

**TOWN BOARD ORGANIZATIONAL MEETING
THURSDAY, JANUARY 3, 2008, 7:30 P.M.**

Present: Kitty Brown, Jane Ann Williams, Nick Cartagena, David Lewis, Toni Hokanson

Supervisor Hokanson called the meeting to order at 7:39 p.m. with the Pledge of Allegiance.

Public Input:

Announcements:

Agenda Adoption:

Delegation of Administrative Duties to the Supervisor

Councilwoman Brown made a motion, seconded by Councilman Cartagena to adopt the following resolution delegating administrative duties to the supervisor.

Pursuant to Town Law, Section 29 (16), Resolved that the Town Board of the Town of New Paltz hereby authorizes and delegates to the Town Supervisor powers and duties of day to day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.

All aye votes cast, motion carried.

Attorney(s) for the Town:

Supervisor Hokanson made a motion, seconded by Councilwoman Williams recommended that Joseph Moriello, Esq. of the law firm of DiStasi & Moriello and Councilman K. Gordon, Esq. be re-appointed as Attorney(s) for the Town.

All aye votes cast, motion carried.

The Supervisor is authorized to assign legal matters to attorneys on a case by case basis.

Other Legal Representatives:

Supervisor Hokanson made a motion that the following Attorneys be re-appointed as counsel to the town: William Wallins, Esq. of Roemer Wallens & Mineaux for labor; Andrew Kossover, Esq. of the Kossover Law Firm for general legal services, George Lithco, Esq of Jacobowitz & Gubits & George A. Rodenhausen, Esq. of Rapport, Meyers, Whitbeck, Shaw & Rodenhausen, LLP for land use, zoning & planning, Jon Simonson, Esq. for zoning. Seconded by Councilwoman Brown, all aye votes cast, motion carried.

Engineer for the Town:

Supervisor Hokanson made a motion, seconded by Councilman Cartagena that Councilman Clouser be re-appointed as Engineer for the Town. All aye votes cast, motion carried.

Official Newspaper:

Supervisor Hokanson made a motion, seconded by Councilman Lewis that the New Paltz Times be designated as the official newspaper of the Town. All aye votes cast, motion carried.

Fees:

_____ made a motion, seconded by _____ to adopt the Landfill Fees as presented. (Copy attached to minutes).

All aye votes cast, motion carried.

Tabled until next meeting

A motion was made by Councilwoman Brown, seconded by Councilwoman Williams to adopt the proposed Town Clerk fees and licenses fees, which are included as part of these minutes. All aye votes cast, motion carried.

Councilman Lewis made a motion, seconded by Councilwoman Brown that the Building Department fees, Planning Board fees, copy fees (\$.25) be adopted and included as part of these minutes. All aye votes cast, motion carried.

Councilman Cartagena made a motion, seconded by Councilwoman Williams to adopt "Parkland Deposit" fees to \$5500, paid when final approval is given by the Planning Board for each new lot or housing unit created with the exception of Accessory apartments, which shall be \$1000. All aye votes cast, motion carried.

Supervisor Hokanson made a motion, seconded by Councilwoman Brown that a Fifteen Dollar (\$15.) fee be charged for all returned checks. The Bank has waived fees from the Town, and this fee reimburses the Town for administrative costs only. All aye votes cast, motion carried.

Councilwoman Williams made a motion, seconded by Councilman Lewis that the Town Supervisor be empowered to invest funds in the Official Depositories, and that all certificates of deposit be covered by pledged government securities in the amount of the certificates of deposit or approved State Collateral. These must be placed in escrow accounts in another bank or placed in a safe deposit box under the Town Board control. All aye votes cast, motion carried.

Meetings:

Councilwoman Brown made a motion, seconded by Councilman Cartagena that the 3rd and 4th Thursday of each month be designated as Town Board business meetings. Meeting dates in conflict with national or religious holidays (i.e. Passover, Thanksgiving, Christmas) will be determined at a later date. All aye votes cast, motion carried.

Councilman Lewis made a motion, seconded by Councilwoman Brown that the Town Board meetings will begin at 7:30 p.m. and that a Preliminary Agenda be ready by 5 p.m. on the preceding Tuesday. Public Hearings will generally begin at 7:00 p.m. (unless otherwise noticed) with the Board meeting following. All aye votes cast, motion carried.

Supervisor Hokanson made a motion to adopt the resolution adopting Rules of Order to the Town Board for Town Board Meetings: Seconded by Councilwoman Brown. All aye votes cast, motion carried.

Personnel Handbook:

Councilman Cartagena made a motion, seconded by Councilwoman Williams, to adopt the Personnel Policy Handbook (including Discriminatory Harassment Policy) as revised January 2006, as advised by labor attorney.. All aye votes cast, motion carried.

Supervisor Hokanson made a motion, seconded by Councilwoman Williams that each employee not governed by a contract negotiated by a collective bargaining unit shall be governed by the Personnel Policy Handbook. The Personnel Policy Handbook shall be reviewed annually by the Town Board. All aye votes cast, motion carried.

Holidays

Councilwoman Williams made a motion, seconded by Councilman Cartagena that all Town employees not covered by a collective bargaining unit contract shall be paid for holidays adopted at The Town of New Paltz organizational meeting. 2008 Holiday list attached to minutes. All aye votes cast, motion carried.

General Personnel Policies:

Supervisor Hokanson made a motion, seconded by Councilwoman Williams to adopt the following policy regarding Equal Opportunity and Affirmative Action:

The Supervisor shall be Responsible for Analyzing the distribution of Minorities in the Town Labor Force and setting goals for better utilization of all segments of the population. She shall be assisted by the Personnel Committee, recommend a program to assure Equal Opportunity for

employment, promotion and career development to all staff on an ongoing basis. Records shall be kept from which Equal Opportunity, for employment, promotion and career development have been offered and used by employees. The Secretary to the Supervisor shall be designated to do this record keeping.

Goals:

Plans will be developed with each individual in relation to His/Her education, experience and job assignment. This will include on the job development and an opportunity to attend educational events. When a vacancy occur all agencies assisting minority groups will be notified. All aye votes cast, motion carried.

Councilwoman Williams made a motion, seconded by Councilwoman Brown that Department Heads and Elected officials, when requested will make reports at the Regular Monthly Town Board Meetings and that the Supervisor can request additional reports from department heads at any time, and the written reports be submitted to the Supervisor and the Town Board by the fifteenth day of each month. All aye votes cast, motion carried.

Councilwoman Brown made a motion, seconded by Councilwoman Williams that the Town Board hereby fix salaries of the following Elected Town officers for the year beginning January 1, 2008 at the amount respectively stated below:

Town Supervisor.....	\$46,215.20
Deputy Supervisor.....	\$11,820.00
Town Councilpersons (3).....	\$6,620.00
Town Highway Supt.....	\$42,316.60
Town Clerk.....	\$38,615.00
Town Justices (2).....	\$56,000.00

(All such salaries paid bi-weekly by the Town Supervisor)

All aye votes cast, motion carried.

Councilman Lewis made a motion, seconded by Councilman Cartagena that the following salaried positions be paid the salary adopted and approved by the Town Board for the year beginning January 1, 2008:

Assessor.....	\$26,000
Building Inspector I.....	subject to contract negotiations
Building Inspector II.....	\$48,500
Recreation Director.....	\$26,169.47
Youth Center Director.....	\$47,234.35

(All such salaries paid bi-weekly by the Town Supervisor)

All aye votes, motion carried.

Councilman Cartagena made a motion, seconded by Councilwoman Williams that all hourly paid Town employees, not bound by other contracts, receive time and a half for overtime (over 40 hours in a given week). In the event any employee is called back after work for overtime she/he will receive a minimum of two (2) hours pay. All aye vote cast, motion carried.

Supervisor Hokanson made a motion, seconded by Councilwoman Williams to set the rate of \$5.00 per hour for the Assessment Board of Review members to be paid upon the submission of a voucher with the approval of the Chairman of the Board.

All aye votes cast, motion carried.

Councilwoman Williams made a motion, seconded by Councilman Cartagena that all Town employees be allowed current IRS Standard Mileage rates per mile for the use of their car on town business, upon the submission of a voucher that has been approved by their department head. All aye votes cast, motion carried.

Councilwoman Brown made a motion, seconded by Supervisor Hokanson that Jury Fees shall be \$5.00 for serving, and \$1.00 for summons for Jury Duty. The Board shall pay for services for Court Stenographer fees in Criminal Actions only, including preliminary hearings and/or examinations. All aye votes cast, motion carried.

Cash Funds:

Councilman Lewis made a motion, seconded by Councilperson Councilwoman Brown that the Tax Collector retain a \$150.00 petty cash fund.

All aye votes cast, motion carried.

Councilman Cartagena made a motion, seconded by Councilwoman Brown that the Youth Center retain a \$50.00 petty cash fund. All aye votes cast, motion carried.

Supervisor Hokanson made a motion, seconded by Councilwoman Williams that the Recycling Center retain a \$100.00 petty cash fund. All aye votes cast, motion carried.

Councilwoman Brown made a motion, seconded by Councilman Cartagena that the Building Department retain a \$50.00 petty cash fund. All aye votes cast, motion carried.

Councilman Lewis made a motion, seconded by Councilman Cartagena that the Building & Grounds Department retain a \$50.00 petty cash fund. All aye votes cast, motion carried.

Safety Program:

Councilman Cartagena made a motion, seconded by Councilwoman Williams that: The Town of New Paltz resolve to continue the Safety Program for the benefit of all employees. Each Department Head shall inform her/his employees of the provisions of the Safety Codes at her/his respective work location, and safety concerns will be brought to the Office of the Supervisor. Furthermore, Material Safety Data Sheets (MSDS) will be prominently available for all chemical substances stored within Town Hall, in the Highway Garage, in the Building & Grounds Department, at Moriello Pool, and in all other locations as required by the Occupational Safety and Health Administration (OSHA). All aye votes cast, motion carried.

Appointments:

Tax Collector:

Supervisor Hokanson made a motion, seconded by Councilwoman Brown that Marian Cappillino be appointed as Tax Collector at a salary to be included in the Town Clerk salary. All aye votes cast, motion carried.

Registrar of Vital Statistics:

Councilwoman Williams made a motion seconded by Supervisor Hokanson that Marian Cappillino be appointed as Registrar of Vital Statistics at no pay. All aye votes cast, motion carried.

Town Clerks Appointments:

Town Clerk Marian Cappilino appointed Mary Ann Liggan and Rosanna Mazzaccari as Deputy Clerks to be paid an hourly rate as per the salary schedule. All aye votes cast, motion carried.

Supervisors Appointments

Supervisor Supervisor Hokanson designates/appoints the following:

Councilwoman Williams as Deputy Supervisor to be compensated as listed in the 2008 Adopted Budget.

Guy Visk as Confidential Secretary to be compensated at a rate of \$30,748.80.

Dr. Alfred Marks as Town historian, paid \$1000 per annum plus operating costs upon the submission of a voucher.

Dog Control Officer:

Councilwoman Williams made a motion, seconded by Councilwoman Brown to appoint Jill Shufeldt as Dog Control Officer at the annual salary of \$14,600. All aye votes cast, motion carried.

Welfare Officer:

Councilwoman Brown made a motion, seconded by Councilman Lewis that Supervisor Hokanson be appointed as Welfare Officer for 2008 and Guy Visk be appointed as assistant Welfare Officer. They will share the annual salary of \$6,069. All aye votes cast, motion carried.

Procedures for Making Appointments to Committees, Commissions & Boards:

Councilman Lewis_ made a motion, seconded by Councilwoman Williams to adopt the following procedures for filling vacancies~~as so~~:

1. Procedure at Expiration of Term of Office:

~~In the case of an expiration of~~ When the term of office ~~of an appointee expires~~, the Deputy Supervisor will contact the individual whose term ~~it is to expire and to~~ ascertain ~~whether or not if~~ she/he wishes to be considered for re-appointment.

If the person ~~declines-accepts~~ the invitation to be considered for re-appointment the Town Board will ~~make a decision as to~~ whether or not the re-appointment will be made. ~~In the event~~Should the Town Board decides to seek additional applications, the ~~following regular~~ procedure for ~~the~~ filling of vacancies, defined below, will be followed.

2. Procedure for Resignations Prior to Expiration of Term of Office:

When a vacancy exists due to resignation prior to termination of term of office, the Chairman, of the Committee, Board or ~~the~~ Commission, will notify the Deputy Supervisor in writing. The Deputy Supervisor will inform the Supervisor and ask that it be put on the Town Board agenda to accept said resignation. The supervisor will notify the person that the resignation was accepted. The Supervisor will add his/her thanks for their contribution to the Town. The regular procedure for filling ~~of~~ vacancies will be ~~as~~ followed.

3. Procedure for Filling of Vacancies:

The Deputy Supervisor will prepare a press release notifying the newspapers of the vacancy and requesting ~~that~~ they ~~newspapers~~ notify the community. The Chairman of the Committee, Board or ~~the~~ Commission, for which there is a vacancy will be notified. The Notices will identify the vacancy, specify the term of office and request a resume of anyone interested. The notice will also give a deadline ~~when by which~~ these resumes are to be received.

The entire Town Board will review resumes of, schedule appointments for and hold interviews ~~with for appointments~~ applicants to the Planning Board, Zoning Board of Appeals, Board of Police Commissioners and Board of Ethics. Members of the respective ~~respective~~ Board will also be invited to attend interviews. For other committees the respective group will review the applications and make a recommendation to the Town Board. The Town Board will vote on all appointments. All aye votes cast, motion carried.

Election personnel fees to be paid by the County. Should they require reimbursement from the Town, it shall be according to the following schedule:

Election Inspectors:	
Election Day.....	\$200.00
Primary Day.....	\$125.00
Registration Day.....	\$ 75.00
Custodians:	
Election Day.....	\$275.00
Primary Day.....	\$275.00
Party Chairmen	
Election Day.....	\$130.00
Primary Day.....	\$100.00

Councilman Cartagena made a motion, seconded by Councilwoman Williams that the pay schedule for Election Inspectors and Custodians shall be as follows:
All aye votes cast, motion carried.

Ethics Law:

All elected officials, appointed officials, and others employed by the Town shall be governed by the local Ethics Law, Chapter 15 of the Town Code, and are obligated to comply with its provisions. As a reminder to all personnel, the Supervisor shall circulate a memorandum.

Freedom of Information:

Supervisor Hokanson made a motion, seconded by Councilman Lewis that the Town Clerk shall serve as Information Officer for the Town of New Paltz, and shall be responsible for complying with requests for information under the Freedom of Information Law. All aye votes cast, motion carried.

Purchasing:

Councilwoman Williams made a motion, seconded by Councilman Lewis that all approved services rendered are to be paid for through the submission of a voucher and vouchers must be secured prior to purchases made or services rendered and in an emergency the Supervisor is authorized to grant purchase permission. Payment of Vouchers will comply with the previous policy. All aye votes cast, motion carried.

Councilwoman Brown made a motion, seconded by Councilwoman Williams that the Superintendent of Highways be authorized to purchase equipment, tools and implements without prior approval of the Town Board in the amount not to exceed \$1,000 in any one year in accordance with Section 141 (1a) of the Highway Law. Procedures for the processing of vouchers and purchase orders must be followed as per the established Town purchasing policy and the financial guide for Town Highway Superintendents of the State of New York, Office of the Comptroller. All aye votes cast, motion carried.

Use of Town Hall Meeting Space:

Councilman Lewis made a motion, seconded by Councilwoman Williams that the use of the Town Hall meeting room be limited to local non-profit organizations, committees, the general public and the meetings shall be scheduled through the office of the Town Clerk. The Town Clerk will distribute keys for after-hour meetings, and inform all groups of handicapped access to the building. All aye votes cast, motion carried.

Board Liaison and Committee Assignments:

Supervisor Hokanson distributed her list of Committee appointments to the Town Councilpersons. (copy attached to minutes)

Supervisor Hokanson made a motion, seconded by Councilman Cartagena that all formally constituted Committees, Commissions and Boards keep minutes; a draft must be presented to the chair within 10 days of each meeting and file a copy with the Town Clerk within 14 days. If the filing with the clerk is in draft form a final is to be filed after approval.

All aye votes cast, motion carried.

Investment of Tax Revenues:

Councilwoman Williams made a motion, seconded by Councilwoman Brown to pass a Resolution authorizing temporary investment of Tax Revenues by the Town Supervisor.

All aye votes cast, motion carried.

Additional Motions:

A motion was made by Councilwoman Brown authorizing the expenditure of up to \$2,000 for registration, lodging, meals and travel expenses for Supervisor Hokanson and Deputy Supervisor Williams to attend the 2008 Association of Towns Meeting. The Supervisor will present receipts and/or documentation for reimbursement. Seconded by Councilman Cartagena, all aye votes cast, motion carried.

A motion was made by Councilman Lewis authorizing the expenditure of up to \$ 1,000 for registration, lodging, meals and travel expenses for Town Clerk Marian Cappillino to attend the 2008 Association of Towns Meeting. The Clerk will present receipts and/or documentation for reimbursement. Seconded by Councilwoman Brown. All aye votes cast, motion carried.

Supervisor Hokanson will represent the Board at Association of Towns

Pre-pays

A motion was made by Councilman Cartagena, seconded by Councilwoman Williams to approve the prepayment of monthly bills and health/dental insurance premiums and discounted invoices for the year 2008. The monthly bills include telephone, cell phone, pager, electric, water and sewer invoices, Time Warner Cable for Roadrunner, postage for Pitney Bowes postage machines. The health insurance would include MVP Health plan, NYS Health Insurance Plan, Empire Health Choice, Guardian Dental and VSP. All aye votes cast, motion carried.

Regular Agenda

Recycling Center – Supervisor Hokanson – will serve as interim recycling coordinator until one is hired, at no salary. Seconded by Councilwoman Williams, all aye votes cast, motion carried.

Highway – Supervisor Hokanson moved to move 1991 backhoe to recycling center, seconded by Councilwoman Brown, all aye votes cast.

Supervisor Hokanson moved to adopt highway fees for 2008, (\$25. driveway permit fee for established/new driveway entrance). Seconded by Councilwoman Williams, all aye votes cast, motion carried.

Annual Contracts – Supervisor Hokanson moved to designate the Town Board lead agency to review environmental impact annual contracts and to authorize payment. This is also a type II action. Seconded by Councilman Cartagena, all aye votes cast, motion carried.

Councilwoman Brown moved to authorize the supervisor to sign certain annual contracts and authorizing the payment associated with those contracts: Baseball -- \$4900; Basketball – \$2200; BMX – \$2100; Soccer – \$3300; Pop Warner – \$2700, and Elting Memorial Library \$170,000. Seconded by Supervisor Hokanson, all aye votes cast, motion carried.

Councilwoman Brown moved to authorize supervisor to sign contract with Family of New Paltz at \$24,587. Seconded by Councilwoman Williams, with an abstention by Councilman Cartagena, all other aye votes cast, motion carried.

Supervisor Hokanson moved to waive fee for Family of NewPaltz/Woodstock Recycling permit, seconded by Councilwoman Brown; Councilman Cartagena abstained, all other aye votes cast.

Set Public Hearings: Supervisor Hokanson made a motion to make the Town Board lead agency for signs – off premises and set a public hearing for January 24th, 2008 at 7:15 p.m. Seconded by Councilwoman Williams, all aye votes cast, motion carried.

Supervisor Hokanson made a motion to set a Public Hearing for Directional Signs for January 24, 2008 at 7 p.m. Seconded by Councilwoman Williams, all aye votes cast, motion carried.

Break for 10 minutes

Computers: not in recycling center, Supervisor Hokanson contacted county to pick up. She found out we would have to charge per monitor. Do not dispose of

Fees for Recycling – Supervisor Hokanson moved to adopt fee schedule. Seconded by Councilman Cartagena, all aye votes cast, motion carried.

Certificate of designation: Councilwoman Williams moved Supervisor Hokanson as official representative to attend the annual business meeting at the Association of Towns. Seconded by Councilwoman Brown, all aye votes cast, motion carried..

At 9:21 pm Supervisor Hokanson moved to go into Executive Session for a discussion of contract negotiations. Seconded by Councilwoman Williams, all aye votes cast, motion carried..

At 11:05 pm Supervisor Hokanson made a motion to come out of Executive Session. Sseconded by Councilman Cartagena, all aye votes cast, motion carried. Decision: Councilwoman Brown moved to authorize the supervisor to hire an attorney from the law firms of George Rodenhausen or Rusk, Wadlin for services needed to purchase real estate. Seconded by Councilman Cartagena, all aye votes cast, motion carried.

At 11:06 pm Supervisor Hokanson made a motion to adjourn. Seconded by Councilman Cartagena, all aye votes cast, motion carried.

Respectfully submitted

Marian Cappillino
Town Clerk