

**Town of Chatham**  
**488 State Route 295**  
**Chatham NY 12037**  
**Town Board Organizational Meeting**  
**January 2, 2016, 10:00 AM**

**PRESENT:** Supervisor Lull, Councilman Haber, Councilman Balcom, Town Clerk Beth Anne Rippel, PB Chair Marilyn Cohen, PB Clerk Gail Chamberlain, Confidential Secretary Tammy Shaw

**ABSENT:** Councilman Henry Swartz  
Several members of the public were also in attendance

Supervisor Lull opened the meeting at 10 AM and Councilman Haber led the pledge to the flag. Lull mentioned that the gavel was a gift from her son and then explained that there were a number of resolutions the Board would go through to set the agenda for the year.

**RES. #1-16** To Adopt the Rules of Order of the Town Board of the Town of Chatham, NY.  
Lull offered the following:

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, NY:

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.

Councilman Balcom seconded the motion, and explained that these were publicized by the Association of Towns as a recommended procedure, particularly because no one understands Robert's Rules of Order.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Balcom 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.

Councilman Haber seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Haber 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.

Supervisor Lull seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #4-16** To name Chairman for the Planning Board.

Supervisor Lull moved to name Marilyn Cohen as Chairman for the Planning Board.

Councilman Balcom seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Balcom moved to name Donna Staron as Deputy Planning Board Chairman.

Councilman Haber seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Haber moved adoption to set dates of the regular monthly Town Board meetings for 2016 on the 3<sup>rd</sup> Thursday of each month at 7:00 PM.

Supervisor Lull seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Supervisor Lull moved 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.

Councilman Balcom seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #8-16** To designate official newspaper.

Councilman Balcom moved to name The Chatham Courier and/or The Register Star and/or the Columbia Paper as official newspapers for the Town of Chatham.

Councilman Haber seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #9-16** To designate official depository.

Councilman Haber moved to name National Union Bank of Kinderhook as official Depository.

Supervisor Lull seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Supervisor Lull moved to allow the supervisor to invest town funds in other banks to obtain the best interest rate for the Town.

Councilman Balcom seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Balcom 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.  
Councilman Haber seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #12-16** To authorize Bookkeeper and/or Town Accounting Firm to pay bills early.  
Councilman Haber moved to authorize the Town Accounting Firm to pay electric, telephone, postage, freight and express claims in advance of audit.

Supervisor Lull seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Balcom seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #14-16** To authorize the Supervisor to designate Budget Officer at no salary.  
Councilman Balcom moved to authorize the Supervisor to designate a Budget Officer at no salary. Councilman Haber seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Supervisor Lull seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #16-16** To hire an engineer for town.  
Supervisor Lull moved to hire an engineer for town on a fee basis as needed.  
Councilman Balcom seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #17-16** To appoint an Animal Control Officer.  
Councilman Balcom moved to appoint an Animal Control Officer.  
Councilman Haber seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Supervisor Lull 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. Councilman Balcom seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #19-16** To pay mileage.

Councilman Balcom moved that mileage expense for Town business is reimbursable at the prevailing IRS rate per mile. Councilman Haber seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Haber moved to fix wages of Highway Department Employees for 2016 as per contract. Supervisor Lull seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Supervisor Lull 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. Councilman Balcom seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Balcom 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

Councilman Haber seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Haber 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.

Supervisor Lull seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #24-16** To name Court Clerk.

Supervisor Lull moved to name Sandra LeClair, Full-Time Court Clerk, and Joan Goold, Part-Time Court Clerk. Councilman Balcom seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Balcom 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.

Councilman Haber seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Haber moved to appoint a member to the Planning Board for a seven-year term, 2016-2022, to be determined. Supervisor Lull seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #27-16** To authorize Deputy Supervisor and 2<sup>nd</sup> Deputy Supervisor and to sign checks in absence of Supervisor. Supervisor Lull moved to authorize Deputy Supervisor and 2<sup>nd</sup> Deputy Supervisor to sign checks in absence of Supervisor.

Councilman Balcom seconded the motion.

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Balcom moved to appoint a member of the Zoning Board of Appeals for a seven-year term, 2016-2022, to be determined. Councilman Haber seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #29-16** To name Chairman, Zoning Board. Councilman Haber moved to name David Everett as Chairman, Zoning Board. Supervisor Lull seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #30-16** To name Deputy Chairman, Zoning Board.

Supervisor Lull moved adoption to name Mitchell Khosrova as Deputy Chairman, Zoning Board.

Councilman Balcom seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Balcom moved to name Beth Anne Rippel as Registrar of Vital Statistics at an annual salary of \$1,500. Councilman Haber seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Haber moved to name Elizabeth Horst as Deputy Registrar of Vital Statistics at an annual salary of \$300. Supervisor Lull seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Supervisor Lull moved to adopt the following:

<b>OFFICE</b>	<b>SALARY</b>
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)	13.40/hr
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 (Walter Simonsmeier retired at the end of the year)

Councilman Balcom seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

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

Councilman Balcom moved to pay the Deputy CEO/ZEO at a rate of \$10.00 per hour.

Councilman Haber seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #35-16** To authorize and delegate responsibilities to the Town Supervisor.

Councilman Haber 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. Supervisor Lull seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #36-16** To appoint members of the Citizen's Finance & Planning Committee.

Supervisor Lull moved to appoint David Levow, Julia Veronezi, Tim Briney, Aven Kerr, and Jim Johnson as members of the Citizen's Finance & Planning Committee.

Councilman Balcom seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #37-16** To appoint chairman of the Chatham Conservation Advisory Committee.

Councilman Balcom moved to appoint Karen Kaczmar as Chairman of the Chatham Conservation Advisory Committee. Councilman Haber seconded the motion.

VOTE

Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**RES. #38-16** To appoint Records Manager.

Supervisor Lull moved to appoint Beth Anne Rippel as the Records Manager.

Councilman Balcom seconded the motion.

VOTE Ayes: Lull, Balcom, Haber. Nays: None. The resolution was adopted.

**OTHER APPOINTMENTS:**

Town Clerk Appointments	
First Deputy Clerk	Elizabeth Horst
Supervisor Appointments	
Deputy Supervisor	Councilman Balcom
2 <sup>nd</sup> Deputy Supervisor	Councilman Haber
Town Historian	Catharine Bell
Maintenance Worker	Peter Latham
Budget Officer	Supervisor Lull
Confidential Secretary	Tammy Shaw
Deputy Bookkeeper	Tammy Shaw
Highway Superintendent Appointments	
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
Town Policy Review	Balcom/TBD
Village Liaison	Balcom/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

**Public Comment**

Supervisor Lull read a statement prior to opening the meeting to public discussion, as follows: “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.”

Councilman Balcom noted that he was looking forward to Thursday and new business ahead. Councilman Haber agreed. There was no public comment.

Councilman Balcom moved to close the meeting, Councilman Haber seconded, and the meeting was adjourned around 10:40 AM.

Respectfully submitted by,  
Beth Anne Rippel, RMC  
Town Clerk