

TOWN OF COCHECTON REORGANIZATIONAL MEETING



JANUARY 3, 2022
AGENDA

PRESENT: Supervisor Maas, Councilpersons: Grund, Nearing, Walter, and Nober
Town Clerk Maryann Oumrim

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: .58.5 cents

Official Newspaper: Sullivan County Democrat with The River Reporter used for special entries on a per item basis.

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 Nober – first and third quarters of the year; Councilpersons Nearing and Walter - second and fourth quarters of the year.) Additional committees and assignments will be created as needed.

Procurement Policy for 2022 is adopted without changes from the 2021 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 2022 are adopted with changes from the 2021 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	12/31/2022
Deputy Supervisor	Edwin Grund	12/31/2022
Supervisor's Bookkeeper	Kristen Lockwood (Appt. by Supv.)	12/31/2022
Deputy Town Clerk	Joan Conklin (Appt. by T.C)	12/31/2022
Independent Auditor/Accountant	Cooper Arias, LLP (contract)	12/31/2021
Budget Officer	Gary D. Maas	12/31/2022
Town Assessor	Lorry King (6 Yr.)	09/30/2025
Assessor's Clerk	Terri Fountain	12/31/2022
Bd. Of Assess. Review – Member	Kasey Kratz (5 Yr. Term)	09/30/2024
Bd. Of Assess. Review – Member	Pauline Johnson ? (5 Yr. Term)	09/30/2025
Bd. Of Assess Review – Member	Jenna Kratz (5 Yr. Term)	09/30/2026
Clerk/Bd. Of Assess. Review	Margaret Richardson (Appt. by B.A.)	12/31/2022
Attorney for the Town	Karen Mannino	Services as needed
Engineering Firm	Engineering Properties	Services as needed
Maintenance & Grounds Keeper	William Boucher	12/31/2022
Office & Townhall Cleaner	Anna Bellotti	12/31/2022
Dog Control Officer & Enumerator	Tamara DePaolo	12/31/2022
Safety Inspector/CEO	Jim Crowley	12/31/2022
Health Officer	Dr. Paul Salzberg (4 Yr. Term-PHL322)	12/31/2022
Registrar of Vital Statistics**	Maryann Oumrim (PHL 4123)	12/31/2022
Deputy Registrar of Vit. Stat. **	Joan Conklin (Apptd. by Registrar)	12/31/2022
Historian	K. C. Garn (Appt. by Supv.)	12/31/2022
Deputy Highway Superintendent	Brian Heinle (Appt. by Hwy Supt)	12/31/2022
ZBA Chairman	Michael Attianese (267-2 Tn. Law)	12/31/2022
ZBA Member (5 Yr. Term)	?	12/31/2024
“ “	Brett Lockwood	12/31/2025
“ “	Michael Attianese	12/31/2026
“ “	Pamela DeMann	12/31/2022
“ “	Peter Grosser	12/31/2023
ZBA Clerk	Joy Bertsch	12/31/2022
Planning Board Chairman	Earl Bertsch (271-8 Tn. Law)	12/31/2022
Planning Bd. Member (7 Yr. T)	George Blaso	12/31/2027
“ “ “ “	Earl Bertsch	12/31/2028
“ “ “ “	Jim Crowley	12/31/2022
“ “ “ “	Neal Halloran	12/31/2023
“ “ “ “	TBA	12/31/2024
“ “ “ “	Robert Smith	12/31/2025
“ “ “ “	George Walter	12/31/2026
Planning Board Clerk	Joy Bertsch (Appt. by Plan. Bd.)	12/31/2022
UDC Representative	Larry H. Richardson (Appt. by Tn. Bd.)	12/31/2022
UDC Alternate Representative	Sean Nearing	12/31/2022
Upper Del. Scenic Byway Rep.	Larry Richardson (Appt. by Tn. Bd.)	12/31/2022
Upper Del. Scenic Byway Alt. Rep.	? (Appt. by Tn. Bd.)	12/31/2022
Wastewater Treatment Plant Oper.	Michael Walter	12/31/2022
Asst. Wastewater Plant Operator	George Walter	12/31/2022 as needed
Liaison to Cochecton Youth Commis.	Edwin Grund (Appt. by Tn. Bd.)	12/31/2022
Liaison to Planning Board	Sean Nearing	12/31/2022
Rep. – Sullivan County Youth Bd.	Heather Niedert	12/31/2024
Cochecton Youth Commission	Sue Rodriguez	12/31/2028
“ “ “ “	Michelle Birney-Steich	12/31/2022
“ “ “ “	Valerie DeVoe	12/31/2023
“ “ “ “	TBA	12/31/2024
“ “ “ “	Heather Niedert	12/31/2025
“ “ “ “	Kristina Snedeker	12/31/2026
“ “ “ “	TBA	12/31/2027

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

Appointments made by The Town Board unless otherwise noted:

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2021 Payroll for County Certification

<u>POSITION TITLE</u>	<u>PERSONNEL</u>	<u>SALARY</u>	<u>PMNT. METH.</u>	<u>REG. #</u>
Councilperson	Edwin Grund	4,794.60	M	4307982-1
“ “	Sean Nearing	4,794.60	M	
“ “	Michael Walter	4,794.60	M	3876322-2
“ “	John Nober	4,794.60	M	
Justice	Steven Sauer	13,343.25	M	3745786-8
Adm. Justice	Steven Sauer	728.31	M	3745786-8
Justice Court Clerk	AnnMary Hallen	16.55 PH	M	6046462-5
Justice	Craig Fine	13,343.25	M	
Supervisor	Gary D. Maas	27,030.00	M	4102794-7
Supervisor's Bookkeeper	Kristen Lockwood	10,358.43	M	
Ind./Auditor/Acct.	Cooper Arias, LLP	18,000.00	By Voucher	
Tax Collector	Eileen Hennessy	5,944.45	M	4180893-2
Budget Officer	Gary D. Maas	2,828.44	A	4102794-7
Assessor	Lorry King	21,727.93	M	4042656-1
Assessor's Clerk	Terri Fountain	16.55 PH	M	
Bd. Of Assess. Review Chm.	(1)	206.06	PD	
Bd. Of Assess. Review Mem.	(2)	176.64 each	PD	
BAR Clerk	Appointed by B.A.R.	222.42	A	
Town Clerk	Maryann Oumrim	37,904.96	M	3942474-2
Deputy Town Clerk	Joan Conklin	16.55 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	William Boucher	16.55 PH	M	
Townhall Cleaner	Anna Bellotti	16.55 PH	M	
DCO	Tamara DePaulo	4,540.03	M	
Building Insp./CEO	Jim Crowley	31,103.64	M	
Asst. Bldg. Insp.	T B A	17.00 PH	M (as needed)	
Health Officer	Dr. Paul Salzberg	500.00	A	
Reg. of Vital Statistics	Maryann Oumrim	653.87	M	3942474-2
Deputy Reg. of Vital Stat.	Joan Conklin	N/A	N/A	
Highway Supt.	Kevin Esselman	48,128.27	M	3941673-0
Historian	K. C. Garn	1,351.09	M	
Website Maintenance	Anna Story	1,200.00	M	
ZBA Chair	Michael Attianese	300.00	A ***	
ZBA Members (4)		150.00 each	A ***	
ZBA Clerk P/T	Joy Bertsch	217.28 PM	M (follow-up\$110.81 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.)	238.27 MH-119.14NM	PMW	3874533-7
Waste Water Plant Operator	Michael Walter	29,267.16	M	3876332-2
W/W Operator Assistant	George Walter	16.55PH	M	
HEMO	Michael Pomes	(\$26.09) PH per contract	B	6069126-8
	Shane Duquette	(\$26.09) PH per contract	B	6283491-6
	Brian Heinle	(\$26.09) PH per contract	B	6112467-3
	Kevin Nicoletti	(\$26.09) PH per contract	B	6151215-8
MEO		(\$25.39) PH per contract	B	
LABORER		(\$21.42) 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

RESOLUTION #1 – 2022

RESOLVED, that all appointments, salary schedule and policy positions be adopted as read. Planning Board Clerk or Substitute Clerk will be paid \$238.27 on months he/she works and a regular board meeting is held and \$119.14 when meeting is not held. ZBA Clerk or Substitute Clerk will be paid \$221.63 for the original session he/she works and \$110.81 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 Grund **SECONDED BY:** Walter
VOTE: 5 **AYES** 0 **NAYS**

RESOLUTION: #2 – 2022

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 Grund **SECONDED BY:** Walter
VOTE: 5 **AYES** 0 **NAYS**

RESOLUTION #3– 2022

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 Grund **SECONDED BY:** Walter
VOTE: 5 **AYES** 0 **NAYS**

RESOLUTION: #4– 2022

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 Grund **SECONDED BY:** Walter
VOTE: 5 **AYES** 0 **NAYS**

RESOLUTION #5 – 2022

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 Grund **SECONDED BY:** Walter
VOTE: 5 **AYES** 0 **NAYS**

RESOLUTION #6 – 2022

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 Grund **SECONDED BY:** Walter
VOTE: 5 **AYES** 0 **NAYS**

RESOLUTION #7- 2022

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 Grund **SECONDED BY:** Walter
VOTE: 5 **AYES** 0 **NAYS**

REOSLUTION # 8 – 2022

RESOLVED, that the Supervisor is authorized to pay Partners in Safety in the amount of \$ 210.00 per contract for drug and hearing test and the Town Clerk will carry this Claim on Abstract # 1.

MOVED BY: Councilperson Grund **SECONDED BY:** Walter
VOTE: 5 **AYES** 0 **NAYS**

TOWN OF COCHECTON REORGANIZATIONAL MEETING

RESOLUTION #9 – 2022

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 Grund **SECONDED BY:** Walter
VOTE: 5 **AYES** 0 **NAYS**

RESOLUTION #10 – 2022

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 Grund **SECONDED BY:** Walter
VOTE: 5 **AYES** 0 **NAYS**

RESOLUTION # 11 – 2022

RESOLVED, that Earl Bertsch is appointed Chairperson of the Planning Board and said term is to expire on December 31, 2022.

MOVED BY: Councilperson Grund **SECONDED BY:** Walter
VOTE: 5 **AYES** 0 **NAYS**

RESOLUTION #12 – 2022

RESOLVED, that Michael Attianese is appointed Chairperson of the Zoning Board of Appeals and said term to expire December 31, 2022.

MOVED BY: Councilperson Grund **SECONDED BY:** Walter
VOTE: 5 **AYES** 0 **NAYS**

RESOLUTION #13-2022

APPROVE THE ABOVE RESOLUTIONS # 1-12

ADOPTED: Grund / Walter **AYES:** 5 **NAYS:** 0

Supervisor Maas, Councilpersons: Grund, Nearing, Walter, Nober

MOTION: TO ADJOURN

On motion by Councilperson Nearing. Seconded by Councilperson Nober, the following motion was to adjourn this meeting. All Town Board members voted in favor

Respectfully Submitted, Maryann Oumrim

Maryann Oumrim, Town Clerk