

January 2, 2013

7:00 P.M.

**AGENDA**

**PRESENT:** Supervisor Maas, Councilpersons: Richardson, Grund, Schulman and Story  
Others present: Town Clerk, Highway Superintendent and Tax Collector

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

**Official Depositories:** Jeff Bank, Key Bank, Bank of America, and other commercial institutions for considered investments.

**Mileage Reimbursement:** .55 cents

**Official Newspaper:** **The River Reporter with the Sullivan County Democrat** 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.) (Art. 7 Pub. Off. Law Sec. 106, Subd. 3) (§30, Par. 11, T.L.).

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 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 (Pg. 15, 3-7 B, T.L. Manual 2006; Tn. Law §29 (16) and November 1999 *First Meeting Manual*, pg. 9 (par. 13).

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 (Info. For Tn. Supv., 2-1 #4 (1997) and Para. X of Invest. 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 Cochection to impose a \$20.00 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.) (Gen. Oblg. Law Sec.5-328 sub. 3)

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

**Procurement Policy** for 2013 is adopted with changes from the 2012 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 2013 are adopted without changes from the 2012 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\_ (§25, T.L.)

**APPOINTMENTS**

<b><u>POSITION TITLE</u></b>	<b><u>PERSONNEL</u></b>	<b><u>TERM-EXPIRES</u></b>
Justice Court Clerk	Michelle Albrecht	12/31/2013
Deputy Supervisor	Edwin Grund	12/31/2013
Supervisor's Bookkeeper	Bridget Lounsbury (Appt. by Supv.)	12/31/2013
Independent Auditor/Accountant	Cooper and Niemann (contract)	12/31/2013 (Yr.ending '15)
Budget Officer	Gary D. Maas	12/31/2013
Town Assessor	Lorry King (6 Yr.)	09/30/2013
Assessor's Clerk	Linda Schwartz	12/31/2013
Bd. Of Assess. Review – Member	Linda Keesler (5 Yr. Term)	09/30/2014
Bd. Of Assess. Review – Member	Pauline Johnson (5 Yr. Term)	09/30/2015
Bd. Of Assess Review – Member	Tony Leone (5 Yr. Term)	09/30/2016
Clerk/Bd. Of Assess. Review	Hollye Schulman (Appt. by B.A.R.)	12/31/2013
Attorney for the Town	John Keating	Services as needed
Engineering Firm	Engineering Properties	Services as needed
Election Inspectors (4)	(Appointed by Political Parties)	<u>N.A.</u>
Election Custodians (2)	(Appointed by Political Parties)	<u>N.A.</u>
Election Recanvassers (2)	(Appointed by Political Parties)	<u>N.A.</u>
Maintenance & Groundskeeper	William Boucher	12/31/2013
Dog Control Officer & Enumerator	Rosemary Barile	12/31/2013
Safety Inspector/CEO	Greg Semenetz	12/31/2013
Health Officer	Dr. Paul Salzberg (4 Yr. Term-PHL322)	12/31/2013
Registrar of Vital Statistics**	Hollye Schulman (PHL 4123)	12/31/2013
Deputy Registrar of Vit. Stat.	Jennifer Olsen (Appointed by Registrar)	12/31/2013
Historian	K. C. Garn (Appt. by Supv.)	12/31/2013
ZBA Chairman	Jerold Yavarkovsky (267-2 Tn. Law)	12/31/2013
ZBA Member (5 Yr. Term)	Jerold Yavarkovsky	12/31/2014
“ “	TBA	12/31/2015
“ “	Michael Attianese	12/31/2016
“ “	Pamela DeMan	12/31/2017
“ “	Darryl Brasseale	12/31/2013
ZBA Clerk	Lauren Bunch	12/31/2013
Planning Board Chairman	Sharron Cardone (271-8 Tn. Law)	12/31/2013
Planning Bd. Member (7 Yr. T)	George Blaso	12/31/2013
“ “ “ “	Earl Bertsch	12/31/2014
“ “ “ “	Jim Crowley	12/31/2015
“ “ “ “	Neal Halloran	12/31/2016
“ “ “ “	Sharron Cardone	12/31/2017
“ “ “ “	Joseph Manaseri	12/31/2018
“ “ “ “	George Walter	12/31/2019
Planning Board Clerk	Lauren Bunch (Appt. by Plan. Bd.)	12/31/2013
UDC Representative	Larry H. Richardson (Appt. by Tn. Bd.)	12/31/2013
UDC Alternate Representative	Edwin Grund	12/31/2013
Upper Del. Scenic Byway Rep.	Larry Richardson (Appt. by Tn. Bd.)	12/31/2013
Upper Del. Scenic Byway Alt. Rep.	Jerold Yavarkovsky (Appt. by Tn. Bd.)	12/31/2013
Wastewater Treatment Plant Oper.	Michael Walter	12/31/2013
Asst. Wastewater Plant Operator	George Walter	12/31/2013 as needed
Advisory Council Rep. to Ofc. Of Aging	Richard Schulman (Appt. by Tn. Bd.)	12/31/2013
Liaison to Cochecton Youth Commis.	Edwin Grund (Appt. by Tn. Bd.)	12/31/2013
Liaison to Planning Board	Larry H. Richardson	12/31/2013
Rep. – Sullivan County Youth Bd.	Joan Ernst	12/31/2013
Cochecton Youth Commission	Sue Rodriguez	12/31/2014
“ “ “ “	Debbie Gaetano	12/31/2015
“ “ “ “	Eileen Hennessy	12/31/2016
“ “ “ “	Joan Ernst	12/31/2017
“ “ “ “	Karen Grund	12/31/2018
“ “ “ “	TBA	12/31/2019
“ “ “ “	Jenna Sayers	12/31/2013

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

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

TOWN OF COCHECTON  
2013 Payroll for County Certification

<u>POSITION TITLE</u>	<u>PERSONNEL</u>	<u>SALARY</u>	<u>PMNT. METH.</u>	<u>REG. #</u>
Councilperson	Larry H. Richardson	\$ 3,934.40	M	3943033-5
“ “	Edwin Grund	3,934.40	M	
“ “	Richard Schulman	3,934.40	M	
“ “	Anna Story	3,934.40	M	
Justice	Steven Sauer	10,949.30	M	3745786-8
Adm. Justice	Steven Sauer	597.62	M	3745786-8
Justice Court Clerk	Michelle Albrecht	12.76 PH	M	
Justice	Craig Fine	10,949.30	M	
Supervisor	Gary D. Maas	16,787.76	M	4102794-7
Supervisor’s Bookkeeper	Bridget Lounsbury	8500.00	M	
Ind./Auditor/Acct.	Cooper and Niemann	10,800.00	By Voucher	
Tax Collector	Eileen Hennessy	4,877.98	M	4180893-2
Budget Officer	Gary D. Maas	2,320.97	A	4102794-7
Assessor	Lorry King	18,186.24	M	4042656-1
Assessor’s Clerk	Linda Schwartz	3,928.45	M	
Bd. Of Assess. Review Chm.	(1)	172.47	PD	
Bd. Of Assess. Review Mem.	(2)	147.84 each	PD	
BAR Clerk	Appointed by B.A.R.	186.58	A	
Town Clerk	Hollye Schulman	31,726.39	M	3942474-2
Town Attorney	John Keating	95.00 PH	M	
Engineering Firm	Engineering Properties PC	125.00 PH	By Voucher plus other rates	
Election Inspectors	(4)	N/A	(Pd. By County)	
Election Custodians	(2)	N/A	(Pd. By County)	
Election Recanvassers	(2)	N/A	(Pd. By County)	
Grounds Maint. Worker	William Boucher	12.76 PH	M	
DCO	Rosemary Barile	3,800.00	M	
Building Insp./CEO	Greg Semenetz	25,523.40	M	4123717-3
Asst. Bldg. Insp.	T B A	15.00 PH	M (as needed)	
Health Officer	Dr. Paul Salzberg	500.00	A	
Reg. of Vital Statistics	Hollye Schulman	536.55	M	3942474-2
Deputy Reg. of Vital Stat.	Jennifer Olsen	N/A	N/A	
Highway Supt.	Kevin Esselman	\$39,493.40	M	3941673-0
Historian	K. C. Garn	1,130.85	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	Lauren Bunch	\$185.17 PM	M (follow-up\$86.89 ea.)	
Planning Bd. Chair	Sharron Cardone	300.00	A ***	
Planning Bd. Members (6)		150.00 each	A ***	
Planning Bd. Clerk P/T	Lauren Bunch (Pl. Bd. Appt)	189.83	PMW	3874533-7
UDC Rep.	Larry Richardson	1,200.00	M *	3943033-5
Waste Water Treat Plt. Oper.	Michael Walter	\$24,016.23	M	3876332-2
W/W Treat Plt. Admin.	George Walter	2400.00	M	1251440-2
Hwy Dept. Working Supv.	Vacant	(\$1.25 PH above base pay)	B	
HEMO	Walter Keesler	(\$21.19) PH per contract	B	3291593-6
	Charles Keesler	(\$21.19) PH per contract	B	3469831-6
	Philip Grisafe	(\$21.19) PH per contract	B	3436389-5
	Jay Powell	(\$21.19) PH per contract	B	14675552-4
MEO		(\$20.84) PH per contract	B	
LABORER		(\$17.58) 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

RESOLUTION #1 – 2013

RESOLVED, that all appointments, salary schedule and policy positions be adopted as read. Planning Board Clerk or Substitute Clerk will be paid \$195.52 on months he/she works. ZBA Clerk or Substitute Clerk will be paid \$185.71 for the original session he/she works and \$86.89 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 – 2013

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– 2013

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 Memos).

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

RESOLUTION: #4– 2013

RESOLVED, that the Town Clerk have a legal notice printed in both *The River Reporter* and *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 – 2013

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 – 2013

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- 2013

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 – 2013

RESOLVED, that the Supervisor is authorized to pay Partners In Safety in the amount of \$195.00 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

**RESOLUTION #9 – 2013**  
**RESOLVED**, that John Keating 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 – 2013**  
**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 – 2013**  
**RESOLVED**, that Sharron Cardone is appointed Chairperson of the Planning Board and said term is to expire on December 31, 2013.

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

**RESOLUTION #12 – 2013**  
**RESOLVED**, that Jerold Yavarkovsky is appointed Chairperson of the Zoning Board of Appeals and said term to expire December 31, 2013.

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

**RESOLUTION # 13**  
**APPROVE RESOLUTIONS 1-12 2013**  
On motion of Councilperson Richardson, seconded by Councilperson Grund, the following resolution was  
**RESOLVED**, to approve resolutions 1 thru 12 as read, and  
BE IT **RESOLVED**, the resolutions are accepted as read for FY 2013  
**ADOPTED:    AYES: 5            NAYS: 0**  
Supervisor Maas  
Councilpersons: Richardson, Grund, Schulman and Story

Please note this resolution took place in the beginning of the meeting.

**RESOLUTION # 14**  
**CHANGES TO THE PROCURMENT POLICY**  
On motion of Councilperson Richardson, seconded by Councilperson Grund, the following resolution was  
**WHEREAS**, the COCHECTON TOWN BOARD when reviewing the Procurement Policy for Budget Year 2013 felt that some revision was needed since the last revision in the year 2006. Only one revision was made and that is to allow the department heads the ability to purchase goods valued at up to \$200.00 instead of the previous limit that was \$50.00 so therefore,  
**BE IT RESOLVED** that the COCHECTON TOWN BOARD after reviewing and revising the Procurement Policy now adopts the revised policy with the above stated revision  
**ADOPTED:    AYES: 5            NAYS: 0**  
Supervisor Maas  
Councilpersons: Richardson, Grund, Schulman and Story

**PUBLIC COMMENT:**  
Eileen Hennessy Rep. for the Youth Commission: asked if she could have a list of the members and their terms for the Youth Commission  
  
No one else wished to comment

Supervisor explained the County tax rate, it has more than doubled over last year.

**MOTION:** On motion of Councilperson Grund, seconded by Councilperson Story, the following motion was to authorize the Supervisor to sign the contract with the Middletown Humane Society as the Town of Cochecton primary shelter. All voted in favor

Supervisor has been contacted by Sullivan County to pick the Town’s choice for Pride of Cochecton, since they recommend a business. He will contact them with the name put forth by the Town of Cochecton.

Also discussed the list of unsafe structures for demo in 2013

Highway Superintendent handed the Town Board members the Highway Agreement for 2013 for their review. This will be discussed at the regular Town Board meeting January 9<sup>th</sup>

Supervisor mentioned that several towns have passed the Claimant Agreement, however one town listed everything that was required and has heard nothing back from them. This will be discussed at the regular Town Board meeting

Supervisor also mentioned he had stopped to see Jay Powell and he is doing OK and he is pleased with the new health insurance the town has put in place

Councilperson Schulman thanked the Highway Superintendent for a good job considering he is a man down.

**MOTION:** On motion of Councilperson Grund, seconded by Councilperson Schulman, the following motion was to adjourn this Town Board meeting. Time 7:42 p.m.

Respectfully submitted: \_\_\_\_\_  
Hollye Schulman, Town Clerk