  
Councilman Mike Tierney – present

**Swearing in of Thomas Varbero as Police Officer** – Thomas Varbero was sworn in by Supervisor Doherty in the presence of his parents and Chief DiVernieri.

### **Resolution #1 - Adopt Procedures for Conducting Business at Public Meetings**

On the motion by Supervisor Doherty

Seconded by Councilman Tartaro

Resolved: The Procedures for Conducting Business at a Public Meeting adopted by the Kent Town Board in 2007 was re-adopted for 2013.

Motion carried unanimously.

### **Resolution #2 -Set the Time and Place for Town Board Workshops and Regular Meetings**

On the motion by Supervisor Doherty

Seconded by Councilwoman Osborn

Resolved: Town Board workshops and regular meetings are set for the first and third Tuesdays of the month, 7:00 p.m. at Town Hall as per the attached schedule.

Motion carried unanimously.

### **Resolution #3-Appoint Delegate to the Association of Towns**

On the motion by Supervisor Doherty

Seconded by Councilman Tartaro

Resolved: John Greene is appointed Delegate to the Association of Towns.

Motion carried unanimously.

### **Resolution #4 - Set Employee Salaries According to the 2013 Budget**

On the motion by Supervisor Doherty

Seconded by Councilman Greene

Resolved: Union and Non-Union employee salaries to be set according to the 2013 Adopted Budget.

Motion carried unanimously.

### **Resolution #5- Reappoint Town Assessor**

On a motion by Supervisor Doherty

Seconded by Councilwoman Osborn

Resolved: Gary Link was reappointed as Town Assessor for a six-year term effective October 1, 2013 to September 30, 2019.

Motion carried unanimously

### **Resolution #6-Reappoint Supervisor's Confidential Assistant**

On the motion by Supervisor Doherty

Seconded by Councilman Greene

Resolved: Maria Theresa Connors is reappointed as Supervisor's Confidential Assistant.

Motion carried unanimously.

### **Resolution #7 -Reappoint Deputy Town Clerk 1**

On the motion by Supervisor Doherty

Seconded by Councilman Greene

Resolved: Lauren DeSalvo be reappointed as Deputy Town Clerk 1.

Motion carried unanimously.

### **Resolution #8 - Reappoint Deputy Town Clerk 2**

On the motion by Supervisor Doherty

Seconded by Councilwoman Osborn

Resolved: Elain Abraham-Rigo is reappointed as Deputy Town Clerk 2.

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Motion carried unanimously

**Resolution #9- Appoint Access to Records Officer**

On the motion by Supervisor Doherty

Seconded by Councilwoman Osborn

Resolved: Yolanda Cappelli is appointed Access to Records Officer.

Motion carried unanimously.

**Resolution #10-Appoint Registrar of Vital Statistics**

On the motion by Supervisor Doherty

Seconded by Councilwoman Osborn

Resolved: Yolanda Cappelli is appointed as Registrar of Vital Statistics.

Motion carried unanimously

**Resolution #11-Appoint Marriage Officer**

On the motion by Councilman Greene

Seconded by Councilman Greene

Resolved: Yolanda Cappelli is appointed as Marriage Officer.

Motion carried unanimously

**Resolution #12- Reappoint Deputy Registrar of Vital Statistics**

On the motion by Councilman Greene

Seconded by Councilman Greene

Resolved: Lauren DeSalvo be reappointed as Deputy Registrar of Vital Statistics.

Motion carried unanimously.

**Resolution #13- Reappoint Town Supervisor as Budget Officer**

On a motion by Councilman Tartaro

Seconded by Councilwoman Osborn

Resolved: Supervisor Katherine Doherty was reappointed as Budget Officer for 2013.

Motion carried unanimously

**Resolution #14- Reappoint Court Clerk to Judge Collins**

On the motion by Councilman Tartaro

Seconded by Councilwoman Osborn

Resolved: Michelle Sclafani is reappointed as Court Clerk to Judge Collins.

Motion carried unanimously.

**Resolution #15- Appoint Court Clerk to Judge Douchkoff**

On the motion by Councilman Tartaro

Seconded by Councilman Greene

Resolved: Beth McKinney is reappointed as Court Clerk to Judge Douchkoff.

Motion carried unanimously.

**Resolution #16 - Reappoint Deputy Receiver of Taxes**

On the motion by Councilman Tartaro

Seconded by Councilman Greene

Resolved: Ethel Adams is reappointed as Deputy Receiver of Taxes.

Motion carried unanimously

**Resolution #17-Appoint Deputy Fire Inspector**

On the motion by Councilman Tartaro

Seconded by Councilwoman Osborn

Resolved: Ron Calkins is appointed as Deputy Fire Inspector.

Motion carried unanimously.

**Resolution #18 - Appoint Assistant Fire Inspectors**

On the motion by Councilman Tartaro

Seconded by Councilman Tierney

Resolved: Justin Byrne is appointed as Assistant Fire Inspector.

Motion carried unanimously

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**Resolution #19- Reappoint Bank Depository**

On the motion by Councilman Tartaro

Seconded by Councilman Tierney

Resolved: Putnam County National Bank is reappointed as Bank Depository.

Motion carried unanimously

**Resolution #20 - Appoint Assistant Fire Inspectors**

On the motion by Councilman Tartaro

Seconded by Councilman Greene

Resolved: Shawn Madsen is appointed as Assistant Fire Inspector.

Motion carried unanimously.

**Resolution #21- Reappoint Additional Bank Depositories**

On the motion by Councilman Tartaro

Seconded by Councilman Tierney

Resolved: Putnam County Savings Bank, J.P. Morgan Chase, N.A., Mahopac National Bank, TD Bank, and Citibank as additional bank depositories.

Motion carried unanimously.

**Resolution #22 – Reappoint Town Historian**

On a motion by Councilman Tartaro

Seconded by Supervisor Doherty

Resolved: Milissa Boyer Kafes was reappointed as Town Historian.

Motion carried unanimously

**Resolution #23- Appoint Water District #1 Advisory Committee**

On the motion by Councilman Tierney

Seconded by Councilman Tartaro

Resolved: Beth Cornell was appointed as member of Water District #1 Advisory Committee, for a 5-year term effective January 1, 2013 until December 31, 2017.

Motion carried unanimously.

**Resolution #24- Appoint Water District #1 Advisory Committee**

On the motion by Councilman Tierney

Seconded by Councilman Greene

Resolved: Audrey Gertz was appointed as member of Water District #1 Advisory Committee, for a 5-year term effective January 1, 2013 until December 31, 2017.

Motion carried unanimously.

**Resolution #25 Appoint Water District #1 Advisory Committee**

On the motion by Councilman Tierney

Seconded by Councilman Tartaro

Resolved: John Jijo was appointed as member of Water District #1 Advisory Committee,

for a 5-year term effective January 1, 2013 until December 31, 2017.

Motion carried unanimously

**Resolution #26- Appoint Water District #1 Chairperson**

On the motion by Councilman Tierney

Seconded by Councilman Greene

Resolved: Beth Cornell was appointed as Chairperson of Water District #1 Advisory Committee.

Motion carried unanimously

**Resolution #27- Appoint Water District #1 - Vice Chairperson**

On the motion by Councilman Tierney

Seconded by Councilwoman Osborn

Resolved: Audrey Gertz was appointed Vice Chairperson of Water District #1 Advisory Committee.

Motion carried unanimously

**Resolution #28- Reappoint Plumber for Water District #1**

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On the motion by Councilman Tierney  
Seconded by Councilwoman Osborn  
Resolved: Lumar Plumbing is reappointed as plumber for Water District #1.  
Motion carried unanimously.

### **Resolution #29 - Reappoint Chairperson of Water District #2**

On the motion by Councilman Tierney  
Seconded by Councilman Greene  
Resolved: Carol Croston is reappointed as Chairperson of Water District #2.  
Motion carried unanimously.

### **Resolution #30 - Reappoint Plumber for Water District #2**

On the motion by Councilman Tierney  
Seconded by Councilman Greene  
Resolved: Cemco Water and Wastewater Specialists, Inc. be reappointed as plumber for Water District #2.  
Motion carried unanimously.

### **Resolution #31 - Reappoint Town's Official Newspaper**

On the motion by Councilman Tierney  
Seconded by Councilman Tartaro  
Resolved: Putnam County Press is reappointed as the town's official newspaper.  
Motion carried unanimously

### **Resolution #32 -Appoint Chairperson of the Planning Board**

On the motion by Councilman Tierney  
Seconded by Councilman Tartaro  
Resolved: Russell Fleming is re-appointed Chairperson of the Planning Board.  
Motion carried unanimously.

### **Resolution #33-Appoint Planning Board Member**

On the motion by Councilman Tierney  
Seconded by Councilman Tartaro  
Resolved: Mike McDermott is reappointed as member of the Planning Board for a 7-year term effective January 1, 2013 until December 31, 2019.  
Motion carried unanimously.

### **Resolution #34-Appoint Vice Chairperson of the Planning Board**

On the motion by Councilman Tierney  
Seconded by Councilman Tartaro  
Resolved: Mike McDermott is reappointed Vice Chairperson of the Planning Board.  
Motion carried unanimously

### **Resolution #35-Appoint Alternate Planning Board Member**

On the motion by Councilman Tierney  
Seconded by Councilwoman Osborn  
Resolved: George Brunner is reappointed Alternate Planning Board member.  
Motion carried unanimously

### **Resolution #36-Appoint Alternate Planning Board Member**

On the motion by Councilman Tierney  
Seconded by Councilwoman Osborn  
Resolved: Geoffrey Baldwin is reappointed Alternate Planning Board member.  
Motion carried unanimously

### **Resolution #37 - Appoint Chairperson of the Conservation Advisory Committee**

On the motion by Councilman Greene  
Seconded by Councilwoman Osborn  
Resolved: Beth Herr is appointed as Chairperson of the Conservation Advisory Committee.  
Motion carried unanimously

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**Resolution #38- Appoint Vice Chairperson Conservation Advisory Committee**

On the motion by Councilman Greene

Seconded by Councilman Tartaro

Resolved: David Ehnebuske was appointed as Vice Chairperson of the Conservation Advisory.

Motion carried unanimously

**Resolution#39– Reappoint Member of Zoning Board of Appeals**

On the motion by Councilman Greene

Seconded by Councilman Tartaro

Resolved: Bob Rogers was reappointed as Member of the Zoning Board of Appeals for a five-year term effective January 1, 2013 to December 31, 2017.

Motion carried unanimously

**Resolution#40– Reappoint Chairperson Zoning Board of Appeals**

On the motion by Councilman Greene

Seconded by Councilman Tierney

Resolved: Bob Rogers was reappointed as Chairperson of the Zoning Board of Appeals.

Motion carried unanimously

**Resolution#41– Reappoint Vice- Chairperson Zoning Board of Appeals** *\*Amended 1/15/13 by Resolution #72*

On the motion by Councilman Greene

Seconded by Councilman Tartaro

Resolved: \* ~~Rick Wetzel Bob Bradley~~ was reappointed as Vice-Chairperson of the Zoning Board of Appeals.

Motion carried unanimously

**Resolution#42- Reappoint Member of Zoning Board of Appeals**

On the motion by Councilman Greene

Seconded by Councilman Tartaro

Resolved: Charles Connors was reappointed as Member of the Zoning Board of Appeals for a one-year term effective January 1, 2013 to December 31, 2013.

Motion carried unanimously

**Resolution #43 - Reappoint Member of Kent Recycling**

On the motion by Councilman Greene

Seconded by Councilwoman Osborn

Resolved: Sue Kotzur is reappointed as Member of Kent Recycling Committee for a five year term effective January 1, 2013 to December 31, 2017.

Motion carried unanimously.

**Resolution #44- Reappoint Member of Kent Recycling**

On the motion by Councilman Greene

Seconded by Councilwoman Osborn

Resolved: Howard Carpenter is reappointed as Member of Kent Recycling Committee for a five year term effective January 1, 2013 to December 31, 2017.

Motion carried unanimously.

**Resolution #45 - Appoint Chairperson of Kent Recycling**

On the motion by Councilman Greene

Seconded by Councilman Tartaro

Resolved: Sue Kotzur is appointed as Chairperson of Kent Recycling.

Motion carried unanimously.

**Resolution #46 – Appoint Co- Chairperson of Kent Recycling**

On the motion by Councilman Greene

Seconded by Councilman Tartaro

Resolved: Howard Carpenter is appointed as Co-Chairperson of Kent Recycling.

Motion carried unanimously.

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**Resolution #47- Reappoint Member of the Board of Assessment Review**

On the motion by Councilman Greene

Seconded by Councilman Tierney

Resolved: Louis Falcone was reappointed as member of the Board of Assessment Review for a five-year term effective October 1, 2012 to September 30, 2017.

Motion carried unanimously

**Resolution #48 -Reappoint Member of the Lake Tibet Park District #2 Advisory Board**

On the motion by Councilman Greene

Seconded by Councilman Tartaro

Resolved: Dorian D'Ausilo was reappointed as Member of the Lake Tibet Park District #2 Advisory Board for a five-year term effective January 1, 2013 to December 31, 2017.

Motion carried unanimously

**Resolution #49 -Reappoint Member of the Lake Tibet Park District #2 Advisory Board**

On the motion by Councilman Greene

Seconded by Councilman Tartaro

Resolved: Larry Piro was reappointed as Member of the Lake Tibet Park District #2 Advisory Board for a five-year term effective January 1, 2013 to December 31, 2017.

Motion carried unanimously

**Resolution #50- Reappoint Chairperson of the Beautification Committee**

On the motion by Councilman Greene

Seconded by Councilwoman Osborn

Resolved: Lillian Pellegrino is reappointed as Chairperson of the Beautification Committee.

Motion carried unanimously

**Resolution #51- Authorize the Town Clerk to Publish Legal Notices**

On the motion by Councilman Greene

Seconded by Councilwoman Osborn

Resolved: Town Clerk is authorized to publish legal notices.

Motion carried unanimously

**Resolution #52- Authorize the Town Clerk to Advertise Notice for Bids**

On the motion by Councilman Greene

Seconded by Councilman Tierney

Resolved: Town Clerk is authorized to advertise notice for bids.

Motion carried unanimously

**Resolution #53- Authorize the Town Clerk to Advertise Highway Department's Bids**

On the motion by Councilman Greene

Seconded by Councilman Tierney

Resolved: Town Clerk is authorized to advertise Highway Department's bids.

Motion carried unanimously

**Resolution #54- Authorize the Town Clerk to Draw Warrants**

On the motion by Councilman Greene

Seconded by Councilman Tierney

Resolved: Town Clerk is authorized to draw warrants.

Motion carried unanimously

**Resolution #55 - Reappoint Insurance Agent**

On the motion by Councilwoman Osborn

Seconded by Councilman Tartaro

Resolved: Spain Agency is reappointed as Insurance Agent.

The Board took a poll vote as follows

Councilman Greene – opposed      Councilwoman Osborn – aye

Councilman Tartaro - aye              Councilman Tierney – aye

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Supervisor Doherty – aye  
Motion carried

**Resolution #56 - Reappoint Legal Counsel**

On the motion by Councilwoman Osborn  
Seconded by Councilman Tartaro  
Resolved: Timothy J. Curtiss, P.C. is reappointed as legal counsel to the Town of Kent.  
Councilman Greene – aye      Councilwoman Osborn – aye  
Councilman Tartaro - aye      Councilman Tierney – aye  
Supervisor Doherty – aye  
Motion carried unanimously  
Councilwoman Osborn wished Tim a speedy recovery from his injury.

**Resolution #57- Authorize Supervisor to Pay upon Receipt Authorized Warrants & Contracts, Hospitalization, Telephone, Electric, Gas, Social Security, Freight & other similar bills**

On the motion by Councilwoman Osborn  
Seconded by Councilman Tartaro  
Resolved: Supervisor is authorized to pay upon receipt authorized warrants and contracts, hospitalization, telephone, electric, gas, social security, freight and other similar bills as per Town Law Section 29(4).  
Motion carried unanimously

**Resolution #58- Authorize the Highway Superintendent to Make Emergency Purchases**

On the motion by Councilwoman Osborn  
Seconded by Councilman Tartaro  
Resolved: The Highway Superintendent is authorized to make emergency purchases not to exceed \$3,500.00.  
Motion carried unanimously

**Resolution #59- Authorize Lake Carmel Sanitation Department to Make Emergency Purchases**

On the motion by Councilwoman Osborn  
Seconded by Councilman Tartaro  
Resolved: The Lake Carmel Sanitation Department is authorized to make emergency purchases not to exceed \$2,000.00.  
Motion carried unanimously

**Resolution #60 - Authorize Municipal Repairs to Make Emergency Purchases**

On the motion by Councilwoman Osborn  
Seconded by Councilman Tierney  
Resolved: Municipal Repairs is authorized to make emergency purchases not to exceed \$3,500.00.  
Motion carried unanimously

**Resolution #61 -Authorize Department Heads to Make Emergency Purchases**

On the motion by Councilwoman Osborn  
Seconded by Councilman Tartaro  
Resolved: Department heads are authorized to make emergency purchases not to exceed \$2,000.00.  
Motion carried unanimously

**Resolution #62- Authorize Highway Superintendent to Hire Jeeps and Trucks**

On the motion by Councilwoman Osborn  
Seconded by Councilman Greene  
Resolved: Highway Superintendent is authorized to hire jeeps and trucks for snow plowing provided they provide the Town with a Certificate of Insurance for plowing.  
Motion carried unanimously

**Resolution #63-Set date to Audit Books & Record of Town Clerk, Judges, Tax Collector, Recreation & Building Department**

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On the motion by Councilwoman Osborn

Seconded by Councilman Tartaro

Resolved: On February 13, 2013 the Town Board will audit the books and records of the Town Clerk, Judges, Tax Collector, Recreation and Building Department.

Motion carried unanimously

### **Resolution #64– Set Mileage Rate**

On a motion by Councilwoman Osborn

Seconded by Councilman Tierney

Resolved: Mileage rate be set at 55.5 cents/per mile for business miles driven per IRS.

Motion carried unanimously

### **Resolution #65- Set Holiday Schedule**

On a motion by Councilwoman Osborn

Seconded by Councilman Tierney

Resolved: Holiday schedule be set as per employee handbook and collective bargaining agreements.

Motion carried unanimously

### **2013Committee Liaison**

#### **Michael A. Tierney**

1. Municipal Repairs
2. Water District # 1
3. Stormwater (with Kathy Doherty)
4. Sanitation (with Kathy Doherty)
5. Recreation (with Kathy Doherty)

#### **Penny Ann Osborn**

1. Park District # 1 (with Kathy Doherty)
2. Beautification
3. Park District # 2 (with Lou Tartaro)
4. Recycling (with Lou Tartaro)
5. CAC (with Lou Tartaro)

#### **John A. Greene**

1. Water District # 2
2. Zoning Board of Appeal
3. Kent Historical Society

#### **Lou Tartaro**

1. Deputy Town Supervisor
2. Park District 2 (with Penny Ann Osborn)
3. Planning Board (with Kathy Doherty)
4. CAC (with Penny Ann Osborn)
5. Kent Public Library
6. Recycling(with Penny)

#### **Kathy Doherty**

1. Park District # 1 (with Penny Ann Osborn)
2. Kent Seniors
3. Planning Board (with Lou Tartaro)
4. Landfill
5. Stormwater (with Mike Tierney)
6. Sanitation (with Mike Tierney)
7. Police (with all Town Board Members)
8. Recreation (with Mike Tierney)

### **Resolution # 66 – Adjournment**

On a motion by Supervisor Doherty

Seconded by Councilman Tartaro

Resolved: The Organization Meeting of January 8, 2013 adjourned at 7:18 p.m.

Motion carried unanimously

Respectfully submitted,

**TOWN OF KENT ORGANIZATIONAL MEETING JANUARY 8, 2013**

Yolanda D. Cappelli  
Town Clerk