

TOWN BOARD ORGANIZATIONAL MEETING
Monday JANUARY 4, 2010, ~~7:39~~ P.M.

Present:

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

A motion was made by Council woman Brown_____ 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.

Seconded by Council woman Williams_____ all aye votes cast, motion carried.

Attorney(s) for the Town:

A motion was made by ~~Council~~ Supervisor Hokanson_____ recommending that Joseph Moriello, Esq. of the law firm of DiStasi & Moriello and ~~Councilman~~ David K. Gordon, Esq. be re-appointed as Attorney(s) for the Town.

Seconded by Council woman Brown_____, 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:

A motion was made by ~~Council~~ Supervisor Hokanson_____ 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 Council woman Williams_____, all aye votes cast, motion carried.

A motion was made by ~~Council~~ Supervisor Hokanson_____ that the following Attorneys be re-appointed as special prosecutors for the Town, Robert Zaccheo, Esq. and Kevin Bryant, Esq.

Seconded by Council woman Brown_____, all aye votes cast, motion carried.

Engineer for the Town:

A motion was made by ~~Council~~ Supervisor Hokanson_____ that David Clouser be re-appointed as Engineer for the Town. Seconded by Council man Logan_____, all aye votes cast, motion carried.

Official Newspaper:

A motion was made by Supervisor Hokanson_____ that the New Paltz Times be designated as the official newspaper of the Town. Seconded by Council woman Williams_____, all aye votes cast, motion carried.

Fees:

A motion was made by Supervisor Hokanson to adopt the Recycling Fees as presented. (Copy attached to minutes). Seconded by Councilman Logan, all aye votes cast, motion carried 1.) single bag of garbage 4 not 3 increase cost in tip fees and encourage people to purchase coupon books. 2.) C & D by yard 50-60 3.) copy machines \$3.00 too low.

Motion on lead agency

No No redemption fees to be collected by DCO exception being when the Town Offices closed.

A motion was made by Council Supervisor Hokanson, seconded by Council ?????? to adopt the proposed Town Clerk fees and licenses fees, which are included as part of these minutes. Seconded by _____, all aye votes cast, motion carried. Need to add more

A motion was made by Supervisor Hokanson Council that the Building Department fees, copy fees (\$.25) be adopted and included as part of these minutes. Seconded by Council woman Brown, all aye votes cast, motion carried

A motion was made by Supervisor Hokanson Council, seconded by Council man Logan to adopt Planning Board fees (attached) including "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 Council woman 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.

Supervisor Hokanson moved to adopt highway fees for 2010, \$25. driveway permit fee for established/new driveway entrance). Seconded by Council woman Brown, all aye votes cast, motion carried.

ZBA needed more time for fee schedule change.

Investment of Town Funds:

Council Supervisor Hokanson made a motion, 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. The following banks may be used for this purpose:

M & T, Wachovia, Bank of America, Chase, and The Empire Bank Seconded by Council woman Brown, all aye votes cast, motion carried.

Investment of Tax Revenues:

A motion was made by Council Supervisor Hokanson to pass a Resolution authorizing temporary investment of Tax Revenues by the Town Supervisor. Seconded by Council woman Williams, all aye votes cast, motion carried.

Meetings:

A motion was made by Council Supervisor Hokanson. 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. Seconded by Council woman Williams, all aye votes cast, motion carried.

~~Council Supervisor Hokanson~~ made a motion 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. Seconded by Council man Logan, all aye votes cast, motion carried.

A motion was made by ~~Council Supervisor Hokanson~~ to adopt the resolution adopting Rules of Order to the Town Board for Town Board Meetings: Seconded by Council man Logan, all aye votes cast, motion carried.

Personnel Handbook:

~~Council~~ made a motion, to adopt the Personnel Policy Handbook (including Discriminatory Harassment Policy) as revised January 2006, as advised by labor attorney. Seconded by Council _____, all aye votes cast, motion carried.

~~A motion was made by Council _____ 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. Seconded by Council, all aye votes cast, motion carried.~~

~~_____ Not ready yet~~

Holidays

A motion was made by ~~Council Supervisor Hokanson~~ that all Town employees shall be paid for holidays adopted at The Town of New Paltz organizational meeting. Any employee covered by a collective bargaining unit contract in which a conflicting schedule of Holidays exist shall be governed by the contract. 2010 Holiday list attached to minutes. Seconded by Council woman Brown, all aye votes cast, motion carried.

Discussion on list of 12 13th holiday options – floater for Veterans Day Friday; float day due to lot of November holidays.

General Personnel Policies:

A motion was made by Supervisor Hokanson Council 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. Seconded by Council man Logan, all aye votes cast, motion carried.

A motion was made by Council woman 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. Seconded by Council man Logan, all aye votes cast, motion carried.

A motion was made by ~~Council Supervisor Hokanson~~ that the Town Board hereby fix salaries of the following Elected Town officers for the year beginning January 1, 2010 at the amount respectively stated below:

Town Supervisor.....	\$47,870.00
Deputy Supervisor.....	9,000.00

Town Councilpersons (3).....	6,851.00
Town Highway Supt.....	43,797.68
Town Clerk.....	39,966.52
Town Justices (2).....	28,500.00

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

Seconded by Council woman Williams, all aye votes cast, motion carried.

Council Supervisor Hokanson – made a motion that the following salaried positions be paid the salary adopted and approved by the Town Board for the year beginning January 1, 2010:

Assessor.....	\$40,800.00
Building Inspector I.....	40,102.40
Recreation Director.....	\$35,500.00
Youth Center Director.....	\$49,000.00

(All such salaries paid bi-weekly by the Town Supervisor). Seconded by Council man Logan, all aye votes, motion carried.

~~Council~~ Supervisor Hokanson made a motion, seconded by Council woman Williams that all hourly paid Town employees, not bound by other contracts, receive time and a half for overtime (over 40 hours worked 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.

A motion was made by Supervisor Hokanson ~~Council~~ to set the rate of \$8.00 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. Seconded by Council man Logan, All aye votes cast, motion carried.

Supervisor Hokanson ~~Council~~ made a motion, 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. And to adopt the meal, mileage and product reimbursement. Seconded by Council woman Brown, all aye votes cast, motion carried. (down to \$.50)

A motion was made by ~~Council~~ Supervisor Hokanson —that in the Town Court,— 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. Seconded by Council woman Williams, all aye votes cast, motion carried.

Cash Funds:

A motion was made by ~~Council~~ Supervisor Hokanson - that the following Petty Cash funds be retained for each department as follows:

- Tax Collector \$150.00,
- Youth Center \$50.00,
- Recycling Center \$100.00,
- Building Department \$50.00,
- Town Supervisor \$50.00, (\$100.00 last year – gave some money to Community Center)
- Recreation Department \$50.00,
- Building & Grounds Department \$50.00

Seconded by Council woman Williams, all aye votes cast, motion carried.

Safety Program:

A motion was made by ~~Council Supervisor Hokanson~~ 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). Seconded by Councilwoman Williams, all aye votes cast, motion carried.

Appointments:

Tax Collector:

Supervisor Hokanson made a motion, seconded by Councilwoman Williams 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:

~~Council Supervisor Hokanson~~ made a motion seconded by Councilwoman Brown 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 Cappillino 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 Hokanson designates/appoints the following:

Councilwoman Williams as Deputy Supervisor to be compensated as listed in the 2010 Adopted Budget.

*Guy Visk as Confidential Secretary to be compensated as listed in the 2010 Adopted Budget.

*Dr. Alfred Marks as Town historian, to be compensated as listed in the 2010 Adopted Budget, plus operating costs upon the submission of a voucher.

**Dog Control Officer:*

~~Council Supervisor Hokanson~~ made a motion to appoint Jill Shufeldt as Dog Control Officer to be compensated as listed in the 2010 Adopted Budget.

Seconded by Councilwoman Williams, all aye votes cast, motion carried.

**Welfare Officer:*

Councilwoman Brown made a motion that Supervisor Hokanson be appointed as Welfare Officer for 2010 and Guy Visk be appointed as assistant Welfare Officer to be compensated as listed in the 2010 Adopted Budget. Seconded by Councilwoman Williams, all aye votes cast, motion carried.

**Recycling Coordinator:*

~~Council Supervisor Hokanson~~ made a motion to appoint Laura Pettit as Recycling Coordinator to be compensated as listed in the 2010 Adopted Budget.

Seconded by Councilwoman Brown, all aye votes cast, motion carried.

Procedures for Making Appointments to Committees, Commissions & Boards:

~~Councilman~~ Supervisor Hokanson made a motion, seconded by Councilman Logan to adopt the following procedures for filling vacancies:

1. Procedure at Expiration of Term of Office:

When the term of office of an appointee expires, the Deputy Supervisor will contact the individual whose term it is ascertain she/he wishes to be considered for re-appointment.

If the person accepts the invitation to be considered for re-appointment, the Town Board will decide whether or not the re-appointment will be made. Should the Town Board decide to seek additional applications, the 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 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 vacancies will be 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 notify the community. The Chairman of the Committee, Board or 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 by which these resumes are to be received.

The entire Town Board will review resumes of, schedule appointments for, and hold interviews with applicants to the Planning Board, Zoning Board of Appeals, Board of Police Commissioners and Board of Ethics. Chairs of the 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

~~Machine Custodians:~~

Election Day.....	\$275.00
Primary Day.....	\$275.00

Council _____ made a motion that the pay schedule for Election Inspectors and Custodians shall be as specified. Seconded by Council _____, all aye votes cast, motion carried.

Ethics Law: Supervisor Hokanson moved that

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. The motion was seconded by Councilwoman Williams, all aye votes

Freedom of Information:

Supervisor Hokanson made a motion, seconded by Council _____ 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. Seconded by Council woman Brown _____, all aye votes cast, motion carried.

Purchasing:

A motion was made by Council Supervisor Hokanson _____ 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. (See Printed Policy) Seconded by Council woman Williams _____, all aye votes cast, motion carried.

A motion was made by Council _____ Supervisor Hokanson - 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. Seconded by Council woman Brown _____, all aye votes cast, motion carried.

Use of Town Hall Meeting Space:

A motion was made by Council _____ Supervisor ~~that~~Hokanson 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. Seconded by Council woman Williams _____, 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 Council man Logan _____ 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.

Additional Motions:

A motion was made by Council _____ Supervisor Hokanson authorizing the expenditure of up to \$2,000 for registration, lodging, meals and travel expenses for Supervisor Hokanson and Council woman Williams _____ to attend the 2010 Association of Towns Meeting. The Supervisor will present receipts and/or documentation for reimbursement. Seconded by Council woman Brown _____, all aye votes cast, motion carried.

A motion was made by Supervisor Hokanson authorizing the expenditure of up to \$ 1,000 for registration, lodging, meals and travel expenses for Town Clerk Marian Cappillino to attend the 2010 Association of Towns Meeting. The Clerk will present receipts and/or documentation for reimbursement. Seconded by Councilman Logan, all aye votes cast, motion carried.

Certificate of designation: ~~Council~~ Supervisor Hokanson made a motion designating Supervisor Hokanson as official representative to attend the annual business meeting at the Association of Towns with Councilperson Williams as alternate.. Seconded by Councilman Logan, all aye votes cast, motion carried.

Pre-pays

A motion was made by Council ???? to approve the prepayment of monthly bills and health/dental insurance premiums and discounted invoices for the year 2008/2010. 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, ~~Guardian-First Emeritus~~ Dental and VSP. Seconded by Councilwoman Brown, all aye votes cast, motion carried.

Regular Agenda

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

Supervisor Hokanson ~~Council~~ moved to authorize the supervisor to sign certain annual contracts and authorizing the payment associated with those contracts: Baseball -- \$4410; Basketball – \$1980; BMX – \$1890; Soccer – \$2970; Pop Warner – \$2430, and Elting Memorial Library \$321,000, Family \$20,000. With a 10% surcharge fee for Non New Paltz residents authorized using street list; this fee shall be for BMX and Baseball. Seconded by Councilman Logan, all aye votes cast, motion carried.

Procurement Policy: Water and Sewer fees; Supervisor Hokanson moved to adopt 2010 water and sewer fees, seconded by Councilwoman Williams, all aye votes.

Supervisor Hokanson moved to authorize the Supervisor and Chief of Police to attend conferences as funded in 2010 budget, seconded by Councilwoman Williams, all aye votes cast.

Supervisor Hokanson moved to waive fee for Family of New Paltz/Woodstock Recycling permit. Seconded by Councilman Logan; -all aye votes cast.

Resolution:

To designate Town Board Lead Agency to review environmental impacts of the proposed authorization for the application for the 2009 New York State, local Government efficiency high priority planning Grant application. The following resolution was offered by Supervisor Hokanson, who moved its adoption, seconded by Councilwoman Brown, all aye votes cast.

\$10,000 error in budget for van deleted twice has to be amended.

Supervisor Hokanson authorized the prepayment for Association of Town dues, seconded by Councilwoman Williams, all aye votes cast.

MAL check disc on this: Supervisor Hokanson moved to sign authorized contract as per budget, seconded by Councilwoman Williams, all aye votes.

At 8:38 p.m. Councilwoman Brown made a motion to adjourn. Seconded by Councilwoman Williams, all aye votes cast, motion carried.

Respectfully submitted,

Marian Cappillino
Town Clerk