

**TOWN BOARD ORGANIZATIONAL MEETING
THURSDAY, JANUARY 6 2011, 6:30 P.M.**

Present: Dave Lewis, JaneAnn Williams, Jeff Logan, Toni Hokanson

Supervisor Hokanson called the meeting to order at 6:32 p.m. with the Pledge of Allegiance. She wished a happy new year, healthy and prosperous to everyone. She also wished a speedy recovery to Mayor Terry Dungan following his suffering a stroke.

Announcements: Cornell and highway department: local roads program scheduled for February 8th at station 1 in the Village. From 8:15 a.m. to 3:30 p.m; cost is \$40 per person, with a 25 seat limit. Register early; forms are available at Town hall or through email: supervisor@townofnewpaltz.org or call 607-255-8033. All board members are encouraged by the Highway Superintendent to attend. Town Clerk announced bills have been sent out for water and taxes. Call if you need a duplicate bill issued.

Agenda Adoption:

Delegation of Administrative Duties to the Supervisor

Councilwoman Williams made a motion, seconded by Councilman Lewis 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 recommending that Joseph Moriello, Esq. of the law firm of DiStasi & Moriello and Attorney David K. Gordon, Esq. be re-appointed as Attorney(s) for the Town. Seconded by Councilwoman Williams, all aye votes cast, motion carried.

The Supervisor is authorized to assign legal matters to attorneys on a case by case basis. Supervisor Hokanson moved, seconded by Councilwoman Williams, all aye votes cast.

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 Rappaport, Meyers, Whitbeck, Shaw & Rodenhausen, LLP for land use, zoning & planning, Jon Simonson, Esq. for zoning. Seconded by Councilwoman Williams all aye votes cast, motion carried.

A motion was made by Supervisor Hokanson that the following attorneys be re-appointed as special prosecutors for the Town: Robert Zaccheo, Esq. and Kevin Bryant, Esq. Seconded by Councilman Lewis, all aye votes cast, motion carried.

Engineer for the Town:

A motion was made by Supervisor Hokanson that David Clouser be re-appointed as Engineer for the Town. Seconded by Councilman Lewis, 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. A motion was made by Supervisor Hokanson that a back-up newspaper. Daily Freeman, be named for meeting notices..Seconded by Councilman Lewis, all aye votes cast, motion carried.

Fees:

Supervisor Hokanson made a motion, seconded by Councilman Lewis to adopt the Recycling Fees as presented by the recycling Coordinator. (Copy attached to minutes). The Veteran and Senior costs to recycle will increase to \$10 from \$5. All aye votes cast, motion carried. No change except for half price tickets to be effective as of and for new year permits to be available.

Supervisor Hokanson requested to add a new fee, for non-New Paltz residents to pay for hunting and/or fishing permission at the Clearwater site. Fee is to be set at \$10 per season and collected by the Town Clerk's office, who grants permission.

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

Supervisor Hokanson made a motion to add and adopt a fee of \$10 per season for non New Paltz residents to hunt at the Town landfill. Seconded by Councilman Lewis all aye votes cast, motion carried. Effective immediately.

Supervisor Hokanson made a motion, seconded by Councilman Logan 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.

Supervisor Hokanson made a motion to accept Planning Board fees application and administrative fees for the year 2011. Seconded by Councilwoman Williams, all aye votes cast, motion carried.

Councilman Logan moved to accept Zoning Board of Appeals fees for 2011. Seconded by Councilman Lewis, all ayes votes cast, motion carried.

Roofing -Bulk refuse-Elec upgrades -Operating permits

Supervisor Hokanson and Building Inspector Stacy Delarese: underground oil tanks....modify later

Supervisor Hokanson made a motion to adopt "Parkland Deposit" fees to continue at \$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. Seconded by Councilwoman Williams, all aye votes cast, motion carried.

B&G: water/sewer; no change. A motion was made by Supervisor Hokanson to accept. Seconded by Councilwoman Williams, all aye votes cast, motion carried.

ZBA:

Highway: Supervisor Hokanson made a motion to adopt highway fees for 2011. Fees as recommended by highway Superintendent, (Copy attached to minutes). Seconded by Councilman Logan, all aye votes cast, motion carried.

Supervisor Hokanson made a motion, seconded by Councilwoman Williams 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.

Investment of Town funds:

Supervisor Hokanson made a motion, seconded by Councilman Logan 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.

Water and Sewer Fees: Councilman Lewis moved to accept fees for 2009, seconded by Councilman Logan, all ayes votes cast.

Meetings:

Supervisor Hokanson made a motion 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 Councilwoman Williams, all aye votes cast, motion carried.

Supervisor Hokanson made a motion that regular Town Board meetings will begin at 7:30 p.m. and that the 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 Councilwoman Williams, 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 Williams; All aye votes cast, motion carried.

Personnel Handbook:

Council _____ made a motion, seconded by Council _____ 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. (IN REVISION –NEEDS TO BE DONE BEFORE END OF MONTH)

Supervisor Hokanson made a motion, seconded 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. All aye votes cast, motion carried. TABLED AS PER ABOVE

Holidays

A motion was made by Supervisor Hokanson 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. 2011 Holiday list attached to minutes. Seconded by Councilwoman Williams, all aye votes cast, motion carried. Numbers 7 and 8 will be designated as Floating Holidays, with approval granted by each department head.

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 ensuring 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 opportunity to attend educational events. When a vacancy occurs all agencies assisting minority groups will be notified. All aye votes cast, motion carried.

Supervisor Hokanson made a motion that Department Heads and Elected officials, will make reports at the Regular Monthly Town Board Meetings and that the Supervisor can request additional reports from department heads at any time. The written reports are to be submitted to the Supervisor and the Town Board by the tenth day of each month. Spec. report by the fifteenth. Seconded by Councilman Logan, all aye votes cast, motion carried.

Supervisor Hokanson 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, 2009 at the amount respectively stated below:

Town Supervisor.....	\$49,307.00
Deputy Supervisor.....	9,000.00
Town Councilpersons (3).....	6,851.00
Town Highway Supt.....	45,112.00
Town Clerk.....	42,000.00
Town Justices (2).....	28,500.00

(All such salaries paid bi-weekly by the Town Supervisor) Three aye votes cast, with one nay vote cast by Councilman Logan, motion carried.

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, 2011:

Assessor.....	\$41,800.00
Building Inspector I.....	40,904.45
Dir of Planning, Zoning & Code Enforcement	TBD

Recreation Director..... \$36,565.00
Youth Center Director..... \$49,500.00

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

Supervisor Hokanson made a motion, seconded by Councilman Logan 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. This duplicates proposal in the handbook.

Supervisor Hokanson made a motion, seconded by Councilman Logan to set the rate of \$800 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.

Supervisor Hokanson made a motion, seconded by Councilman Lewis 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. Councilman Logan suggested town employees use available town vehicles when possible.

Supervisor Hokanson made a motion that Jury Fees in the Town Court 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 Councilwoman Williams, all aye votes cast, motion carried.

Cash Funds:

Supervisor Hokanson made a motion, seconded by Councilwoman Logan that the Tax Collector retain a \$150.00 cash drawer and \$50. petty cash fund. All aye votes cast, motion carried.

Supervisor Hokanson made a motion, seconded by Councilman Logan 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.

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

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

Last year Supervisor Hokanson made a motion that the Supervisor's Office retain a \$100.00 petty cash fund. Seconded by Councilwoman Williams, all aye votes cast, motion carried. Explanation: as per Winter Watch, four 5-gallon cans will be available for residents running out of fuel over a weekend. The kerosene cans will tide a household over until Monday. Recycling Center moving towards cashless operation

Safety Program:

Supervisor Hokanson 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, Recycling Center 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 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. Seconded by Councilman Logan, all aye votes cast, motion carried.

Registrar of Vital Statistics:

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

Town Clerks Appointments:

Town Clerk Marian Cappillino appointed TBD and Rosanna Mazzaccari as Deputy Clerks to be paid an hourly rate as per the salary schedule. No vote.

Supervisors Appointments

Supervisor Hokanson designates/appoints the following:

Councilwoman Williams as Deputy Supervisor to be compensated as listed in the 2011 Adopted Budget: \$9,000.

Guy Visk as Confidential Secretary to be compensated at a rate approved during 2011 budget time.

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 Williams to appoint Jill Shufeldt as Dog Control Officer as listed in the 2011 adopted budget. All aye votes cast, motion carried.

Welfare Officer:

Supervisor Hokanson made a motion that Supervisor Hokanson be appointed as Welfare Officer for 2011 and Guy Visk be appointed as assistant Welfare Officer as listed in the 2011 Adopted Budget. Seconded by Councilwoman Williams, all aye votes cast, motion carried.

Assessor: Supervisor Hokanson made a motion to appoint Lorry King as Town Assessor. Seconded by Councilwoman Williams, all aye votes cast, motion carried.

Recycling Coordinator:

Supervisor Hokanson made a motion to appoint Laura Pettit as Recycling Coordinator, to be compensated as listed in the 2011 Adopted Budget. Seconded by Councilman Logan, all aye votes cast, motion carried.

Procedures for Making Appointments to Committees, Commissions & Boards:

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 to ascertain if 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. Members 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. As required reimbursement from the Town 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

Supervisor Hokanson made a motion that the pay schedule for Election Inspectors and Custodians shall be as specified. Seconded by Councilman Logan, 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 Councilwoman Williams 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.

Procurement Policy: Councilwoman Williams made a motion to adopt the resolution as amended.

Seconded by Councilman Lewis, all aye votes cast, motion carried.

Purchasing:

Supervisor Hokanson made a motion 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. Seconded by Councilwoman Williams, all aye votes cast, motion carried.

Supervisor Hokanson 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:

Supervisor Hokanson 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 Logan that all formally constituted Committees, Commissions and Boards keep minutes; a draft of which must be presented to the chair within 10 days of each meeting and a copy filed with the Town Clerk within 14 days of adoption. 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:

Supervisor Hokanson made a motion, seconded by Councilwoman Williams to pass a Resolution authorizing temporary investment of Tax Revenues by the Town Supervisor. All aye votes cast, motion carried.

Conference Attendance:

WHEREAS Section 77-b(2) provides that the town board may delegate its power to authorize attendance at such conferences to any executive officer or administrative board; Supervisor Hokanson made a motion to adopt the attached "RESOLUTION AUTHORIZING ATTENDANCE AT CONFERENCES, CONVENTIONS AND SCHOOLS." Seconded by Councilman Logan, all aye votes cast, motion carried.

Additional Motions:

A motion was made by Supervisor Hokanson authorizing the expenditure of up to \$2,000 for registration, lodging, meals and travel expenses for Supervisor Hokanson and one other Council persons to attend the 2011 Association of Towns Meeting in New York City. The Supervisor and a Town Board member will present receipts and/or documentation for reimbursement. Seconded by Councilman Lewis, 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 2011 Association of Towns Meeting in New York City, or the Annual Town Clerks Conference. The Clerk will present receipts and/or documentation for reimbursement. Seconded by Councilman Lewis, all aye votes cast, motion carried.

Certificate of Designation: Supervisor Hokanson made a motion designating herself as official representative to attend the annual business meeting at the Association of Towns, with an unnamed counterpart as alternate. Seconded by Councilman Logan, all aye votes cast, motion carried.

Pre-pays

A motion was made by Supervisor Hokanson, to approve the prepayment of monthly bills and health/dental insurance premiums and discounted invoices for the year 2009. The monthly bills include telephone, cell phone, pager, electric, water and sewer invoices, Time Warner Cable for Roadrunner, postage for Pitney Bowes postage machines, credit card accounts such as Lowe's, Sam's, Tractor Supply, Deep Park, Poland Springs water, etc. The health insurance would include MVP Health plan, NYS Health Insurance Plan, dental insurance and VSP. Seconded by Councilman Logan, 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 of contracts and to authorize payment. This is also declared to be a type II action. Seconded by Councilman Logan, all aye votes cast, motion carried.

Supervisor Hokanson moved to authorize the Supervisor to sign certain annual contracts and authorizing the payment associated with those contracts: Baseball - \$2205; Basketball – \$990; BMX – \$945; Soccer – \$1485; Pop Warner – \$1215, and New Paltz Rescue Squad \$145,957, Family \$20,000. Seconded by Councilman Logan, all aye votes cast, motion carried.

Conferences: Supervisor Hokanson and Chief Snyder attend schools, conferences, approved by the Supervisor and Chief. Seconded by Councilman Lewis, all aye votes cast, motion carried.

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

*At 8: p.m. Councilman Logan made a motion to adjourn. Seconded by Councilman Lewis, all aye votes cast, motion carried.

Respectfully submitted,

Marian Cappillino
Town Clerk