

TOWN OF COCHECTON REORGANIZATIONAL MEETING

January 3, 2011

7:00 P.M.

AGENDA

PRESENT: Supervisor Maas, Councilpersons: Richardson, Grund, Schulman and Story

Others present: Town Clerk Hollye Schulman, Highway Superintendent Brian DuBois, Planning Board Chair Sharron Cardone, Tax Collector Eileen Hennessy

Authorization to attend Association of Towns Annual Conference - (Feb 20-23, 2011)

Names: Planning Board Chairperson Sharron Cardone

Voting delegate: Sharron Cardone Alternate:

Date, time and place of regular monthly meetings: Second Wednesday of each month: 7:00pm Work Session; 7:30pm Regular Business, at the Cochecton Town Hall, CR 116 Lake Huntington, New York or when completed new 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: .505 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 are also authorized.

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 Cochecton 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 2011 is adopted without any changes from the 2010 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 2011 are adopted with changes from the 2010 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 \$858.00_ (§25, T.L.)

TOWN OF COCHECTON REORGANIZATIONAL MEETING

APPOINTMENTS

<u>POSITION TITLE</u>	<u>PERSONNEL</u>	<u>TERM-EXPIRES</u>
Justice Court Clerk	TBA	12/31/2011
Deputy Supervisor	Edwin Grund	12/31/2011
Supervisor's Bookkeeper	Bridget Lounsbury (Appt. by Supv.)	12/31/2011
Independent Auditor/Accountant	Cooper and Niemann (contract)	12/31/2013 (Yr. ending '12)
Budget Officer	Gary D. Maas	12/31/2011
Town Assessor	Lorry King (6 Yr.)	09/30/2013
Assessor's Clerk	Linda Schwartz	12/31/2011
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	TBA (5 Yr. Term)	09/30/2011
Clerk/Bd. Of Assess. Review	Hollye Schulman (Appt. by B.A.R.)	12/31/2011
Attorney for the Town	John Keating	Services as needed
Engineering Firm	Engineering Properties	Services as needed
Election Inspectors (8)	(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>
Cleaner (Town Hall)	TBA	12/31/2011
Maintenance & Groundskeeper	Joseph Mayer	12/31/2011
Dog Control Officer & Enumerator	Rosemary Barile	12/31/2011
Safety Inspector/CEO	Greg Semenetz	12/31/2011
Health Officer	Dr. Paul Salzberg (4 Yr. Term-PHL322)	12/31/2011
Registrar of Vital Statistics**	Hollye Schulman (PHL 4123)	12/31/2013
Deputy Registrar of Vit. Stat.	Jennifer Olsen (Appointed by Registrar)	12/31/2011
Historian ++	K. C. Garn (Appt. by Supv.)	12/31/2011
ZBA Chairman	Jerald Yavarkovsky (267-2 Tn. Law)	12/31/2011
ZBA Member (5 Yr. Term)	Jerald Yavarkovsky	12/31/2014
“ “	TBA*	12/31/2015
“ “	Pamela DeMan	12/31/2012
“ “	Darryl Brasseale	12/31/2013
“ “	Michael Attianese	12/31/2011
ZBA Clerk	Lauren Bunch	12/31/2011
Planning Board Chairman	Sharron Cardone (271-8 Tn. Law)	12/31/2011
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	12/31/2011
“ “ “ “	George Walter	12/31/2012
Planning Board Clerk	Lauren Bunch (Appt. by Plan. Bd.)	12/31/2011
UDC Representative	Larry H. Richardson (Appt. by Tn. Bd.)	12/31/2011
UDC Alternate Representative	Edwin Grund	12/31/2011
Upper Del. Scenic Byway Rep.	Larry Richardson (Appt. by Tn. Bd.)	12/31/2011
Upper Del. Scenic Byway Alt. Rep.	Jerold Yavarkovsky (Appt. by Tn. Bd.)	12/31/2011
Wastewater Treatment Plant Oper.	George Walter	12/31/2011
Asst. Wastewater Plant Operator	Michael Walter (position added 1/13/99)	12/31/2011 as needed
Advisory Council Rep. to Ofc. Of Aging	Richard Schulman (Appt. by Tn. Bd.)	12/31/2011
Liaison to Cochecton Youth Commis.	Edwin Grund (Appt. by Tn. Bd.)	12/31/2011
Liaison to Planning Board	Larry H. Richardson	12/31/2011
Rep. – Sullivan County Youth Bd.	Jerold Yavarkovsky	12/31/2011
Cochecton Youth Commission	Sue Rodriguez	12/31/2014
“ “ “ “	Jason Simonet	12/31/2015
“ “ “ “	Eileen Hennessy	12/31/2016
“ “ “ “	Jenna Sayers	12/31/2017
“ “ “ “	Jerold Yavarkovsky	12/31/2011
“ “ “ “	Wendy Kraack	12/31/2012
“ “ “ “	Joan Ernst	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 REORGANIZATIONAL MEETING

2011 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	\$ 3,699.57	M	3943033-5
“ “	Edwin Grund	3,699.57	M	4307982-1
“ “	Richard Schulman	3,699.57	M	
“ “	Anna Story	3,699.57	M	
Justice	Steven Sauer	10,295.77	M	3745786-8
Adm. Justice	Steven Sauer	561.94	M	3745786-8
Justice Court Clerk	TBA	N/A	PH(\$12.00)	
Justice	Craig Fine	10,295.77	M	5001354-9
Supervisor	Gary D. Maas	15,785.76	M	4102794-7
Supervisor’s Bookkeeper	Bridget Lounsbury	6,657.80	M	3395282-1
Ind./Auditor/Acct.	Cooper and Niemann	10,500.00	By Voucher	
Tax Collector	Eileen Hennessy	4,586.83	M	4180893-2
Budget Officer	Gary D. Maas	2,182.44	A	4102794-7
Assessor	Lorry King	17,101.24	M	4042656-1
Assessor’s Clerk	Linda Schwartz	3,693.98	M	4043277-5
Bd. Of Assess. Review Chm.	(1) Pauline Johnson	162.18	(PD)	
Bd. Of Assess. Review Mem.	(2) Linda Keesler, TBA	139.02	(PD-each)	
BAR Clerk	Appointed by B.A.R.	175.45	A	
Town Clerk	Hollye Schulman	29,832.76	M	3942474-2
Town Attorney	John Keating	N/A	PH (\$95.00)	
Engineering Firm	Engineering Properties PC	N/A	PH (\$125.00) plus other rates	
Election Inspectors	(8)	N/A	(Pd. By County)	
Election Custodians	(2)	N/A	(Pd. By County)	
Election Recanvassers	(2)	N/A	(Pd. By County)	
Cleaner (Town Hall)	TBA	N/A	M (\$11.83 PH)	
Grounds Maint. Worker	Joseph Mayer	N/A	M (\$11.83 PH)	
DCO	Rosemary Barile	3,192.90	M	
Building Insp./CEO	Greg Semenetz	24,000.00	M	4123717-3
Asst. Bldg. Insp.	T B A	N/A	M (\$15.00 PH) as needed	
Health Officer	Dr. Paul Salzberg	500.00	A	
Reg. of Vital Statistics	Hollye Schulman	504.52	M	3942474-2
Deputy Reg. of Vital Stat.	Jennifer Olsen	N/A	N/A	
Highway Supt.	Brian DuBois	\$37,136.18	M	3941673-0
Historian	K. C. Garn	1,063.35	M	
ZBA Chair	Jerold Yavarkovsky	300.00	A ++++	
ZBA Members (4)		150.00 each	A ++++	
ZBA Clerk P/T	Lauren Bunch	\$174.13(1 st sess.)	PM(follow-up\$81.70 ea.)	
Planning Bd. Chair	Sharron Cardone	300.00	A ++++	
Planning Bd. Members (6)		150.00	A ++++	
Planning Bd. Clerk P/T	Lauren Bunch (Pl. Bd. Appt)	N/A	PMW (\$176.35)	3874533-7
UDC Rep.*	Larry Richardson	1,200.00	M	3943033-5
Waste Water Treat Plt. Oper.	George Walter	\$22,582.88	M	1251440-2
W/W Trt. Plt. Oper.	Michael Walter	N/A	PH (\$11.83)	3876332-2
Hwy Dept. Working Supv.	Vacant	(\$1.25 PH above base pay)	B	
HEMO	Walter Keesler	(\$19.92) PH per contract **	B	3291593-6
	Charles Keesler	(\$19.92) PH per contract **	B	3469831-6
	Philip Grisafe	(\$19.92) PH per contract **	B	3436389-5
	Jay Powell	(\$19.92) PH per contract **	B	14675552-4
MEO		(\$19.59) PH per contract	B	
LABORER		(\$16.54) PH per contract	B	
SEASONAL ON-CALL		(\$17.50) PH	B	

***Reimbursed by UDC ** until new contract is agreed**

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,

TOWN OF COCHECTON REORGANIZATIONAL MEETING

RESOLUTION #1 – 2011

RESOLVED, that all appointments, salary schedule and policy positions be adopted as read. Planning Board Clerk or Substitute Clerk will be paid \$183.85 on months he/she works. ZBA Clerk or Substitute Clerk will be paid \$174.13 for the original session he/she works and \$81.70 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 – 2011

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– 2011

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– 2011

RESOLVED, that the Town Clerk have a legal notice printed in both *The River Reporter* and *The Sullivan County Democrat* that the regular monthly meetings of the Town Board of the Town of Cochecton will be held at the Town Hall 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 – 2011

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 Douglas Heinle for the use of the Little League Ball Field in Cochecton Center. Both locations are to be used for recreational purposes.

MOVED BY: Councilperson _____ **SECONDED BY:** _____
VOTE: _____ **AYES** _____ **NAYS**

RESOLUTION #6 – 2011

RESOLVED, that the Supervisor is authorized to pay the National Grange Mutual Fidelity Bond Insurance in the amount of \$858.00 and the Town Clerk will carry this Claim on Abstract # 1.

MOVED BY: Councilperson _____ **SECONDED BY:** _____
VOTE: _____ **AYES** _____ **NAYS**

RESOLUTION #7- 2011

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 – 2011

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**

TOWN OF COCHECTON REORGANIZATIONAL MEETING

RESOLUTION #9 – 2011

RESOLVED, that John Keating is appointed as the Attorney for the Town of Cochection and is to serve at the pleasure of the Town Board.

MOVED BY: Councilperson _____ **SECONDED BY:** _____

VOTE: _____ **AYES** _____ **NAYS**

RESOLUTION #10 – 2011

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

MOVED BY: Councilperson _____ **SECONDED BY:** _____

VOTE: _____ **AYES** _____ **NAYS**

RESOLUTION # 11 – 2011

RESOLVED, that Sharron Cardone is appointed Chairperson of the Planning Board and said term is to expire on December 31, 2011.

MOVED BY: Councilperson _____ **SECONDED BY:** _____

VOTE: _____ **AYES** _____ **NAYS**

TOWN OF COCHECTON REORGANIZATIONAL MEETING

RESOLUTION #12 – 2011

RESOLVED, that Jerold Yavarkovsky is appointed Chairperson of the Zoning Board of Appeals and said term to expire December 31, 2011.

MOVED BY: Councilperson _____ **SECONDED BY:** _____

VOTE: _____ **AYES** _____ **NAYS**

The following took place in the beginning of the meeting.

* Joseph C. Wagner the only applicant for the vacant position on the Zoning Board of Appeals was asked some questions by the board. Councilperson Richardson explained what the ZBA does and it also requires 4 hours of training each year as mandated by the State. Councilperson Schulman said the classes are mostly geared to the Planning Board and he has made suggestions for the classes when he was a member of the ZBA. All information received from the classes is useful.

MOTION: On motion of Councilperson Richardson, seconded by Councilperson Grund, the following motion was to appoint Joseph C. Wagner to the position of ZBA member a term to expire Dec. 31, 2015. All voted in favor.

Town Clerk read the legal notice advertising the reorganizational meeting. She also read the agenda.

RESOLUTION # 13

APPROVE ALL THE ABOVE RESOLUTIONS

On motion of Councilperson Richardson, seconded by Councilperson Grund, the following resolution was to approve resolutions # 1 thru # 12 as stated above.

ADOPTED: AYES: 5 NAYS: 0

Supervisor Maas

Councilpersons, Richardson, Grund, Schulman and Story

Supervisor Maas stated that the Town Board is ready for business for FY 2011. He also went over the money market and CDs held by the town with the Town Board as to what was in each account. He also reviewed the checking accounts, when bills are presented for payment the money is transferred from the money markets to the checking accounts to pay the bills.

MOTION: On motion of Councilperson Grund, seconded by Councilperson Story, the following motion was to recess this meeting to January 5, 2011 at 7:00 p.m. for the purpose of meeting with Dorene Warner the website designer. Time 7:43 p.m. All voted in favor.

Respectfully submitted, _____

Hollye Schulman, Town Clerk

