

Town Board Minutes  
Organizational Meeting  
Town of North Castle  
15 Bedford Road  
Armonk, New York  
on  
January 8, 2020

The Town Board Organizational Meeting was called to order at 8:17 p.m. at Town Hall on the duly adopted motion of Councilman DiGiacinto and the following persons were present:

Supervisor	Michael J. Schiliro
Councilmen	Barbara W. DiGiacinto
	Barry S. Reiter
	José L. Berra
	Saleem Hussain
Town Clerk	Alison Simon
Town Administrator	Kevin Hay

Absent: Town Attorney Roland A. Baroni

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

- J.P. Morgan Chase Bank, White Plains, NY
- Wells Fargo, Armonk, NY
- Signature Bank, New Rochelle, NY
- 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: Barbara DiGiacinto moved, seconded by Councilman Saleem Hussain, the following appointments:

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
Barbara Pesquera	
Sub-Registrar	Pleasure of the Town Clerk
Rita Ross	
Sub-Registrar	Pleasure of the Town Clerk
Maria Scharf	
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
Victoria Sirota	
Receiver of Taxes	Pleasure of the Town Board
Patricia Colombo	
Confidential Secretary to Supervisor	Pleasure of the Supervisor
Mindy Berard	

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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
Vincent A. Costa	
Engineering Consultants	Contract with the Town
Kellard Sessions Consulting	
Town Counsel	Contract with the Town
Stephens Baroni Reilly & Lewis, LLP	
Vote: Unanimous	

Councilman: Barbara DiGiacinto moved, seconded by Councilman Saleem Hussain, the following appointments of Liaisons to Departments, Boards & Committees by Supervisor Schiliro:

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

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

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The continuation of the 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: Barbara DiGiacinto moved, seconded by Councilman Saleem Hussain, to authorize the following:

The policy of paying 57.5 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.

The Town's Vehicle Policy as adopted by the Town Board February 13, 2013.

Vote: Unanimous

Councilman: Barbara DiGiacinto moved, seconded by Councilman Saleem Hussain, to authorize the following:

The Town's Master Fee Schedule for 2020.

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

The Town's Investment Policy as reviewed by the Town Board.

Vote: Unanimous

Councilman: Barbara DiGiacinto moved, seconded by Councilman Saleem Hussain, to authorize the following:

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.

Notification of the continued authorization of the following Town Workplace Policies:

- Workplace Violence Prevention Policy
- Sexual Harassment Policy
- Smoking Policy
- North Castle Information Systems and Usage and Security Policy

Vote: Unanimous

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

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.

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.

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

The Supervisor to pay 2020 salaries in installments on the following dates: January 3, 17, and 31, February 14 and 28, March 13 and 27, April 10 and 24, May 8 and 22, June 5 and 19, July 2, 17, and 31, August 14 and 28, September 11 and 25, October 9 and 23, November 6 and 20, December 4 and 18.

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

The Supervisor, Town Administrator, 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:

Between the Town of North Castle and Stephens, Baroni, Reilly & Lewis, LLP for legal services in 2020.

Between the Town of North Castle and Patrick Bliss, Esq. for legal services with regard to the Justice Court in 2020.

Engagement agreements with Bonadio & Co., LLP for 2019 financial audits.

Between the Town of North Castle and Kellard Sessions Consulting for engineering services in 2020.

Between the Town of North Castle and Kellard Sessions Consulting for wetlands consultation services in 2020.

Between the Town of North Castle and Keane & Beane P.C. for legal services with regard to labor matters in 2020.

Vote: Unanimous

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

The Supervisor to confirm the agreement between Ambulance District No. 1 and the Valhalla Ambulance Corps for ambulance service in North White Plains for 2020.

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 2020.

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 2020.

The Supervisor to confirm the Hydrant Use Agreement between Water District No. 1 of the Town of North Castle and North Castle South Fire District No. 1.

The Supervisor to confirm the Hydrant Use Agreements for 2020 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 Fire District No. 2 for 2020.

The Supervisor to confirm the agreement with Board of Fire Commissioners Fire District No. 2, in which the Town advances Fire District taxes to the District for 2020.

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Vote: Unanimous

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

The Supervisor to confirm 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.

The Supervisor to confirm the Inter-Municipal Agreement with the Town of Bedford to transfer tax assessment review cases when personal conflict is involved.

The Supervisor to confirm the agreement between the Town of North Castle and the Town of North Castle Long Pond Park District for 2020.

Vote: Unanimous

After all persons were heard who desired to be heard, the Supervisor closed the organizational meeting at 8:22 p.m.

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Alison Simon, Town Clerk

Dated: January 15, 2020