

**TOWN BOARD RE-ORGANIZATIONAL MEETING
THURSDAY, JANUARY 3, 2013
7:30 P.M.**

Present: Supervisor Susan Zimet, Councilwoman Jean Gallucci, Councilwoman Kitty Brown, Councilman Jeff Logan, and Councilman Kevin Barry.

At 7:35 p.m., a motion was made by Councilwoman Gallucci to open the re-org meeting with the pledge. Seconded by Councilwoman Brown, all aye votes cast, motion carried.

Agenda:

A motion was made by Councilman Logan to adopt the agenda as presented. Seconded by Councilwoman Gallucci, all aye votes cast, motion carried.

Public Comment:

Norman Goluskin, Ian Erne and Dan Winfield each spoke about the incident that occurred on Butterville Road. They were part of a group of runners that had their vehicles ticketed and towed during a run up Lenape Lane. They felt as though their safety was compromised and the towing rates should be revised.

Randall Leverette spoke as a resident of Butterville, unhappy about the amount of parking along the road. Possible that a neighbor called in the complaint. Also, the Chief has a video of the cars, but not pictures.

Chris Marx indicated that he called the PD to have the cars towed. His plows were not able to get through, the snow was high and Butterville is prone to drifting.

Renee Hack spoke on behalf of her neighbor on Stonehedge. Would like the Town to address problem that occurs when water builds up in a ditch that runs along Stonehedge and Rocky Hill. The Town should consider adopting an easement.

Announcements:

Supervisor Zimet read aloud the letter she wrote relative to the Budget. This letter is being distributed to all the taxpayers as they come into the Town Clerk's office to pay.

The Association of Towns is changing the bylaws and wants input from the Towns. Resolutions will be discussed at the annual meeting in February.

Delegation of 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.

A motion was made by Councilwoman Gallucci to adopt the delegation of administrative duties. Seconded by Councilman Barry, all aye votes cast, motion carried.

Legal Representation for the Town:

Joseph Moriello, Esq. of the law firm of DiStasi, Moriello & Murphy as Town Attorney,
William Wallens, Esq. of Roemer Wallens & Mineaux as Labor Attorney
George Lithco, Esq. of Jacobowitz & Gubits as Planning Board Attorney

The following Attorneys are to be re-appointed as counsel to the town on a case by case basis:

David K. Gordon, Esq

Andrew Kossover, Esq. of the Kossover Law Firm

George A. Rodenhausen, Esq. of Rappaport, Meyers, Whitbeck, Shaw & Rodenhausen LLP

Jon Simonson, Esq.

Ken Bond, Esq. of Squire & Sanders, LLP as bond counsel.

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

A motion was made by Councilwoman Gallucci to approve appointments for legal representation. Seconded by Councilman Logan, all aye votes cast, motion carried.

Engineer for the Town:

A motion was made by Councilman Barry to re-appoint Dave Clouser as engineer for the Town. Seconded by Councilwoman Brown, all aye votes cast, motion carried.

Official Newspaper:

A motion was made by Councilman Barry that The New Paltz Times be designated as the official newspaper of the Town; back-up newspaper, Daily Freeman be named for meeting notices. Seconded by Councilman Logan, all aye votes cast, motion carried.

Fees:

- *Recycling Fees as presented by the recycling Coordinator, which now includes mulch and compost. (Copy attached).
- *Town Clerk fees with the changes recommended by the Town Clerk. (Copy attached)
- *Building Department fees with changes as recommended by building inspector. (Copy attached)
- *Planning Board fees. (Copy attached)
- *Zoning Board of Appeals fees. (Copy attached)
- *"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.
- *Highway: Water/Sewer. Rate will remain in effect until further notice.
- *Twenty-five Dollars (\$25.00) fee to be charged for all returned checks.

A motion was made by Councilman Barry to accept all Town fees as presented. Seconded by Councilman Logan, all aye votes cast, motion carried.

Investment of Town funds:

A motion was made 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. Seconded by Councilman Barry, all aye votes cast, motion carried.

Meetings:

The 3rd and 4th Thursday of each month will be designated as Town Board business meetings. There will be no Town Board meeting on Thursday, November 28th (Thanksgiving) and December 26th (Day after Christmas).

Town Board meetings will begin at 7:30 p.m. and the Agenda will be ready by 5 p.m. on the preceding Tuesday. Public Hearings will generally begin at 7:15 p.m. (unless otherwise noticed) with the Board meeting to follow. If an additional meeting is needed, the Supervisor has the authority to schedule the 1st Thursday night of the month.

A motion was made by Councilman Barry to accept the "meetings" policy. Seconded by Councilwoman Gallucci, all aye votes cast, motion carried.

A motion was made by Councilman Barry to adopt the resolution adopting Roberts Rules of Order to the Town Board for Town Board Meetings. Seconded by Councilwoman Gallucci, all aye votes cast, motion carried.

Personnel Handbook:

The Town Board discussed making various changes to the Personnel Policy which include the following:

- Striking the first sentence of the Equal Opportunity Section. Councilman Barry indicated that he does not want to make changes until more suitable language is found to express the Town's commitment to Affirmative Action.
- The Town Board will have to determine if the court clerks are exempt positions.
- A full workweek now denotes **40 hours**, not 20 or more. 40 *regular* hours must be worked to be eligible for overtime.
- A 40-hour workweek *excludes* vacation, compensatory, holiday, sick and personal time.
- The maximum amount of compensatory time per calendar year that may be accumulated is now 80 hours not 120, unless authorized by the Town Board.
- Building Inspector II* is a salaried position, along with the Youth "*Coordinator*" and *part-time* Recreation Director.

- Categories of Employees include “Regular Full-time” which consists of 40 hours/week; and “Part-time” which consists of less than 40 hours/week. Employees that work 20-24 hours/week will have no entitlement to holiday, sick, personal, vacation, compensatory time or health insurance.
- Elected Officials eligible for health insurance will be specified to include Supervisor, Highway Superintendent, Town Clerk and Justices.
- The Town will *pay 90% of health insurance premiums* for personnel hired before 1/1/2002, not 100%.
- Employees hired after 1/1/2002 will now be required to *pay 20% towards their health premiums*, not 10%.

A motion was made by Councilwoman Brown to modify the personnel policy to include that personnel hired prior to 1/1/2002 will now be required to pay 10% of their health insurance premium costs and the Town will pay 90% (no longer 100%). As well as to increase the contribution for personnel hired after 1/1/2002 from 10% to 20%. Seconded by Councilman Barry. Aye votes cast by Councilwoman Brown and Councilmen Logan and Barry. Nay votes cast by Supervisor Zimet and Councilwoman Gallucci. Motion carried.

- Supervisor Zimet pointed out that part-time employees eligible to pay for Town health insurance, include Town Board members.
- Domestic Partnership Benefits are no longer available. Must be married.
- The Town will pay its’ share of the health insurance premiums (in effect at the time of retirement) for employees who have worked for the Town for at least *15 years* immediately prior to retirement with the NYS Retirement System, not 8.

A motion was made by Councilwoman Brown to increase the number of years an employee must work for the Town immediately prior to retirement in order to have the Town pay its’ share of the health insurance premium from 8 to 15 years. Seconded by Councilman Barry. Nay vote cast by Councilwoman Gallucci, motion carried.

Councilman Barry indicated that contributions as an employee will continue as a retiree.

Supervisor Zimet indicated that the Personnel Policy Handbook will not be finalized tonight and that it will be further reviewed by the Town Board at a special meeting on Monday, January 7th.

Employees not governed by a contract negotiated by a collective bargaining unit shall be governed by the Personnel Policy Handbook.

Holidays:

Town employees not covered by a collective bargaining unit contract shall be paid for holidays adopted at The Town of New Paltz organizational meeting. 2013 Holiday list attached. A motion was made by Councilman Barry to adopt the holiday list. Seconded by Councilman Logan, all aye votes cast, motion carried.

General Personnel Policies:

Regarding Equal Opportunity and Affirmative Action, the Town will follow the guidelines of Ulster County Personnel.

Department Heads and Elected officials, will submit monthly reports by the 2nd Tuesday of the month in time for review at the regular monthly Workshop Meetings, and that the Supervisor can request additional reports from department heads at any time.

The Town Board hereby fix salaries of the following Elected Town officers for the year beginning January 1, 2013 at the amount respectively stated below:

Town Supervisor.....	\$50,786.00
-Stipend.....	9,607.00
Deputy Supervisor.....	9,000.00
Town Councilpersons (3).....	6,851.00
Town Highway Supt.....	44,290.00
-Stipend.....	18,210.00
Town Clerk.....	42,000.00
Town Justices (2).....	28,500.00

The following salaried positions will be paid the salary for the year beginning January 1, 2013:

Assessor.....	\$41,800.00
Building Inspector I.....	-----
Recreation Director.....	\$18,000.00
Youth Center Director.....	\$49,500.00

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.

Set the rate of \$800 per year for the Assessment Board of Review members as part of the 2013 budget, to be paid upon the submission of a voucher with the approval of the Chairman of the Board.

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. Town employees use available town vehicles when possible.

A motion was made by Councilman Barry to accept 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 Councilman Logan, all aye votes cast, motion carried.

Cash Funds:

Tax Collector retains a \$300.00 cash drawer and \$50 petty cash fund.

Youth Center retains a \$50.00 petty cash fund.

Highway Department retains a \$250.00 petty cash fund.

Safety Program:

The Town of New Paltz resolves 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).

Appointments:

Rosanna Mazzaccari shall be appointed as *Tax Collector* at a salary to be included in the Town Clerk salary.

Rosanna Mazzaccari shall be appointed as *Registrar of Vital Statistics* at no pay.

Town Clerks Appointments:

Town Clerk Rosanna Mazzaccari appoints Kristie Dewitt and Kathryn Varuzza as Deputy Clerks to be paid an hourly rate of \$16.48/hr and \$12.36/hr respectively. A motion was made by Councilwoman Gallucci to accept appointments and hourly rates. Seconded by Councilman Logan, all aye votes cast, motion carried.

Supervisors Appointments:

Supervisor Zimet designates/appoints the following:

*Councilwoman Jean Gallucci as *Deputy Town Supervisor*.

*Carol Connolly as *Assistant to the Supervisor*.

*Jill Shufeldt as *Dog Control Officer*.

*Supervisor Zimet as *Welfare Officer* and Carol Connolly as *assistant Welfare Officer*.

*Lorry King as *Town Assessor*.

*Laura Petit as *Recycling Coordinator*.

Councilman Logan is appointed to be Emergency back-up to Supervisor Zimet if she is unavailable in the event Police, Fire and/or Rescue cannot contact her.

A motion was made by Councilwoman Gallucci to accept the appointments made by the Supervisor, all to be compensated at the appropriate rates listed in the 2013 Budget. Seconded by Councilman Logan, all aye votes cast, motion carried.

Procedures for Making Appointments to Committees, Commissions & Boards:
Procedures for filling vacancies:

1.Procedure at Expiration of Term of Office:

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

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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.

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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 Supervisor’s Assistant in writing who 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.

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3. Procedure for Filling of Vacancies:

The Supervisor’s Assistant 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.

A motion was made by Councilman Barry to accept procedures. Seconded by Councilman Logan, 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

A motion was made by Councilman Barry to accept pay schedule for Election Inspectors and Custodians as specified. Seconded by Councilman Logan, all aye votes cast, motion carried.

Ethics Law:

A motion was made by Councilman Barry to accept 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. Seconded by Councilman Logan, all aye votes cast, motion carried.

Freedom of Information:

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.

Procurement Policy:

Will be discussed by the Town Board at a special meeting on January 7th.

Purchasing:

All approved services rendered are to be paid for through the submission of a voucher and vouchers must be secured and approved by the Supervisor prior to purchases made or services rendered and in an emergency the Supervisor is authorized to grant purchase permission without a voucher. Payment of Vouchers will comply with the previous policy.

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.

A motion was made by Councilman Logan to accept purchasing procedures. Seconded by Councilman Barry, all aye votes cast, motion carried.

Use of Town Hall Meeting Space:

The use of the Town Hall meeting room shall be limited to local non-profit organizations, committees, the general public *who reside in New Paltz*, 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. In order to ensure the proper return of keys, a security deposit of \$25 will be collected when keys are distributed and returned upon receipt of keys.

A motion was made by Councilman Logan to approve this new policy. Seconded by Councilman Barry, all aye votes cast, motion carried.

Board Liaison and Committee Assignments:

List of Committee appointments to the Town Councilpersons. (Copy attached) A motion was made by Councilman Barry to accept the list of committee appointments. Seconded by Councilman Logan, all aye votes cast, motion carried.

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.

Investment of Tax Revenues:

A motion was made by Councilman Logan to authorize temporary investment of Tax Revenues by the Town Supervisor. Seconded by Councilman Barry, 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 Zimet will authorize such attendance. The Town Board will discuss this at a special meeting on January 7th.

Additional Motions:

The expenditure of up to \$2,000 for registration, lodging, meals and travel expenses will be authorized for members of the Board who wish to attend the 2013 Association of Towns Meeting in New York City. These individuals will present receipts and/or documentation for reimbursement. This will be discussed at a special meeting on January 7th.

Certificate of Designation: Designate Supervisor Zimet as official representative to attend the annual business meeting at the Association of Towns, with an unnamed counterpart as alternate.

Pre-pays:

A motion was made by Councilman Logan to approve the prepayment of monthly bills and health/dental insurance premiums and discounted invoices for the year 2013. The monthly bills include telephone, cell phone, 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, NYS Health Insurance Plan, dental insurance and VSP. Seconded by Councilman Barry all aye votes cast, motion carried.

A motion was made by Councilman Logan to approve the prepayment of voucher #12-02838 in the amount of \$7,859.84 to Rapport, Meyers, Whitbeck and voucher #12-02837 in the amount of \$2,500 to Squire & Sanders for 2012 invoices that were received after the last warrant date. Seconded by Councilwoman Gallucci, all aye votes cast, motion carried.

Regular Agenda:

Annual Contracts –Authorize the Supervisor to sign the following annual contracts and authorizing the payment associated with those contracts:

Baseball - \$2205

Basketball – \$990

BMX – \$945

Soccer – \$1485

Pop Warner – \$1215

Authorized signers of these sports contracts must sign the contracts in Town Clerk’s Office.

The following annual contracts will be discussed at a special meeting on January 7th:
MOU for DMV; Public Access Coordinator; Dog Park; Rescue Squad; FAMILY.

Approval of Minutes:

Will be discussed at a special meeting on January 7th.

At 12:45 a.m., Councilwoman Brown left the meeting.

Personnel:

A motion was made by Councilwoman Brown to approve the hiring of Kevin Boudreau II as a Municipal Worker I for the Recycling Center at an hourly rate of \$16.51 for a part-time position of 24 hours a week. Seconded by Councilman Barry, all aye votes cast, motion carried.

Appointment:

A motion was made by Councilman Barry to appoint Jim Littlefoot to the Ulster County Environmental Management Council. Seconded by Councilwoman Gallucci, all aye votes cast, motion carried.

At 12:53 a.m., a motion was made by Councilman Barry to adjourn the meeting. Seconded by Councilman Logan, all aye votes cast, motion carried.

Respectfully Submitted,

Rosanna Mazzaccari
Town Clerk