

**TOWN OF CHATHAM  
ORGANIZATIONAL BOARD MEETING  
January 4, 2010 ~ 6:00 PM**

**Board Present:**

Supervisor Jesse DeGrootd  
Councilwoman Jean Rohde  
Councilman Henry Swartz  
Councilwoman Maria Lull

**Board Absent:**

None

**Others Present:**

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**CALL TO ORDER:** Supervisor DeGrootd called the January 4, 2010, Town Board Organizational Meeting to order at 6:00 PM.

**PLEDGE TO FLAG:** Councilman Swartz led the pledge to the flag.

**ORGANIZATIONAL MEETING****RESOLUTION #01-10 to name attorney for town.**

Offered by Supervisor DeGrootd, 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. Councilwoman Lull seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye;  
The resolution was adopted.

**RESOLUTION #02-10 to name Chairman, Board of Assessors**

Offered by Councilman Swartz, moved adoption to name Catherine Bell as Chairman, Board of Assessors. Supervisor DeGrootd seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye;  
The resolution was adopted.

**RESOLUTION #03-10 to name Chairman Board of Assessment Review.**

Offered by Councilwoman Lull, moved adoption to name Steve Anderson as Chairman Board of Assessment Review. Councilman Swartz seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye;  
The resolution was adopted.

**RESOLUTION #04-10 to appoint member to Planning Board for seven year term.**

Offered by Supervisor DeGrootd, moved adoption to appoint Bill Bulick, member of Planning Board for seven-year term, 2010-2016. Councilman Swartz seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye;  
The resolution was adopted.

**RESOLUTION #05-10 to name Chairman Planning Board**

Offered by Councilman Swartz, moved adoption to name Jack Schultz as Chairman Supervisor DeGrootd seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye;  
The resolution was adopted.

**RESOLUTION #06-10 to name Deputy Planning Board Chairman.**

Offered by Councilwoman Lull, moved adoption to name Donna Staron as Deputy Planning Board Chairman. Supervisor DeGrootd seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye;  
The resolution was adopted.

**RESOLUTION #07-10 to set dates of regular town board meetings.**

Offered by Supervisor DeGrootd, moved adoption to set dates of the regular monthly town board meetings for 2010 on the 3<sup>rd</sup> Thursday of each month at 7:00 pm.

Councilwoman Lull seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye;  
The resolution was adopted.

**RESOLUTION #08-10 to set town board workshop meetings.**

Offered by Councilman Swartz, moved adoption to set dates of town board workshop meetings as needed on the first Thursday of each month at 7:00 pm in the town hall.

Councilwoman Lull seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye;  
The resolution was adopted.

**RESOLUTION #09-10 to designate official newspaper.**

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

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye;  
The resolution was adopted.

**RESOLUTION #10-10 to designate official depository.**

Offered by Supervisor DeGrootd, moved adoption to name National Union Bank of Kinderhook as official Depository. Councilwoman Lull seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye;  
The resolution was adopted.

**(Councilwoman Rohde arrived)**

**RESOLUTION #11-10 to allow Supervisor to invest funds.**

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

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #12-10 to set up petty cash funds.**

Offered by Councilman Swartz, 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. And \$100.00 for the Justice Court. Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #13-10 to authorize town Comptroller to pay bills early.**

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

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #14-10 to authorize Town comptroller to file Annual Report.**

Offered by Councilwoman Lull, moved adoption 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.

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #15-10 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. Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #16-10 to appoint Town Comptroller as Town Accounting Officer..**

Offered by Councilwoman 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. Councilwoman Lull seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #17-10 to hire an engineer for town.**

Offered by Councilwoman Lull, moved adoption to hire an engineer for town on a fee basis as needed..

Supervisor DeGrootd seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #18-10 to name dog control officer.**

Offered by Supervisor DeGrootd, moved adoption to name Erin Carroll Dog Control Officer at a rate of \$5490.00/yr. Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #19-10 to name Zoning & Code Enforcement Officer.**

Offered by Councilwoman Rohde, moved adoption to name Walter Simonsmeier, Zoning & Code Enforcement Officer at a rate of \$33,990.00/yr. Councilman Swartz seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #20-10 to name Zoning & Code Enforcement Clerk.**

Offered by Councilman Swartz, moved adoption to name Marilyn Cohen Part-Time Zoning & Code Enforcement Clerk, 3 hours per week, at a rate of \$17.06 per hour.

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #21-10 to pay mileage.**

Offered by Councilwoman Lull, moved adoption that mileage expense for town business be reimbursed at the rate of \$.50 per mile.

Supervisor DeGrootd seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #22-10 to fix wages of highway department employees.**

Offered by Supervisor DeGrootd, moved adoption to fix wages of Highway Department employees for 2010 as per contract.

Councilwoman Lull seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #23-10 to pay employees bi-weekly.**

Offered by Councilwoman Rohde, 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 the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #24-10 to fix salaries of elected officials..**

Offered by Councilwoman Lull, moved adoption to fix salaries of elected officials as follows:

Supervisor	\$14,000.00
Councilman 4@	4,500.00
Justices 2@	11,670.00
Town Clerk/Tax Collector	30,000.00
Assessor Chairman	12,515.00
Assessor 2@	8,490.00
Highway Superintendent	55,650.00

Supervisor DeGroot seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #25-10 Justices to name own Court Stenographers.**

Offered by Supervisor DeGroot, 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 11:00 pm. \$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.

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #26-10 to name Court Clerk.**

Offered by Councilwoman Rohde, moved adoption to name Sandra LeClair, Full-Time Court Clerk and Joan Goold, Part-Time Court Clerk..

Councilman Swartz seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #27-10 to name Planning and Zoning Board Secretary.**

Offered by Councilman Swartz, moved adoption to name Marilyn Cohen as a part-time Clerk to the Planning and Zoning Boards, 10 hours per week, at a rate of \$17.60 per hour.

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #28-10 to authorize Deputy Supervisor to sign checks in absence of Supervisor.**

Offered by Councilwoman Lull, moved adoption to authorize Deputy Supervisor to sign checks in absence of Supervisor.

Councilman Swartz seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #29-10 to appoint member to Zoning Board of Appeals for seven-year term.**

Offered by Supervisor DeGroot, moved adoption to appoint David Everett as a member of Zoning Board of Appeals for a seven-year term, 2010-2016,

Councilman Swartz seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #30-10 To name Chairman, Zoning Board.**

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

*VOTE:* Supervisor DeGroot, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #31-10 to fix salaries of appointed officials and employees..**

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

<b><u>OFFICE</u></b>	<b><u>SALARY</u></b>
BAR Chair	\$ 900.00/Annual
BAR Member (2)	\$ 900.00/Annual
Comptroller	\$ 16,130.00/Annual
Confidential Secretary (Supervisor)	\$ 19.40/Hr
Confidential Secretary (Highway)	\$ 19.40/Hr
Court Clerk (FT)	\$ 18.40/Hr
Court Clerk (PT)	\$ 13.50/Hr
Dog Control Officer	\$ 5,490.00/Annual
Deputy Highway Superintendent	\$ 50,130.00/Annual
Head Counselor (1)	\$8.50/hr
Head Lifeguard	\$10.50/hr
Junior Lifeguard (2)	\$8.50/hr
Lifeguard (2)	\$9.00/hr
Maintenance Worker	\$ 17.60/hr
Maintenance Director	\$9,000.00/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	\$ 17.60/Hr
Records Manager Clerk	\$ 13.00/Hr
Recreation Director	\$ 41,175.00/Annual
Recreation Counselors (3)	\$ 7.75/hr
Recreation Counselors/training (3)	\$ 7.15/hr
Registrar of Vital Statistics	\$ 1,500.00/Annual
Deputy Registrar of Vital Statistics	\$ 300.00/Annual
Supervising Counselor (3)	\$8.00/Hr
Supervising Lifeguard (4)	\$9.75/Hr
Town Clerk, First Deputy	\$ 13.00/Hr
Town Historian	\$ 950.00/Annual
Waterfront Director (1)	\$12.00/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	\$ 17.60/Hr
Zoning & Code Enforcement Officer	\$ 33,990.00/Annual
Zoning & Code Enforcement Clerk	\$ 17.60/Hr

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #32-10 to name Registrar of Vital Statistics**

Offered by Councilwoman Lull, moved adoption to name Beth Anne Rippel, Registrar of Vital Statistics, at the annual salary of \$1,500.00.

Supervisor DeGrootd seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #33-10 to name Deputy Registrar of Vital Statistics..**

Offered by Supervisor DeGrootd, moved adoption to name Gail Wessot, Deputy Registrar of Vital Statistics, at the annual salary of \$300.00. Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #34-10 to appoint Recreation Director.**

Offered by Councilwoman Rohde, moved adoption to appoint Shari Franks as Recreation Director. Supervisor DeGrootd seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #35-10 to pay Deputy CEO/ZEO.**

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

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #36-10 to adopt “Robert’s Rules” as the Town Board “Rule of Procedure.”**

Offered by Councilwoman Lull, moved adoption to use “Robert’s Rules” as the town board rules of procedure. Councilman Swartz seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, ayes; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #37-10 The Town Board of the Town of Chatham authorize and delegates to the Town Supervisor powers and duties.**

Offered by Supervisor DeGrootd, 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 the Town Board

Councilwoman Lull seconded the motion.

*VOTE;* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilman Rohde, aye.

The resolution was adopted.

**RESOLUTION #38-10 To Purchase a Pickup Truck**

Supervisor Degrootd offered Res. #38 and moved its adoption to accept the bid from Orange Motors for one 2010, Ford F250 4x4 SD R/C. VIN # 1FTNF2B56AEB11021, for \$25,345.00, as per contract specifications. Councilman Swartz seconded the motion.

*VOTE;* Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilman Rohde, aye.

The resolution was adopted.

**RESOLUTION #39-10 To approve 2010 fire company contracts for Tri-Village, Niverville and East Chatham.**

Supervisor DeGrootd offered Reso. #39 and moved its adoption. Councilman Swartz seconded the motion.

*VOTE*; Supervisor DeGrootd, aye; Councilwoman Lull, aye; Councilman Swartz, aye; and Councilman Rohde, aye.

The resolution was adopted

**OTHER APPOINTMENTS:**

Town Clerk appointments:

1<sup>st</sup> Deputy Clerk Gail Wessot

Supervisor:

Deputy Supervisor	Jean Rohde
Town Historian	Claire Wheeler
Maintenance Worker	Larry Stupplebeen
Budget Officer	Jesse DeGrootd
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, Swartz
Cable T.V.	Rohde, Swartz
Crellin Park	Rohde, Lull
Computer	Rohde, Swartz
Disaster Planning	Swartz, Lull
Fire & Building Code	Swartz, Lull
Building & Supply	Rippel, Lull
Highway	Rohde, Swartz
Insurance	Swartz, Lull
Planning / Zoning	Rohde, Lull
Programs for Aging	Swartz, Lull
Public Health	Rohde, Swartz
Public Safety	Swartz, Lull
Real Property Tax	Rohde, Swartz
Town Hall	Rippel, Lull
Village Liaison	Swartz, Lull
Youth	Rohde, Swartz

**MEMBERS AND TERMS OF VARIOUS BOARDS:**

**Planning Board:**

Jack Schultz (Chair)	2008 – 2014
Antonie Ooms	2007 – 2013
	2006 – 2012
John Hanna	2005 – 2011
Donna Staron	2004 - 2010
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	2005-2011
P.J. Henkel	2004 – 2010
David Everett (Chair)	2010-2016

Kary Jablonka

2009 - 2015

**Board of Assessment Review:**

Marjorie Cartwright	10/1/07 – 9/30/2012
Steve Anderson (Chair)	10/1/06 – 9/30/2011
Almeda Pulver	10/1/05 – 9/30/2010

**PUBLIC COMMENT**

No Comment

**Motion To Enter Executive Session for Planning Board Personnel matters 7:00pm:**

Supervisor DeGrootd made the motion, seconded by Councilman Swartz.

Motion made by Supervisor DeGrootd to come out of executive session at 7:30, seconded by Councilman Swartz.

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**MOTION TO CLOSE MEETING:** Supervisor DeGrootd made a motion, seconded by Councilman Rohde and carried to adjourn at 7:35 pm.

Respectfully submitted,

Beth Anne Rippel  
Town Clerk