

# TOWN OF COCHECTON REORGANIZATIONAL MEETING

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JANUARY 2, 2019  
AGENDA

**PRESENT:** Supervisor Maas, Councilpersons: Story, Nearing, Salzberg, and Grund  
Hollye Schulman, Town Clerk and Kevin Esselman Highway Superintendent

Town Clerk read legal notice published in the Sullivan County Democrat December 21, 2018

**Date, time and place of regular monthly meetings:** Second Wednesday of each month: 7:00 pm Work Session; 7:30 pm Regular Business, at the Town Hall at 74 Smales Road, Cochecton, New York 12726

**Official Depositories:** Jeff Bank, Catskill Hudson Bank, and other commercial institutions for considered investments.

**Mileage Reimbursement:** .58 cents

**Official Newspaper:** The Sullivan County Democrat.

**RULES OF PROCEDURE:** The Supervisor, when present, shall preside at the meetings of the Town Board. In his absence, the Deputy Supervisor will chair the meetings. In the absence of both the Supervisor and the Deputy Supervisor, the other members will select a member to act as Temporary Chairperson. A majority of the Board will constitute a quorum for transaction of business, but a lesser number may adjourn. The names of the members present and their votes shall be entered in the minutes. The vote on every question shall be taken by ayes and nays. Every act, motion or resolution shall require for its adoption the affirmative vote of a majority of all members (3) of the Town Board. Meeting Agenda to address Public Comments and Special Issues. Minutes to be available to the Town Board Members and the Public within two weeks following the Town Board meeting (§63 T.L.) (T.L. Manual 2016, §3-10 and §3-11)

The Supervisor is authorized to pay the following categories of charges prior to being audited or receiving Town Board approval: Postage, Freight, Express charges, Justice Court Distributions and Public Utilities (electric, gas, water, sewer, fuel oil, cable, internet and telephone) (§118 T.L.). While not covered in Section 118 T.L., prepayment of employee hospitalization bills and health trust accounts are also authorized. The Supervisor and Deputy Supervisor are also authorized to administer and report regularly to the Town Board on the use of the debit card.

Due to the necessity for the Town to function between Town Board meetings, the Supervisor is delegated the day-to-day powers and duties to supervisor and administer the Town and/or Special District functions to be performed on behalf of the Town Board (T.L. Manual 2016, §2-17) (T.L. §29 (16)).

Whenever the Supervisor calls a Special Meeting, the requirement of a written notice to each Board Member and the Town Clerk shall be waived, however, the notice must be given either in person or telephonically.

Pursuant to General Municipal Law Sections 11 and 39, the Supervisor/Fiscal Officer is authorized to deposit or invest idle monies not required for immediate expenditures in interest-bearing accounts and in accordance with Town's adopted investment policy (Paragraph X of Investment Policy).

The Supervisor is authorized to commingle fund accounts for the sole purpose of obtaining better interest rates from investments with financial institutions, providing that the funds from each account be monitored and accounted for separately.

It is the policy of the Town of Cochecton to impose a \$30.00 service charge for any check or other written order that is tendered as payment to the Town and returned for insufficient funds (§85 G.M.L.).

Alternating **Audit Committees**, comprised of two Board Members each, will audit bills and claims on a three-month rotating cycle. (Councilpersons Grund and Salzberg – first and third quarters of the year; Councilpersons Story and Nearing - second and fourth quarters of the year.) Additional committees and assignments will be created as needed.

**Procurement Policy** for 2019 is adopted without changes from the 2018 policy.

**Investment Policy** – Jeff Bank collateral to \$3,200,000.00. Other institutions collateral to be determined when deposits are made in those institutions.

**Schedule of Town Fees and Related Procedures** for 2019 are adopted without changes from the 2018 schedule.

**Town Clerk** is authorized to maintain a **petty cash account** in the amount of \$50.00.

The Town Board does approve as to form, manner and execution and sufficiency of sureties, the bond (National Grange Mutual Public Employee Blanket Bond #F415046Y) which covers all Town employees in the amount of \$15,000.00 each, with an excess of \$600,000.00 for the Tax Collector and Deputy Tax Collector and \$250,000.00 for the Supervisor. \$100.00 deductible – cost \$703.00.

# TOWN OF COCHECTON REORGANIZATIONAL MEETING

## APPOINTMENTS

<u>POSITION TITLE</u>	<u>PERSONNEL</u>	<u>TERM-EXPIRES</u>
Justice Court Clerk	AnnMary Hallen	12/31/2019
Deputy Supervisor	Edwin Grund	12/31/2019
Supervisor's Bookkeeper	Kristen Lockwood (Appt. by Supv.)	12/31/2019
Deputy Town Clerk	Margaret Richardson (Appt. by T.C)	12/31/2019
Independent Auditor/Accountant	Cooper Arias, LLP (contract)	12/31/2019
Budget Officer	Gary D. Maas	12/31/2019
Town Assessor	Lorry King (6 Yr.)	09/30/2019
Assessor's Clerk	Terri Fountain	12/31/2019
Bd. Of Assess. Review – Member	TBA (5 Yr. Term)	09/30/2019
Bd. Of Assess. Review – Member	Pauline Johnson (5 Yr. Term)	09/30/2020
Bd. Of Assess Review – Member	(TBA) (5 Yr. Term)	09/30/2021
Clerk/Bd. Of Assess. Review	TBA (Appt. by B.A.R.)	12/31/2019
Attorney for the Town	Karen Mannino	Services as needed
Engineering Firm	Engineering Properties	Services as needed
Maintenance & Groundskeeper	Thomas Kent	12/31/2019
Office & Townhall Cleaner	Anna Bellotti	12/31/2019
Dog Control Officer & Enumerator	Tamara DePaulo	12/31/2019
Safety Inspector/CEO	Gregg Semenetz	12/31/2019
Health Officer	Dr. Paul Salzberg (4 Yr. Term-PHL322)	12/31/2022
Registrar of Vital Statistics**	Hollye Schulman (PHL 4123)	12/31/2021
Deputy Registrar of Vit. Stat. **	Jennifer Olsen (Appointed by Registrar)	12/31/2021
Historian	K. C. Garn (Appt. by Supv.)	12/31/2019
Deputy Highway Superintendent	Charlie Keesler (Appt. by Hwy Supt)	12/31/2019
ZBA Chairman	Jerold Yavarkovsky (267-2 Tn. Law)	12/31/2019
ZBA Member (5 Yr. Term)	Jerold Yavarkovsky	12/31/2019
“ “	Brett Lockwood	12/31/2020
“ “	Michael Attianese	12/31/2021
“ “	Pamela DeMan	12/31/2022
“ “	Peter Grosser	12/31/2023
ZBA Clerk	Joy Bertsch	12/31/2019
Planning Board Chairman	Earl Bertsch (271-8 Tn. Law)	12/31/2019
Planning Bd. Member (7 Yr. T)	George Blaso	12/31/2020
“ “ “ “	Earl Bertsch	12/31/2021
“ “ “ “	Jim Crowley	12/31/2022
“ “ “ “	Neal Halloran	12/31/2023
“ “ “ “	Peter Pierce	12/31/2024
“ “ “ “	Richard Pomes	12/31/2025
“ “ “ “	George Walter	12/31/2019
Planning Board Clerk	Joy Bertsch (Appt. by Plan. Bd.)	12/31/2019
UDC Representative	Larry H. Richardson (Appt. by Tn. Bd.)	12/31/2019
UDC Alternate Representative	Sean Nearing	12/31/2019
Upper Del. Scenic Byway Rep.	Larry Richardson (Appt. by Tn. Bd.)	12/31/2019
Upper Del. Scenic Byway Alt. Rep.	Jerold Yavarkovsky (Appt. by Tn. Bd.)	12/31/2019
Wastewater Treatment Plant Oper.	Michael Walter	12/31/2019
Asst. Wastewater Plant Operator	George Walter	12/31/2019 as needed
Liaison to Cochecton Youth Commis.	Edwin Grund (Appt. by Tn. Bd.)	12/31/2019
Liaison to Planning Board	Sean Nearing	12/31/2019
Liaison to Fire Commissioners	Anna Story	12/31/2019
Rep. – Sullivan County Youth Bd.	David Blaine	12/31/2024
Cochecton Youth Commission	Sue Rodriguez	12/31/2021
“ “ “ “	Michelle Birney-Steich	12/31/2022
“ “ “ “	Eileen Hennessy	12/31/2023
“ “ “ “	David Blaine	12/31/2024
“ “ “ “	TBA	12/31/2025
“ “ “ “	Kristina Snedeker	12/31/2019
“ “ “ “	Padriac McCarthy	12/31/2020

\*\*Four-year term if other than Town Clerk (PHL 4123);

# TOWN OF COCHECTON REORGANIZATIONAL MEETING

**Appointments made by The Town Board unless otherwise noted:**

**TOWN OF COCHECTON**  
**2019 Payroll for County Certification**

<u>POSITION TITLE</u>	<u>PERSONNEL</u>	<u>SALARY</u>	<u>PMNT. METH.</u>	<u>REG. #</u>
Councilperson	Edwin Grund	4,518.06	M	4307982-1
“ “	Anna Story	4,518.06	M	
“ “	Sean Nearing	4,518.06	M	
“ “	Paul Salzberg	4,518.06	M	
Justice	Steven Sauer	12,573.64	M	3745786-8
Adm. Justice	Steven Sauer	672.42	M	3745786-8
Justice Court Clerk	AnnMary Hallen	15.60 PH	M	6046462-5
Justice	Craig Fine	12,573.64	M	
Supervisor	Gary D. Maas	21,224.16	M	4102794-7
Supervisor's Bookkeeper	Kristen Lockwood	9,760.99	M	
Ind./Auditor/Acct.	Cooper Arias, LLP	12,300.00	By Voucher	
Tax Collector	Eileen Hennessy	5,601.59	M	4180893-2
Budget Officer	Gary D. Maas	2,665.30	A	4102794-7
Assessor	Lorry King	20,884.21	M	4042656-1
Assessor's Clerk	Terri Fountain	15.60 PH	M	
Bd. Of Assess. Review Chm.	(1)	194.18	PD	
Bd. Of Assess. Review Mem.	(2)	166.45 each	PD	
BAR Clerk	Appointed by B.A.R.	209.59	A	
Town Clerk	Hollye Schulman	36,443.07	M	3942474-2
Deputy Town Clerk	Margaret Richardson	15.60 PH	M(as needed)	
Town Attorney	Karen Mannino	175.00 PH	M	
Engineering Firm	Engineering Properties PC	as listed	By Voucher plus other rates	
Grounds Maint. Worker	Thomas Kent	15.60 PH	M	
Townhall Cleaner	Anna Bellotti	15.60 PH	M	
DCO	Tamara DePaulo	4,363.74	M	
Building Insp./CEO	Gregg Semenetz	29,309.85	M	4123717-3
Asst. Bldg. Insp.	T B A	17.00 PH	M (as needed)	
Health Officer	Dr. Paul Salzberg	500.00	A	
Reg. of Vital Statistics	Hollye Schulman	616.16	M	3942474-2
Deputy Reg. of Vital Stat.	Jennifer Olsen	N/A	N/A	
Highway Supt.	Kevin Esselman	45,352.34	M	3941673-0
Historian	K. C. Garn	1,298.63	M	
Website Maintenance	Anna Story	720.00	M	
ZBA Chair	Jerold Yavarkovsky	300.00	A ***	
ZBA Members (4)		150.00 each	A ***	
ZBA Clerk P/T	Joy Bertsch	213.02 PM	M (follow-up\$99.79 ea.)	
Planning Bd. Chair	Earl Bertsch	300.00	A ***	
Planning Bd. Members (6)		150.00 each	A ***	
Planning Bd. Clerk P/T	Joy Bertsch (PB Apt.)	224.53 MH-112.27NM	PMW	3874533-7
Waste Water Plant Operator	Michael Walter	27,759.11	M	3876332-2
W/W Operator Assistant	George Walter	15.60 PH	M	
Hwy. Dept. Working Supv.	Charlie Keesler	(\$1.50 PH above base pay)	B	
HME0	Michael Pomes	(\$24.34) PH per contract	B	6069126-8
	Charles Keesler	(\$24.34) PH per contract	B	3469831-6
	Brian Heinle	(\$24.34) PH per contract	B	6112467-3
	Kevin Nicoletti	(\$24.34) PH per contract	B	6151215-8
MEO		(\$23.93) PH per contract	B	
LABORER		(\$20.19) PH per contract	B	
SEASONAL ON-CALL		(\$17.50) PH	B	

\*Reimbursed by UDC \*\* until new contract is agreed \*\*\*must meet credit requirements

CODE: (A) Annually (SA) Semi-annually (Q) Quarterly (M) Monthly (B) Bi-Weekly (PH) Per Hour  
 (PD) Per Diem (PM) Per Meeting (PMW) Per Month Worked (NA) Not Applicable (PS) PerSet-up/Session  
 (MH) Meeting Held (NM) Meeting not Held

# TOWN OF COCHECTON REORGANIZATIONAL MEETING

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## RESOLUTION #1 – 2019

**RESOLVED**, that all appointments, salary schedule and policy positions be adopted as read. Planning Board Clerk or Substitute Clerk will be paid \$224.53 on months he/she works and a regular board meeting is held and \$112.27 when meeting is not held. ZBA Clerk or Substitute Clerk will be paid \$213.02 for the original session he/she works and \$99.79 for each follow up session. When more than one issue is before either Board, only one fee will be paid for any given month or session. In those cases when the Clerks or the Substitute Clerks share the duties, the money may be prorated as determined by the respective Board. In no case will the combined salary/fee exceed the above allocated funds for either position.

**MOVED BY:** Councilperson \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_  
**VOTE:** \_\_\_\_\_ **AYES** \_\_\_\_\_ **NAYS**

## RESOLUTION: #2 – 2019

**RESOLVED**, that the Town Clerk place a legal notice in the official Town newspaper to state that the bills received on or after the first of the month will not be audited/paid until the following month.

**MOVED BY:** Councilperson \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_  
**VOTE:** \_\_\_\_\_ **AYES** \_\_\_\_\_ **NAYS**

## RESOLUTION #3– 2019

**RESOLVED**, that the Town Clerk notify any newly elected officials and employees as to their right to join the New York State Retirement System. The Town Clerk will insure that all documents from newly elected officials and employees are obtained and filed. (NYS & Federal Tax withholding forms, Oath of Office, Retirement System forms, and Policies).

**MOVED BY:** Councilperson \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_  
**VOTE:** \_\_\_\_\_ **AYES** \_\_\_\_\_ **NAYS**

## RESOLUTION: #4– 2019

**RESOLVED**, that the Town Clerk have a legal notice printed in *The Sullivan County Democrat* as well as on the town website that the regular monthly meetings of the Town Board of the Town of Cochecton will be held at the Town Hall at 74 Smales Road on the second Wednesday of each month at 7:00pm. A work session will be held between 7:00pm and 7:30pm and regular business will commence at 7:30pm.

**MOVED BY:** Councilperson \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_  
**VOTE:** \_\_\_\_\_ **AYES** \_\_\_\_\_ **NAYS**

## RESOLUTION #5 – 2019

**RESOLVED**, that the Town Attorney prepare documents to execute the Town's options to renew the lease agreement with the Cochecton Men's Club for the use of the Little League Field in Cochecton and with the Heinle's Field, LLC. for the use of the Little League Ball Field in Cochecton Center and with the Cochecton Volunteer Ambulance Corp. for the Solly Katzoff Memorial Park. All locations are to be used for recreational purposes.

**MOVED BY:** Councilperson \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_  
**VOTE:** \_\_\_\_\_ **AYES** \_\_\_\_\_ **NAYS**

## RESOLUTION #6 – 2019

**RESOLVED**, that the Supervisor is authorized to pay the National Grange Mutual Fidelity Bond Insurance in the amount of \$703.00 and the Town Clerk will carry this Claim on Abstract # 1.

**MOVED BY:** Councilperson \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_  
**VOTE:** \_\_\_\_\_ **AYES** \_\_\_\_\_ **NAYS**

## RESOLUTION #7- 2019

**RESOLVED**, that the Supervisor is authorized to pay the Town's Annual Dues to The Association of Towns in the amount of \$800.00 and the Town Clerk will carry this Claim on Abstract # 1.

**MOVED BY:** Councilperson \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_  
**VOTE:** \_\_\_\_\_ **AYES** \_\_\_\_\_ **NAYS**

## REOSLUTION # 8 – 2019

**RESOLVED**, that the Supervisor is authorized to pay Partners In Safety in the amount of \$199.00 per contract for drug and hearing test and the Town Clerk will carry this Claim on Abstract # 1.

**MOVED BY:** Councilperson \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_  
**VOTE:** \_\_\_\_\_ **AYES** \_\_\_\_\_ **NAYS**

# TOWN OF COCHECTON REORGANIZATIONAL MEETING

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## RESOLUTION #9 – 2019

**RESOLVED**, that Karen Mannino is appointed as the Attorney for the Town of Cochecton and is to serve at the pleasure of the Town Board.

**MOVED BY:** Councilperson \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

**VOTE:** \_\_\_\_\_ **AYES** \_\_\_\_\_ **NAYS**

## RESOLUTION #10 – 2019

**RESOLVED**, that Engineering Properties, P.C., Inc. is appointed as the Engineer for the Town of Cochecton and is to serve at the pleasure of the Town Board.

**MOVED BY:** Councilperson \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

**VOTE:** \_\_\_\_\_ **AYES** \_\_\_\_\_ **NAYS**

## RESOLUTION # 11 – 2019

**RESOLVED**, that Earl Bertsch is appointed Chairperson of the Planning Board and said term is to expire on December 31, 2019.

**MOVED BY:** Councilperson \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

**VOTE:** \_\_\_\_\_ **AYES** \_\_\_\_\_ **NAYS**

## RESOLUTION #12 – 2019

**RESOLVED**, that Jerold Yavarkovsky is appointed Chairperson of the Zoning Board of Appeals and said term to expire December 31, 2019.

**MOVED BY:** Councilperson \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

**VOTE:** \_\_\_\_\_ **AYES** \_\_\_\_\_ **NAYS**

## RESOLUTION # 13

### **ADOPT ABOVE RESOLUTIONS 1-12**

On motion by Councilperson Story, seconded by Councilperson Nearing, the following resolution was **RESOLVED**, that resolutions 1-12 are hereby adopted as read and approved by the Town Board

**ADOPTED: AYES: 5 NAYS: 0**

Supervisor Maas

Councilpersons: Story, Nearing, Salzberg and Grund

P. N. Alarm, will be changing the entry code for most town employees. The Town Clerk will remain the same.

State Comptroller's office wants an update for e-mail addressed for Town employees. They will be sending email this week.

Mortgage Tax received \$5,800.00

Stumpage –first check in 2 years

HWY Superintendent stated truck 30 is 18 years old and will be looking to replace that truck in the near future. This was discussed.

**MOTION:** on motion by Councilperson Grund, seconded by Councilperson Salzberg, the following motion was to adjourn this re-org meeting. Time: 7:05 pm All present town board members voted in favor.

Respectfully submitted, \_\_\_\_\_

Hollye Schulman, Town Clerk