

TOWN BOARD MEETING

Chatham Town Hall
488 State Route 295

**Special Town Board Meeting
for the purpose of discussing the Compensation and Benefits Package
June 16, 2016, 6:00 PM**

PRESENT: Supervisor Maria Lull, Councilman Bob Balcom, Councilwoman Landra Haber,
Councilman Henry Swartz, Attorney Sal Ferlazzo

ABSENT: Councilman John Wapner

CALL TO ORDER: Lull called the special meeting to order at 6:00 PM and led the pledge to the flag.

EXECUTIVE SESSION

On a motion by Supervisor Lull, seconded by Councilman Haber and carried the Town Board entered executive session at 6:00 PM in accordance with Public Officers Law §105 (1) (f) for the purpose of discussing; the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Councilman Swartz would prefer to have this discussion in an open meeting and asked that the motion to enter executive session be withdrawn.

On advice from Attorney Sal Ferlazzo Motion was made by Supervisor Lull to enter attorney client session. Councilwoman Haber seconded the motion. Motion carried

Motion was made by Supervisor Lull to leave attorney client session at 7:00PM. Councilwoman Haber seconded the motion. Motion carried.

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Town Board Meeting

June 16, 2016, 7:00 PM

PRESENT: Supervisor Maria Lull, Councilman Bob Balcom, Councilwoman Landra Haber,
Councilman Henry Swartz, Councilman John Wapner

CALL TO ORDER: Lull called the meeting to order at 7:00 PM and led the pledge to the flag.

CORRESPONDENCE:

Jim Temple: re Comprehensive Plan and ground water concerns

Jim Temple: re Charter Communications

Chatham Agricultural Partnership Committee: re existing Zoning Code

PUBLIC COMMENT:

Lull read the guidelines for public comment.

Jean Rohde: re the Town stopping funding for the Garden Program at Crellin Park. Rohde said she would love to see the program continue. Town Clerk Beth Anne Rippel explained that the Town does

not support the garden but the money comes from the Crellin Park Foundation and the Foundation currently needs \$1500 to continue the whole program. Swartz noted that the Town cannot cut funding for something that it does not oversee, Lull encouraged community residents to contribute to the project, and Rohde suggested that the garden be put under the Town's oversight to keep it going.

SUB-COMMITTEE REPORTS:

Crellin Park Joint Committee (Haber, Wapner): The committee discussed how to become a more efficient umbrella for recreation. Wapner reported the Crellin Park Foundation (CPF) holds funds which are specifically earmarked for either the skate park completion or for the pavilion project. Wapner wants the CPF individuals can join the board of directors, and how to prioritize projects in conjunction with the Town. Lull reported on several improvements that were completed by Highway Superintendent Joe Rickert. Blacktop basketball court, repair swing set, mulch playground, repair tennis court, grading around the skate park.

Citizens Finance and Planning Committee (Balcom): Balcom reported that the Committee is meeting within the next two weeks, has already reviewed the 2015 invoices, and will focus on the 2016 review and overall budget process next. In addition, part of the Committee is working on the Employee Handbook in three sections and will focus on completing the benefits element.

Zoning Committee (Balcom): Balcom reported that the first meeting will be June 20, Monday, 7:00 PM at the Tracy. The Board confirmed that they cannot be present or it will become a Board meeting. Balcom added that he is considering purchasing a video camera to make the process available to everyone online.

REPORTS

Accounting: June 2016 report on file. Lull also reported that the office is now using QuickBooks for vouchers along with a specific template for the budget.

Assessors: Report on file. Lull read the notes about Grievance Day and the Final Assessment Roll aloud but did not address the follow-up request for a salary increase for the clerk.

Building: Report on file.

Highway Garage: Report on file.

Justice Court: Report on file. Lull reported that the monthly income for 2016 was less than that of 2015 and that a new clerk was recently hired.

Recreation: Report on file. Swartz noted for the record that the registrations closed with 75 children instead of 100 from last year because the department had faced staff cuts and he did not want anyone to think it was the department's problem. (After further review it was determined that these numbers were incorrect.)

Supervisor:

- May 23: Meeting with Gary Van Alstyne of Metz Wood Harder Insurance.
- May 25: Special meeting with Chatham Reds. The agreement was sent to the attorney.
- May 26: Meeting with the Building Department and new land use Attorney John Lyons.
- Meetings with the Communications Committee every two weeks to work on a new Town website and the new Facebook page.
- May 27: Meeting with Attorney Tal Rappleyea and new Town Attorney Sal Ferlazzo
- June 2: Board meeting with the Recreation Committee. Received many good ideas.
- June 7: Meeting with Tom Curran about the committee to review Tracy renovations and other Village-Town projects.

- June 13: Meeting with Michael Richardson and Bob Balcom to discuss union policies and the upcoming June 23 committee meeting to talk about labor negotiations.
- County Business: Lull addressed a new broadband committee that is working to bring high-speed internet to the whole county with Connect Columbia. She also mentioned a security protocol that the county is working to train its officials in. There was some discussion about whether her flyer was supposed to be public or not and also mention of a cybersecurity committee.

Accounting Firm: May report on file. Swartz requested that the firm come to a future meeting to explain deficits and answer questions, which would also assist residents with understanding what is happening. Lull stated that there is a meeting in July for that purpose.

Town Clerk: Beth Anne Rippel reported that the 2016 tax rolls were returned to the County and \$13,000 in interest and penalties was collected. Summer projects will focus on retention and destruction. The KISS program (Keeping the Identity of Seniors Safe) is continuing at the Town hall, two full bins of collected materials were already shredded, and she hopes residents will become accustomed to the bins being available.

NEW BUSINESS

Chatham Summerfest 2016: Lull reported that she talked to Mayor Tom Curran about the joint use of a parking lot for the Summerfest, that he was satisfied with it, and that she hoped to sign off for it as well.

RESOLUTION 121-16: To Authorize the Supervisor to Sign Parking Agreement

Offered by Councilman Henry Swartz, moved adoption to authorize Supervisor Maria Lull to sign a parking agreement for Chatham Summerfest 2016.

Councilwoman Landra Haber seconded the resolution.

VOTE:

Ayes: Lull, Balcom, Haber, Wapner, Swartz **Nays:** None Resolution adopted.

Employee Compensation & Benefits Manual: Lull reported that from the recommendations of the Citizens' Finance and Planning Committee, the manual had been reworked for the past six months and they wanted to send it back to the committee, which is made up of Michael Richardson, Bob Balcom, Tammy Shaw, Aven Kerr, Jim Johnson, John Wapner, Tim Briney, Julia Veronezi, and David Levow.

RESOLUTION 122-16: To Send Manual to the Citizens' Finance and Planning Committee

Offered by Councilman Henry Swartz, moved adoption to send the Employee Compensation and Benefits Manual back to the Citizens' Finance and Planning Committee for review.

Councilwoman Landra Haber seconded the resolution.

VOTE:

Ayes: Lull, Balcom, Haber, Wapner, Swartz **Nays:** None Resolution adopted.

Crellin Park Sign: Lull reported that she received two quotes for a new sign and asked the Board's thoughts. Haber advised that although a new sign is needed, she felt that since the Children's Garden has a need for \$1500, the Board needs to determine which a greater priority is. Swartz agreed and recommended that they determine if funds for the garden could be raised while a bid for a specific sign is advertised, to see if the Board could do both projects. Wapner also suggested that the area around the sign be taken care of and asked if the Town was allowed to accept donations. Attorney Sal Ferlazzo

replied that while the Town cannot give, it can accept. Lull stated that she would get more quotes. Balcom suggested putting out a bid, and that it was also possible to budget for a new sign in the upcoming years.

Charter Communications: Ferlazzo informed the Board of the current progress and advise that he would continue to update everyone on anything important.

Traffic Light Visit: Lull suggested that the Board take a field trip to Route 9W to visit a single-lane traffic light signal so that the information could help out the community. Swartz mentioned another area on Route 9 and 20, but advised that it was unnecessary and perhaps hazardous to conduct a Town Board meeting on a busy road. Wapner stated that he would attend and Balcom noted that he saw another instance in Canajoharie on Route 10.

Minutes: Lull wondered why there were no minutes available for the Board and Rippel explained that they were still in draft form since it has been difficult for her to keep up with minutes when there are four to five meetings per month.

RESOLUTION 123-16: To Accept the Abstract and Pay the Bills

Offered by Councilman John Wapner, moved adoption to accept the abstract as presented and pay the bills. Councilwoman Landra Haber seconded.

VOTE:

Ayes: Lull, Balcom, Haber, Wapner, Swartz **Nays** None Resolution adopted.

RESOLUTION 124-16: To Accept the Town Accountant's Financial Report

Offered by Councilman Bob Balcom, moved adoption to accept the Town Accountant's financial report. Councilwoman Landra Haber seconded.

VOTE:

Ayes: Lull, Balcom, Haber, Wapner, Swartz **Nays** None Resolution adopted.

RESOLUTION 125-16: To Authorize the Supervisor to Sign Agreement with Nan Stolzenberg

Offered by Supervisor Maria Lull, moved adoption to authorize the supervisor to sign an agreement between the Town of Chatham and Nan Stolzenburg, d/b/a Community Planning & Environmental Associates to develop updated zoning regulations. Councilman Bob Balcom seconded.

VOTE:

Ayes: Lull, Balcom, Haber, Wapner, Swartz **Nays** None Resolution adopted.

Discussion: Swartz asked if the attorney reviewed the agreement and Lull explained that the new Land Use Attorney John Lyons reviewed and approved of it.

Agreement with Chatham Reds Baseball Team: The Board discussed several options with Attorney Ferlazzo of how to address the agreement with the Chatham Reds to use Crellin Park for their baseball field. The Board decided that they would wait to receive the signed agreement back from the Chatham Reds before acting upon it, and noted that they could address it at their special meeting on June 22nd.

RESOLUTION 126-16: To Establish Escrow Accounts for Planning Board Applicants

Offered by Councilman Bob Balcom, moved adoption as follows: WHEREAS, the Town Board of the Town of Chatham desires to have applicants be responsible for engineering and legal fees

incurred by the Town as part of applications before the Planning Board by said applicants, NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Chatham hereby directs, pursuant to §138-2 of the Code of the Town of Chatham, any applicant for permission before the Town Planning Board shall deposit the sum of \$1,500 for engineering fees and the sum of \$1,000 for legal fees or such other amount as determined by the Planning Board, which will be used to offset the fair and reasonable costs of such services incurred by the Town relating to the review and /or approval of such application.

Councilman Henry Swartz seconded the resolution.

VOTE: **Ayes** All, 4 **Nays** None

Discussion: Attorney Ferlazzo explained the current law to avoid making the Town taxpayer cover engineering and legal fees and stated that the resolution was to put the law into effect. Lull asked about open applications before the Planning Board and Ferlazzo replied that it was up to their discretion. Lull also mentioned that she met with Land Use Attorney John Lyons and Planning Board Chair Marilyn Cohen and they agree with this action. Ferlazzo noted that a second resolution will set a public hearing to amend the Town Code so that all boards will have the same kind of protocol in establishing escrow accounts.

RESOLUTION 127-16: To Set a Public Hearing for June 21, 2016 on escrow accounts for applicants before any Board.

Offered by Councilwoman Landra Haber, moved adoption as follows: WHEREAS, the Town Board of the Town of Chatham is considering a local law to provide for engineering and legal fees incurred as part of applications before Town Boards to be the responsibility of the applicants before said Boards, and WHEREAS, a public hearing is required before the enactment of said law. NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Chatham hereby directs that a public hearing will be held by the Town Board to hear all interested parties regarding adoption of the proposed Local Law Entitled Local Law 3 for the year 2016 to amend §138-2 of the Code of the Town of Chatham relating to the imposition of fees by the Town Board, Planning Board, Zoning Board of Appeals, or any other town board, agency, or, permitting authority, and BE IT FURTHER RESOLVED that the Town Clerk is hereby directed to publish notice of hearing in the official newspaper as designated by the Town Board and that copies of said proposed Local Law are available for review at the Town Clerk's Office. Councilman John Wapner seconded the resolution.

VOTE:

Ayes: Lull, Balcom, Haber, Wapner, Swartz **Nays** None Resolution adopted.

PUBLIC COMMENT:

Unidentified woman: re the Planning Board. Lull explained that the Planning Board had not done anything and Ferlazzo stated that the fees are separate, the clerk would keep track of the accounts, and the moneys are refundable. The woman also asked about the Garden Program and Rippel explained that it is partially paid for and definitely not disbanded since they receive small donations that help.

MOTION TO ADJOURN: Haber moved, Balcom seconded, and the motion carried unanimously to adjourn the Board meeting at 8:20 PM.

Respectfully submitted by,

Beth Anne Rippel, RMC

Town Clerk