

TOWN OF KENT
Organizational Meeting
January 7, 2014 / 7:00 PM

1. Salute to the Flag
2. Swearing in of Paul Denbaum as Town Councilman
3. Roll Call
4. Set Time and Place for Town Board Workshops and Meetings
5. Appoint Bill Huestis as Deputy Supervisor
6. Appoint Bill Huestis as Delegate to the Association of Towns
7. Set Salaries of Union Employees and Non-Union Employees pursuant to the 2014 budget
and set salaries of elected Town Board Members pursuant to the 2013 budget
8. Appoint Jasmine Ramos as Supervisor's Confidential Secretary
9. Reappoint Lauren Louderback as Deputy Town Clerk 1
10. Reappoint Elain Abraham-Rigo as Deputy Town Clerk 2
11. Reappoint Yolanda Cappelli as Access to Records Clerk
12. Reappoint Yolanda Cappelli as Registrar of Vital Statistics
13. Reappoint Yolanda Cappelli as Marriage Officer
14. Reappoint Lauren Louderback as Deputy Registrar of Vital Statistics
15. Appoint Town Supervisor as Budget Officer
16. Reappoint Michele Sclafani as Court Clerk to Judge J. Peter Collins
17. Reappoint Beth McKinney as Court Clerk to Judge Kevin Douchkoff
18. Reappoint Ethel Adams as Deputy Receiver of Taxes
19. Reappoint Ron Calkins as Deputy Fire Inspector
20. Appoint William Walters as Assistant Fire Inspector
21. Reappoint Justin Byrne as Assistant Fire Inspector
22. Reappoint Mahopac National Bank as Bank Depository
23. Reappoint Putnam County Savings Bank and Putnam County National Bank as Additional
Bank Depositories
24. Reappoint Melissa Boyer Kafes as Town Historian
25. Reappoint Audrey Calogero as Chairperson of Water District #1
26. Reappoint Lumar Plumbing Water District #1
27. Reappoint Carol Croston as Chairperson of Water District # 2
28. Reappoint Cemco as Water District # 2 Operator
29. Reappoint Putnam County Press as Official Newspaper

30. Appoint Mike McDermott as Planning Board Chairperson
31. Appoint Janis Bolbrock as Planning Board Vice Chairperson
32. Appoint George Brunner as Planning Board Member to a seven-year term effective 1/1/2014
33. Appoint Anthony Mastrangelo as Alternate Planning Board Member
34. Appoint Arthur Singer as Alternate Planning Board Member
35. Appoint Beth Herr as Chairperson of Conservation Advisory Committee
36. Appoint Nina Gerosa as Member of the Zoning Board of Appeals to full five-year term effective 1/1/2014
37. Reappoint Bob Rogers as Chairperson of the Zoning Board of Appeals
38. Reappoint Bob Bradley as a Member of the Zoning Board of Appeals to a full five-year term effective 1/1/2014
39. Reappoint Rick Wetzel as Vice Chairperson of the Zoning Board of Appeals
40. Appoint Charles Connors as Alternate Member of the Zoning Board of Appeals for a one-year term effective 1/1/2014
41. Reappoint Susan Kotsur as Co-Chairperson of Kent Recycling Commission
42. Reappoint Howard Carpenter as Co- Chairperson of Kent Recycling Commission
43. Reappoint Scott Heller as Chairperson of the Board of Assessment Review
44. Reappoint Walter Ritter as Member of the Lake Tibet Park District #2 Advisory Board for a five-year term effective 1/1/2014
45. Reappoint Walter Ritter as Chairperson of the Lake Tibet Park District #2 Advisory Board
46. Reappoint May Katz as a Member of the Lake Tibet Park District #2
47. Reappoint Bonnie Covey as a Member of the Lake Tibet Park District #2
48. Reappoint Lillian Pellegrino as Chairperson of the Beautification Committee
49. Reappoint Jeff Green as a Member of the Stormwater Management Committee to a full term
50. Appoint Jeff Green as Chairperson of the Stormwater Management Committee
51. Reappoint Wanda Schweitzer as Chairperson of the Lake Carmel Park District #1
52. Reappoint Nancy Rubino as a Member of Lake Carmel Park District #1
53. Reappoint Pat Ravert as Chairperson of Lake Carmel Community Center
54. Authorize Town Clerk to Publish Legal Notices
55. Authorize Town Clerk to Advertise Notice for Bids
56. Authorize Town Clerk to Advertise Highway Department's Bids

57. Authorize Town Clerk to Draw Warrants
58. Appoint Spain Agency as Insurance Agent
59. Appoint Tim Curtiss as Legal Counsel pro-tem
60. Authorize the Supervisor to pay upon receipt of Authorized Warrants and Contracts, Hospitalization, Telephone, Electric, Gas, Social Security, Freight and other similar bills as per Town Law Section 29(4)
61. Authorize Emergency Purchases – Highway \$3,500.00
62. Authorize Emergency Purchases – Sanitation \$2,000.00
63. Authorize Emergency Purchases – Municipal Repairs \$3,500.00
64. Authorize Emergency Purchases – Other Departments \$2,000.00
65. Authorize Highway Superintendent to Hire Jeeps and Trucks for Snow Plowing
66. Set date to audit books and records of Town Clerk, Judges, Tax Collector, Recreation and Building Department (February 13, 2014)
67. Set Mileage Rate per IRS at 56 cents/mile
68. Set Holiday Schedule as per employee handbook and collective bargaining agreements
69. Appoint Liaison to Committees
70. Approval of Vouchers

PROCEDURES FOR CONDUCTING BUSINESS AT PUBLIC MEETINGS

Quorum

1. A majority of the Town Board shall constitute a quorum for the purpose of transacting business but a lesser number may adjourn a Town Board Meeting or Workshop.

Workshop

1. The agendas for all Town Board Workshops shall be posted on the Town website at least twenty-four hours prior to the Workshop. Agenda items may be added after the posting of such agenda if extraordinary circumstances call for such addition. If there are documents pertinent to the discussion of an agenda item, those documents shall be attached to the agenda.

2. Questions and responses on each agenda item may be directed to Town Board members, and/or employees, such as the Town accountant, and consultants.

3. The public will be allowed to comment and/or direct questions to the Town Board and/or any other speaker after all members of the Town Board have had the opportunity to discuss the agenda item

4. Members of the public may ask follow up questions where pertinent.

5. The Chairperson will entertain questions and comments from members of the public in an orderly fashion. If upon a showing of hands, a large segment of the public wish to speak, the Chairperson will entertain questions and comments from members of the public starting from the front row and work toward the back.

6. After all members of the public have been given the opportunity to speak, anyone who wishes to add a comment or a question may do so.

7. The Town Board will conduct a regular meeting after each work session to act on those agenda items discussed at the previous workshop. Agenda items discussed at a workshop shall not be voted on at a Town Meeting conducted the same night unless there are extraordinary circumstances that demand such vote take place. Those extraordinary circumstances must be articulated on the record.

8. Members of the public shall have an opportunity to suggest items of new business to be considered and placed on the agenda for a future workshop.

Town Board Meetings

1. The agendas for all Town Board Meetings shall be posted on the Town website at least twenty-four hours prior to the Meeting. Agenda items may be added after the posting of such agenda if extraordinary circumstances call for such addition. If there are documents pertinent to the discussion of an agenda item, those documents shall be attached to the agenda.
2. The Town Board will address each agenda item and allow public discussion and/or comment prior to voting on the agenda item. The procedure for taking questions and/or comments from members of the public will be the same as that outlined for the conduct of workshops except that the public will be allowed to ask questions and/or comment on agenda items before Town Board members are given the opportunity to do so.
3. In the event that there is a presentation by an employee or a consultant, the Chairperson shall allow public comment following the presentation as outlined above.
4. Members of the public will have an opportunity to raise questions or comments on any correspondence on the list provided by the Town Clerk. If a member of the public would like his or her correspondence answered by the Town Board, he or she should submit the correspondence on or before the Wednesday preceding the Town Board Meeting.
5. The Town Board will attempt to answer all questions that are raised. Any questions that cannot be answered at that time or which the Town Board will need additional information will be deferred to the next workshop/meeting.
6. Members of the public will have an opportunity at the end of each meeting to raise issues constituting new business.

Public Hearings

Public Hearings shall be conducted following the same procedure outlined for Workshops. At the conclusion of a public hearing, there shall be a period set forth for the public to submit comments in writing to the Town Board. The Town Board shall not vote on the subject of the public hearing until the Town Board Meeting following the expiration of the period for written comments.

Special Meetings

Special Meetings, when necessary, shall be held at the call of the Town Clerk upon the direction of the Supervisor or upon filing with the Town Clerk a written request by three members of the Town Board. Only business specified in the notice may be transacted at the Special Meeting. Notice shall be given at least 48 hours prior to such meeting, unless urgent and extraordinary circumstances exist which would necessitate a Special Meeting

be held on less than 48 hours notice. Such urgent and extraordinary circumstances must be delineated in the notice.

Videotaping of Town Board Workshops, Meetings and Public Hearings

For the safety of those present, the public may videotape the meetings by the jury box, from the same location that the regular video photographer tapes the meetings. (Per Town Board Resolution #516, December 6, 2010)