

REORGANIZATION BY THE TOWN BOARD – 2024-2025

Appointment of Deputy Supervisor(s)

Supervisor Feiner moved the following appointments as Deputy Supervisor:

January through March	Councilwoman Joy Haber
April through June	Councilwoman Ellen Hendrickx
July through September	Councilwoman Gina Jackson
October through December	Councilman Francis Sheehan

Designation of Departments and Appointments as Department Heads, Deputies and Directors

Supervisor Feiner moved the following:

A. Parks and Recreation

Commissioner:	Joseph Lucasey
Deputy Commissioner:	Noel Broccoli

B. Public Works

Commissioner/Superintendent of Highways:	Richard Fon
Superintendent of Public Works:	Brian Simmons

Town Engineer:	Jason Coppola
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C. Animal Control

Director:	Sgt. Benjamin Fontanilles
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D. Building

Department Head/Building Inspector:	Frank Morabito
Deputy Building Inspector:	Elizabeth Gerrity
Fire Marshal:	Frank Morabito

E. Comptroller

Comptroller:	Roberta Romano
Deputy Comptroller:	Sheri Porcello

F. Town Clerk

Deputy Town Clerk (Appointed by Town Clerk)	Luis Beltran
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G. Legal

Department Head/Town Attorney:	Joseph Danko
Deputy Town Attorneys:	Amanda Magana (First Deputy)
	Edward Lieberman
	Richard Marasse
	Margaret Taglia

H. Tax Department

Deputy Receiver of Taxes (Appointed by Tax Receiver)	Mary Shannon
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I. Department of Community Resources

Commissioner:
Deputy Commissioner:

Terrance Jackson
David Reggina

J. Community Development and Conservation

Commissioner:
Deputy Commissioner:
Secretary to the Zoning Board of Appeals:
Forestry Officer:

Garrett Duquesne
Aaron Schmidt
Kyra Jones
Sven Hoeger

K. MIS

System Manager
Cable Access Director
Assistant Cable Access Director

Peter Asp
Janelle Wallace
Terence Brosnan

L. Department of Human Resources

Under Development

M. Purchasing

Director

David Ryan

N. Town Historians

Co-Town Historian
Co-Town Historian

Felicia Barber
Riley Wentzler

Appointment of Parliamentarian

Supervisor Feiner moved the following:

RESOLVED, that the Town Attorney, or in the absence of the Town Attorney, the 1st Deputy Town Attorney or designee be and hereby is appointed Parliamentarian.

Appointment of Registrar of Vital Statistics:

Supervisor Feiner moved the following:

Registrar
Deputy Registrar (Appointed by Registrar)

Lisa Maria Nero
Luis Beltran

Salary and Payroll Procedures

Supervisor Feiner moved the following:

RESOLVED, that salaries of all public officials and employees of the Town of Greenburgh be and they shall be paid bi-weekly except where a collective bargaining agreement between the Town and a recognized employee bargaining unit may provide otherwise; and

BE IT FURTHER RESOLVED, all Town employees covered by collective bargaining agreements shall be paid in accordance with such agreements and all Town employees not covered by collective bargaining agreements shall be paid as called for in the budget except as this Board may otherwise determine in an individual case and the Comptroller be and is hereby authorized and directed to make such payments; and

BE IT FURTHER RESOLVED, that the Supervisor and Comptroller hereby are authorized, at their discretion, to co-sign any and all checks by check-signer or similar mechanical device.

Designation of Newspapers

Supervisor Feiner moved the following:

WHEREAS, Section 52-a of Town Law authorizes and empowers the Greenburgh Town Board to designate as the official newspaper of the town any newspaper regularly published in the town if such newspaper has been entered as second class mail matter; and

WHEREAS, Section 52-a of Town Law authorizes and empowers the Greenburgh Town Board to have the option to designate as its official newspaper any newspaper published in the county if such newspaper has general circulation in such town; and

WHEREAS, pursuant to Section 52-a, if the Town Board does not designate an official newspaper, the Town Board may authorize the publication of a notice, resolution or ordinance in any newspaper which could be designated as the official newspaper of the town and such authorization shall be deemed a designation of such newspaper as the official newspaper of the town for the purpose of such publication; and

WHEREAS, Section 52-a of Town Law also authorizes and empowers additional newspapers published in the English language to be designated for the publication of such notices, resolutions and ordinances at the option of the town board; and

WHEREAS, any designation by the Greenburgh Town Board pursuant to the foregoing provisions shall be deemed sufficient authority for designation of any such newspaper by any board, agency, commission or authority of the town for any publication of notice or resolution required by law unless the town board in its discretion shall clearly indicate otherwise; and

WHEREAS, this Board is desirous of providing the widest possible circulation for its official publications and or regulating its procedure so as to enhance public awareness of its activities,

NOW, THEREFORE, BE IT RESOLVED, that the Town of Greenburgh shall have no official newspaper;

AND, BE IT FURTHER RESOLVED, that the following newspapers shall be and each is hereby designated as newspapers regularly published in the Town or regularly published in Westchester County with general circulation in the Town and are acceptable for the publication of town notices, resolutions and ordinances required to give due circulation:

The Journal News
Rivertowns Enterprise

Westchester County Press
The Scarsdale Inquirer

AND, BE IT FURTHER RESOLVED, the Town may also use the following newspapers if proof, acceptable to the Town Attorney, is provided that the newspapers are in general circulation in the Town and are acceptable for the publication of town notices, resolutions and ordinances required to give due circulation:

Hudson Independent

River Journal

Westchester Hispano

Establish Day and Time of Meeting

Supervisor Feiner moved the following:

RESOLVED, that regular meetings of this Town Board shall be held on the second and fourth Wednesdays of each month (except during the months of July and August when the Town Board may schedule one meeting) in the Meeting Room of Greenburgh Town Hall. Such meetings shall commence at 7:30 PM, or as soon as possible thereafter, except when the Board convenes at 7:00 PM to interview members of sub-committees of the Town Board; and

BE IT FURTHER RESOLVED, that Work Sessions of this Town Board shall be held on Tuesdays of each month in the Auditorium of Greenburgh Town Hall commencing at 5:15 PM or as soon thereafter as practicable; and

BE IT FURTHER RESOLVED, that this does not preclude the calling of special meetings or work sessions on alternate dates if due notice is given therefore and the circumstances warrant.

Designation of Depositories

Supervisor Feiner moved the following:

RESOLVED, effective on January 1, 2008, that pursuant to Section 64, Subdivision 1, of the Town Law, the following named banks and/or trust companies be and they are hereby designated as depositories of the Town of Greenburgh for the calendar years 2022 – 2023 and that funds of said Town deposited with each of the banks and/or trust companies named below be and they are subject to withdrawal upon checks, notes, drafts, bills of exchange, of acceptances, undertaking, order for the payment of money, or other instruments of whatsoever nature for the withdrawal of funds, when drawn on the respective depository and signed on behalf of the Town of Greenburgh by both (1) the Supervisor, Paul J. Feiner, of said Town or the Councilmember appointed by the Supervisor as Deputy Supervisor for that time period; and (2) the Comptroller of said Town or the Deputy Comptroller of said Town, each signing their respective authorized signatures:

JP Morgan Chase
 TD Bank N.A.
 Webster Bank

AND, BE IT FURTHER RESOLVED, that Lisa Maria Nero, Town Clerk, or Luis Beltran, Deputy Town Clerk, of the Town of Greenburgh be and they are authorized to certify and deliver to said depositories a copy of this resolution along with certified signatures of the designated officers and persons of the Town of Greenburgh, and that said depositories may recognize and deal with the officers or persons signing with authorized signatures whose names are so set forth and otherwise act upon the authority of this resolution until the receipt by said depositories of a signed resolution of the Town Board of the Town of Greenburgh to the contrary.

Resolution to Re-Affirm Town Departmental Petty Cash Balances

Supervisor Feiner moved the following:

WHEREAS, Section 64 of Town Law provides the authority for the Town Board to establish petty cash funds to any officer or department head within the Town, and

WHEREAS, petty cash funds, including funds maintained to make change, are deemed necessary for emergency small dollar purchases and in the performance of departmental operations to benefit those patrons utilizing Town facilities and/or services but do not have exact change in order to complete the transaction, and

WHEREAS, the Town Comptroller’s Office has reviewed the current petty cash balances maintained by certain departments within the Town and has found those balances to be reasonable and the procedures and controls regarding petty cash to be adequate in each of these departments.

NOW, THEREFORE BE IT RESOLVED, that the Town Board re-affirms the Town’s departmental petty cash balances as follows:

Department Fund	Head of Operating Division	Petty Cash
Central Services	Town Comptroller	\$ 100
Town Justices	Court Clerk	\$ 100
Town Clerk	Town Clerk	\$ 100
Tax Collection	Receiver of Taxes	\$ 200
Town Attorney	Town Attorney	\$ 100
Police	Chief of Police	\$ 200
Building	Building Inspector	\$ 50
Public Works	Commissioner	\$ 200
Parks & Recreation	Commissioner – Administration	\$ 200
Parks & Recreation	Recreation Supervisor – Registration	\$ 125
Parks & Recreation	Recreation Supervisor – Aquatics (front gate)	\$ 200
Parks & Recreation	Recreation Specialist – Tennis	\$ 50
Water	Assistant Superintendent – Water/Sewer	\$ 150
Water	Receiver of Taxes	\$ 40
Library	Director – Administration	\$ 250
Library	Librarian III – Circulation	\$ 145
Library	Librarian II – Reference	\$ 20
Library	Librarian II – Children’s Library	\$ 20
TDYCC	Roller Skate Program	\$ 50
TDYCC	TDYCC – Petty Cash	\$ 200
TDYCC	TDYCC – Registration Desk	\$ 75

Resolution to Re-Affirm the Balances in the Police Investigations Fund

Supervisor Feiner moved the following:

WHEREAS, the Town of Greenburgh Comptroller’s Office, in a previous year, has forwarded a balance in the amount of \$2,000 to the Detective Division of the Greenburgh Police Department, and

WHEREAS, these funds are used by the Greenburgh Police Department and maintained by the Captain of the Detective Division who approves all disbursements out of *the fund*, and

WHEREAS, many of the disbursements out of this fund are confidential as to the police investigation to which it relates and disbursements must be made to third parties in the form of cash payment, and

WHEREAS, the Town Comptroller’s Office has reviewed the current balance and has found it to be reasonable and the procedures and controls regarding the investigations fund to be adequate.

NOW, THEREFORE BE IT RESOLVED, that the Town Board re-affirms the balance in the Police Investigations Fund in the amount of \$2,000.

Resolution Reaffirming and Amending the Investment Policy of the Town of Greenburgh

WHEREAS, General Municipal Law §39.1 requires the Town to annually review its officially adopted Investment Policy;

WHEREAS, the Town Comptroller has made this annual review of said policy, last amended on January 22, 2014 and re-affirmed on June 14, 2022;

WHEREAS, Section VI of the Town’s Investment Policy reflect the banks and trust companies authorized for the deposit of moneys;

NOW, THEREFORE BE IT RESOLVED, that Section VI of the Town’s Investment Policy be amended to read as follows:

The banks and trust companies authorized for the deposit of moneys, including certificates of deposits, up to the maximum amount shown, are:

Depository Name	Maximum Amount
JP Morgan Chase	\$125,000,000
TD Banknorth, N.A.	\$125,000,000
Webster Bank	\$125,000,000

Supervisor Feiner moved the following appointments of Town Board Liaisons to various committees, boards, and groups:

Assignments to Sub-Committees of Town Board (Liaison To)

Antenna Review Board	Councilman Sheehan
Arts and Culture Committee	Councilwoman Jackson
Board of Trustees, Greenburgh Public Library	Councilwoman Hendrickx
Cable Television	Councilman Sheehan & Councilwoman Jackson
Community Action Program	Councilwoman Haber
Community Development Block Grant	Councilwoman Hendrickx
Conservation Advisory Council	Councilwoman Hendrickx
Greenburgh Health Center	Councilwoman Jackson
Greenburgh Housing Authority	Councilwoman Haber
Greenburgh Human Rights Advisory Committee	Councilwoman Haber & Councilman Sheehan
Greenburgh Nature Center	Councilwoman Hendrickx
Greenburgh Town Court	Councilwoman Haber
Hartsdale Public Parking District	Supervisor Feiner
Historic and Landmarks Preservation Board	Councilwoman Hendrickx
Parks and Recreation Advisory Board	Councilwoman Hendrickx
Planning Board	Councilman Sheehan
Police/Community Advisory Commission	Councilwoman Jackson
Theodore D. Young Community Center Advisory Board	Councilwoman Haber
Lois Bronz Children’s Learning Center	Councilwoman Haber
Veteran’s Advisory Board	Supervisor Feiner
Village Affairs	Councilman Sheehan & Rotating Town Board Member
Westchester Community Opportunity Program, Inc.	Councilwoman Haber
Zoning Board of Appeals	Councilman Sheehan
Zoning Ordinance Revision Committee (Chair)	Councilman Sheehan

Assignments to Town Departments

- Assessor – Councilman Sheehan
- Attorney – Councilman Sheehan
- Building – Councilman Sheehan
- Community Development – Councilman Sheehan
- Community Resources – Councilwoman Haber
- Comptroller – Councilman Sheehan
- Court – Councilwoman Haber
- DPW – Councilwoman Jackson
- MIS – Councilman Sheehan
- Parks & Recreation – Councilwoman Hendrickx
- Philanthropy – Councilwoman Hendrickx
- Purchasing – Councilwoman Jackson

Appointment of Marriage Officers

Supervisor Feiner moved the following be appointed as Marriage Officers, and their contact information be posted on the Town’s Web site if requested:

- Paul Feiner
- Joy Haber
- Ellen Hendrickx
- Gina Jackson
- Francis Sheehan
- Lisa Maria Nero
- Joseph Danko
- Diana Juettner
- Alfreda Williams
- Millie Ortiz Sheehan (English/Spanish)
- Lee Kinnally

Appointment of Constable

- Frank Morabito

Town Board Meeting Rules and Procedures

See Attached