



488 State Route 295
Chatham, NY 12037
Telephone (518) 392-1655
Fax (518) 392-4934

Jesse DeGroot
Supervisor

Beth Anne Rippel
Town Clerk/Tax Collector

Town Council

Bob Balcom
Maria Lull
Jean Rohde
Henry Swartz, Jr.

TENTATIVE AGENDA
ORGANIZATIONAL MEETING
January 3, 2013
7:00 PM

- **CALL TO ORDER**
- **PLEDGE TO FLAG**
- **ORGANIZATIONAL MEETING**
- **PUBLIC COMMENT**
- **MOTION TO CLOSE MEETING**

TOWN OF CHATHAM
TOWN BOARD ORGANIZATIONAL MEETING

JANUARY 3, 2013

RES. #1-13 To name Attorney for the Town.

Offered by _____, 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.

_____ seconded motion.

VOTE: ayes _____ nays _____

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RES. #2-13 To appoint member to Planning Board for seven year term.

Offered by _____, moved adoption to appoint Marilyn Cohen, member of Planning Board for seven-year term, 2013-2019. _____ seconded motion.

VOTE: ayes _____ nays _____

RES. #3-13 To name Chairman, Planning Board.

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

VOTE: ayes _____ nays _____

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RES. #4-13 To name Deputy Planning Board Chairman.

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

VOTE: ayes _____ nays _____

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RES. #5-13 To set dates of Regular Town Board Meetings.

Offered by _____, moved adoption to set dates of the regular monthly Town Board meetings for 2013 on the 3rd Thursday of each month at 7:00p.m. _____ seconded motion.

VOTE: ayes _____ nays _____

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RES. #6-13 To set Town Board Workshop Meetings.

Offered by _____, 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. _____ seconded motion.

VOTE: ayes _____ nays _____

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RES. #7-13 To designate official newspaper.

Offered by _____, 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. _____ seconded motion.

VOTE: ayes _____ nays _____

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RES. #8-13 To designate official depository.

Offered by _____, moved adoption to name National Union Bank of Kinderhook as official Depository. _____ seconded motion.

VOTE: ayes _____ nays _____

RES. #9-13 To allow Supervisor to invest funds.

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

VOTE: ayes _____ nays _____

RES. #10-13 To set up petty cash funds.

Offered by _____, 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 _____ seconded motion.

VOTE: ayes _____ nays _____

RES. #11-13 To authorize Town Comptroller to pay bills early.

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

VOTE: ayes _____ nays _____

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

Offered by _____, 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. _____ seconded motion.

VOTE: ayes _____ nays _____

RES. #13-13 To authorize the Supervisor to designate Budget Officer at no salary.

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

VOTE: ayes _____ nays _____

RES. #14-13 To appoint Town Comptroller as Town Accounting Officer.

Offered by _____, 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. _____ seconded motion.

VOTE: ayes _____ nays _____

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RES. #15-13 To hire an engineer for town.

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

VOTE: ayes _____ nays _____

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RES. #16-13 To name Animal Control Officer.

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

VOTE: ayes _____ nays _____

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RES. #17-13 To name Zoning & Code Enforcement Officer.

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

VOTE: ayes _____ nays _____

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RES. #18-13 To name Zoning & Code Enforcement Clerk.

Offered by _____, moved adoption to name XXXXXXXX Part-Time Zoning & Code Enforcement Clerk, 3 hours per week, at a rate of \$10.00 per hour.

VOTES: ayes _____ nays _____

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RES. #19-13 To pay mileage.

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

VOTE: ayes _____ nays _____

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RES. #20-13 To fix wages of Highway Department Employees.

Offered by _____, moved adoption to fix wages of Highway Department Employees for 2013 as per contract. _____ seconded motion.

VOTE: ayes _____ nays _____

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RES. #21-13 To pay employees bi-weekly.

Offered by _____, 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, Assessor Clerk Town Custodian, Highway Superintendent, Deputy Highway Superintendent, Highway Clerk, Confidential Secretary, Highway

Employees, Recreation Director, and Recreation employees, bi-weekly.
_____ seconded motion.

VOTE: ayes _____ nays _____
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RES. #22-13 To fix salaries of elected officials.

Offered by _____, 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

_____, seconded motion.

VOTE: ayes _____ nays _____
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RES. #23-13 Justices to name own Court Stenographers.

Offered by _____, 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. _____ seconded motion.

VOTE: ayes _____ nays _____
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RES. #24-13 To name Court Clerk.

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

VOTE: ayes _____ nays _____
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RES. #25-13 To name Building Department and Zoning Board of Appeals Secretary.

Offered by _____, moved adoption to XXXXXX as a part-time clerk to the Building Department and Zoning Board of Appeals, 6 hours per week, at a rate of \$10.00 per hour.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #26-13 To name Planning Board Secretary.

Offered by _____, moved adoption to name Gail Chamberlain as a part-time clerk to the Planning Board, 5 hours per week, at a rate of \$12.75 per hour.

_____ seconded motion.

VOTE: ayes _____ nays _____

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RES. #27-13 To authorize Deputy Supervisor and 2nd Deputy Supervisor and to sign checks in absence of Supervisor.

Offered by _____, moved adoption to authorize Deputy Supervisor to sign checks in absence of Supervisor. _____ seconded motion.

VOTE: ayes _____ nays _____

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RES. #28-13 To appoint member to Zoning Board of Appeals for seven-year term.

Offered by _____, moved adoption to appoint Robert Leary as a member of Zoning Board of Appeals for a seven-year term, 2013-2019. _____ seconded the motion.

VOTE: ayes _____ nays _____

RES. #29-13 To name Chairman, Zoning Board.

Offered by _____, moved adoption to name David Everett as Chairman, Zoning Board. _____ seconded motion.

VOTE: ayes _____ nays _____

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RES. #30-13 To name Deputy Chairman, Zoning Board.

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

VOTE: ayes _____ nays _____

RES. #31-13 To name Deputy Chairman, Zoning Board.

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

VOTE: ayes _____ nays _____

RES. #33-13 To name Registrar of Vital Statistics.

Offered by _____, moved adoption to name Beth Anne Rippel as Registrar of Vital Statistics at an annual salary of \$1,500. _____ seconded motion.

VOTE: ayes _____ nays _____

RES. #32-13 To name Deputy Registrar of Vital Statistics.

Offered by _____, moved adoption to name Kim Layton as Deputy Registrar of Vital Statistics at an annual salary of \$300.

RES. #33-13 To fix salaries of appointed officials and employees.

OFFICE	SALARY
Assessor	\$ 21,000.00/Annual
BAR Chair	\$ 900.00/Annual
BAR Member (2)	\$ 900.00/Annual
Comptroller	\$ 23,400.00/Annual
Confidential Secretary (Supervisor)	\$ 19.78/Hr
Confidential Secretary (Highway)	\$ 19.78/Hr
Court Clerk (FT)	\$ 18.78/Hr
Court Clerk (PT)	\$ 13.77/Hr
Assessor Clerk	\$ 10.50/Hr
Animal Control Officer	\$ 7,070.00/Annual
Deputy Highway Superintendent	\$ 50,632.00/Annual
Head Counselor (1)	\$ 8.50/Hr
Head Lifeguard (1)	\$ 11.00/Hr
Junior Lifeguard (2)	\$ 8.75/Hr
Lifeguard (2)	\$ 9.25/Hr
Maintenance Worker	\$ 17.95/Hr
Maintenance Director	\$ 10,000.00/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	\$ 10.00/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
Town Clerk, First Deputy	\$ 10.00/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	\$ 10.00/Hr
Zoning & Code Enforcement Officer	\$ 35,360.00/Annual
Zoning & Code Enforcement Clerk	\$ 10.00/Hr

_____ seconded motion.

VOTE: ayes _____ nays _____

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RES. # 34-13 To appoint Recreation Director

Offered by _____, moved adoption to appoint Shari Franks as Recreation Director. _____ seconded motion.

VOTE: ayes _____ nays _____

RES. #35-13 To pay Deputy CEO/ZEO.

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

VOTE: ayes _____ nays _____

RES. #36-13 To adopt "Robert's Rules" as the "Rules of Procedure" for the Town Board, Planning Board, and Zoning Board of Appeals.

Offered by _____, moved adoption to use "Robert's Rules" as the Town Board "Rules of Procedure". _____ seconded motion.

VOTE: ayes _____ nays _____

RES. #37-13 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 _____, 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. _____ seconded motion.

VOTE: ayes _____ nays _____

RES. #38-13 To appoint Deborah Cesternino Town Comptroller for the period of January 1, 2013, through December 31, 2014.

Offered by _____, moved adoption to appoint Deborah Cesternino as Town Comptroller for the period of January 1, 2013, through December 31, 2014. _____ seconded motion.

VOTE: ayes _____ nays _____

MEMBERS AND TERMS OF VARIOUS BOARDS:

***Planning Board:**

Marilyn Cohen (Chair)	2013 -- 2019
Antonie Ooms	2007 -- 2013
Aven Kerr	2008 -- 2014
Wendy Carroll	2012 -- 2018
Donna Staron (Deputy)	2011 -- 2017
William Bulick	2010 – 2016
Dorothy Mackerer	2009 – 2015

***Zoning Board of Appeals:**

Adrianus Ooms	2008 - 2014
Mitchell Khosrova (Deputy)	2007 - 2013
Robert Leary	2013 - 2019
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