

**Agenda
Town of Southeast
January 3, 2008
Organizational Meeting 2008, 7:30 PM**

**John J. Dunford Civic Center
1360 Route 22, Brewster, New York 10509**

**Notation of Exits
Pledge of Allegiance**

- 1) Motion to Adopt Rules of Order – Roberts Rules of Order**
- 2) Motion to Adopt Town Board Meeting Dates – Thursdays**
- 3) Motion to Set Roll Call Voting Order of the Town Board - Seniority**
- 4) Motion to Designate Official Depositories for the Town of Southeast – Mahopac National Bank and/or other banks that may be need to be designated from time-to-time.**
- 5) Motion to Designate Official Newspaper – Putnam County Press & Journal News or any other as necessary.**
- 6) Motion to Set Town Board Committees – [Supervisor Appointments]**
 - Putnam County Liaison**
 - Brewster Village Liaison**
 - Watershed – Croton Plan**
 - IDA Liaison**
 - Special Districts**
 - Recreation**
 - Personnel**
 - Parking Facilities**
 - Cable**
 - Code Enforcement**
 - Landfill Closure**
 - Planning Board**
 - Zoning Board of Appeals**
 - Tonetta Lake Advisory Board**
 - Open Space Committee**
 - Recreation Advisory Board**

- 7) Announcement of Town Clerk's Appointments of Deputy Town Clerks**
- 8) Motion to Appoint Registrar of Vital Statistics**
- 9) Motion to Appoint Handicap Issuing Agent**
- 10) Motion to Appoint Records Management Officer**
- 11) Motion to Appoint Marriage Officer**
- 12) Motion to Appoint Town Historian**
- 13) Motion to Appoint Fire Inspector**
- 14) Motion to Appoint Safety Coordination Officer**
- 15) Motion to Designate Town Attorney**
- 16) Motion to Designate Town Engineer**
- 17) Motion to Appoint Delegate to Annual Association of Towns Meeting and Alternative**
- 18) Motion to Appoint Fixed Assets Officer**
- 19) Motion to Set Mileage Rate – Per IRS**
- 20) Motion to Appoint Standard Work Day – In Accordance with Union Contract**
- 21) Motion to Appoint the Dog Control Officer**
- 22) Motion to Accept the Amended Fee Schedule for 2008 and Special District Rates for 2008**
- 23) Motion to Authorize Putnam County to Levy Taxes**
- 24) Motion to Authorize Supervisor to Sign 2008 Sheriff Contract not to exceed 90-days.**
- 25) Motion to Appoint Parking Enforcement Officer**
- 26) Motion to Appointing the Following Board Seats**

- **Historic Sites Commission**
- **Board of Assessment Review**
- **Planning Board**
- **Library**
- **Zoning Board of Appeals**
- **Architectural Review Board**
- **Open Space Committee**
- **Tonetta Lake Advisory Board**

27) Motion to Appoint Open Space Committee Chairperson

28) Motion to Appoint Tonetta Lake Advisory Board Chairperson

29) Motion to Appoint Planning Board Chairman

30) Motion to Appoint Planning Board Vice-Chairman

31) Motion to Appoint Zoning Board Chairman

32) Motion to Appoint Zoning Board Vice-Chairman

33) Motion to Appoint Architectural Review Board Chairman

34) Motion to Appoint to Appoint Receiver of Taxes through 2011

35) Announcement of Receiver of Taxes Deputy

36) Appointment of Town Clerk to manage Town Board Meeting Agendas