

Town Board Minutes  
Town of North Castle  
15 Bedford Road  
Armonk, New York  
on  
October 5, 2011

Supervisor Weaver called the meeting to order at 6:00 p.m. and the following persons were present:

Supervisor	William R. Weaver
Councilmen	Rebecca A. Kittredge
	Michael J. Schiliro
	Diane Roth
	John J. Cronin
Town Clerk	Anne Curran
Town Attorney	Roland A. Baroni

The meeting was immediately adjourned into an executive session which was then closed at 7:25 p.m. The regular meeting was reconvened at 7:35 p.m.

Recreation Superintendent Susan Snyder displayed the new Recreation Department e-newsletter template that included announcements about new events and programs for Senior Citizens. Ms. Snyder introduced Liz Thomas, the Town’s new Director of Senior Programs. Ms. Thomas described new senior activities and events and projected samples of flyers, calendars, and newsletters that will be mailed to seniors. She emphasized the desire to promote programs and get more active seniors to participate.

Supervisor Weaver presented a proclamation to the Friends of North Castle Public Library in recognition of their dedicated service to the community and the success of the 50<sup>th</sup> Armonk Outdoor Art Show. Councilman Schiliro presented a proclamation from Assemblyman Robert Castelli. On behalf of the Friends, President Sean Ryan recognized the thousands of volunteers over the 50 years of the Art Show, and thanked the Town Board and Town Departments for their assistance with the event.

North Castle Citizen Corp Council (NC4) Chair Jane Cahn gave a report regarding the services provided at the emergency shelter at Hergenhan Recreation Center during the August hurricane. Residents used the shelter’s shower facilities, cots, Wi-Fi access and computers. Several members of NC4 were in attendance and recognized for their contribution to the Town.

Councilman Kittredge moved, seconded by Councilman Roth, approval of the minutes of the September 27, 2011 meeting.

The roll call vote was as follows:  
Ayes: Councilmen Kittredge, Schiliro, Roth, Cronin, Supervisor Weaver.  
Noes: None.

Councilman Kittredge moved, seconded by Councilman Cronin, receipt of notification from Kellard Sessions Consulting regarding assignment of new street addresses in connection with Baron and Wyman Subdivisions as follows:

Baron Subdivision	
<u>Section, Block, Lot #</u>	<u>New Address</u>
Section 2, Block 1K, Lot 2 (Filed Map Lot 1)	6 Hidden Oak Road (Existing)
Section 2, Block 1K, Lot 2-1 (Filed Map Lot 2)	8 Hidden Oak Road (New)
Wyman Subdivision	
<u>Section, Block, Lot #</u>	<u>New Address</u>

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Section 2, Block 1, Lot 7.-2 (Filed Map Lot 1)	95 Whippoorwill Road
Section 2, Block 1, Lot 7.-1 (Filed Map Lot 2)	91 Whippoorwill Road
Section 2, Block 1, Lot 7 (Filed Map Lot 3)	93 Whippoorwill Road
Section 2, Block 1, Lot 7.-3 (Filed Map Lot 4)	89 Whippoorwill Road

The roll call vote was as follows:

Ayes: Councilmen Kittredge, Schiliro, Roth, Cronin, Councilman Weaver

Noes: None

Councilman Kittredge moved, seconded by Councilman Schiliro, the scheduling a public hearing on October 26, 2011 to modify language in the Town Code, Chapter 92, Dogs, regarding penalties for no license.

The roll call vote was as follows:

Ayes: Councilmen Kittredge, Schiliro, Roth, Cronin, Supervisor Weaver

Noes: None

The Budget and Finance Committee formed a Task Force to review the advisability of hiring a Town Administrator and issued a report dated September 30, 2011. The report was signed by Task Force (TF) members: Alexander Greene, David Grove, Janet Morley, Lawrence J. Ruisi, Christopher Tuzzo and Dennis Vanson.

Mr. Ruisi's summary of the report as presented to the Town Board included the following:

- The TF concurs with the conclusion of the former Administrator Review Task Force's recommendation (2009) on the need for a full time senior executive to work with the Supervisor, Town Board and Department Heads on various projects. Importantly, the TF sees this position as supplemental and not as a substitute for the responsibilities of the Supervisor and Town Board. Responsibilities for this individual would include managing the preparation of the annual budget, creating and maintaining the capital budget, finalizing the DPW project, negotiating contracts and leases, etc.
- The TF believes that the elected officials of the Town must be accountable to the residents of the Town and should not delegate their responsibility for the operations of the Town to one individual. The TF also believes the various Town Department Heads are experienced and talented and should maintain the ability to run their departments under the oversight of the Town Board and Supervisor. The TF suggests that the Town Administrator not have independent and untethered authority over all of the day to day activities of the Town but rather perform his/her responsibilities as the most senior executive in the Town reporting to the Supervisor on a day to day basis.
- Since many of the functions and responsibilities associated with this position require a significant level of financial acumen, the TF recommends that the individual hired must have a strong financial background, with the ability to complete accurate, timely and comprehensive analysis of the issues that the Town Board is asked to address. This will enable the Town Board to act on a fact based, timely and informed basis. The TF suggests a more appropriate classification might be Chief Financial Officer (CFO) rather than Town Administrator.
- The TF suggests that the salary of the Town CFO could be as high as \$200,000. The TF does not see this position replacing the duties and responsibilities of the Supervisor and Town Board but rather as supplemental and a necessary addition. The TF believes the creation of this position will enable the Town to operate in a more effective, timely and efficient manner and significant savings will result.

In response to Councilman Cronin's comment that many of the responsibilities outlined by the Task Force could be managed by the Town Comptroller if her workforce was augmented, Mr. Ruisi reiterated that Task Force is recommending the hire of a seasoned professional with a breadth and depth of expertise that exceeds that of a Town Comptroller. This individual should create a consistent level of professional analysis and offer all pertinent information to the Supervisor and Town Board so that the merits of issues at hand are considered and the end result is efficient operation, decision making and dollar savings.

Supervisor Weaver expressed his agreement with the type of position recommended by the Task Force and stressed the need to continue working with the Task Force to identify areas for savings to offset the \$175-200,000 cost of hiring such a professional. Mr. Weaver suggested the possibility of looking for a consultant to fill the position, thereby eliminating the cost of benefits.

Councilman Schiliro said that the position could not be budget neutral from day one. He expressed support for the need to hire a high level professional to focus on key topics, including: 1) shared services, 2) inter-municipal agreements, and 3) public/private partnerships.

Task Force member Christopher Tuzzo urged the Town Board to hire a Financial Officer that is an expert in Municipal Finance. Given the complexities of the Town budget and the economy, he said this individual would prepare and present rational observations and data that will allow our Town Board to make informed decisions and save money in the long run.

Councilman Kittredge moved, seconded by Councilman Roth, approval of the increase of hours of Joyce Graefe, part time bus driver to 20 hours per week.

The roll call vote was as follows:

Ayes: Councilmen Kittredge, Schiliro, Roth, Cronin, Supervisor Weaver

Noes: None

Councilman Kittredge moved, seconded by Councilman Roth, approval of the following items on the consensus agenda:

Request of Assistant General Foreman, Norris, to release the following bond:

Michael Lowenstein, Permit 0644 for driveway alteration at 6 Deer Trail, in the amount of \$500.

Receipt of Town Clerk's monthly report for September.

The roll call vote was as follows:

Ayes: Councilmen Kittredge, Schiliro, Roth, Cronin, Supervisor Weaver

Noes: None

Councilman Kittredge moved, seconded by Councilman Schiliro, receipt of a Workers Compensation Report for a Highway Department employee.

The roll call vote was as follows:

Ayes: Councilmen Kittredge, Schiliro, Roth, Cronin, Supervisor Weaver

Noes: None

Councilman Kittredge moved, seconded by Councilman Roth, receipt of Notice of Claim and referral to Town Attorney regarding Laurie March and Robin C. Mueller against The Town of North Castle, Rocco Russo and Anna Russo.

The roll call vote was as follows:

Ayes: Councilmen Kittredge, Schiliro, Roth, Cronin, Supervisor Weaver

Noes: None

Councilman Roth moved, seconded by Councilman Kittredge, approval of the release of bond, in the amount of \$500, to Restaurant North for the Harvest Party special event.

The roll call vote was as follows:

Ayes: Councilmen Kittredge, Schiliro, Roth, Cronin, Supervisor Weaver

Noes: None

Upon the recommendation of Assistant General Foreman Jamie Norris, Councilman Kittredge moved, seconded by Councilman Schiliro, approval to award the bid for one 2011 Four-Ton Portable Asphalt Recycling Hot Patcher Dump Trailer to McGrath Municipal Equipment, Springfield, New Jersey, the sole bidder in the amount of \$27,300.

The roll call vote was as follows:

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Ayes: Councilmen Kittredge, Schiliro, Roth, Cronin, Supervisor Weaver  
Noes: None

Upon the recommendation of Assistant General Foreman Norris, Councilman Kittredge moved, seconded by Councilman Schiliro, approval to award the bid for of one 2011 (or newer) Chevrolet Silverado 2500HD 4 WD Reg. Cab 133.7" work truck with snow plow to Arroway Chevrolet, Mount Kisco, New York in the amount of \$31,106.

The roll call vote was as follows:

Ayes: Councilmen Kittredge, Schiliro, Roth, Cronin, Supervisor Weaver  
Noes: None

Upon the request of Assistant General Foreman Norris, Councilman Kittredge moved, seconded by Councilman Schiliro, approval to rent a Vac-All, for the cleaning of catch basins, in the amount of \$9,238 per month, for a period of two months.

The roll call vote was as follows:

Ayes: Councilmen Kittredge, Schiliro, Roth, Cronin, Supervisor Weaver  
Noes: None

Upon the request of Assistant General Foreman Norris, Councilman Schiliro moved, seconded by Councilman Kittredge, approval to rent one garbage truck from Big Truck Rental, in the amount of \$6,500 per month, for a period of two months.

The roll call vote was as follows:

Ayes: Councilmen Kittredge, Schiliro, Roth, Cronin, Supervisor Weaver  
Noes: None

Councilman Kittredge moved, seconded by Councilman Schiliro, receipt of letter from resident Linda Ranieri, thanking the North Castle Highway Department for curb repair and drainage work completed on the corner of Whippoorwill Road and Orchard Drive.

The roll call vote was as follows:

Ayes: Councilmen Kittredge, Schiliro, Roth, Cronin, Supervisor Weaver  
Noes: None

The Town Board audited and approved payments totaling \$11,957,661.43 as indicated on Warrant #17.

After all persons were heard who desired to be heard, the Supervisor closed the meeting at 9:55 p.m. in memory of Noreen Koenig, resident.

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Anne Curran, Town Clerk

Dated: October 24, 2011