

January 3, 2014

7:00 P.M.

AGENDA

PRESENT: Supervisor Maas, Councilpersons: Richardson, Grund, Story and Nearing
Others present: Hollye Schulman – Town Clerk

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, Cohecton, New York

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

Mileage Reimbursement: .55 cents

Official Newspaper: The 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.) (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 Cohecton 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 2014 is adopted without changes from the 2013 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 2014 are adopted without changes from the 2013 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

<u>POSITION TITLE</u>	<u>PERSONNEL</u>	<u>TERM-EXPIRES</u>
Justice Court Clerk	Michelle Albrecht	12/31/2014
Deputy Supervisor	Edwin Grund	12/31/2014
Supervisor’s Bookkeeper	Bridget Lounsbury (Appt. by Supv.)	12/31/2014
Supervisor’s Asst. Bookkeeper	Darlene Dumas Appt. by Supv.)	12/31/2014
Independent Auditor/Accountant	Cooper Arias, LLP (contract)	12/31/2015
Budget Officer	Gary D. Maas	12/31/2014
Town Assessor	Lorry King (6 Yr.)	09/30/2019
Assessor’s Clerk	Linda Schwartz	12/31/2014
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	TBA (Appt. by B.A.R.)	12/31/2014
Attorney for the Town	Karen Mannino	Services as needed
Engineering Firm	Engineering Properties	Services as needed
Maintenance & Groundskeeper	William Boucher	12/31/2014
Dog Control Officer & Enumerator	Rosemary Barile	12/31/2014
Safety Inspector/CEO	Greg Semenetz	12/31/2014
Health Officer	Dr. Paul Salzberg (4 Yr. Term-PHL322)	12/31/2014
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.)	12/31/2014
Deputy Highway Superintendent	Phillip Grisafe (Appt. by Hwy Supt)	12/31/2014
ZBA Chairman	Jerold Yavarkovsky (267-2 Tn. Law)	12/31/2014
ZBA Member (5 Yr. Term)	Jerold Yavarkovsky	12/31/2014
“ “	Adam Weinrich	12/31/2015
“ “	Michael Attianese	12/31/2016
“ “	Pamela DeMan	12/31/2017
“ “	Peter Grosser	12/31/2018
ZBA Clerk	Lauren Bunch	12/31/2014
Planning Board Chairman	Sharron Cardone (271-8 Tn. Law)	12/31/2014
Planning Bd. Member (7 Yr. T)	George Blaso	12/31/2020
“ “ “ “	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.)	12/31/2014
UDC Representative	Larry H. Richardson (Appt. by Tn. Bd.)	12/31/2014
UDC Alternate Representative	Sean Nearing	12/31/2014
Upper Del. Scenic Byway Rep.	Larry Richardson (Appt. by Tn. Bd.)	12/31/2014
Upper Del. Scenic Byway Alt. Rep.	Jerold Yavarkovsky (Appt. by Tn. Bd.)	12/31/2014
Wastewater Treatment Plant Oper.	Michael Walter	12/31/2014
Asst. Wastewater Plant Operator	George Walter	12/31/2014 as needed
Advisory Council Rep. Ofc. Of Aging	Edwin Grund	12/31/2014
Liaison to Cocheton Youth Commis.	Edwin Grund (Appt. by Tn. Bd.)	12/31/2014
Liaison to Planning Board	Larry H. Richardson	12/31/2014
Liaison to Fire Commissioners	Anna Story	12/31/2014
Rep. – Sullivan County Youth Bd.	Joan Ernst	12/31/2014
Cochecton Youth Commission	Sue Rodriguez	12/31/2014
“ “ “ “	Michelle Birney	12/31/2015
“ “ “ “	Eileen Hennessy	12/31/2016
“ “ “ “	Joan Ernst	12/31/2017
“ “ “ “	Karen Grund	12/31/2018
“ “ “ “	Julie Swendson	12/31/2019
“ “ “ “	TBA	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
2014 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	\$ 4,052.43	M	3943033-5
“ “	Edwin Grund	4,052.43	M	
“ “	Anna Story	4,052.43	M	
“ “	Sean Nearing	4,052.43	M	
Justice	Steven Sauer	11,277.77	M	3745786-8
Adm. Justice	Steven Sauer	615.55	M	3745786-8
Justice Court Clerk	Michelle Albrecht	13.15/ PH	M	
Justice	Craig Fine	11,277.77	M	
Supervisor	Gary D. Maas	17,291.39	M	4102794-7
Supervisor’s Bookkeeper	Bridget Lounsbury	8,755.00	M	
Supervisor’s Asst. Bkr.	Darlene Dumas	Split w above	M	
Ind./Auditor/Acct.	Cooper Arias, LLP	11,100.00	By Voucher	
Tax Collector	Eileen Hennessy	5,024.32	M	4180893-2
Budget Officer	Gary D. Maas	2,390.60	A	4102794-7
Assessor	Lorry King	18,731.83	M	4042656-1
Assessor’s Clerk	Linda Schwartz	4,046.30	M	
Bd. Of Assess. Review Chm.	(1)	177.65	PD	
Bd. Of Assess. Review Mem.	(2)	152.28 each	PD	
BAR Clerk	Appointed by B.A.R.	0.00	A	
Town Clerk	Hollye Schulman	32,678.18	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	13.15 PH	M	
DCO	Rosemary Barile	3,914.00	M	
Building Insp./CEO	Greg Semenetz	26,289.10	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	552.65	M	3942474-2
Deputy Reg. of Vital Stat.	Jennifer Olsen	N/A	N/A	
Highway Supt.	Kevin Esselman	\$40,678.20	M	3941673-0
Historian	K. C. Garn	1,164.78	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 (Pl. Bd. Appt)	201.39	PMW	3874533-7
UDC Rep.	Larry Richardson	1,200.00	M *	3943033-5
Waste Water Treat Plt. Oper.	Michael Walter	24,736.72	M	3876332-2
W/W Treat Plt. Admin.	George Walter	2,400.00	M	1251440-2
Hwy Dept. Working Supv.	Philip Grisafe	(\$1.25 PH above base pay)	B	
HEMO	Walter Keesler	(\$21.83) PH per contract	B	3291593-6
	Charles Keesler	(\$21.83) PH per contract	B	3469831-6
	Philip Grisafe	(\$21.83) PH per contract	B	3436389-5
	Jay Powell	(\$21.83) PH per contract	B	14675552-4
MEO		(\$21.47) PH per contract	B	
LABORER		(\$18.11) 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 – 2014

RESOLVED, that all appointments, salary schedule and policy positions be adopted as read. Planning Board Clerk or Substitute Clerk will be paid \$201.39 on months he/she works. ZBA Clerk or Substitute Clerk will be paid \$190.73 for the original session he/she works and \$89.50 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 – 2014

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– 2014

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– 2014

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 Cohecton 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 – 2014

RESOLVED, that the Town Attorney prepare documents to execute the Town’s options to renew the lease agreement with the Cohecton Men’s Club for the use of the Little League Field in Cohecton and with the Heinle’s Field, LLC. for the use of the Little League Ball Field in Cohecton Center and with the Cohecton 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 – 2014

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- 2014

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 – 2014

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 – 2014

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

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

RESOLUTION #10 – 2014

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

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

RESOLUTION # 11 – 2014

RESOLVED, that Sharron Cardone is appointed Chairperson of the Planning Board and said term is to expire on December 31, 2014.

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

RESOLUTION #12 – 2014

RESOLVED, that Jerold Yavarkovsky is appointed Chairperson of the Zoning Board of Appeals and said term to expire December 31, 2014.

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

The Town Clerk read the legal notice published in both the Sullivan County Democrat and The River Reporter December 26, and Dec. 27th, 2013

Supervisor and Town Clerk read the re-org agenda

RESOLUTION # 13
ADOPT RESOLUTIONS 1-12 AS READ

On motion of Councilperson Richardson, seconded by Councilperson Grund, the following resolution was
RESOLVED, 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

Supervisor mentioned that the security for the server and internet was installed today

Supervisor will get quotes for the UV system for the water to be used for the nutrition site

Councilperson Story needs contact information from Councilperson Nearing for the website, and she also needs information from the Tax Collector for the website.

Councilperson Richardson asked about the sign marker for the N.J. Claim Line. The Historian K. C. Garn will look into this matter

Supervisor asked the board members if anyone had anything to add -- no one did

MOTION: On motion of Councilperson Grund, seconded by Councilperson Story, the following motion was to adjourn this re-org meeting. Time 7:39 p.m.

Respectfully submitted, _____
Hollye Schulman, Town Clerk

