


George Latimer  
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Domestic Violence Council:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Susan I. Kettner, Esq., 89 Taymil Road, New Rochelle, New York as an at-large member of the Westchester County Domestic Violence Council, for the term November 4, 2021 to December 31, 2023.

Given under my hand  
and seal this 4<sup>th</sup> day  
of November, 2021.



George Latimer  
County Executive

Office of the County Executive

Michaelian Office Building  
148 Martine Avenue  
White Plains, New York 10601

Email: [CE@westchestergov.com](mailto:CE@westchestergov.com)  
Telephone: (914)995-2900

[westchestergov.com](http://westchestergov.com)

George Latimer  
County Executive

November 4, 2021

Ms. Susan I. Kettner, Esq.  
89 Taymil Road  
New Rochelle, NY 10804

Dear Ms. Kettner,

It is my pleasure to appoint you to serve as an at-large member of the Westchester County Domestic Violence Council, effective today, Thursday, November 4, 2021, pursuant to the Laws of Westchester County §277.601. This appointment is for a term to expire on December 31, 2023.

Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office and file it with the County Clerk prior to the next Domestic Violence Council meeting, and provide this office with a copy within 30 days. Please contact the Westchester County Office for Women at (914) 995-5972 for the date, place, and time of the Domestic Violence Council's upcoming meeting for your participation.

When you have filed your Oath of Office, a Resolution to confirm your appointment will be submitted to the County Board of Legislators. As part of the confirmation process, you may be called before the Board to be interviewed.

Pursuant to Local Law, as a member of a Westchester County Board and/or Commission, you are responsible for adhering to the requirements of our Code of Ethics, which includes the annual filing of a financial disclosure statement with the County Board of Ethics. A financial disclosure form is attached.

Warmest wishes for a successful tenure.

Very Truly Yours,



George Latimer  
Westchester County Executive

GL/tts

cc: Honorable Board of Legislators  
Robin Schlaff, Director – Office for Women  
Joan McDonald, Director of Operations

Office of the County Executive

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Telephone: (914)995-2900

[westchestergov.com](http://westchestergov.com)

**SUSAN KETTNER**  
89 Taymil Road  
New Rochelle, NY 10804

(914) 912-6778  
[kettnerlaw@aol.com](mailto:kettnerlaw@aol.com)

### **EDUCATIONAL BACKGROUND**

Benjamin N. Cardozo School of Law  
New York, New York

J.D., June, 1986

The Catholic University of America  
Washington, D.C.

B.A., May, 1972

**SENIOR ASSISTANT COUNTY ATTORNEY**  
Litigation Bureau

January, 2021-Present

#### **Medicaid Recovery**

Presently representing Westchester County Department of Social Services ("WCDSS") in all aspects of Medicaid Recovery; in the Supreme Courts and Surrogate's Courts in the greater metropolitan area; Representing Adult Protective Services ("APS") in Mental Hygiene Article 81 Guardianship Proceedings ; Representing WCDSS Commissioner as Statutory Guardian in all SCPA 17-A Guardianship cases; and Foster Care School Funding Litigation; Providing advisory opinions to APS and representing APS in obtaining Access Order for vulnerable adults and other related proceedings.

### **PRESIDING JUDGE IN COURT OF CRIMINAL AND CIVIL JURISDICTION**

**WESTCHESTER COUNTY COURT JUDGE (Acting)** 2018-2020

Appointed by Administrative Judge, Kathie E. Davidson to preside over Misdemeanor Domestic Violence Cases in Westchester County Court, as a Newly-Created Part of the Integrated Domestic Violence Court. Presided over numerous misdemeanor and lower-level felony DV cases.

**CITY COURT JUDGE** 2011-2020  
New Rochelle City Court

#### **Criminal Jurisdiction:**

Designated Presiding Judge of the DWI Part by former Administrative Judge, Alan Scheinkman: Presided over all Pre-Trial Suppression Hearings, Bench Trials, Plea Negotiations, Misdemeanor Jury Trials, Sentencing and Violations of Probation

General Misdemeanor Part: Presided over Plea Negotiations, Jury Trials, Bench Trials and Pre-Trial Suppression Hearings. Drafted Decisions and Orders.

Raise the Age: Presided over remote arraignments in the RTA Part as an Accessible Magistrate and Acting County Court Judge during the Pandemic.

**Civil jurisdiction:**

Landlord/Tenant: Presided over Residential and Commercial Non-Payment Cases, Holdover Cases and Post-Foreclosure Eviction Cases; Worked with Landlords and Tenants to Negotiate Settlements; Conferenced Cases and Presided over Bench Trials; Engaged in Extensive Motion Practice; Drafted Decisions and Orders; Guided the Parties through the recent sweeping legislative changes in landlord/tenant law and the frequent Gubernatorial Executive Orders necessitated by the Pandemic

Debtor/Creditor, Breach of Contract and Small Claims Cases:  
Conferenced and Settled Cases; Extensive Motion Practice; Issued Decisions and Orders; Presided over Bench Trials

**Municipal and Zoning Code matters and Vehicle and Traffic:**

Presided over a voluminous City Code Calendar, encompassing the areas of Municipal Code Violations, ranging from quality-of-life offenses to Building Code and Zoning Code Violations, affecting the health, safety, and welfare of the community-at-large. Presided over bench trials and drafted Decisions and Orders; extensive motion practice regarding interpretational issues.

**Vehicle and Traffic Calendar:**

Presided over busy Vehicle and Traffic Calendar.  
Created and promulgated a "Vehicle and Traffic Plea Agreement" and "Parking Plea Agreement" designed to ensure that all parties entering into a plea agreement understood the terms of the agreement, and specifically the Constitutional rights parties were waiving by entering into a plea agreement. This form continues to be used by all judges in the New Rochelle City Court. Engaged in extensive motion practice regarding alleged law enforcement deficiencies potentially rendering vehicle and traffic tickets Constitutionally infirm; Presided over numerous bench trials

**LEGAL EXPERIENCE**

**Kettner & Kettner**  
**New Rochelle, New York**  
**Practice Areas:**

**1990-2010**

***Article 81 Mental Hygiene Guardianship.*** Extensive litigation experience in complex Guardianship matters since inception of MHL Article 81 in 1994; Privately Retained and/or appointed by the Court to serve as: Attorney for Petitioner, Court Evaluator, Counsel to "AIP", Counsel to Cross-Petitioner/ Intervenor, Counsel to Guardian, and Special Guardian to the AIP. Experience in Estate Planning/ Medicaid and disability planning; Spousal Refusals and Medicaid workouts with Westchester County; Handled varied real property matters on behalf of the AIP, including Landlord/Tenant, Real Estate Contracts and Sales, Partition proceedings; Land Use and Zoning; Some Court-appointed cases necessitated out-of-state and foreign travel to

meet with an "AIP" and their facility treatment professionals; Reviewed and interpreted Canadian estate planning documents drafted in French and reported findings to the Court.

**Trust and Estates.** Probate/ administration proceedings (Contested and Uncontested) in the Surrogates' Courts in Westchester, Queens, Rockland, and Kings Counties; Broad range of experience serving as Court-appointed *Guardian ad Litem*, representing persons under disabilities, and as counsel to estate fiduciaries; preparation and filing estate tax and fiduciary tax returns. Represented numerous families in SCPA Article 17-A cases.

**Other Litigation.** Real property matters: partition, zoning issues, and landlord tenant matters, commercial tax certiorari.

**Transactional Practice:** Estate planning/wills and trusts, Medicaid planning, powers of attorney, commercial and residential real estate contracts, and sales.

#### PROFESSIONAL COMMITTEES AND COMMISSIONS

<b>New Rochelle Board of Appeals for Zoning</b> Chair; Member	2005-2010
<b>New Rochelle Bar Association</b> President; Member of the Board	1993-2014

#### PROFESSIONAL/ COMMUNITY-BASED ACTIVITIES:

Small Claims Arbitrator, New Rochelle City Court	1994-2010
Lawyers in the Classroom, New Rochelle Bar Association Program for local fifth grade classes focusing on the Fourth Amendment, Search and Seizure; Presided over annual mini moot court	2013-2017

CLE Lecturer, Sponsored by the New Rochelle Bar Association:	
Small Claims Court Lecturer	2012
Mental Hygiene Law and Article 81 Guardianship	2007

Lecturer	"Inside City Court"	2017
	Informational lecture to the public as part of the New Rochelle Library Series of "Law at the Library Series" regarding the inner workings of the City Court.	

Zoning Law and Effective Neighborhood Advocacy. 2005-2010  
Lecture series as Chair of the Zoning Board of Appeals and meeting with various neighborhood associations monthly to familiarize local citizens

with the work of the zoning board and to demonstrate the importance of zoning.

Pace Law School, Land Use Leadership Alliance (LULA)  
Mayors' Roundtable Conference, New Rochelle delegate.

4-6/09

### **MEMBERSHIPS**

New York State, First Department  
New Jersey (voluntary resignation in good standing)  
US District Courts, Eastern and Southern Districts of NY  
Supreme Court of the United States  
New Rochelle Bar Association,  
Westchester County Bar Association  
Westchester Women's Bar Association  
Westchester County Black Bar Association  
New York State Bar Association

### **COMMUNITY ACTIVITIES**

New Rochelle Irish Benevolent Society  
New Rochelle Historical Society  
NAACP-National  
New Rochelle Council on the Arts

**COUNTY OF WESTCHESTER  
OATH OF OFFICE**

**For Appointees to County Boards and Commissions**

STATE OF NEW YORK )  
 ) ss.:  
COUNTY OF WESTCHESTER )

I, Susan I. Kettner do solemnly swear (or affirm) that I will support  
(Print or Type Name)

the constitution of the United States, and the constitution of the State of New York, and that I will  
faithfully discharge the duties of the office of Member at-large of in and for the  
Westchester County

County of Westchester, according to the best of my ability. Domestic Violence Council

*This form was executed in Westchester County*  
Date: 11/12/2021 \_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this 12<sup>th</sup> day of November,  
2021.  
\_\_\_\_\_  
(Signature)  
Naile Hoxhaj  
(Print or Type Name)  
Notary Public  
(Title of Official Administering Oath)

NAILE HOXHAJ  
Notary Public, State of New York  
No. 01HQ6131068  
Qualified in Putnam County  
Commission Expires July 25, 2025

Mail original Oath of Office to Office to Andrew Ferris, Office of the County Executive, 148 Martine Ave., Room 916D, White Plains, NY 10601 for filing within thirty (30) days of the commencement of the term of office or the notice of appointment.