



Maria Lull
Supervisor

Beth Anne Rippel
Town Clerk/Tax Collector

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Chatham, New York 12037
Telephone 518.392.1655
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Town Board

Robert Balcom
Landra Haber
John Wapner
Kevin Weldon

TENTATIVE AGENDA
SPECIAL MEETING
ORGANIZATIONAL MEETING
January 2, 2018
6:00 PM

- **SWEARING IN BY JUSTICE JAMES BORGIA FOSTER**
 - Justice Michael Rosen
 - Councilman John Wapner
 - Councilman Kevin Weldon
 - Town Clerk Beth Anne Rippel
 - Highway Superintendent Joe Rickert
- **CALL TO ORDER**
- **PLEDGE TO FLAG**
- **PUBLIC COMMENT STATEMENT**

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. It is, however, not intended to be a debate with the public or a question and answer period. Issues raised during the public comment may be addressed by the Board during its regular meeting or by the Supervisor between meetings as necessary. As a courtesy to the other members of the public, there is a 5 minute per person limitation on oral comments for each public comment period. The public is also encouraged to provide the Board with written comments or materials when the subject matter cannot be presented in this time frame. Of course, while the Board discourages any remarks which may be considered defamatory or stigmatizing, it will not restrict the content of the public comment.

- **PUBLIC COMMENT**
- **RESOLUTIONS**

RES. #1-18 To Adopt the Rules of Order of the Town Board of the Town of CHATHAM, NEW YORK. Offered by Supervisor Maria Lull.

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 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 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. #2-18 To name Attorney for the Town.

Offered by _____, moved to name Salvatore D. Ferlazzo, Esq. as Attorney for the town on an hourly basis at the rate of \$175.00 per hour for all litigation or other similar substantial work.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #3-18 To name Attorney for Land Use and Planning Issues for the Town

Offered by _____, moved to appoint John Lyons, Esq. as Attorney for land use issues for the town at the rate of \$150.00/hr. all litigation or other similar substantial work.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #4-18 To name Planner for the Town.

Offered by _____ moved to appoint Nan Stolzenburg as Town Planner for land use issues at a rate of \$100.00/hr. for the town.

_____ seconded motion.

VOTE: ayes _____ nays _____

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RES. #5-18 To name Chairman, Planning Board.

Offered by _____, moved to name Gabriella Sperry as Chairman, Planning Board.

_____ seconded motion.

VOTE: ayes _____ nays _____
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RES. #6-18 To name Deputy Planning Board Chairmen.

Offered by _____, moved to Robert Walker & Angus Eaton as Deputy Planning Board Chairmen. _____ seconded motion.

VOTE: ayes _____ nays _____
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RES. #7-18 To set dates of Regular Town Board Meetings.

Offered by _____, moved adoption to set dates of the regular monthly Town Board meetings for 2018 on the 3rd Thursday of each month at 6:00 p.m.

_____ seconded motion.

VOTE: ayes _____ nays _____
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RES. #8-18 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 6:00 p.m. in the Town Hall.

_____ seconded motion.

VOTE: ayes _____ nays _____
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RES. #9-18 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. #10-18 To designate official depository.

Offered by _____, moved to name the Bank of Greene County as official depository.

_____ seconded motion.

VOTE: ayes _____ nays _____
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RES. #11-18 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 _____
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RES. #12-18 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. #13-18 To authorize Budget Officer and/or Town Accounting Firm to pay bills early.

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

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #14-18 To authorize Town Accounting Firm to file Annual Update Document (AUD) 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. #15-18 To authorize the Supervisor to designate Tammy Shaw as Budget Officer.

Offered by _____, moved to authorize the Supervisor to designate Tammy Shaw as Budget Officer.

_____, seconded motion.

VOTE: ayes _____ nays _____

RES. #16-18 To appoint the Accounting Firm of Pattison, Koskey, Howe & Bucci, CPAs as Town Accounting Officer.

Offered by _____, moved that the Accounting Firm of Pattison, Koskey, Howe & Bucci, CPAs, 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. #17-18 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. #18-18 To appoint a Dog Control Officer.

Offered by _____, moved to appoint Wes Powell as Dog Control Officer at an annual salary of \$3,578.00. _____ seconded motion.

VOTE: ayes _____ nays _____

RES. #19-18 To name Clerk/Typist to the Zoning Board of Appeals.

Offered by _____, moved to name Erin Costa as Part-Time Zoning Board of Appeals Clerk/Typist, 5 hours per week, at a rate of \$14.17 per hour.

_____ seconded motion.

VOTES: ayes _____ nays _____

RES. #20-18 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. #21-18 To fix wages of Highway Department Employees.

Offered by _____, moved to fix wages of Highway Department Employees for 2018 as per contract.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #22-18 To pay employees bi-weekly.

Offered by _____, moved to pay Town Clerk/Tax Collector, Deputy Town Clerks, Town Supervisor, Court Clerks, Clerk/Typists, Budget Officer, Code Enforcement Officers, Highway Superintendent, Deputy Highway Superintendent, Highway Employees, Recreation Director, and Recreation employees, bi-weekly.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #23-18 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 @	\$	12,164
Town Clerk/Tax Collector		\$	31,900
Highway Superintendent		\$	59,765

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #24-18 Justices to name own Court Stenographers.

Offered by _____, moved to authorize Justices to name Court Stenographers at the following rates: \$75.00 per Appearance Fee, Transcript fees: \$4.75 per page; Public Hearings \$7.50 per page; Depositions or Q/A of a witness \$4.75 per page; minimum charge \$250; and any other fees that may come necessary.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #25-18 To name Court Clerks.

Offered by _____, moved to name Joan Goold, Full-Time Clerk to Town Justice at an hourly rate of \$19.77 and Kati M. Bell, Part-Time Clerk to Town Court at an hourly rate of \$16.00.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #26-18 To name Clerk/Typist to the Planning Board.

Offered by _____, moved to name Erin Costa as a part-time clerk/typist to the Planning Board, 5 hours per week, at a rate of \$14.17 per hour.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #27-18 To appoint members to the Planning Board.

Offered by _____, moved to appoint Jonathan Catlett to the Planning Board for a seven-year term, 2018-2024.

_____ seconded the motion.

VOTE: ayes _____ nays _____

RES. #28-18 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. #29-18 To appoint Member to Board of Assessment Review.

Offered by _____, moved to appoint Marge Cartwright to the Board of Assessment Review to serve a term 2017 to 2022.

_____ seconded the motion.

VOTE: ayes _____ nays _____

RES. #30-18 To name Chairman, Zoning Board of Appeals.

Offered by _____, moved to name Kandace Eaton as Chairman, of the Zoning Board of Appeals.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #31-18 To name Deputy Chairman, Zoning Board of Appeals.

Offered by _____, moved to name Daniel Persing, Esq. as Deputy Chairman, Zoning Board of Appeals.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #32-18 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. #33-18 To name Deputy Registrar of Vital Statistics.

Offered by _____, moved to name Janie Miller as Deputy Registrar of Vital Statistics at no salary.

_____ seconded motion.

VOTE: ayes _____ nays _____

RES. #34-18 To fix salaries of appointed officials and employees.

POSITION	#	SALARY \$ - In Dollars		HOURS
Councilperson	4	4,500.00	A	x
Hwy Superintendent	1	59,765.00	A	x
Justice	2	12,164.00	A	x
Supervisor	1	14,000.00	A	x
Town Clerk/Tax Collector	1	31,900.00	A	x
Assessor	1	18,404.23	A	x
Board of Assessment Review	3	900.00	A	x
Budget Officer	1	22.26	Hr	2080
Code Enforcement Officer 1	1	30.00	Hr	780
Code Enforcement Officer 2	1	21.63	Hr	780
Clerk to Town Court	1	16.00	Hr	988
Clerk to Town Justice	1	19.77	Hr	2080
Clerk/Typist (Assessor)	1	14.17	Hr	260
Clerk/Typist (Building Dept)	1	14.17	Hr	520
Clerk/Typist (Finance)	1	14.17	Hr	780
Clerk/Typist (Planning)	1	14.17	Hr	260
Clerk/Typist (Zoning)	1	14.17	Hr	260
Deputy Hwy Superintendent	1	53,838.00	A	x
Deputy Town Clerk I	1	12.88	Hr	728
Deputy Town Clerk II	1	15.18	Hr	252
Dog Control Officer	1	3,578.00	A	x
Groundskeeper I	1	15.69	Hr	744
Groundskeeper II	1	14.17	Hr	176
Historian	1	Volunteer	V	x
Planning Board Chair	1	1,200.00	A	x

Planning Board Member 1	1	900.00	A	x
Planning Board Member 2	1	900.00	A	x
Planning Board Member 3	1	900.00	A	x
Planning Board Member 4	1	900.00	A	x
Planning Board Member 5	1	900.00	A	x
Planning Board Member 6	1	900.00	A	x
Registrar of Vital Statistics	1	1,500.00	A	x
Zoning Board Chair	1	1,200.00	A	x
Zoning Board Member 1	1	900.00	A	x
Zoning Board Member 2	1	900.00	A	x
Zoning Board Member 3	1	900.00	A	x
Zoning Board Member 4	1	900.00	A	x
Recreation Director	1	18,393.00	A	x
Waterfront Director	1	13.50	Hr	280
Head Lifeguard	1	11.50	Hr	280
Supervising Lifeguard	1	10.70	Hr	230
Lifeguard	3	10.50	Hr	590
Junior Lifeguard	2	10.40	Hr	480
Head Counselor	1	10.70	Hr	200
Supervising Counselor	3	10.60	Hr	550
Rec Counselor	3	10.50	Hr	527
Counselor In Training	3	10.40	Hr	450

_____ seconded motion.
VOTE: ayes _____ nays _____

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RES. #35-18 To appoint a Records Manager.

Offered by _____, moved to appoint Beth Anne Rippel, Records Manager.

_____ seconded motion.
VOTE: ayes _____ nays _____

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RES. #36-18 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. #37-18 To appoint members to the Citizen's Finance & Planning Committee. Offered by _____, moved to appoint Bob Balcom, chair, Tim Briney, Michael Richardson, Tammy Shaw, Michael Blasl, Jim Johnson, Christie Ellis and Van Calhoun to the Citizen's Finance & Planning Committee.

_____ seconded motion.
VOTE: ayes _____ nays _____

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RES. #38-18 To appoint a chair to the Chatham Conservation Advisory Committee. Offered by _____ moved Supervisor to appoint a chair to the Chatham Conservation Advisory Committee when available.

_____ seconded motion.
VOTE: ayes _____ nays _____

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OTHER APPOINTMENTS:

Town Clerk appointments: 1 st Deputy Clerk 2 nd Deputy Clerk	Janie Miller Elizabeth Horst
Supervisor Appointments:	
Deputy Supervisor 2 nd Deputy Supervisor	Bob Balcom Landra Haber
Town Historian	Richard Dorsey
Budget Officer	Tammy Shaw
Account Clerk	David Rubel
Highway Superintendent:	
Deputy Highway Superintendent	Timothy Calyer
Confidential Secretary	Tammy Shaw

PART TIME EMPLOYEE SCHEDULE:

<u>EMPLOYEE</u>	<u>TITLE</u>	<u>DAYS</u>	<u>HRS</u>	<u>Hrs.</u> <u>Per</u> <u>Day</u>
Baccaro, Nicholas Jr.	Maintenance Worker Building Dept.	As Needed		7
Costa, Erin	Clerk/Typist	M-TH As	14	
Horst, Elizabeth	Clerk/Typist	Needed	260hrs/yr	
David Rubel	Clerk/Typist Deputy Town	M-T- TH	15	5
Miller, Janie	Clerk Building	T-TH	14	7
Pratt, Kent	Inspector Building	M-TH	15	
Quinn, James	Inspector	M-TH M-W-	15	
Bell, Kati M.	Clerk/Typist Rec Director	TH-F Per	17	7/3/4/3
West Michael	(Winter)	Month	15	

Woodward, Richard	PT Laborer(non- union)	M-T	16	8
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MEMBERS AND TERMS OF VARIOUS BOARDS

Planning Board:

Gabriella Sperry, Chair	2016 -- 2022
Cindy Meyers	2014 -- 2020
To be determined	2015 -- 2021
Frank Haimbach	2017--- 2023
Angus Eaton	2017--- 2019
Robert Walker	2017--- 2018
Jonathan Catlett	2018--- 2024

Zoning Board of Appeals:

Kandace Eaton, Chair	2016 -- 2022
Adrianus Ooms	2015 – 2021
Daniel Persing, Esq.	2017---2020
Stephen Day	2017---2019
Michael Richardson	2017---2018

Board of Assessment Review:

Marjorie Cartwright	10/1/2017 - 9/30/2022
Steve Anderson	10/1/2016 - 9/30/2021
Gail Day	10/1/2015 – 9/30/2020

SUPERVISOR COMMITTEE APPOINTMENTS:

Chatham Economic Planning	Balcom
Citizens Finance & Planning Committee	Balcom
Climate Smart Committee	Haber/Weldon
Communications Committee (newsletter, website, town email accts)	Haber
Disaster Planning/Public Health & Safety	Wapner/Balcom
Fire & Building Code	Wapner/Weldon
Insurance	Balcom/Haber
Negotiations Committee	Balcom/Richardson
Planning & Zoning	Balcom/Wapner
Office of Aging Liaison & Youth	Haber/Weldon
Real Property Tax	Balcom/Weldon
Technology (cable, Broadband, computers)	Balcom/Weldon

Town Facilities (Crellin, Highway Dept., Town Hall)
Town Policy Review
Village Liaison

Balcom/Wapner
Balcom/Wapner
Balcom/Haber

SUPERVISOR COMMITTEE APPOINTMENTS:

Environmental Management Council

Jan Storm

Office of the Aging Advisory Board

Carol Hegeman

Liz Chapman

Comprehensive Plan Advisory Committee:

Bob Balcom, Chair

Van Calhoun

Don Hegeman

Karen Murphy

Randi Walker

Rick Werwaiss

Communications Committee:

Landra Haber, Chair

Tammy Shaw

Beth Anne Rippel

David Rubel

Recreation Commission:

John Wapner, Co-Chair

Kevin Weldon, Co-Chair

Mike West – non-voting member

Betsey Winters

Bernadette Brusco

Jay Thorn

Dave O'Connor

Alan Meier

Anita Fiorillo

Gunnar Wordon

Teresa Barendsfeld

Jim Marks

John Thorsen

Climate Smart Committee

Landra Haber, Co-Chair
Kevin Weldon, Co-Chair
Cara Humphry
Elizabeth Marks
Karla Kavanaugh
Melissa Pollack

Chatham Agricultural Partnership:

Jeff Link, Chair
Mary Gail Biebel, Coordinator
Landra Haber
Robert Bradford
J. Thomas Clark
Tom Crowell
Will Denner
Courtney McDonnell
Eric Ooms
Edie Root
Donna Staron

RES. #39-18 To authorize the town accounting firm to audit the Town Justice Court for 2017.

- **PUBLIC COMMENT**
- **MOTION TO CLOSE MEETING**