



TOWN OF ORANGETOWN TOWN BOARD RE-ORGANIZATIONAL MEETING

Tuesday January 07, 2025

This Town Board Meeting was opened at 7:00 PM.

Councilperson Paul Valentine _____
Councilperson Jerry Bottari _____
Councilperson Brian Donohue _____
Councilperson Dan Sullivan _____
Supervisor Teresa M. Kenny _____

PRESENTATIONS / ANNOUNCEMENTS:

- ✪ **The Pledge of Allegiance led by Daniel Maher-Gurniak**

- ✪ **"The Star Spangled Banner" performed by Catherine O'Kelly**

- ✪ **Town of Orangetown Blood Drive / Thursday, January 16, 2025 / 1 pm - 7 pm / Visit www.orangetown.com to sign up**

- ✪ **The following Public Hearings are scheduled for January 28, 2025:**
 - ◆ Proposed zone change for 676 and 680 Western Highway and the north end of Ellsworth Drive, Blauvelt (Continued from December 17, 2024)
 - ◆ Proposed amendment to the Town Zoning Code to clarify the definition of "family" and address illegal occupancies of residential dwellings in the Town
 - ◆ Proposed amendment to the Town Code regarding disposal of food scraps at Town disposal bins
 - ◆ Proposed amendment to the Town Code regarding membership and duties of the Historical Areas Board of Review (HABOR)

- ✪ **Town Clerk Rosanna Sfraga administers the Oath of Office to:**
 - ★ **Daniel Sullivan, Town Councilman**

🌀 **2025 STATE OF THE TOWN SPEECH:**

- ★ **Town of Orangetown Supervisor Teresa M. Kenny**

🌀 **SUPERVISOR'S APPOINTMENTS:**

- ★ **Jeffrey Bencik, Finance Director**
- ★ **Mary Cardenas, Town Historian**
- ★ **Allison Kardon, Confidential Assistant to Supervisor**
- ★ **Carmel Reilly, Director of Economic Development and Tourism**
- ★ **Denis Troy, Deputy Town Supervisor**

🌀 **COMMENTS FROM THE TOWN BOARD**

AGENDA ITEMS:

TOWN BOARD

1. OFFICIAL UNDERTAKING FOR ELECTED AND APPOINTED OFFICIALS

RESOLVED, that upon the recommendation of the Director of Finance, Jeffrey Bencik, to approve Official Undertaking to be filed in the Rockland County Clerk's Office for elected and appointed officials, officers and employees as the Town Board may require for the faithful performance of their duties and the prompt and proper account for paying over all money received by said employees in their official capacities.

2. 2025 / MARRIAGE OFFICERS

RESOLVED, that the following are designated as Marriage Officers effective January 1, 2025 - December 31, 2025, at no salary:

- ◆ Supervisor Teresa M. Kenny
- ◆ Councilman Paul Valentine
- ◆ Councilman Jerry Bottari
- ◆ Councilman Brian Donohue
- ◆ Councilman Dan Sullivan
- ◆ Town Clerk Rosanna Sfraga

3. 2025 / OFFICIAL NEWSPAPER

RESOLVED, that the Town Board hereby designates the Journal News as the official newspaper of the Town pursuant to NYS Town Law Section 64 (11), and the Journal News and the Rockland County Times, for additional notices as the Board may determine necessary or advisable, on a case by case basis.

4. 2025 BANKING DEPOSITORIES

RESOLVED, that the following banks are designated as the banking depository for the Town of Orangetown:

- J. P. Morgan Chase
- Key Bank
- Webster Bank
- Connect One
- NYClass

5. 2025 TOWN CLERK FOR COLLECTION OF TAXES / BANKING DEPOSITORIES

RESOLVED, that the following banks are designated as the banking depository for the Town Clerk for Collection of Taxes:

- J. P. Morgan Chase
- Webster Bank

6. REAPPOINT / REGISTRAR OF VITAL STATISTICS / ROSANNA SFRAGA / EFFECTIVE JANUARY 1, 2025 - DECEMBER 31, 2025

RESOLVED, that Rosanna Sfraga, Town Clerk is hereby reappointed Registrar of Vital Statistics, effective January 1, 2025 - December 31, 2025.

7. REAPPOINT / RECORDS MANAGEMENT OFFICER (RMO) / ROSANNA SFRAGA / EFFECTIVE JANUARY 1, 2025 - DECEMBER 31, 2025

RESOLVED, that Rosanna Sfraga, Town Clerk, is hereby reappointed Records Management Officer (RMO), effective January 1, 2025 - December 31, 2025.

8. REAPPOINT / RECORDS ACCESS OFFICER (RAO) / 2025 / DEPARTMENT HEADS / EFFECTIVE JANUARY 1, 2025 - DECEMBER 31, 2025

RESOLVED, that the Town Board appoints each Department Head as Records Access Officer (RAO) for their Department records, effective January 1, 2025 - December 31, 2025.

9. REAPPOINT / DEPUTY REGISTRARS OF VITAL STATISTICS / TERESA ACCETTA-PUGH AND RIMA DEL VECCHIO / EFFECTIVE JANUARY 1, 2025 - DECEMBER 31, 2025

RESOLVED, that upon the recommendation of the Town Clerk, Teresa Accetta-Pugh and Rima Del Vecchio are hereby appointed Deputy Registrars of Vital Statistics with a stipend of \$4,000.00 each, effective January 1, 2025 - December 31, 2025.

10. **REAPPOINT / 1ST DEPUTY TOWN CLERK / COLLECTOR / JOSEPH THOMASSEN / EFFECTIVE JANUARY 1, 2025 - DECEMBER 31, 2025**

RESOLVED, that the Town Board recognizes and reaffirms the reappointment of Joseph Thomassen by the Town Clerk to the position of First Deputy Town Clerk / Collector, effective January 1, 2025 - December 31, 2025

11. **INDEMNIFICATION OF PUBLIC OFFICERS AND EMPLOYEES**

RESOLVED, that the provisions of Section 18 of the Public Officers' Law concerning defense and indemnification shall apply to the officers and employees of the Town of Orangetown who are named defendants in any action rising out of the proper performance of duties to the fullest extent permissible by law, including, but not limited to punitive damages, and the benefits of Section 18 shall extend to all such employees, and,

BE IT FURTHER RESOLVED, that all necessary and reasonable costs for providing the benefit shall be a proper Town charge.

12. **AUTHORIZE TOWN ATTORNEY TO INSTITUTE AND DEFEND ACTIONS**

RESOLVED, that for the year 2025, the Town Board hereby authorizes the Town Attorney to take all necessary steps to institute actions on behalf of or defend any proceedings brought against the Town of Orangetown, its agencies and employees; and,

BE IT FURTHER RESOLVED, that the Town Attorney is hereby authorized to settle liability claims against the Town for amounts up to SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$7,500.00) without the necessity for further Town Board resolution; and,

BE IT FURTHER RESOLVED, that this Resolution is hereby made retroactive to January 1, 2025.

13. **ADOPT PROCUREMENT POLICY 2025**

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt internal policies and procedures governing all procurements of goods and services not subject to the bidding requirements of GML Section 103 or any other law; and

WHEREAS, the Town Board having previously adopted a procurement policy pursuant to Town Board Resolution Number 14 of 2024; and

NOW, THEREFORE, BE IT RESOLVED that the Town Board does hereby adopt the procurement policy annexed to this Resolution and identified as the 2025 Orangetown Procurement Policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

14. ADOPT TRAVEL AND PROCUREMENT POLICY 2025

WHEREAS, the Town Board has determined that it is in the best interests of the Town to adopt a "Travel and Conference Policy" which will establish guidelines for the reimbursement of town business-related travel and out-of-town travel expenses by officers and employees; and

WHEREAS, the Town Board having previously adopted a Travel and Conference Policy pursuant to Town Board Resolution 15 of 2024 on January 10, 2024,

NOW, THEREFORE, BE IT RESOLVED that the Town Board does hereby adopt the Travel and Conference Policy as annexed hereto.

15. COMBINE / APPROVE AGENDA ITEMS #16 TO 20

RESOLVED, the Town Board hereby combines and approves agenda items #16 to 20.

16. RECOGNIZE PERMANENT APPOINTMENT DEME / JAMES DAVIE / ASSISTANT OPERATOR, GRADE 2 (WASTEWATER) / GRADE 14, STEP 6 / EFFECTIVE DECEMBER 13, 2024

RESOLVED, that the Town Board hereby recognizes the appointment of James Davie by the Commissioner of DEME, to the position of Assistant Operator, Grade 2 (Wastewater), Permanent, Grade 14, Step 6 no change in salary, effective December 13, 2024.

17. RECOGNIZE PERMANENT APPOINTMENT DEME / BRYAN ANTONUTTI / SLUDGE PROCESSING EQUIPMENT OPERATOR I / GRADE 14, STEP 7 / EFFECTIVE DECEMBER 13, 2024

RESOLVED, that the Town Board hereby recognizes the appointment of Bryan Antonutti by the Commissioner of DEME, to the position of Sludge Processing Equipment Operator I, Permanent, Grade 14, Step 7 no change in salary, effective December 13, 2024.

18. RECOGNIZE PERMANENT APPOINTMENT DEME / MARTIN MURPHY / ASSISTANT MAINTENANCE SUPERVISOR (SEWERAGE SYSTEMS) / GRADE 18, STEP 2 / EFFECTIVE DECEMBER 13, 2024

RESOLVED, that the Town Board hereby recognizes the appointment of Martin Murphy by the Commissioner of DEME, to the position of Assistant Maintenance Supervisor (Sewerage Systems), Permanent, Grade 18, Step 2 no change in salary, effective December 13, 2024.

19. **RECOGNIZE PERMANENT APPOINTMENT DEME / CHRISTOPHER BOTTARI / ASSISTANT OPERATOR, GRADE 2 (WASTEWATER) / GRADE 14, STEP 5 / EFFECTIVE DECEMBER 13, 2024**

RESOLVED, that the Town Board hereby recognizes the appointment of Christopher Bottari by the Commissioner of DEME, to the position of Assistant Operator, Grade 2 (Wastewater), Permanent, Grade 14, Step 5 no change in salary, effective December 13, 2024.

20. **RECOGNIZE PERMANENT APPOINTMENT DEME / KEVIN MCGARVEY JR. / ASSISTANT OPERATOR, GRADE 2 (WASTEWATER) / GRADE 14, STEP 2 / EFFECTIVE DECEMBER 13, 2024**

RESOLVED, that the Town Board hereby recognizes the appointment of Kevin McGarvey Jr. by the Commissioner of DEME, to the position of Assistant Operator, Grade 2 (Wastewater), Permanent, Grade 14, Step 2 no change in salary, effective December 13, 2024.

OTHER BUSINESS

21. **OPEN PUBLIC HEARING / 7:05 P.M. / PROPOSED AMENDMENT TO CHAPTER 18 TOWN CODE / HAWKING AND PEDDLING / DO NOT KNOCK REGISTRY**

RESOLVED, that the public hearing on a proposed Local Law Amending Chapter 18 Hawking and Peddling, Section 18-3 regarding requirements of licensees to adhere to the most current list of properties registered under the Do Not Knock Registry law as publicly available is hereby opened.

22. **CLOSE/CONTINUE PUBLIC HEARING / PROPOSED AMENDMENT TO CHAPTER 18 TOWN CODE / HAWKING AND PEDDLING / DO NOT KNOCK REGISTRY**

RESOLVED, that the public hearing on a proposed Local Law Amending Chapter 18 Hawking and Peddling, Section 18-3 regarding requirements of licensees to adhere to the most current list of properties registered under the Do Not Knock Registry law as publicly available is hereby closed or continued to _____.

23. **SEQRA DETERMINATION / LOCAL LAW / AMEND TOWN CODE CHAPTER 18 / HAWKING AND PEDDLING / DO NOT KNOCK REGISTRY**

BE IT RESOLVED, that the Town Board hereby declares itself to be Lead Agency under the New York State Environmental Quality Review Act , and finds that the adoption of the Local Law to amend Chapter by amending chapter 18 of the Town Code, entitled "Hawking and Peddling" to provide for license holders to consult the most up to date Do Not Knock Registry, which will be available online, and declares that this is a Type II action under SEQRA, with no further environmental review required.

24. ADOPT LOCAL LAW / AMEND TOWN CODE CHAPTER 18 / HAWKING AND PEDDLING / DO NOT KNOCK REGISTRY

BE IT RESOLVED, that the Town Board hereby adopts Local Law #____ of 2025 amending Chapter 18 of the Town Code of the Town of Orangetown entitled “Hawking and Peddling”, §18-13 “Do Not Knock Registry”, providing for licensees to consult the most up to date registry as available online on the Town’s website, as set forth more fully therein in the annexed Local Law.

**LOCAL LAW NO. __ OF 2025, AMENDING CHAPTER 18
OF THE TOWN CODE OF THE TOWN OF ORANGETOWN
ENTITLED “HAWKING AND PEDDLING” TO ADDRESS
UPDATED TO THE “DO NOT KNOCK REGISTRY”**

BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF ORANGETOWN AS FOLLOWS:

As amended, additions are underlined, ~~deletions are stricken.~~

Section 1 – Chapter 18 of the Code of the Town of Orangetown entitled Hawking and Peddling is amended to read as follows:

§ 18-13. Do Not Knock Registry. [Added 4-12-2016 by L.L. No. 3-2016]

- A. The Town Clerk shall prepare and maintain a list of addresses where the owner and/or occupant has notified the Clerk that hawking and peddling is not desired (hereinafter referred to as the "Do Not Knock Registry"). Notification shall be by completion of a form available at the Town Clerk's office during normal business hours. The list shall be updated as needed by the Town Clerk.
- B. Any owner and/or occupant requesting to be enrolled on the Do Not Knock Registry, pursuant to Subsection A hereof, may also obtain from the Town Clerk a decal for display at his/her/its premises, reflecting the premises enrollment on the Do Not Knock Registry. The decal need not be displayed at the subject property in order for the provisions of this Chapter to be effective or enforceable.
- C. The Town Clerk shall make available the then-current-Do Not Knock Registry to all licensees at the time the license to hawk and peddle is issued or renewed pursuant to the provisions of this chapter, as well as maintain the registry on the Town of Orangetown website or other publicly accessible media site maintained by the Town as determined by the Town Clerk. In addition, all licensees shall be required to consult, honor and adhere to the most current list of the Do Not Knock Registry as posted on the Town of Orangetown website or other accessible media site maintained by the Town, and as such Registry may be updated periodically by the Town Clerk's Office. It is the responsibility of the licensee to consult the most current list on the Town website or other publicly accessible media site, or consult with the Town Clerk's Office for the most current list, either in person, by phone, or via electronic mail, on any day that the licensee seeks to undertake hawking and peddling activities pursuant to a license issued under this Chapter. It shall be a violation of this chapter for any licensee to hawk or peddle or merchandise at any premises identified on the then-current Do Not Knock Registry or which displays a Do Not Knock decal.

Section 2. Authority

This proposed Local Law is enacted and adopted pursuant to NYS Municipal Home Rule Law §10, and in accordance with the procedures prescribed in NYS Municipal Home Rule §20.

Section 3. Severability

If any section, subdivision, paragraph, clause or phrase of this Local Law shall be adjudged invalid, or held to be unconstitutional, by any court of competent jurisdiction, any judgment or order made thereby shall not affect the validity of this Local Law as a whole, or any part thereof, other than the part or provision so adjudged to be invalid or unconstitutional.

Section 4. Effective Date

This Local Law shall take effect upon publishing and posting a copy in the manner prescribed by applicable laws, and upon filing a copy with the NYS Secretary of State.

AUDIT

25. PAY VOUCHERS

RESOLVED, upon the recommendation of the Director of Finance, Jeffrey Bencik, the Finance Office is hereby authorized to pay vouchers for a total amount of five (5) warrants (attached) for a total of **\$1,259,301.69**.

EXECUTIVE SESSION

26. ENTER EXECUTIVE SESSION

RESOLVED, at ____ pm, the Town Board entered Executive Session to discuss the proposed acquisition/sale/lease of real property when publicity might affect value.

ADJOURNMENTS

27. RE-ENTER RTBM / ADJOURNED / MEMORY

RESOLVED, at ____ pm, the Town Board re-entered the Regular Town Board Meeting and adjourned in memory of: