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Supervisor

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Town Board

Robert Balcom
Landra Haber
Henry Swartz

TENTATIVE AGENDA
ORGANIZATIONAL MEETING
January 2, 2016
10:00 AM

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

The Chatham Town Board appreciates information received from the public during the Public Comment portion of each meeting, which often is very helpful in the governance of the Town. However, it is sometimes difficult to have a specific or informed response when presented questions in this forum. The Town Board may attempt to respond during the Public Comment period, except as to personnel/employee issues which will not be addressed, but may also defer discussion or response pending a full review of the issues. Additionally, any remarks which may be considered defamatory or stigmatizing are prohibited.

- **MOTION TO CLOSE MEETING**

**TOWN OF CHATHAM
TOWN BOARD ORGANIZATIONAL MEETING
JANUARY 2, 2016**

RES. #1-16 To Adopt the Rules of Order of the Town Board of the Town of CHATHAM, NEW YORK. Offered by _____.

Whereas, Town Law, §63 provides that the Town Board may determine the rules of its procedure; Now, Therefore Be It Resolved that the following Rules of Order be and the same are hereby adopted pursuant to Town Law, §63: Rules of Order of the Town Board of the Town of CHATHAM, NEW YORK.

1. The Supervisor shall preside at all meetings of the Board and shall preserve order and decorum in debate.
2. The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of Town business as follows: reception of petitions and other communications addressed to the Town Board, reports of committees, reports of officers and departments and introduction of resolutions and motions.
3. Public Hearings: It shall be the duty of the Supervisor to preside at all general or special business hearings to instruct all persons addressing the Board to state their names and addresses and to request those in favor of the proposal before the Board to speak first and those in opposition to speak last. At such hearings, the Board may by special rules prescribe the time to be allotted to each speaker and the number of times each speaker may speak.
4. At the close of the public hearing as provided for in paragraph “3” above, the Supervisor may grant any member of the general public in attendance at such meeting a reasonable opportunity to be heard on any question or subject in which the Town or its government is concerned.
5. Every resolution or motion must be seconded before being put to a vote by the Supervisor, and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.
6. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
7. No motion or resolution may be brought to a vote except by the majority consent of those present, unless printed or typewritten copies thereof are presented to each member of the Board 48 hours prior to the opening of the meeting at which such motion or resolution is offered.

8. No member shall speak more than once on any questions until every member choosing to speak shall have spoken, nor more than twice in any case without leave of the Board.

9. When a question is under debate, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone to refer to a committee, or (d) to amend. These latter motions are neither amendable nor debatable.

10. No motion shall be made to offer any amendment to an amendment already before the Board on any proposition.

11. A majority vote of all the members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum.

12. If the above stated rules are, or become at any time, in conflict with the statutory law, the statutory law shall take precedence.

13. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a town board meeting.

14. Any persons speaking to the Board with the consent of the Supervisor shall address their remarks to the Board, not to other members of the audience in the form of a debate.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #2-16 To name Attorney for the Town.

Offered by _____, moved to name Tal Rappleyea as an Interim Appointment as Attorney for the town on an hourly basis at the rate of \$125.00 per hour for all litigation or other similar substantial work.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #3-16 To name Attorney for Land Use and Planning Issues for the Town

Offered by _____, moved to appoint Tal Rappleyea as an Interim Appointment as Attorney for land use issues for the town at the rate of \$125.00/hr.all litigation or other similar substantial work.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #4-16 To name Chairman, Planning Board.

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

VOTE: ayes _____ nays _____

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RES. #5-16 To name Deputy Planning Board Chairman.

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

VOTE: ayes _____ nays _____

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RES. #6-16 To set dates of Regular Town Board Meetings.

Offered by _____, moved adoption to set dates of the regular monthly Town Board meetings for 2016 on the 3rd Thursday of each month at 7:00p.m.
_____ seconded motion.

VOTE: ayes _____ nays _____

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RES. #7-16 To set Town Board Workshop Meetings.

Offered by _____, moved 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. #8-16 To designate official newspaper.

Offered by _____, moved 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. #9-16 To designate official depository.

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

VOTE: ayes _____ nays _____

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RES. #10-16 To allow Supervisor to invest funds.

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

VOTE: ayes _____ nays _____

RES. #11-16 To set up petty cash funds.

Offered by _____, moved 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. #12-16 To authorize Bookkeeper and/or Town Accounting Firm to pay bills early.

Offered by _____, moved to authorize the Town Accounting Firm to pay electric, telephone, postage, freight and express claims in advance of audit.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #13-16 To authorize Town Accounting Firm to file Annual Report.

Offered by _____, moved to authorize Town Accounting Firm to submit to Town Clerk, within 60 days after close of the fiscal year, a copy of the Annual Update Document to the State Comptroller in lieu of annual financial report.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #14-16 To authorize the Supervisor to designate Budget Officer at no salary.

Offered by _____, moved to authorize the Supervisor to designate a Budget Officer at no salary.

_____, seconded motion.

VOTE: ayes _____ nays _____

RES. #15-16 To appoint the Accounting Firm of Raymond G. Preusser as Interim Town Accounting Officer.

Offered by _____, moved that the Accounting Firm of Raymond G. Preusser as the Interim Town Accounting firm 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 _____

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

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

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #17-16 To appoint an Animal Control Officer.

Offered by _____, moved to appoint an Animal Control Officer.
_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #18-16 To name Zoning Board of Appeals Secretary.

Offered by _____, moved to name Shari Franks as Part-Time Zoning Board of Appeals Secretary, 5 hours per week, at a rate of \$13.40 per hour.
_____ seconded motion.

VOTES: ayes _____ nays _____

RES. #19-16 To pay mileage.

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

VOTE: ayes _____ nays _____

RES. #20-16 To fix wages of Highway Department Employees.

Offered by _____, moved to fix wages of Highway Department Employees for 2016 as per contract.
_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #21-16 To pay employees bi-weekly.

Offered by _____, moved 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 _____

RES. #22-16 To fix salaries of elected officials.

Offered by _____, moved to fix salaries of elected officials as follows:

Supervisor		\$	14,000
Councilman	4 @	\$	4,500
Justices	2 @	\$	12,019
Town Clerk/Tax Collector		\$	31,521.
Highway Superintendent		\$	59,056

_____, seconded motion.

VOTE: ayes _____ nays _____

RES. #23-16 Justices to name own Court Stenographers.

Offered by _____, moved 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 _____

RES. #24-16 To name Court Clerk.

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

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #25-16 To name Planning Board Secretary.

Offered by _____, moved to name Gail Chamberlain as a part-time clerk to the Planning Board, 5 hours per week, at a rate of \$13.40 per hour.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #26-16 To appoint member to the Planning Board for a seven year term.

Offered by _____, moved to appoint a member to the Planning Board for a seven-year term, 2016-2022 to be determined.

_____ seconded the motion.

VOTE: ayes _____ nays _____

RES. #27-16 To authorize Deputy Supervisor and 2nd Deputy Supervisor and to sign checks in absence of Supervisor.

Offered by _____, moved to authorize Deputy Supervisor and 2nd Deputy Supervisor to sign checks in absence of Supervisor.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #28-16 To appoint member to Zoning Board of Appeals for seven-year term.

Offered by _____, moved to appoint a member of the Zoning Board of Appeals for a seven-year term, 2016-2021 to be determined.

_____ seconded the motion.

VOTE: ayes _____ nays _____

RES. #29-16 To name Chairman, Zoning Board.

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

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #30-16 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. #31-16 To name Registrar of Vital Statistics.

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

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #32-16 To name Deputy Registrar of Vital Statistics.

Offered by _____, moved to name when needed a Deputy Registrar of Vital Statistics at an annual salary of \$300.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #33-16 To fix salaries of appointed officials and employees.

<u>OFFICE</u>	<u>SALARY</u>
Assessor	\$ 22,064.46 /Annual
Assessor Clerk	11.44/Hr
Animal Control Officer	7,070.00/Annual
Board of Assessment Review Chair	900.00/Annual
BAR Member (2)	900.00/Annual
Confidential Secretary (Supervisor)	20.79 /Hr
Confidential Secretary (Highway)	20.79 /Hr
Court Clerk (FT)	40,641.00/Annual
Court Clerk (PT)	19.54 /Hr
Deputy Highway Superintendent	53,198.72/Annual
Maintenance Worker	15.00/Hr
Maintenance Worker Crellin Park	15.00/hr.
Maintenance Worker Crellin Park	13.50/hr
Planning Board Members (5)	2,655.00/Annual
Planning Board Chairman	3,700.00/Annual
Planning Board Deputy Chair	3,100.00/Annual
Planning Board P/T Secretary (5 hrs)	13.40hr

Recreation Director	30,000.00/Annual
Recreation Counselors (3)	9.00/Hr
Recreation Counselors/Training (3)	9.00/Hr
Supervising Counselor (3)	9.25/Hr
Supervising Lifeguards (4)	10.00/Hr
Head Counselor (1)	9.00/Hr
Head Lifeguard (1)	11.50/Hr
Junior Lifeguard (2)	9.00/Hr
Lifeguard (2)	9.50/Hr
Waterfront Director	12.50/Hr.
First Deputy Town Clerk	15.00/Hr
Town Historian	950.00/Annual
Zoning Board Members (5)	2,655.00/Annual
Zoning Board, Chairman	3,700.00/Annual
Zoning Board, Deputy Chair	3,100.00/Annual
Zoning Board P/T Secretary (5 hrs)	13.40/Hr
Zoning & Code Enforcement Officer	TBD/Annual

_____ seconded motion.

VOTE: ayes _____ nays _____

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RES. #34-16 To pay Deputy CEO/ZEO.

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

_____ seconded motion.

VOTE: ayes _____ nays _____

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RES. #35-16 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 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 _____

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RES. #36-16 To appoint David Levow, Julia Veronezi, Tim Briney, Aven Kerr, and Jim Johnson to the Citizen's Finance & Planning Committee. Offered by _____, moved to appoint David Levow, Julia Veronezi, Tim Briney, Aven Kerr, and Jim Johnson the Citizen's Finance & Planning Committee.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #37-16 To appoint Karen Kaczmar chairman Chatham Conservation Advisory Committee. Offered by _____ moved to appoint Karen Kaczmar Chairman of the Chatham Conservation Advisory Committee.

_____ seconded motion.

VOTE: ayes _____ nays _____

OTHER APPOINTMENTS:

Town Clerk appointments: 1 st Deputy Clerk	Elizabeth Horst
Supervisor:	
Deputy Supervisor	Bob Balcom
2 nd Deputy Supervisor	Landra Haber
Town Historian	Catharine Bell
Maintenance Worker	Peter Latham
Budget Officer	Maria Lull
Confidential Secretary	Tammy Shaw
Deputy Bookkeeper	Tammy Shaw
Highway Superintendent:	
Deputy Highway Superintendent	Timothy Calyer
Confidential Secretary	Tammy Shaw

SUPERVISOR COMMITTEE APPOINTMENTS:

Chatham Economic Planning	Balcom/TBD
Citizens Finance & Planning Committee	Balcom/TBD
Climate Smart Committee	Balcom/Haber
Communications Committee	
(newsletter, website, town email accts)	Haber/TBD
Disaster Planning/Public Health & Safety	Swartz/ TBD
Fire & Building Code	Swartz/ TBD
Insurance	Swartz/Haber
Negotiations Committee	Balcom/TBD
Planning & Zoning	Balcom/TBD
Office of Aging Liaison & Youth	Haber/TBD
Real Property Tax	Balcom/Haber
Technology (cable, Broadband, computers)	Balcom/Haber
Town Facilities (Crellin, Highway Dept., Town Hall)	Swartz/Haber

MEMBERS AND TERMS OF VARIOUS BOARDS:

***Planning Board:**

Cindy Meyers	2014 -- 2020
Aven Kerr	2015 -- 2021
Marilyn Cohen (Chair)	2013 -- 2019
Wendy Carroll	2012 -- 2018
Donna Staron (Deputy)	2011 -- 2017
Bonnie Schoonmaker	2010 -- 2016
To Be Determined	2016 -- 2022

***Zoning Board of Appeals:**

Adrianus Ooms	2015 -- 2021
Mitchell Khosrova (Deputy)	2014 -- 2020
Robert Leary	2013 -- 2019
Jeff Lick	2012 -- 2018
P.J. Henkel	2011 -- 2017
David Everett (Chair)	2010 -- 2016
To Be Determined	2016 -- 2022

***Board of Assessment Review:**

Marjorie Cartwright	10/1/2012 - 9/30/2017
Steve Anderson	10/1/2011 - 9/30/2016
Gail Day	10/1/2015 -- 9/30/2020