

Organizational Agenda  
North Castle Town Board  
Town Hall  
15 Bedford Road  
Armonk, NY  
[ONLINE AT NCTV](#)  
January 11, 2023

1. Authorize the continuation of all depositories and accounts of the Town as heretofore established in the prior fiscal year;  
Designating Depositories for the Town of North Castle Funds are as follows:
  - 1) J.P. Morgan Chase Bank, White Plains, NY
  - 2) J.P. Morgan Brokerage
  - 3) Signature Bank, New Rochelle, NY
  - 4) New York Cooperative Liquid Assets Securities System (NYCLASS).
  - 5) Metropolitan Commercial Bank
2. Authorize and direct that payment from all Town accounts be made by ACH, wire or checks using facsimile signatures of the Supervisor and the Town Clerk. The exception should be noted that the Town Clerk and the Town Justices are authorized to continue their own accounts.
3. Appointments:

Deputy Town Supervisor	Pleasure of the Supervisor
Councilman Barbara DiGiacinto	
Records Management Officer	Pleasure of the Town Board
Town Clerk Alison Simon	
Records Access Officer	Pleasure of the Town Board
Town Clerk Alison Simon	
Registrar of Vital Statistics	Pleasure of the Town Board
Town Clerk Alison Simon	
Deputy Town Clerk & Deputy Registrar	Pleasure of the Town Clerk
Maria Scharf	
Sub-Registrar	Pleasure of the Town Clerk
Beverly Peterson	
Sub-Registrar	Pleasure of the Town Clerk
Rita Ross	
Liaison to the Board of Elections	Pleasure of the Town Board
Town Clerk Alison Simon	
Director of Finance	Pleasure of the Supervisor
Abbas Sura	
Assessor	Six Year Term
Georgann Richardson	
Receiver of Taxes	Pleasure of the Town Board
Patricia Colombo	
Confidential Secretary to Supervisor	Pleasure of the Supervisor
Mindy Berard	
Town Co-Historians	Pleasure of the Town Board
Sharon Tomback	
North Castle Historical Society	
Secretary to Zoning Board of Appeals	Pleasure of the Town Board
Lori Zawacki	
Secretary to Planning Board	Pleasure of the Town Board
Valerie Desimone	
Secretary to Architectural Review Board	Pleasure of the Town Board
Lori Zawacki	
Fire Inspector	Pleasure of the Town Board
Thomas Glass	
Engineering Consultants	Contract with the Town
Kellard Sessions Consulting	
Town Counsel	Contract with the Town
Stephens Baroni Reilly & Lewis	

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4. Appointment of Liaisons to Departments, Boards & Committees by Supervisor Schiliro:

Police Department	Councilman Berra & Councilman Milim
Highway Department	Councilman Berra
Building Department	Councilman DiGiacinto & Councilman Milim
Fire Departments:	
1. Armonk	Councilman Berra
2. Banksville	Councilman Milim
3. North White Plains	Councilman DiGiacinto
Library Liaison	Councilman Hussain
Personnel	Councilman DiGiacinto
Planning Board	Councilman DiGiacinto
Recreation & Parks Department	Councilman Milim
Water & Sewer Department	Councilman Hussain
Intergovernmental Affairs	Supervisor Schiliro
School Board Liaisons	Supervisor Schiliro & Councilman Hussain
Architectural Review Board	Councilman Milim
Beautification Committee	Councilman DiGiacinto
Board of Ethics	Councilman Berra
Budget & Financial Advisory Committee	Councilman Milim
Chamber of Commerce	Councilman DiGiacinto
Conservation Board	Councilman Berra
Communications Committee	Councilman Hussain
Housing Board	Councilman Milim
Landmarks Preservation Committee	Councilman Berra
NC4 Liaison	Councilman Hussain
Open Space Committee	Councilman Berra
Real Estate Committee	Councilman Milim
Recycling & Sustainability Committee	Councilman Berra
Safety/Risk Committee	Councilman Berra
Elijah Miller House Committee	Councilman Hussain

5. Authorize the Town's policy of placing legal notices in The Journal News and The Examiner.
6. Authorize the continuation of policy of holding regular Town Board meetings on the second and fourth Wednesdays of each month at 7:30 p.m. with the exception of holidays that may conflict and unless otherwise determined by the Town Board.
7. Authorize the policy of paying 65.5 cents per mile for use of personal automobiles by Town employees involved in the performance of Town business with claims subject to the approval of the Town Board.
8. Authorize the Town's Vehicle Policy as adopted by the Town Board February 13, 2013.
9. Authorize the Town's Master Fee Schedule for 2023.
10. Authorize the Town's Purchase Order and Procurement Policy as reviewed by the Town Board.
11. Authorize the Town's Investment Policy as reviewed by the Town Board.
12. Authorize the posting of the Town of North Castle Code of Ethics and Article 18 of General Municipal Law in each public building under the jurisdiction of the Town of North Castle. Each employee and volunteer to a Board or Committee shall receive an annual reminder of their mandatory adherence to the Code of Ethics.

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13. Notification of the continued authorization of the following Town Work Place Policies:
  - Work Place Violence Prevention Policy
  - Sexual Harassment Policy
  - Smoking Policy
  - North Castle Information Systems and Usage and Security Policy
14. Authorize the Director of Finance, and in the absence of the Director of Finance authorize the Town Administrator, to make payment in advance of audit of claims for public utility services, postage, freight, and express charges when necessary. All such claims must be presented for the next regular Town Board meeting.
15. Authorize the Highway Department, Police Department, Parks & Recreation Department, Library, Water & Sewer Department and Town Clerk to call for and receive bids for certain materials, supplies, equipment and services needed in those Departments.
16. Authorize the General Foreman of the Highway Department to purchase implements and tools required by the Highway Department in accordance with the Town Purchase Order and Procurement Policy.
17. Authorize the Supervisor to pay 2023 salaries in installments on the following dates: January 13 and 27, February 10 and 24, March 10 and 24, April 7 and 21, May 5 and 19, June 2, 16 and 30, July 14 and 28, August 11 and 25, September 8 and 22, October 6 and 20, November 3 and 17, December 1, 15, and 29.
18. Elected officials shall maintain and submit time records in accordance with the guidelines established by the NYS Comptroller's Office.
19. Authorize the Supervisor, Administrator and Department Heads to use a Town-issued charge card for payment of Town-related expenses.
20. Authorize the Supervisor to sign the agreement between the Town of North Castle and Stephens, Baroni, Reilly & Lewis, LLP for legal services in 2023.
21. Authorize the Supervisor to sign the agreement between the Town of North Castle and Patrick Bliss, Esq. for legal services with regard to the Justice Court in 2023.
22. Authorize the Supervisor to confirm the agreement with Bond Schoeneck & King (BSK) for legal services with regard to labor matters in 2023.
23. Authorize the Supervisor to sign the agreement between the Town of North Castle and Kellard Sessions Consulting for engineering services in 2023.
24. Authorize the Supervisor to sign the agreement between the Town of North Castle and Kellard Sessions Consulting for wetlands consultation services in 2023.
25. Authorize the Supervisor to sign the agreement between the Town of North Castle and Kellard Sessions Consulting for Stormwater Management Program Year 2023: MS4 Municipal Compliance Certification and Annual Report and Semi-Annual Progress Reports.
26. Authorize the Supervisor to sign the agreement between the Town of North Castle and Kellard Sessions Consulting for Stormwater Management Program – Year 2023: Illicit Discharge Detection and Elimination and Stormwater Outfall Inspection/GIS Mapping.
27. Authorize the Supervisor to confirm the agreement between Ambulance District No. 1 and the Valhalla Ambulance Corps for ambulance service in North White Plains for 2023.

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28. Authorize the Supervisor to confirm the agreement between the Town of North Castle, on behalf of Fire Protection District No. 3, and Banksville Independent Fire Company for fire protection for 2023.
29. Authorize the Supervisor to confirm the agreement between the Town of North Castle, on behalf of Banksville Fire Protection District No. 3, and Fire District No. 2 for emergency ambulance service for 2023.
30. Authorize the Supervisor to confirm the Hydrant Use Agreements with Water District No. 2, Water District No. 4 and Water District No. 5 of the Town of North Castle and North Castle Fire District No. 2 for 2023.
31. Authorize the Supervisor to confirm the agreement with Board of Fire Commissioners, Armonk Fire District No. 2, in which the Town advances Fire District taxes to the District for 2023.
32. Authorize the Supervisor to sign the agreement between the Town of North Castle and Eleven Virginia Road Realty Corporation to lease commuter parking spaces for the period January 1, 2023 – December 31, 2024.
33. Authorize the Supervisor to confirm the Inter-Municipal Agreement with the Town of Bedford to transfer tax assessment review cases when personal conflict is involved.
34. Authorize the Supervisor to confirm the agreement between the Town of North Castle and the Town of North Castle Long Pond Park District for 2023.
35. Authorize the Supervisor to confirm the agreement between the Town of North Castle and Capital Markets Advisors, LLC for Financial Advisory Services for 2023.