

Town Board Minutes  
Town of North Castle  
15 Bedford Road  
Armonk, New York  
on  
August 28, 2012

Supervisor Arden called the meeting to order at 10:05 a.m. and the following persons were present:

|               |                     |
|---------------|---------------------|
| Supervisor    | Howard B. Arden     |
| Councilmen:   | Diane DiDonato Roth |
|               | John J. Cronin      |
|               | Stephen D’Angelo    |
| Town Clerk    | Anne Curran         |
| Town Attorney | Roland A. Baroni    |

Councilman Schiliro joined the meeting at 10:15 a.m.

Councilman DiDonato Roth moved, seconded by Councilman Cronin, the adoption of SEQR Negative Declaration regarding the amendment to Town Code to permit fine arts education facilities within all industrial zoning districts, and approval of a 6,000 square foot fine arts education facility and a 2,500 square foot language and occupational therapy suite within the building at 1 Labriola Court.

The roll call vote was as follows:  
Ayes: Councilmen Schiliro, DiDonato Roth, Cronin, D’Angelo, Supervisor Arden  
Noes: None

Councilman DiDonato Roth moved, seconded by Councilman Cronin, to re-adopt the Local Law to permit the fine arts education facilities within all industrial zoning districts.

The roll call vote was as follows:  
Ayes: Councilmen Schiliro, DiDonato Roth, Cronin, D’Angelo, Supervisor Arden  
Noes: None

Councilman DiDonato Roth moved, seconded by Councilman D’Angelo, authorization for the Supervisor to sign the agreement with Virtual Town Hall Holdings, LLC. for Town website design, hosting and maintenance services for \$20,745, per award of bid on August 15, 2012.

The roll call vote was as follows:  
Ayes: Councilmen Schiliro, DiDonato Roth, Cronin, D’Angelo, Supervisor Arden  
Noes: None

Councilman DiDonato Roth moved, seconded by Councilman Cronin, authorization for the Supervisor to sign an amendment to the Granicus, Inc. agreement to integrate a meeting minutes module as part of the 2012 budget, at an initial cost of \$4,650, and \$290 monthly maintenance.

The roll call vote was as follows:  
Ayes: Councilmen Schiliro, DiDonato Roth, Cronin, D’Angelo, Supervisor Arden  
Noes: None

With regard to the hiring of the Town Administrator, Supervisor Arden stated that this is a special day in North Castle’s history in moving to a more professional form of government that will be more consistent, fair and professionally managed.

Councilman DiDonato Roth moved, seconded by Councilman D’Angelo, the appointment of Joan Goldberg to Town Administrator, and authorization for the Supervisor to sign an employment agreement with Joan Goldberg for a two-year term as Town Administrator (per the job description that follows) effective September 17, 2012, at a salary of \$135,000.  
The roll call vote was as follows:

Ayes: Councilmen Schiliro, DiDonato Roth, Cronin, D'Angelo, Supervisor Arden  
Noes: None

**GENERAL STATEMENT OF DUTIES OF TOWN ADMINISTRATOR:**

The successful candidate will be the chief operating and administrative officer of the Town of North Castle New York. As budget officer and chief negotiator he/she will be responsible for the effective preparation and execution of the policies and objectives set forth by the Town Board in accordance with the Town Code and New York State law. He/she will be responsible for ensuring that the North Castle community is provided with the most cost-efficient and the highest quality of Town services.

Under the direction of the Town Board, the job responsibilities shall include but not be limited to the following:

1. Supervise and coordinate the activities and functions of the Town, its departments, and its volunteer boards to maximize economy, efficiency, and effectiveness and from time to time recommend to the Town Board any measure or program to further that goal.
2. Attend all Town Board meetings and participate in the Board's discussions and deliberations, but without any right to vote on any issue. Report to and advise the Town Board on matters on the Town Board's agenda or as otherwise requested by the Town Board or deemed important by the Town Administrator.
3. Under the general supervision of the Town Board and subject to applicable budget limitations, bid requirements, and particular department needs, supervise and coordinate the Town's acquisition of materials, equipment, supplies and services.
4. Oversee and manage the work of the Town's department heads and coordinate the work of all Town employees.
5. Implement the Town's personnel policies and work rules in a fair and equitable fashion and in accordance with applicable laws and regulations.
6. Shall act as the Town's chief negotiator in regards to the Town's collective bargaining obligations. He/she will provide the Town Board with status reports and seek their guidance and make recommendations to the Town Board.
7. Subject to applicable laws and regulations and final approval by the Town Board, hire, terminate, discipline, and determine the compensation of all Town employees.
8. Under the general supervision of the Supervisor, the Town Administrator will be responsible for the submission of the Town's tentative budget. The tentative budget will be presented to the Town Supervisor and the Town Board.
9. Report the financial condition, revenues, and expenses of the Town to the Town Board at least quarterly and also as may be otherwise requested by the Supervisor or the Town Board.
10. Serve as the Town's liaison with other governments and agencies and in the administration of inter-municipal contracts and agreements, and as requested by the Supervisor and the Town Board, represent the Town in inter-municipal discussions.
11. Under the direction of the Town Board, coordinate the Town's response to inquiries regarding the Town's government, operations and affairs.
12. Perform such other duties and responsibilities as the Town Board may assign from time to time.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Thorough knowledge of the principles, practices, and organization of municipal government administration; thorough knowledge of public administration, municipal finance, accounting, purchasing procedures, budgeting principles and practices; knowledge of the principles and practices, of personnel administration and collective bargaining; ability to prepare and present comprehensive reports

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both orally and in writing; ability to supervise and motivate staff; ability to work with public officials and the general public; ability to organize, use time effectively, be creative and analytical; possess attributes of dependability, honesty, integrity, sound judgment and physical condition commensurate with the duties of the position.

DESIRED MINIMUM TRAINING AND EXPERIENCE: (a) Graduation from a recognized college or university with a Bachelor's Degree in Public or Business Administration, or related field and five years of increasing senior management experience in the field of public administration; or (b) a Master's Degree in Public or Business Administration and three years increasing senior management experience in the field of public administration.

Regarding the appointment of Comptroller, Supervisor Arden stated that he was excited to present an excellent candidate, Faith Berland, with extensive financial background in private industry. He added that Faith and the new Town Administrator, Joan Goldberg, will be a very strong team.

Councilman DiDonato Roth moved, seconded by Councilman Cronin, the appointment of Faith Berland to Town Comptroller, effective September 10, 2012, at a salary of \$80,000.

The roll call vote was as follows:

Ayes: Councilmen Schiliro, DiDonato Roth, Cronin, D'Angelo, Supervisor Arden

Noes: None

Councilman DiDonato Roth moved, seconded by Councilman Cronin, a resolution to abolish the Senior Office Assistant—Office Manager part-time position-Building Department, effective August 31, 2012.

The roll call vote was as follows:

Ayes: Councilmen DiDonato Roth, Cronin, Supervisor Arden

Noes: Councilmen Schiliro, D'Angelo

Councilman Schiliro moved, seconded by Councilman D'Angelo, the appointment of Jonathan Rick as an hourly consultant, technical support.

The roll call vote was as follows:

Ayes: Councilmen Schiliro, DiDonato Roth, Cronin, D'Angelo, Supervisor Arden

Noes: None

Councilman Schiliro moved, seconded by Councilman D'Angelo, approval of request from General Foreman Norris regarding change order approval for use of Sign Survey in VHB pavement management study.

The roll call vote was as follows:

Ayes: Councilmen Schiliro, DiDonato Roth, Cronin, D'Angelo, Supervisor Arden

Noes: None

The Town Board audited and approved payments totaling \$66,033.93 as indicated on Warrant #15A.

After all persons were heard who desired to be heard the Supervisor adjourned the meeting at 11:35 a.m.

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Anne Curran, Town Clerk

Dated: September 14, 2012