

**TOWN BOARD ORGANIZATIONAL MEETING  
THURSDAY, JANUARY 5, 2012  
7:00 P.M.**

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

At 7:05 p.m., a motion was made by Councilwoman Gallucci to open the re-org meeting. Seconded by Councilman Logan, all aye votes cast, motion carried.

**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 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.

**Wetlands:**

A motion was made by Councilman Logan to authorize Supervisor Zimet to pay up to \$500 to Dave Gordon, Esq. to fulfill FOIL and to send letter to residents. Seconded by Councilwoman Brown, all aye votes cast, motion carried.

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

**Engineer for the Town:**

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

**Official Newspaper:**

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

**Fees:**

Adopt the Recycling Fees as presented by the recycling Coordinator. (Copy attached).

Town Clerk fees and licenses fees. (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.

B&G: water/sewer; no change.

Twenty-five Dollars (\$25.00) fee to be charged for all returned checks.

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

**Investment of Town funds:**

A motion was made by Councilwoman Brown 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 Logan, all aye votes cast, motion carried.

**Meetings:**

The 3<sup>rd</sup> and 4<sup>th</sup> Thursday of each month will 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.

Town Board meetings will begin at 7:30 p.m. and that the Agenda will 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.

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

**Personnel Handbook:**

Supervisor Zimet indicated that the Personnel Policy Handbook will not be approved tonight and that it will be reviewed by Councilman Logan and Barry, with changes reviewed by attorney Bill Wallens, with recommendations to be presented to the Town Board at the February 23, 2012 Town Board meeting.

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. 2012 Holiday list attached. A motion was made by Councilman Barry to adopt the holiday list. Seconded by Councilwoman Gallucci, 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 reports at the regular monthly Workshop 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.

The Town Board hereby fix salaries of the following Elected Town officers for the year beginning January 1, 2012 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.....	43,000.00
Town Clerk.....	40,000.00
Town Justices (2).....	28,500.00

The following salaried positions will be paid the salary for the year beginning January 1, 2012:

Assessor.....	\$41,800.00
Building Inspector I.....	41,932.80 *
Recreation Director.....	\$36,565.00
Youth Center Director.....	\$49,500.00

- \* Building Inspector is an hourly position of \$20.16 and may incur overtime during times of a structure fire and other similar situations.

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 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. Tabled for review of additional information.

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 Councilwoman Brown 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 retain a \$150.00 cash drawer and \$50 petty cash fund.

Youth Center retain a \$50.00 petty cash fund.

Recycling Center retain a \$100.00 petty cash fund.

Building Department retain a \$50.00 petty cash fund.

Building & Grounds Department retain a \$50.00 petty cash fund.

Supervisor's Office retain a \$100.00 petty cash fund.

No action was taken, the board will revisit this practice after reviewing additional information.

#### **Safety Program:**

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).

#### **Appointments:**

##### *Tax Collector:*

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

##### *Registrar of Vital Statistics:*

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

#### **Town Clerks Appointments:**

Town Clerk Rosanna Mazzaccari appointed Kristie Dewitt and Kathryn Varuzza as Deputy Clerks to be paid an hourly rate of \$16/hr and \$12/hr respectively. A motion was made by Councilman Logan to accept appointments and hourly rates. Seconded by Councilwoman Gallucci, all aye votes cast, motion carried.

#### **Supervisors Appointments:**

Supervisor Zimet designates/appoints the following:

Carol Connolly as *Assistant to the Supervisor*, to be compensated at a rate approved during 2012 budget time.

##### *Dog Control Officer:*

Jill Shufeldt as Dog Control Officer as listed in the 2012 budget.

##### *Welfare Officer:*

Supervisor Zimet as Welfare Officer for 2012 and Carol Connolly be appointed as assistant Welfare Officer as listed in the 2012 Budget.

##### *Assessor:*

Lorry King as Town Assessor.

##### *Recycling Coordinator:*

Laura Pettit as Recycling Coordinator, to be compensated as listed in the 2012 Budget.

Councilman Jeff 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.

Deputy Supervisor to be appointed at a later date.  
A motion was made by Councilwoman Gallucci to accept appointments as presented. 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.

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 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.

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

**Ethics Law:**

A motion was made by Councilwoman Gallucci 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 Barry, 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 reviewed by Councilwoman Jean Gallucci and Councilman Jeff Logan and will include a credit card policy. A recommendation will be made at the February 23, 2012 Town Board Meeting.

**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. 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 Councilwoman Gallucci to approve as amended. 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.

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

**Board Liaison and Committee Assignments:**

List of Committee appointments to the Town Councilpersons. (Copy attached)

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 Councilwoman Gallucci 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.

**Additional Motions:**

The expenditure of up to \$2,000 for registration, lodging, meals and travel expenses will be authorized for Supervisor Zimet, Councilman Jeff Logan and Councilwoman Gallucci to attend the 2012 Association of Towns Meeting in New York City. The Supervisor and Town Board members will present receipts and/or documentation for reimbursement.

The expenditure of up to \$1,000 for registration, lodging, meals and travel expenses for the Association of Towns new officers training/school for Councilman Barry and Town Clerk Rosanna Mazzaccari.

Authorize the expenditure of up to \$1,000 for registration, lodging, meals and travel expenses for Town Clerk Rosanna Mazzaccari to attend the 2012 Annual Town Clerks Conference. The Clerk will present receipts and/or documentation for reimbursement.

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.

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

**Pre-pays:**

A motion was made by Councilwoman Brown to approve the prepayment of monthly bills and health/dental insurance premiums and discounted invoices for the year 2012. 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 Health plan, NYS Health Insurance Plan, dental insurance and VSP. Seconded by Councilman Barry, all aye votes cast, motion carried.

**Regular Agenda:**

**Annual Contracts** –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 \$145,956, Family \$20,000.

At 9:17 p.m., a motion was made by Councilman Logan to go into executive session to discuss the Police Contract and a personnel matter related to administrative leave. Seconded by Councilwoman Gallucci, all aye votes cast, motion carried.

At 10:15 p.m., a motion was made by Councilman Barry to come out of executive session. Seconded by Councilwoman Brown, all aye votes cast, motion carried.

At 10:15 p.m., a motion was made by Councilman Barry to adjourn the meeting. Seconded by Councilwoman Brown, all aye votes cast, motion carried.

Respectfully Submitted,

Rosanna Mazzaccari  
Town Clerk