

**TOWN OF CHATHAM
ORGANIZATIONAL MEETING
January 6, 2014
6:00 P.M.**

PRESENT: Supervisor Jesse DeGroot, Councilman Henry Swartz, Councilman Maria Lull, Councilman Bob Balcom, Councilman Jean Rohde

Supervisor DeGroot called the meeting to order at 6:00 P.M. and led the pledge to the flag

RES. #1-14 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, Lull, Balcom, Rohde nays: None Resolution adopted

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RES. #2-14 To appoint member to Planning Board for seven year term.

Offered by Councilman Swartz, moved adoption to appoint Antonie Ooms, member of Planning Board for seven-year term, 2014-2020. Councilman Rohde seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

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RES. #3-14 To name Chairman, Planning Board.

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

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

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RES. #4-14 To name Deputy Planning Board Chairman.

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

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

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RES. #5-14 To set dates of Regular Town Board Meetings.

Offered by Councilman Rohde, moved adoption to set dates of the regular monthly Town Board meetings for 2014 on the 3rd Thursday of each month at 7:00p.m. Supervisor DeGroot seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

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RES. #6-14 To set Town Board Workshop Meetings.

Offered by Supervisor DeGroot, 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 Swartz seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

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RES. #7-14 To designate official newspaper.

Offered by Councilman Swartz, 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 Lull seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

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RES. #8-14 To designate official depository.

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

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

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RES. #9-14 To allow Supervisor to invest funds.

Offered by Councilman Balcom, 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, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #10-14 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 Supervisor DeGroot seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #11-14 To authorize Town Comptroller to pay bills early.

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

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #12-14 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. Councilman Rohde seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #13-14 To authorize the Supervisor to designate Budget Officer at no salary.

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

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

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

Offered by Councilman Balcom, 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 Rohde seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #15-14 To hire an engineer for town.

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

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #16-14 To name Animal Control Officer.

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

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #17-14 To name Zoning & Code Enforcement Officer.

Offered by Councilman Swartz, moved adoption to name Walter Simonsmeier, Zoning & Code Enforcement Officer at a rate of \$35,714.00/Yr. Councilman Lull seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #18-14 To name Zoning Board of Appeals Secretary.

Offered by Councilman Lull, moved adoption to name Barbara Fischer Part-Time Zoning Board of Appeals Secretary, 5 hours per week, at a rate of \$10.50 per hour. Councilman Balcom seconded the motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #19-14 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 Lull seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #20-14 To fix wages of Highway Department Employees.

Offered by Councilman Rohde, moved adoption to fix wages of Highway Department Employees for 2014 as per contract. Supervisor DeGroot seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #21-14 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, Assessor Clerk, Town Custodian, Highway Superintendent, Deputy Highway Superintendent, Highway Clerk, Confidential Secretary, Highway Employees and Recreation employees, bi-weekly. Councilman Lull seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #22-14 To fix salaries of elected officials.

Offered by Councilman Swartz, 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		\$	56,768.00

Councilman Lull, seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #23-14 Justices to name own Court Stenographers.

Offered by Councilman Lull, 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 Balcom seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #24-14 To name Court Clerk.

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

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #25-14 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 \$12.88 per hour. Supervisor DeGroot seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #26-14 To authorize Deputy Supervisor and 2nd Deputy Supervisor and to sign checks in absence of Supervisor.

Offered by Supervisor DeGroot moved adoption to authorize Deputy Supervisor and 2nd Deputy Supervisor to sign checks in absence of Supervisor. Councilman Rohde seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #27-14 To appoint member to Zoning Board of Appeals for seven-year term.

Offered by Councilman Swartz, moved adoption to appoint Mitchell Khosrova as a member of Zoning Board of Appeals for a seven-year term, 2014-2020. Councilman Rohde seconded the motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #28-14 To name Chairman, Zoning Board.

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

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #29-14 To name Deputy Chairman, Zoning Board.

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

VOTE: Ayes: DeGrootd, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #30-14 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, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #31-14 To name Deputy Registrar of Vital Statistics.

Offered by Supervisor DeGrootd, moved adoption to name Shari Franks as Deputy Registrar of Vital Statistics. Councilman Swartz seconded the motion.

VOTE: Ayes: DeGrootd, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #32-14 To fix salaries of appointed officials and employees. Councilman Swartz moved adoption.

<u>OFFICE</u>	<u>SALARY</u>
Assessor	\$ 21,210.00/Annual
Assessor Clerk	\$ 11.00/Hr.
Animal Control Officer	\$ 7,070.00/Annual
BAR Chair	\$ 900.00/Annual
BAR Member (2)	\$ 900.00/Annual
Comptroller	\$ 23,634.00/Annual
Confidential Secretary (Supervisor)	\$ 19.98/Hr.
Confidential Secretary (Highway)	\$ 19.98/Hr.
Court Clerk (FT)	\$ 18.97/Hr.
Court Clerk (PT)	\$ 13.91/Hr.
Deputy Highway Superintendent	\$ 51,138.00/Annual
Maintenance Worker	\$ 18.13/Hr.
Planning Board Chairman	\$ 3,700.00/Annual
Planning Board Deputy Chairman	\$ 3,100.00/Annual
Planning Board Members (5)	\$ 2,655.00/Annual
Planning Board P/T Secretary	\$ 12.88/Hr.
Town Clerk, First Deputy	\$ 41,587.00/Annual
Town Historian	\$ 950.00/Annual
Zoning Board, Chairman	\$ 3,700.00/Annual
Zoning Board, Deputy Chairman	\$ 3,100.00/Annual
Zoning Board Members (5)	\$ 2,655.00/Annual
Zoning Board P/T Secretary	\$ 10.50/Hr.
Zoning & Code Enforcement Officer	\$ 35,714.00/Annual

RECREATION

Head Counselor (3)	\$ 9.00/Hr.
Supervising Counselor (3)	\$ 8.50/Hr.
Recreation Counselors (3)	\$ 8.25/Hr.
Recreation Counselors/Training (3)	\$ 8.00/Hr.
Waterfront Director (1)	\$ 12.50/Hr.
Head Lifeguard (1)	\$ 11.50/Hr.
Supervising Lifeguards (3)	\$ 10.00/Hr.
Lifeguard (2)	\$ 9.50/Hr.
Junior Lifeguard (2)	\$ 9.00/Hr.
Maintenance (Crellin Park)	\$ 15.00/Hr.
Maintenance (Crellin Park)	\$ 13.50/Hr.

Councilman Balcom seconded motion.

VOTE: Ayes: DeGrootd, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #33-14 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. Councilman Lull seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #34-14 To adopt “Robert’s Rules” as the “Rules of Procedure” for the Town Board, Planning Board, and Zoning Board of Appeals.

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

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #35-14 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 Lull seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

RES. #36-14 To appoint David Levow, Jeff Lick, and Aven Kerr to the Citizen’s Finance Committee.

Offered by Councilman Rohde, moved adoption to appoint David Levow, Jeff Lick, and Aven Kerr to the Citizen’s Finance Committee. Supervisor DeGroot seconded motion.

VOTE: Ayes: DeGroot, Swartz, Lull, Balcom, Rohde nays: None Resolution adopted

OTHER APPOINTMENTS:

Town Clerk appointments:

1st Deputy Clerk Shari Franks

Supervisor appointments:

Deputy Supervisor	Jean Rohde
2 nd 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 appointment:

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
Communications	Lull, Balcom
Computer	Rohde, Lull
Crellin Park	Rohde, Swartz
Disaster Planning	Swartz, Balcom
Finance	Swartz, Balcom
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

SUPERVISOR COMMITTEE APPOINTMENTS

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)	2013 -- 2019
Antonie Ooms	2014 -- 2020
Aven Kerr	2008 -- 2014
Wendy Carroll	2012 -- 2018
Donna Staron (Deputy)	2011 -- 2017
Bonnie Schoonmaker	2010 – 2016
Michael Hart	2009 – 2015

***Zoning Board of Appeals:**

Adrianus Ooms	2008 - 2014
Mitchell Khosrova (Deputy)	2014 - 2020
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 - 9/30/2017
Steve Anderson	10/1/11 - 9/30/2016
Gail Day	10/1/11 - 9/30/2015

Supervisor DeGrootd asked if the Board had any thoughts on the proposal from Viridian as presented by Patrick Manning at the last meeting. The Board agreed that there doesn't seem to be a down side. There is no cost to the Town to change who they purchase their electricity from and if the Town can purchase green energy all the better. They can try it out for 6 months to see if there is enough of a savings. Supervisor DeGrootd will put it back on the agenda for the next meeting as well as the ongoing trash/trash can issue.

In light of questions being raised regarding salaries for the 1st Deputy Town Clerk/ Recreation Director position Supervisor DeGrootd suggested that the Board take this year to examine all salaries Town wide in time for the 2015 budget discussions. Councilman Lull feels that the Board needs to deal with the issue at hand and not wait 3 or 4 months. The position and salary needs to be clearer.

Motion was made by Councilman Swartz and seconded by Supervisor DeGrootd to adjourn at 6:40 P.M.
Motion carried.

Respectfully submitted by,

Beth Anne Rippel
Town Clerk