

**TOWN OF CHATHAM
TOWN BOARD ORGANIZATIONAL MEETING
JANUARY 3, 2013
7:00 p.m.**

PRESENT:

Supervisor DeGrootd	Comptroller Deborah Cesternino
Councilman Henry Swartz	Assessor Daniel Horst
Councilman Maria Lull arrived at 7:35 p.m.	Highway Superintendent Joe Rickert
Councilman Bob Balcom	Deputy Town Clerk Kim Layton
Councilman Jean Rohde	Town Attorney Tal Rappleyea
PB member Jeff Lick, Karla Kavanaugh, 2 other community members and newspaper reporter Kristi Berner	

CALL TO ORDER: Supervisor DeGrootd called the January 3, 2013 meeting to order at 7 p.m. and led the pledge to the flag.

ORGANIZATIONAL MEETING

RES. #1-13 To name Attorney for the 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. Councilman Swartz seconded the motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #2-13 To appoint member to Planning Board for seven year term. Offered by Councilman Swartz, moved adoption to appoint Marilyn Cohen, member of Planning Board for seven-year term, 2013-2019. Councilman Balcom seconded motion. VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #3-13 To name Chairman of the Planning Board. Offered by Councilman Balcom, moved adoption to name Marilyn Cohen as Chairman of the Planning Board. Supervisor DeGrootd seconded motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #4-13 To name Deputy Planning Board Chairman. Offered by Councilman Rohde, moved adoption to name Donna Staron as Deputy Planning Board Chairman. Councilman Swartz seconded motion. VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #5-13 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 2013 on the 3rd Thursday of each month at 7:00p.m. Councilman Swartz seconded motion. VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

RES. #6-13 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 p.m. in the Town Hall. Councilman Rohde seconded motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #7-13 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 Rohde seconded motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #8-13 To designate official depository.

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

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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

Offered by Supervisor DeGrootd, 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 DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #10-13 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, \$100.00 for the Justice Court Councilman Balcom seconded motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #11-13 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 the motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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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 _____ **TABLE**

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

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

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #14-13 To appoint Town Comptroller as Town Accounting Officer.
Offered by Supervisor DeGrootd 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 Swartz seconded motion.
VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #15-13 To hire an engineer for town.
Offered by Councilman Swartz, moved adoption to hire an engineer for town on a fee basis as needed. Councilman Rohde seconded motion.
VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #16-13 To name Animal Control Officer.
Offered by Councilman Balcom, moved adoption to name Wes Powell as Animal Control Officer at a rate of \$7,070.00/Yr. Supervisor DeGrootd seconded motion.
VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #17-13 To name Zoning & Code Enforcement Officer.
Offered by Councilman Rohde, moved adoption to name Walter Simonsmeier, Zoning & Code Enforcement Officer at a rate of \$35,360.00/Yr. Supervisor DeGrootd seconded motion.
VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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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 _____ **TABLE**

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RES. #19-13 To pay mileage.
Offered by Supervisor DeGrootd, moved adoption that mileage expense for Town business is reimbursable at the prevailing IRS rate per mile. Councilman Balcom seconded motion.
VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #20-13 To fix wages of Highway Department Employees.
Offered by Councilman Swartz, moved adoption to fix wages of Highway Department Employees for 2013 as per contract. Councilman Balcom seconded motion.
VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #21-13 To pay employees bi-weekly.
Offered by Councilman Balcom, 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. Councilman Rohde seconded motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

RES. #22-13 To fix salaries of elected officials.

Offered by Supervisor DeGrootd, 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 Swartz seconded motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

RES. #23-13 Justices to name own Court Stenographers.

Offered by Supervisor DeGrootd, moved adoption to authorize Justices to name their 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, Balcom, Rohde Nays: None Resolution adopted.

RES. #24-13 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. Councilman Balcom seconded motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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 _____ **TABLE**

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

Offered by Councilman Balcom, 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.

Councilman Rohde seconded motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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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 Councilman Rohde, moved adoption to authorize Deputy Supervisor to sign checks in absence of Supervisor. Councilman Balcom seconded motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #28-13 To appoint member to Zoning Board of Appeals for seven-year term. Offered by Supervisor DeGrootd, moved adoption to appoint Robert Leary as a member of Zoning Board of Appeals for a seven-year term, 2013-2019. Councilman Swartz seconded the motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #29-13 To name Chairman, Zoning Board. Offered by Councilman Swartz, moved adoption to name David Everett as Chairman, Zoning Board. Councilman Balcom seconded motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #30-13 To name Deputy Chairman, Zoning Board. Offered by Councilman Balcom, moved adoption to name Mitchell Khosrova as Deputy Chairman, Zoning Board. Councilman Rohde seconded motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #31-13 To name Registrar of Vital Statistics. Offered by Councilman Rohde, moved adoption to name Beth Anne Rippel as Registrar of Vital Statistics at an annual salary of \$1,500. Supervisor DeGrootd seconded motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #32-13 To name Deputy Registrar of Vital Statistics. Offered by Supervisor DeGrootd, moved adoption to name Kim Layton as Deputy Registrar of Vital Statistics at an annual salary of \$300. Councilman Rohde seconded the motion.

VOTE: Ayes DeGrootd, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. #33-13 To fix salaries of appointed officials and employees. Offered by Councilman Swartz.

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.

Councilman Rohde seconded motion.

VOTE: Ayes DeGroot, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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RES. # 34-13 To appoint Recreation Director

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

VOTE: Ayes DeGroot, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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

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

VOTE: Ayes DeGroot, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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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 Supervisor DeGroot, moved adoption to use "Robert's Rules" as the Town Board "Rules of Procedure". Councilman Balcom seconded motion.

VOTE: Ayes DeGroot, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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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 Councilman Swartz, 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, Balcom, Rohde Nays: None Resolution adopted.

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RES. #38-13 To appoint Deborah Cesternino Town Comptroller for the period of January 1, 2013, through December 31, 2014. Offered by Councilman Balcom, moved adoption to appoint Deborah Cesternino as Town Comptroller for the period of January 1, 2013, through December 31, 2014. Supervisor DeGroot seconded motion.

VOTE: Ayes DeGroot, Swartz, Balcom, Rohde Nays: None Resolution adopted.

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OTHER APPOINTMENTS:

Town Clerk appointments:

1st Deputy Clerk... Kim Layton

Supervisor appointments:

Deputy Supervisor... Jean Rohde

2nd Deputy Supervisor... Henry Swartz, Jr.

Town Historian... Catharine Bell

Maintenance Worker... Larry Stupplebeen

Budget Officer... Jesse DeGroot

Confidential Secretary... Tammy Shaw

Deputy Bookkeeper... Tammy Shaw

Highway Superintendent appointments:

Deputy Highway Superintendent... Timothy Calyer

Confidential Secretary... Tammy Shaw

SUPERVISOR COMMITTEE APPOINTMENTS:

Bargaining Committee..... Rohde, Lull

Cable T.V.Swartz, Balcom

Communications..... Balcom, Lull

ComputerRohde, Lull

Court LiaisonRohde, Balcom

Crellin ParkRohde, Swartz

Disaster PlanningSwartz, Balcom
FinanceSwartz, Balcom
Fire & Building CodeSwartz, Lull
HighwayRohde, Swartz
InsuranceSwartz, Balcom
Planning / ZoningRohde, Lull
Programs for AgingLull, Balcom
Public HealthLull, Balcom
Public SafetySwartz, Lull
Real Property TaxRohde, Balcom
Town HallRippel, Lull
Village LiaisonRohde, Swartz
YouthRohde, Lull

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 (resigned in 2012)
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

PUBLIC COMMENT

-Karla Kavanaugh read her statement regarding the rise in the 2013 tax rate. She would like to know if the Town has done everything it can to find funding or grants to offset the increase. What does the Town plan to do to fix the mistake, maybe a rebate to tax payers?

-Tal Rappleyea stated the budget process was conducted within the confines of Real Property Tax law, from public notices to budget meetings and workshops with public comment. The tax bills were calculated correctly.

-Councilmen Balcom and Swartz have been appointed to the Finance Committee and will begin working on budget matters immediately.

-The Town is not realizing extra money this year, the true valuation, as shown on the tax bills for 2013, is 14.1%.

-Supervisor DeGroot pointed out that the budget is a plan and the town board will be taking a hard look at the spending.

-Jeff Lick stated that the budget is confusing in its current form and that every municipality has to present their budget on one page. It's not surprising that there was a mistake made. There should be independent oversight and an outside finance committee to work on the budget. A 5 year plan needs to be put into place.

-Supervisor DeGroot indicated that there was a resolution passed on December 20, 2012 to create a finance/capital projects committee.

-Highway Superintendent Joe Rickert reported that there have been 16 highway signs stolen over the past several weeks. The exact amount to replace these signs is not known at this time since they are charged on a per inch basis. The Columbia County Sheriff's Dept. is investigating the theft.

Motion was made by Councilman Swartz and seconded by Councilman Rohde to adjourn at 8:00 pm.

Respectfully submitted by,

Beth Anne Rippel/Town Clerk