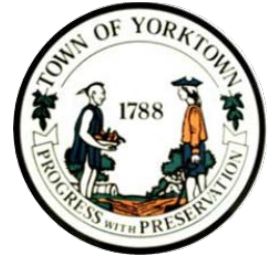




Town of Yorktown

Office of the Town Clerk
Diana L. Quast



FINAL TOWN BOARD
ORGANIZATIONAL MEETING AGENDA
January 2, 2024
Spadaccia Meeting Room
363 Underhill Avenue, Yorktown, NY 10598

6:30 PM EXECUTIVE SESSION

The Town Board may move into Executive Session to discuss personnel and/or litigation matters.

7:30 PM TOWN BOARD MEETING

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. MOMENT OF SILENCE
4. INTRODUCTIONS
5. REPORT FROM TOWN SUPERVISOR THOMAS DIANA
6. REPORTS FROM TOWN OFFICIALS
7. POET LAUREATE
John McMullen
8. OPEN FLOOR FOR PUBLIC COMMENT

9. PERSONNEL

Retirements:

Accept retirement received from Ken Rundle from the Water Department

The Town Board accepts the retirement letter received from Ken Rundle with thanks for his many years of service to the Town. Effective January 15, 2024.

Accept the retirement received from Cheryl Kastuk from the Assessor's Office

Resolved, that the Town Board accepts the retirement letter received from Cheryl Kastuk with thanks for her many years of service to the Town. Effective January 28, 2024.

Accept the retirement received from Donna Andrews from the Finance Department

Resolved, that the Town Board accepts the retirement letter received from Donna Andrews with thanks for her many years of service to the Town. Effective February 1, 2024.

Accept the retirement received from Anthony Cuccovia from the Sewer Department

Resolved, that the Town Board accepts the retirement letter received from Anthony Cuccovia with thanks for his many years of service to the Town. Effective January 11, 2024.

Accept the retirement received from Adele Hobby from the Yorktown Museum

Resolved, that the Town Board accepts the retirement letter received from Adele Hobby with thanks for her many years of service to the Town. Effective December 31, 2023.

Resignations:

Accept the resignation received from John Winter from the Central Garage

Resolved, that the Town Board accepts the resignation letter received from John Winter with thanks for his many years of service to the Town. Effective December 30, 2023.

Reappointments:

Reappoint Gennelle MacNeil as the Town Comptroller

Resolved, that Gennelle MacNeil be and is hereby reappointed to the position of Town Comptroller and shall have all the powers and perform all of the duties of the Town Comptroller not inconsistent with the law, to serve at the pleasure of the Town Board or until the first day of January next succeeding the first biennial Town Election held after the time of her appointment at an annual salary of \$151,088.00.

Be It Further Resolved, it shall not be a requirement of this appointment that the Town Comptroller reside in the Town of Yorktown.

Reappoint Barbara Korsak as the Receiver of Taxes

Resolved, that Barbara A. Korsak be and is hereby reappointed Receiver of Taxes and shall have all the powers and perform all of the duties of the Receiver of Taxes not inconsistent with the law, to serve at the pleasure of the Town Board or until the first day of January next succeeding the first biennial Town Election held after the time of her appointment at an annual salary of \$118,352.00, now

Be It Further Resolved, it shall not be a requirement of this appointment that the Receiver of Taxes reside in the Town of Yorktown.

Town Clerk Diana L. Quast announces the reappointment of Maura Weissleder as Deputy Town Clerk.

Reappoint Maura Weissleder to the position of Deputy Town Clerk

RESOLVED, that Maura Weissleder be and is hereby reappointed Deputy Town Clerk and shall have all the powers and perform all of the duties of the Deputy Town Clerk not inconsistent with the law, to serve at the pleasure of the Town Clerk, at an annual salary of \$98,136.00, be it

FURTHER RESOLVED, it shall not be a requirement of this appointment that the Deputy Town Clerk reside in the Town of Yorktown.

Reappoint Town Clerk Diana L. Quast as the Registrar of Vital Statistics

Resolved, that Diana L. Quast be and is hereby reappointed to serve as Registrar of Vital Statistics until the first day of January next succeeding the first biennial Town Election held after the time of her appointment and to receive compensation as prescribed by law.

Reappoint Deputy Town Clerk Maura Weissleder as the Deputy Registrar of Vital Statistics

Resolved, that Maura Weissleder be and is hereby reappointed to serve as Deputy Registrar of Vital Statistics until the first day of January next succeeding the first biennial Town Election held after the time of her appointment and to receive compensation as prescribed by law.

Reappoint Elena Panagi to the position of Sub Registrar of Vital Statistics

RESOLVED, that Elena Panagi be and is hereby reappointed to serve as Sub Registrar of Vital Statistics until the first day of January next succeeding the first biennial Town Election held after the time of her appointment and to receive compensation as prescribed by law.

Appoint Town Supervisor Thomas P. Diana as a Marriage Officer

Whereas, Chapter 49 of the Laws of 1988 added a new Section 11-c to the New York Domestic Relations Law, empowering the governing body of any Village, Town or City to appoint one or more Marriage Officers and fix their compensation; and

Whereas, the Town Board of the Town of Yorktown, a duly constituted Town of the Suburban Class, deems it necessary and proper to create the position of Marriage Officer, possessing statutory authority to solemnize marriages within the Town;

Now, Therefore, Be It Resolved, that pursuant to the provisions of such Section 11-c of the Domestic Relations Law, Thomas P. Diana, Town Supervisor, is hereby appointed a Marriage Officer of the Town of Yorktown, and be it

Further Resolved, that said Town Supervisor shall be paid \$75 as compensation for solemnizing marriages within the Town, which compensation shall be in addition to the compensation received as Town Supervisor, and be it

Further Resolved, that this appointment shall take effect on January 1, 2024, and shall continue for a term ending on December 31, 2025.

Appoint Town Clerk Diana L. Quast as a Marriage Officer

WHEREAS, Chapter 49 of the Laws of 1988 added a new Section 11-c to the New York Domestic Relations Law, empowering the governing body of any Village, Town or City to appoint one or more Marriage Officers and fix their compensation; and

WHEREAS, the Town Board of the Town of Yorktown, a duly constituted Town of the Suburban Class, deems it necessary and proper to create the position of Marriage Officer, possessing statutory authority to solemnize marriages within the Town;

NOW, THEREFORE, BE IT RESOLVED, that pursuant to the provisions of such Section 11-c of the Domestic Relations Law, Diana L. Quast, Town Clerk, is hereby appointed a Marriage Officer of the Town of Yorktown, and be it

FURTHER RESOLVED, that said Town Clerk shall be paid \$75 as compensation for solemnizing marriages within the Town, which compensation shall be in addition to the compensation received as Town Clerk, and be it

FURTHER RESOLVED, that this appointment shall take effect on January 1, 2024, and shall continue for a term ending on December 31, 2027.

Appointments to Volunteer Boards, Committees and Commissions:

Reappoint Joseph Falcone as a member of the Parks and Recreation Commission

Be It Resolved, that Joseph Falcone is hereby reappointed as a member of the Parks and Recreation Commission for a seven-year term expiring 12/31/2030.

Reappoint Robert Garrigan as a member of the Planning Board

BE IT RESOLVED that Robert Garrigan is reappointed as member of the Planning Board for a term to expire on December 31, 2028.

Reappoint Robert Phelan as a member of the Planning Board

BE IT RESOLVED that Robert Phelan is hereby reappointed as member of the Planning Board for a term to expire on December 31, 2024.

Approve the following employees to carry over accrued 2023 vacation time for use in 2024

Whereas, the following employees have requested and received permission from their applicable department heads to carry accrued 2023 vacation time for use in 2024 and because they were called in during their scheduled vacations, and

Whereas, the Comptroller has confirmed the available balances as of 2023 Payroll 26, for pay period ending December 31, 2023, now

Therefore, Be It Resolved, the following employees may carry over remaining vacation time balances as follows, unless the employee takes vacation time after 2023 Payroll 26, which would reduce the time listed below:

First	Last	Vacation hours Requested to be Carried Over
Paul	Vasillo	3
Michael	Hecker	3
Gennelle	MacNeil	135.5

10. RESOLUTIONS

Authorize Comptroller to process the following Budget Transfer for the Sewer Department

RESOLVED, that the Comptroller is authorized to transfer \$10,732.75 from Sludge Removal (YS.8130.0460.0002) to overtime (YS.8130.0105).

Authorize Comptroller to process the following Budget Transfer for the John C. Hart Memorial Library

Be It Resolved that the Comptroller is authorized to transfer \$137,685 from the Library Fund Balance L.1002 to the Library L.7410.0416.0100 Maintenance, for NYS Matching Construction Grant #0386-23-0089 for the repair of rusted fire sprinkler pipes and the renovation of the Library Community Room and the Children's Storytime Room.

Authorize Comptroller to process the following Budget Transfer for the John C. Hart Memorial Library

Be It Resolved that the Comptroller is authorized to transfer \$122,307 from the General Fund – A.1002 (ARPA Funds) to the Library L.7410.0416.0101 Maintenance/ARPA, for individual study rooms.

11. ORGANIZATIONAL RESOLUTIONS

Authorize and direct Supervisor to pay regular bi-weekly salaries of all elected and appointed Town officials

RESOLVED, that the Supervisor be hereby authorized and directed to pay regular bi-weekly salaries of all elected and appointed Town officials and employees without prior audit: this shall not apply to lump sum payments.

Approve Mileage Rate of 67 cents per mile for Town officials and employees who use their own vehicle in performance of official duties

RESOLVED, that the rate of 67 cents per mile be allowed for those Town officials and employees who use their own automobiles in the performance of their official duties in accordance with the budgetary appropriations, provided however, the expense incurred is presented to the Town Board in the proper manner and on the proper claim form.

Direct Supervisor to submit the Fiscal Report to the State Comptroller and Town Clerk within 120 days after the close of the fiscal year

RESOLVED, that by the authority vested pursuant to Paragraph 10-a of Section 29 of the Town Law, the Supervisor shall submit to the Town Clerk within one hundred twenty days after the close of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law and the Town Clerk shall cause a summary of such report or a notice that a copy of such report is on file in the Town Clerk's Office.

Authorize Town Comptroller to make refunds for correction of error up to a maximum of \$2,500.00

RESOLVED, that the Comptroller is appointed, as per Section 554 of the Real Property Tax Law to make refunds for correction of error up to a maximum of \$2,500.00.

Authorize Supervisor to make application to the New York State Division of Youth for State Aid for a Recreation and Youth Service Grant

RESOLVED, that the Supervisor be directed to make application to the New York State Division of Youth for State Aid for a Recreation and Youth Service Project Grant for 2024. The Parks and Recreation Department receives \$5,000 of this application for recreation youth.

Authorize Supervisor to sign an agreement with Nor-West

RESOLVED, that the Supervisor is authorized to sign an agreement with Nor-West for therapeutic recreational programs.

Authorize Supervisor to sign an agreement with the sports clubs

RESOLVED, that the Supervisor is authorized to sign an agreement with the following Sports Clubs:

- Shrub Oak Athletic Club
- Yorktown Athletic Club

Designate Delegates to the New York State Association of Towns Meeting

RESOLVED, that Supervisor Thomas P. Diana be and is hereby designated as the voting delegate to represent the Town of Yorktown at the Association of Towns Meeting to be held in February 2024, and be it

FURTHER RESOLVED, that Councilman Patrick Murphy be and is hereby designated the alternate delegate to the aforementioned meeting.

Designate Depositories for the Town of Yorktown

RESOLVED, that the following banks located in the Town of Yorktown are hereby designated as depositories for the Town of Yorktown:

JP Morgan Chase
1975 Commerce Street
Yorktown Heights, New York 10598

PCSB Bank
2002 Commerce Street
Yorktown Heights, NY 10598

Signature Bank
1C Quaker Ridge Road
New Rochelle, NY 10804

TD Bank NA / The Bank of New York Mellon
11000 Atrium Way
Mt Laurel, NJ 08054

and be it

FURTHER RESOLVED, that Thomas P. Diana, Supervisor of the Town of Yorktown, is hereby authorized, pursuant to Town Law Section 29(2), to act on behalf of the Town of Yorktown with said banks, and be it

FURTHER RESOLVED, that the above-named banks are hereby required to provide a surety bond or pledge securities when applicable as required by Town Law Section 64(1) and General Municipal Law Section 10, and be it

FURTHER RESOLVED, that the following banks are designated depositories for the following officers of the Town of Yorktown:

JP Morgan Chase, Yorktown Heights, New York:
Justice Raniolo Account
Justice Cohen Pierson Account
Joint Bail Account - Justice Cohen Pierson & Justice Raniolo

Authorize Blanket Authority for Supervisor to sign contracts up to the amount of \$12,500, not to exceed \$50,000 in a calendar year

RESOLVED, that the Town Board hereby grants blanket authority to sign contracts for the Town, without the necessity of express advance approval by the Town Board to the Supervisor in the event the contract involves any expenditure of not more than \$12,500, not to exceed \$50,000 in any calendar year and is limited to one year in duration and be it

FURTHER RESOLVED, that this blanket authorization shall remain in effect until amended.

Authorize Superintendent of Highways to purchase equipment without prior approval in an amount not to exceed \$7,000.00

RESOLVED, that pursuant to Paragraph A of Subdivision 1, of Section 142 of the Highway Law, as last amended, the Town Superintendent of Highways is hereby authorized to purchase equipment, tools and implements without prior approval of the Town Board in an amount not to exceed \$7,000.00.

Designate the Journal News and the Yorktown News as the official newspapers of the Town

RESOLVED, that the official newspapers for the Town of Yorktown are hereby designated to be the Journal News and the Yorktown News.

Designate the 2024 Meeting Dates of the Town Board

RESOLVED, that the following meeting dates and times of this Town Board are approved and will start at 6:30 PM (Executive Sessions). Televised Town Board Meetings will begin at 7:30 PM for Regular Meetings and Work Session Meetings unless otherwise noted and shall be as follows:

January 2	Organizational Meeting	(televised at 7:30 PM)
January 9	Work Session	(televised at 7:30 PM)
January 16	Regular/Work Session Meeting	(televised at 7:30 PM)
February 6	Regular Meeting	(televised at 7:30 PM)
February 13	Work Session	(televised at 7:30 PM)
February 20	Regular/Work Session Meeting	(televised at 7:30 PM)
March 5	Regular Meeting	(televised at 7:30 PM)
March 12	Work Session	(televised at 7:30 PM)
March 19	Regular/Work Session Meeting	(televised at 7:30 PM)
April 9	Work Session	(televised at 7:30 PM)
April 16	Regular Meeting	(televised at 7:30 PM)
May 7	Regular Meeting	(televised at 7:30 PM)
May 14	Work Session	(televised at 7:30 PM)
May 21	Regular/Work Session Meeting	(televised at 7:30 PM)
June 4	Regular Meeting	(televised at 7:30 PM)
June 11	Work Session	(televised at 7:30 PM)

June 18	Regular/Work Session Meeting	(televised at 7:30 PM)
July 2	Regular Meeting	(televised at 7:30 PM)
July 9	Work Session	(televised at 7:30 PM)
July 16	Regular/Work Session Meeting	(televised at 7:30 PM)
August 6	Regular Meeting	(televised at 7:30 PM)
August 13	Work Session	(televised at 7:30 PM)
September 3	Regular Meeting	(televised at 7:30 PM)
September 10	Work Session	(televised at 7:30 PM)
September 17	Regular/Work Session Meeting	(televised at 7:30 PM)
October 1	Regular Session	(televised at 7:30 PM)
October 8	Work Session Meeting	(televised at 7:30 PM)
October 15	Regular/Work Session Meeting	(televised at 7:30 PM)
November 12	Work Session Meeting	(televised at 7:30 PM)
November 19	Regular/Work Session Meeting	(televised at 7:30 PM)
December 3	Budget Hearing	(televised at 6:30 PM)
December 10	Work Session	(televised at 7:30 PM)
December 17	Regular/Work Session Meeting	(televised at 7:30 PM)

FURTHER RESOLVED, that the Town Board will meet with its Department Heads to review their budgets on November 13 and November 14 and be it

FURTHER RESOLVED, that the Town Board will hold its regular Budget Hearing at 6:30 PM on December 3, 2024, and be it,

FURTHER RESOLVED, the Town of Yorktown will hold its Annual Record Management Inventory on February 8 and February 9 and be it,

FURTHER RESOLVED, that Special Meetings shall be called and held in conformance with Section 62 of the Town Law and Article 7 of the Public Officers Law.

Supervisor Thomas P. Diana announces his personal appointments as follows:

Ms. Lorraine Morano as the Executive Assistant to the Supervisor.

Councilman Edward Lachterman as Deputy Supervisor to serve during the absence or inability of the Supervisor to act, or while the office of Supervisor is vacant, pursuant to Section 42 of the Town Law.

Supervisor Diana also appoints the following Liaisons to various boards, committees and commissions:

Liaison to the ABACA:	Councilman Lachterman
Liaison to the Accessibilities: Committee:	Supervisor Diana
Liaison to the Advanced Life Support Commission:	Councilwoman Haughwout
Liaison to the Arts and Culture Committee:	Councilman Esposito
Liaison to the Climate Smart Communities Task Force:	Supervisor Diana
Liaison to the Community Housing Board:	Councilman Esposito
Liaison to the Conservation Board:	Supervisor Diana
Liaison to the Fire Prevention Advisory Board:	Supervisor Diana
Liaison to the Food Security Task Force:	Councilwoman Haughwout
Liaison to the Group Home Site Advisory Committee:	Supervisor Diana

Liaison to the Heritage Preservation Commission:	Town Clerk Quast
Liaison to the Library Board of Trustees:	Supervisor Diana
Liaison to the Local History Advisory Committee:	Town Clerk Quast
Liaison to the Open Space Committee:	Councilman Esposito
Liaison to the Parks and Recreation Commission:	Supervisor Diana/Councilwoman Haughwout
Liaison to the Planning Board:	Councilman Esposito/Councilman Murphy
Liaison to the School Districts:	Councilman Murphy
Liaison to the Senior Advisory Committee:	Councilman Lachterman
Liaison to the Teen Center Board:	Councilman Lachterman/Councilwoman Haughwout
Liaison to the Tree Conservation Advisory Commission:	Supervisor Diana
Liaison to the Veterans Advisory Committee:	Councilman Lachterman
Liaison to the Zoning Board of Appeals:	Councilwoman Haughwout/Councilman Murphy

12. ADJOURN MEETING

A motion will be made to adjourn the Town Board meeting.

Dated: January 2, 2024

DIANA L. QUAST, TOWN CLERK
MASTER MUNICIPAL CLERK
TOWN OF YORKTOWN