

Town Board Minutes
Organizational Meeting
Town of North Castle
15 Bedford Road
Armonk, New York
on
January 9, 2019

The Town Board Work Session was held at 5 p.m. and concluded at 5:33 p.m. The Town Board meeting was called to order at 5:34 p.m. at Town Hall and immediately adjourned to an Executive Session on the duly adopted motion of Councilman D’Angelo. All Town Board members, the Town Attorney and Interim Town Administrator were present for the Executive Session. The Executive Session adjourned at 7:35 p.m. The Town Clerk joined the Organizational Meeting which reconvened at 7:43 p.m. and the following persons were present:

Supervisor	Michael J. Schiliro
Councilmen	Stephen D’Angelo
	Barbara W. DiGiacinto
	Barry S. Reiter
	José L. Berra
Town Clerk	Alison Simon
Town Counsel	Roland A. Baroni
Interim Town Administrator	Patti Dwyer

Councilman: Barry Reiter moved, seconded by Councilman Stephen D’Angelo: the following:

To 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:

- a. J.P. Morgan Chase Bank, White Plains, NY
- b. Wells Fargo, Armonk, NY
- c. Signature Bank, New Rochelle, NY
- d. New York Cooperative Liquid Assets Securities System (NYCLASS).

And further to 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.

Vote: Unanimous

Councilman: Barry Reiter moved, seconded by Councilman Barbara DiGiacinto, the following appointments:

Deputy Town Supervisor Stephen D’Angelo	Pleasure of the Supervisor
Records Management Officer Town Clerk Alison Simon	Pleasure of the Town Board
Records Access Officer Town Clerk Alison Simon	Pleasure of the Town Board
Registrar of Vital Statistics Town Clerk Alison Simon	Pleasure of the Town Board
Deputy Town Clerk & Deputy Registrar Barbara Pesquera	Pleasure of the Town Clerk
Sub-Registrar Rita Ross	Pleasure of the Town Clerk
Sub-Registrar Maria Scharf	Pleasure of the Town Clerk

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Liaison to the Board of Elections Town Clerk Alison Simon	Pleasure of the Town Board
Director of Finance Abbas Sura	Pleasure of the Supervisor
Budget Officer Kieya Glaze	Pleasure of the Town Board
Assessor Victoria Sirota	Six Year Term
Receiver of Taxes Patricia Colombo	Pleasure of the Town Board
Deputy Receiver of Taxes Patricia Romero	Pleasure of the Town Board
Confidential Secretary to Supervisor Mindy Berard	Pleasure of the Supervisor
Town Co-Historians Sharon Tomback & North Castle Historical Society	Pleasure of the Town Board
Secretary to Zoning Board of Appeals Lori Zawacki	Pleasure of the Town Board
Secretary to Planning Board Valerie Desimone	Pleasure of the Town Board
Secretary to Architectural Review Board Lori Zawacki	Pleasure of the Town Board
Fire Inspector William Richardson	Pleasure of the Town Board
Engineering Consultants Kellard Sessions Consulting	Contract with Town Board
Town Counsel Stephens Baroni Reilly & Lewis	Contract with Town Board
Vote: Unanimous	

Councilman Barbara DiGiacinto moved, seconded by Councilman Barry Reiter, the following appointments of Liaisons to Departments, Boards and Committees by Supervisor Schiliro:

Police Department	Councilman D'Angelo & Councilman Reiter
Highway Department	Councilman Reiter
Building Department	Councilman DiGiacinto
Fire Departments:	
1. Armonk	Councilman Berra
2. Banksville	Councilman Reiter
3. North White Plains	Councilman DiGiacinto
Library Liaison	Councilman D'Angelo
Personnel	Councilman D'Angelo
Planning Board	Councilman DiGiacinto
Recreation & Parks Department	Councilman D'Angelo
Water & Sewer Department	Councilman D'Angelo
Intergovernmental Affairs	Supervisor Schiliro
School Board Liaisons	Supervisor Schiliro & Councilman DiGiacinto
Architectural Review Board	Councilman DiGiacinto
Beautification Committee	Councilman DiGiacinto
Board of Ethics	Councilman Berra
Budget & Financial Advisory Committee	Councilman D'Angelo
Chamber of Commerce	Councilman Reiter
Conservation Board	Councilman Berra
Communications Committee	Councilman Reiter
Housing Board	Councilman DiGiacinto
Landmarks Preservation Committee	Councilman Berra

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NC4 Liaison	Councilman Reiter
Open Space Committee	Councilman Berra
Real Estate Committee	Councilman Reiter
Recycling & Sustainability Committee	Councilman Berra
Safety/Risk Committee	Councilman Berra
Vote: Unanimous	

Councilman Barbara DiGiacinto moved, seconded by Councilman Barry Reiter, the following:

To authorize the Town's policy of placing legal notices in The Journal News and The Examiner.

To 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.

Vote: Unanimous

Councilman Stephen D'Angelo moved, seconded by Councilman Barbara DiGiacinto, the following:

To authorize the policy of paying 58 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.

To authorize the Town's Vehicle Policy as adopted by the Town Board on February 13, 2013.

Vote: Unanimous

Councilman Stephen D'Angelo moved, seconded by Councilman Barbara DiGiacinto, the following:

To authorize the Town's Purchase Order and Procurement Policy as reviewed by the Town Board.

To authorize the Town's Investment Policy as reviewed by the Town Board.

To authorize the Town's Master Fee Schedule for 2019.

To 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.

Vote: Unanimous

Councilman: Barry Reiter moved, seconded by Councilman José Berra, the following:

To 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.

To authorize the Highway Department, Police Department, Recreation & Parks Department, Water & Sewer Department and Town Clerk to call for and receive bids for certain materials, supplies, equipment and services needed in those Departments.

To 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.

Vote: Unanimous

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Councilman Stephen D'Angelo moved, seconded by Councilman Barbara DiGiacinto, the following:

To authorize the Supervisor to pay 2019 salaries in installments on the following dates: January 4 and 18, February 1 and 15, March 1, 15 and 29, April 12 and 26, May 10 and 24, June 7 and 21, July 5 and 19, August 2, 16, and 30, September 13 and 27, October 11 and 25, November 8 and 22, December 6 and 20.

Elected officials shall maintain and submit time records in accordance with the guidelines established by the NYS Comptroller's Office.

To authorize the Supervisor and Department Heads to use a Town issued charge card for payment of Town-related expenses.

Vote: Unanimous

Councilman José Berra moved, seconded by Councilman Barbara DiGiacinto, to authorize the Supervisor to sign the following agreements:

To authorize the Supervisor to sign the agreement between the Town of North Castle and Stephens, Baroni, Reilly & Lewis, LLP for legal services in 2019.

To 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 2019.

To authorize the Supervisor to sign the agreement between the Town of North Castle and Kellard Sessions Consulting for engineering services in 2019.

To authorize the Supervisor to sign the agreement between the Town of North Castle and Kellard Sessions Consulting for wetlands consultation services in 2019.

To authorize the Supervisor to sign the agreement between the Town of North Castle and Keane & Beane for legal services with regard to labor matters in 2019.

Vote: Unanimous

Councilman Stephen D'Angelo moved, seconded by Councilman Barry Reiter, the following:

To 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 2019.

To authorize the Supervisor to sign 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 2019.

To authorize the Supervisor to sign 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 2019.

To authorize the Supervisor to confirm the Hydrant Use Agreements for 2019 with Water District No. 2, Water District No. 4, Water District No. 5 and Water District No. 7 of the Town of North Castle and North Castle Fire District No. 2 for the period of January 1, 2019 - December 31, 2019.

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To authorize the Supervisor to sign the agreement with Board of Fire Commissioners, Armonk Fire Dist. No. 2, in which the Town advances Fire District taxes to the District in the sum of \$500,000. Interest on said principal sum shall be 2.50 % per annum, as may be adjusted from time to time by the Federal Reserve Board.

Vote: Unanimous

No action was taken by the Town Board with regard to the Hydrant Use Agreement between Water District No. 1 of the Town of North Castle and North Castle South Fire District No. 1.

Councilman Stephen D'Angelo moved, seconded by Councilman Barry Reiter, the following:

To 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, 2019 – December 31, 2020.

To 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.

Vote: Unanimous

Councilman Stephen D'Angelo moved, seconded by Councilman Barbara DiGiacinto, to authorize the Supervisor to confirm the agreement between the Town of North Castle and the Town of North Castle Long Pond Park District for 2019.

The roll call was as follows:

Ayes: Councilmen Stephen D'Angelo; Barbara DiGiacinto; Barry Reiter; Supervisor Michael Schiliro

Nos: None

Abstained: Councilman José Berra

After all persons were heard who desired to be heard, the Supervisor closed the organizational meeting at 7:56 p.m.

Alison Simon, Town Clerk

Dated: January 18, 2019