

January 2, 2015

7:00 P.M.

**AGENDA**

**PRESENT:** Supervisor Maas, Councilpersons: Richardson, Grund, Story and Nearing

**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, Cochection, New York

**Official Depositories:** Jeff Bank, Catskill Hudson Bank, 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 Grund – 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 2015 is adopted without changes from the 2014 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 2015 are adopted without changes from the 2014 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	AnnMary Hallen	12/31/2015
Deputy Supervisor	Edwin Grund	12/31/2015
Supervisor's Bookkeeper	Darlene Dumas (Appt. by Supv.)	12/31/2015
Independent Auditor/Accountant	Cooper Arias, LLP (contract)	12/31/2015
Budget Officer	Gary D. Maas	12/31/2015
Town Assessor	Lorry King (6 Yr.)	09/30/2019
Assessor's Clerk	Linda Schwartz	12/31/2015
Bd. Of Assess. Review – Member	Vacant (5 Yr. Term)	09/30/2019
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	TBA (Appt. by B.A.R.)	12/31/2015
Attorney for the Town	Karen Mannino	Services as needed
Engineering Firm	Engineering Properties	Services as needed
Maintenance & Groundskeeper	William Boucher	12/31/2015
Dog Control Officer & Enumerator	Rosemary Barile	12/31/2015
Safety Inspector/CEO	Greg Semenetz	12/31/2015
Health Officer	Dr. Paul Salzberg (4 Yr. Term-PHL322)	12/31/2015
Registrar of Vital Statistics**	Hollye Schulman (PHL 4123)	12/31/2017
Deputy Registrar of Vit. Stat. **	Jennifer Olsen (Appointed by Registrar)	12/31/2017
Historian	K. C. Garn (Appt. by Supv.)	12/31/2015
Deputy Highway Superintendent	Philip Grisafe (Appt. by Hwy Supt)	12/31/2015
ZBA Chairman	Jerold Yavarkovsky (267-2 Tn. Law)	12/31/2015
ZBA Member (5 Yr. Term)	Jerold Yavarkovsky	12/31/2019
“ “	Adam Weinrich	12/31/2015
“ “	Michael Attianese	12/31/2016
“ “	Pamela DeMan	12/31/2017
“ “	Peter Grosser	12/31/2018
ZBA Clerk	Lauren Bunch	12/31/2015
Planning Board Chairman	Sharron Cardone (271-8 Tn. Law)	12/31/2015
Planning Bd. Member (7 Yr. T)	George Blaso	12/31/2020
“ “ “ “	Earl Bertsch	12/31/2021
“ “ “ “	Jim Crowley	12/31/2015
“ “ “ “	Neal Halloran	12/31/2016
“ “ “ “	Sharron Cardone	12/31/2017
“ “ “ “	Joseph Manasari	12/31/2018
“ “ “ “	George Walter	12/31/2019
Planning Board Clerk	Lauren Bunch (Appt. by Plan. Bd.)	12/31/2015
UDC Representative	Larry H. Richardson (Appt. by Tn. Bd.)	12/31/2015
UDC Alternate Representative	Sean Nearing	12/31/2015
Upper Del. Scenic Byway Rep.	Larry Richardson (Appt. by Tn. Bd.)	12/31/2015
Upper Del. Scenic Byway Alt. Rep.	Jerold Yavarkovsky (Appt. by Tn. Bd.)	12/31/2015
Wastewater Treatment Plant Oper.	Michael Walter	12/31/2015
Asst. Wastewater Plant Operator	George Walter	12/31/2015 as needed
Advisory Council Rep. Ofc. Of Aging	Edwin Grund	12/31/2015
Liaison to Cocheton Youth Commis.	Edwin Grund (Appt. by Tn. Bd.)	12/31/2015
Liaison to Planning Board	Larry H. Richardson	12/31/2015
Liaison to Fire Commissioners	Anna Story	12/31/2015
Rep. – Sullivan County Youth Bd.	Karen Grund	12/31/2015
Cochecton Youth Commission	Sue Rodriguez	12/31/2021
“ “ “ “	Michelle Birney	12/31/2015
“ “ “ “	Eileen Hennessy	12/31/2016
“ “ “ “	David Blaine	12/31/2017
“ “ “ “	Karen Grund	12/31/2018
“ “ “ “	Julie Swendson	12/31/2019
“ “ “ “	Padriac McCarthy	12/31/2020

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

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

**TOWN OF COCHECTON**  
**2015 Payroll for County Certification**

<b><u>POSITION TITLE</u></b>	<b><u>PERSONNEL</u></b>	<b><u>SALARY</u></b>	<b><u>PMNT. METH.</u></b>	<b><u>REG. #</u></b>
Councilperson	Larry H. Richardson	\$ 4,174.00	M	3943033-5
“ “	Edwin Grund	4,174.00	M	
“ “	Anna Story	4,174.00	M	
“ “	Sean Nearing	4,174.00	M	
Justice	Steven Sauer	11,616.10	M	3745786-8
Adm. Justice	Steven Sauer	634.02	M	3745786-8
Justice Court Clerk	AnnMary Hallen	13.55/ PH	M	6046462-5
Justice	Craig Fine	11,616.10	M	
Supervisor	Gary D. Maas	17,810.13	M	4102794-7
Supervisor's Bookkeeper	Darlene Dumas	8,755.00	M	
Ind./Auditor/Acct.	Cooper Arias, LLP	11,100.00	By Voucher	
Tax Collector	Eileen Hennessy	5,175.00	M	4180893-2
Budget Officer	Gary D. Maas	2,462.32	A	4102794-7
Assessor	Lorry King	19,293.78	M	4042656-1
Assessor's Clerk	Linda Schwartz	4,167.69	M	
Bd. Of Assess. Review Chm.	(1)	182.98	PD	
Bd. Of Assess. Review Mem.	(2)	156.85 each	PD	
BAR Clerk	Appointed by B.A.R.	0.00	A	
Town Clerk	Hollye Schulman	33,658.53	M	3942474-2
Town Attorney	Karen Mannino	125.00 PH	M	
Engineering Firm	Engineering Properties PC	125.00 PH	By Voucher plus other rates	
Grounds Maint. Worker	William Boucher	13.55 PH	M	
DCO	Rosemary Barile	4,031.42	M	
Building Insp./CEO	Greg Semenetz	27,077.77	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	569.23	M	3942474-2
Deputy Reg. of Vital Stat.	Jennifer Olsen	N/A	N/A	
Highway Supt.	Kevin Esselman	41,898.55	M	3941673-0
Historian	K. C. Garn	1,199.46	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	\$190.73 PM	M (follow-up\$89.50 ea.)	
Planning Bd. Chair	Sharron Cardone	300.00	A ***	
Planning Bd. Members (6)		150.00 each	A ***	
Planning Bd. Clerk P/T	Lauren Bunch (PB Apt.)	207.42 MH-103.71NM	PMW	3874533-7
UDC Rep.	Larry Richardson	1,200.00	M *	3943033-5
Waste Water Treat Plt. Oper.	Michael Walter	25,478.83	M	3876332-2
W/W Treat Operator Asst.	George Walter	13.55 PH	M	1251440-2
Hwy Dept. Working Supv.	Philip Grisafe	(\$1.25 PH above base pay)	B	
HEMO	Michael Pomes	(\$22.48) PH per contract	B	6069126-8
	Charles Keesler	(\$22.48) PH per contract	B	3469831-6
	Philip Grisafe	(\$22.48) PH per contract	B	3436389-5
	Jay Powell	(\$22.48) PH per contract	B	14675552-4
MEO		(\$22.11) PH per contract	B	
LABORER		(\$18.65) 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) Per Set-up/Session  
(MH) Meeting Held (NM) Meeting not Held

**RESOLUTION #1 – 2015**

**RESOLVED**, that all appointments, salary schedule and policy positions be adopted as read. Planning Board Clerk or Substitute Clerk will be paid \$207.42 on months he/she works and a regular board meeting is held and \$103.71 when meeting is not held. ZBA Clerk or Substitute Clerk will be paid \$196.46 for the original session he/she works and \$92.19 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 – 2015**

**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– 2015**

**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– 2015**

**RESOLVED**, that the Town Clerk have a legal notice printed in both *The Sullivan County Democrat* and *The River Reporter* as well as on the town website that the regular monthly meetings of the Town Board of the Town of Cocheton 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 – 2015**

**RESOLVED**, that the Town Attorney prepare documents to execute the Town’s options to renew the lease agreement with the Cocheton Men’s Club for the use of the Little League Field in Cocheton and with the Heinle’s Field, LLC. for the use of the Little League Ball Field in Cocheton Center and with the Cocheton 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 – 2015**

**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- 2015**

**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 – 2015**

**RESOLVED**, that the Supervisor is authorized to pay Partners In Safety in the amount of \$234.00 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 – 2015**

**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 – 2015**

**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 – 2015**

**RESOLVED**, that Sharron Cardone is appointed Chairperson of the Planning Board and said term is to expire on December 31, 2015.

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

**RESOLUTION #12 – 2015**

**RESOLVED**, that Jerold Yavarkovsky is appointed Chairperson of the Zoning Board of Appeals and said term to expire December 31, 2015.

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

Supervisor opened meeting at with pledge to flag at 7:-05 p.m.

Supervisor explained the reason why the meeting was being held, so the town can conduct business.

At the beginning of the meeting the Town Clerk read the legal notice which was in the Sullivan County Democrat on December 23, 2014

Supervisor read the Re-organizational meeting agenda.

**RESOLUTION # 13**

**ADOPT RESOLUTIONS 1-12**

On motion by Councilperson Story, seconded by Councilperson Grund, 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: Richardson, Grund, Story and Nearing

**PUBLIC COMMENT:**

Linda Drollinger asked about the grease situation and if it has been resolved. Supervisor said there has not been a grease issue in 2 months. Perhaps the newspaper article had something to do with it being resolved

**MOTION:** On motion by Councilperson Story, seconded by Councilperson Nearing the following motion was to adjourn this re-org meeting. Time 7:31 p.m. All Town Board members voted in favor.

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

