

Town of Chatham
ORGANIZATIONAL MEETING
January 3, 2012
7:00PM

PRESENT:

Supervisor Jesse DeGroot
Councilman Henry Swartz
Councilman Jean Rohde
Councilman Bob Balcom
Comptroller Earl Kelsey
And others....

BOARD ABSENT:

Councilman Maria Lull

CALL TO ORDER: Supervisor DeGroot called the January 3, 2012 Organizational Meeting to order at 7PM.

PLEDGE: Councilman Swartz led the pledge to the flag.

ORGANIZATIONAL MEETING

RES. #1-12 To name Attorney for the Town.

Offered by Supervisor DeGroot, moved adoption to name Tal Rappleyea as Attorney for the town, salary set at \$10,000.00 as the general retainer and to allow payment of \$125/hr. for all litigation or other similar substantial work. Councilman Swartz seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #2-12 To name Chairman, Board of Assessment Review. **TABLED**

Offered by _____, moved adoption to name XXXXXXXXX as Chairman, Board of Assessment Review. _____ seconded motion.

VOTE: ayes _____ nays _____

RES. #3-12 To appoint member to Planning Board for seven year term.

Offered by Councilman Rohde, moved adoption to appoint Wendy Carroll, member of Planning Board for seven-year term, 2012-2018. Councilman Balcom seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #4-12 To name Chairman, Planning Board.

Offered by Councilman Balcom, moved adoption to name Marilyn Cohen as Chairman, Planning Board. Councilman Swartz seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #5-12 To name Deputy Planning Board Chairman.

Offered by Councilman Swartz, moved adoption to name Donna Staron as Deputy Planning Board Chairman. Councilman Rohde seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #6-12 To set dates of Regular Town Board Meetings.

Offered by Supervisor DeGroot, moved adoption to set dates of the regular monthly Town Board meetings for 2012 on the 3rd Thursday of each month at 7:00p.m. Councilman Balcom seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #7-12 To set Town Board Workshop Meetings.

Offered by Councilman Rohde, moved adoption to set dates of Town Board Workshop meetings as needed on the first Thursday of each month at 7:00 p.m. in the Town Hall. Councilman Balcom seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #8-12 To designate official newspaper.

Offered by Councilman Balcom, moved adoption to name The Chatham Courier and/or The Register Star and/or the Columbia Paper as official newspapers for the Town of Chatham. Councilman Swartz seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #9-12 To designate official depository.

Offered by Councilman Swartz, moved adoption to name National Union Bank of Kinderhook as official Depository. Supervisor DeGroot seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #10-12 To allow Supervisor to invest funds.

Offered by Supervisor DeGroot, moved adoption to allow supervisor to invest town funds in other banks to obtain the best interest rate for the Town. Councilman Rohde seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #11-12 To set up petty cash funds.

Offered by Councilman Rohde moved adoption to set up Petty Cash Funds of \$100.00 for the Tax Collector, \$200.00 for the Town Clerk, \$100.00 for Recreation Director, \$100.00 for the Justice Court Councilman Balcom seconded motion.

VOTE: ayes; DeGrootd, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #12-12 To authorize Town Comptroller to pay bills early.

Offered by Councilman Balcom, moved adoption to authorize Town Comptroller to pay electric, telephone, postage, freight and express claims in advance of audit. Councilman Rohde seconded motion.

VOTE: ayes; DeGrootd, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #13-12 To authorize Town Comptroller to file Annual Report.

Offered by Councilman Swartz, moved adoption to authorize Town Comptroller to submit to Town Clerk, within 60 days after close of the fiscal year, a copy of the Annual Report to the State Comptroller in lieu of annual financial report. Supervisor DeGrootd seconded motion.

VOTE: ayes; DeGrootd, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #14-12 To authorize the Supervisor to designate Budget Officer at no salary.

Offered by Supervisor DeGrootd , moved adoption to authorize Supervisor to designate Budget Officer at no salary. Councilman Swartz seconded motion.

VOTE: ayes; DeGrootd, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #15-12 To appoint Town Comptroller as Town Accounting Officer.

Offered by Councilman Rohde, moved adoption that the Town Comptroller shall be the town accounting officer and the accounting duties of the Supervisor shall be and hereby are transferred to the accounting officer. Councilman Balcom seconded motion.

VOTE: ayes; DeGrootd, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #16-12 To hire an engineer for town.

Offered by Councilman Balcom, moved adoption to hire an engineer for town on a fee basis as needed. Councilman Swartz seconded motion.

VOTE: ayes; DeGrootd, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #17-12 To name Animal Control Officer.

Offered by Councilman Swartz, moved adoption to name Wes Powell as Animal Control Officer at a rate of \$7,070.00/Yr. Councilman Rohde seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #18-12 To name Zoning & Code Enforcement Officer.

Offered by Supervisor DeGroot, moved adoption to name Walter Simonsmeier, Zoning & Code Enforcement Officer at a rate of \$35,360.00/Yr. Councilman Swartz seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #19-12 To name Zoning & Code Enforcement Clerk.

Offered by Councilman Rohde, moved adoption to name Marilyn Cohen Part-Time Zoning & Code Enforcement Clerk, 3 hours per week, at a rate of \$17.77 per hour. Councilman Balcom seconded the motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #20-12 To pay mileage.

Offered by Councilman Balcom, moved adoption that mileage expense for Town business is reimbursable at the prevailing IRS rate per mile. Councilman Rohde seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #21-12 To fix wages of Highway Department Employees.

Offered by Councilman Swartz, moved adoption to fix wages of Highway Department Employees for 2012 as per contract. Supervisor DeGroot seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #22-12 To pay employees bi-weekly.

Offered by Supervisor DeGroot, moved adoption to pay Town Clerk/Tax Collector, Town Supervisor, Court Clerks, Court Laborer, Planning & Zoning Secretary, First Deputy Town Clerk, Zoning & Code Clerk, Zoning & Code Enforcement Officer, Town Custodian, Highway Superintendent, Deputy Highway Superintendent, Highway Clerk, Confidential Secretary, Highway Employees, Recreation Director, and Recreation employees, bi-weekly. Councilman Swartz seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #23-12 To fix salaries of elected officials.

Offered by Councilman Rohde, moved adoption to fix salaries of elected officials as follows:

Supervisor \$ 14,000.00

Councilman 4 @ \$ 4,500.00

Justices 2 @ \$ 12,019.00

Town Clerk/Tax Collector \$ 30,300.00

Highway Superintendent \$ 56,206.00

Councilman Balcom, seconded motion.

VOTE: ayes; DeGrootd, Swartz, Rohde, Balcom nays; None

Resolution adopted

RES. #24-12 Justices to name own Court Stenographers.

Offered by Councilman Balcom, moved adoption to authorize Justices to name own Court Stenographers at the following rates: \$75.00 per Appearance Fee, \$125.00 after 3-hours, an additional \$75.00 after 11:00PM, \$225.00 for an entire day and any other necessary fees that may be incurred. Transcript fees: \$3.75 per page (only one person-ordering transcript). \$2.50 per page (if more than one person orders transcript) and any other fees that may come necessary. Councilman Rohde seconded motion.

VOTE: ayes; DeGrootd, Swartz, Rohde, Balcom nays; None

Resolution adopted

RES. #25-12 To name Court Clerk.

Offered by Councilman Swartz, moved adoption to name Sandra LeClair, Full-Time Court Clerk and Joan Goold, Part-Time Court Clerk. Supervisor DeGrootd seconded motion.

VOTE: ayes; DeGrootd, Swartz, Rohde, Balcom nays; None

Resolution adopted

RES. #26-12 To name Building Department and Zoning Board of Appeals Secretary.

Offered by Supervisor DeGrootd, moved adoption to name Marilyn Cohen as a part-time clerk to the Building Department and Zoning Board of Appeals, 6 hours per week, at a rate of \$17.77 per hour. Councilman Balcom seconded motion.

VOTE: ayes; DeGrootd, Swartz, Rohde, Balcom nays; None

Resolution adopted

RES. #27-12 To name Planning Board Secretary.

Offered by Councilman Rohde, moved adoption to name Gail Chamberlain as a part-time clerk to the Planning Board, 5 hours per week, at a rate of \$12.65 per hour. Councilman Swartz seconded motion.

VOTE: ayes; DeGrootd, Swartz, Rohde, Balcom nays; None

Resolution adopted

RES. #28-12 To authorize Deputy Supervisor and 2nd Deputy Supervisor to sign checks in absence of Supervisor.

Offered by Councilman Balcom moved adoption to authorize Deputy Supervisor to sign checks in absence of Supervisor. Councilman Swartz seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #29-12 To appoint member to Zoning Board of Appeals for seven-year term.

Offered by Councilman Swartz, moved adoption to appoint Jeff Lick as a member of Zoning Board of Appeals for a seven-year term, 2012-2018. Supervisor DeGroot seconded the motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #30-12 To name Chairman, Zoning Board.

Offered by Supervisor DeGroot, moved adoption to name David Everett as Chairman, Zoning Board. Councilman Swartz seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #31-12 To name Deputy Chairman, Zoning Board.

Offered by Councilman Rohde, moved adoption to name Mitchell Khosrova as Deputy Chairman, Zoning Board. Councilman Balcom seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #32-12 To name Assessor Clerk.

Offered by Councilman Balcom, moved adoption to name Elizabeth Horst as Assessor Clerk. Councilman Swartz seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. # 33-12 To appoint Recreation Director

Offered by Councilman Swartz, moved adoption to appoint Shari Franks as Recreation Director. Councilman Rohde seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #34-12 To pay Deputy CEO/ZEO.

Offered by Supervisor DeGroot, moved adoption to pay the Deputy CEO/ZEO at a rate of \$10.00 per hour. Councilman Rohde seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #35-12 To adopt “Robert’s Rules” as the “Rules of Procedure” for the Town Board, Planning Board, and Zoning Board of Appeals.

Offered by Councilman Rohde, moved adoption to use “Robert’s Rules” as the Town Board “Rules of Procedure”. Councilman Balcom seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #36-12 That the Town Board of the Town of Chatham authorizes and delegates to the Town Supervisor, powers and duties of day to day administration and supervision of all Town and special district facilities and employees consistent with and in the furtherance of any and all State and Federal Laws applicable thereto and with any and all local laws, resolutions or policy heretofore and hereafter adopted by this Town Board.

Offered by Councilman Balcom, moved adoption authorizing and delegating to the Town Supervisor, powers and duties of day to day administration and supervision of all Town and special district facilities and employees consistent with and in the furtherance of any and all state and federal laws applicable thereto and with any and all local laws, resolutions or policy heretofore and hereafter adopted by this Town Board. Councilman Rohde seconded motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #37-12 To fix salaries of appointed officials and employees.

Offered by Councilman Swartz, moved adoption to fix salaries of appointed officials and employees as follows:

OFFICE	SALARY
Animal Control Officer \$	\$7,070.00/Annual
Assessor	\$21,000.00/Annual
Assessor Clerk	\$10.50/Hr
BAR Chair	\$900.00/Annual
BAR Member (2)	\$900.00/Annual
Bookkeeper, Deputy	\$19.59/Hr
Comptroller	\$16,290.00/Annual
Confidential Secretary (Supervisor)	\$19.59/Hr
Confidential Secretary (Highway)	\$19.59/Hr
Court Clerk (FT)	\$18.59/Hr
Court Clerk (PT)	\$13.63/Hr
Custodian	\$17.77/Hr
Deputy Highway Superintendent	\$50,632.00/Annual
Planning Board Members (5)	\$2,655.00/Annual
Planning Board Chairman	\$3,700.00/Annual
Planning Board Deputy Chairman	\$3,100.00/Annual

Planning Board P/T Clerk	\$12.62/Hr
Recreation Director	\$41,587.00/Annual
Recreation Counselors (3)	\$ 7.75/Hr
Recreation Counselors/Training (3)	\$ 7.25/Hr
Supervising Counselor (3)	\$ 8.00/Hr
Supervising Lifeguards (4)	\$ 10.00/Hr
Head Counselor (1)	\$ 8.50/Hr
Head Lifeguard (1)	\$ 11.00/Hr
Junior Lifeguard (2)	\$ 8.75/Hr
Lifeguard (2)	\$ 9.25/Hr
Park Maintenance Director	\$ 10,000.00/Annual
Town Clerk, First Deputy	\$ 12.62/Hr
Town Clerk, Second Deputy	\$ 12.00/Hr
Town Historian	\$ 950.00/Annual
Waterfront Director (1)	\$ 12.50/Hr
Zoning Board Members (5)	\$ 2,655.00/Annual
Zoning Board, Chairman	\$ 3,700.00/Annual
Zoning Board, Deputy Chairman	\$ 3,100.00/Annual
Zoning Board P/T Clerk	\$ 17.77/Hr
Zoning & Code Enforcement Officer	\$ 35,360.00/Annual
Zoning & Code Enforcement Clerk	\$ 17.77/Hr

Councilman Rohde seconded motion.

VOTE: ayes; DeGrootd, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #38-12 to grant authority to the Red Rock Fire Company to provide emergency medical care to the residents of the Town of Chatham. Supervisor DeGrootd offered RES. #38-12 and moved its adoption to grant authority to Red Rock Fire Company to provide emergency medical care to residents of the Town of Chatham, as defined by Article 30 of NYS Public Health Law, Councilman Swartz seconded the motion.

VOTE:

AYES: DeGrootd, Lull, Rohde, Swartz
NAYS: None Resolution adopted.

RES #39-12 Amendments to Budget Appropriations. Supervisor DeGrootd Amendments to Budget Appropriations.

Whereas, The Chatham Town Board authorizes the Town Comptroller to make the following amendments to budget appropriations

From	To	Amount	
A1315.2	A1315A	Fr. Comptroller EQ to CE To cover Increase Spending	100.00
A1990A	A5010A	Fr Contingency to Supt. Highway PS To cover Year End P/R Accruals	1,000.00
A1990A	A5132A	Fr Contingency to Garage CE Increased Spending	500.00

A1990A	A3510A	Fr Contingency to Dog Control CE	500.00
		Increase coverage	
A9010.8	A9030.8	Fr.State Retirement To Social Security (Town Share)	2,500.00
		Increase coverage	
		TOTAL FUNDS	\$ 4,600.00

Councilman Rohde seconded the motion.

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

RES. #40-12 Offered by Supervisor DeGroot

Whereas, projected "DB" Highway (Town Outside Village) revenue, 5110, Non-Property Tax Distribution by County, for the year ending December 31,2011, is expected to exceed budget by \$125,000 "-

Whereas, FEMA project reimbursement related to Irene and the subsequent storm, may exceed \$100,000.

Whereas, "DB" Highway (Town Outside Village) Appropriations continue to exceed budget, due to the October Storms, by another \$6~,000 ..

Therefore, be it resolved that, the Town Board authorizes the Town Comptroller to increase the following appropriations (charge) \$35,000 to "DB" 5110.1 - General Repairs PS, \$25,000 to "DB"5130.4 - Machinery CE, and \$3,000 to "DB" 5142.4 - Snow Removal CE. Councilman Swartz seconded the motion

VOTE: ayes; DeGroot, Swartz, Rohde, Balcom nays; None
Resolution adopted

OTHER APPOINTMENTS:

Town Clerk appointments:

1st Deputy Clerk Gail Chamberlain

2nd Deputy Clerk Carol Gregg

Supervisor:

Deputy Supervisor Jean Rohde

2nd Deputy Supervisor Henry Swartz, Jr.

Town Historian Claire Wheeler

Town Custodian Larry Stupplebeen

Budget Officer Jesse DeGroot

Confidential Secretary Tammy Shaw

Deputy Bookkeeper Tammy Shaw

Highway Superintendent:

Deputy Highway Superintendent Timothy Calyer

Confidential Secretary Tammy Shaw

SUPERVISOR COMMITTEE APPOINTMENTS:

Bargaining Committee Rohde, Lull

Court Liaison Rohde, Balcom
Cable T.V. Swartz, Balcom
Computer Rohde, Lull
Crellin Park Rohde, Swartz
Disaster Planning Swartz, Balcom
Finance Rohde, Swartz
Fire & Building Code Swartz, Lull
Building & Supply Rippel, Balcom
Highway Rohde, Swartz
Insurance Swartz, Balcom
Planning / Zoning Rohde, Lull
Programs for Aging Lull, Balcom
Public Health Lull, Balcom
Public Safety Swartz, Lull
Real Property Tax Rohde, Balcom
Town Hall Rippel, Lull
Village Liaison Rohde, Swartz
Youth Rohde, Lull

MEMBERS AND TERMS OF VARIOUS BOARDS:

***Planning Board**

Marilyn Cohen (Chair) 2008 -- 2014
Antonie Ooms 2007 -- 2013
Aven Kerr 2006 -- 2012
Wendy Carroll 2012 -- 2018
Donna Staron 2011 -- 2017
William Bulick 2010 - 2016
Dorothy Mackerer 2009 - 2015

***Zoning Board of Appeals:**

Adrianus Ooms 2008 - 2014
Mitchell Khosrova 2007 - 2013
Robert Leary 2006 - 2012
Jeff Lick 2012 - 2018
P.J. Henkel 2011 - 2017
David Everett (Chair) 2010 - 2016
Kary Jablonka 2009 - 2015

***Board of Assessment Review**

Marjorie Cartwright 10/1/07 - 9/30/2012
Steve Anderson 10/1/11 - 9/30/2016
Gail Day 10/1/11 - 9/30/2013

PUBLIC COMMENT: None

Motion was made by Councilman Swartz, seconded by Councilman Rohde and carried to adjourn at 7:25 PM

Respectfully Submitted by,

Beth Anne Rippel

Town Clerk

