

TOWN OF OLIVE
COUNTY OF ULSTER
STATE OF NEW YORK
JANUARY 3, 2006

Minutes of the 2006 Organizational Meeting of the Town Board of the Town Olive held Tuesday, January 3, 2006, 7:30 pm at the Town Meeting Hall in Shokan, NY.

Members Present: Berndt Leifeld, Supervisor
Henry Rank, Council Member
Helen Chase, Council Member
Bruce La Monda, Council Member
Linda Burkhardt, Council Member

Recording Secretary: Sylvia Rozzelle, Town Clerk

Others Present: Timothy E. Cox, Town Justice; Ronald Wright, Town Justice; William Cook, Assessor in Training; Everett Cook, ZBA Member; Jimmy Fugel, Highway Superintendent

Town Justice Ronald Wright issued Oaths of Office to newly elected officials: Helen K. Chase and Henry Rank, Town Board Members; Berndt Leifeld, Supervisor; Sylvia Rozzelle, Town Clerk; Jimmy Fugel, Highway Superintendent; and Timothy E. Cox, Town Justice.

Supervisor Leifeld appointed Bruce La Monda Deputy Supervisor.

On a Leifeld/La Monda motion the Town Board set the following salaries and made the following appointments for 2006:

COUNCILPERSONS (4)		\$ 7,185.00	
SUPERVISOR		\$33,281.00	
TOWN JUSTICES (2)		\$ 10,191.00	
TOWN CLERK/TAX COLLECTOR/RMO		\$46,665.00	
SUPERINTENDENT OF HIGHWAY		\$46,808.00	
JUSTICE COURT CLERK	PER HOUR	\$18.71	
JUSTICE COURT CLERK/DEPUTY TOWN CLERK	PER HOUR	\$14.63	
CLERK TO SUPERVISOR/WELFARE OFFICER	PER HOUR	\$12.50	
BOOKKEEPER	PER HOUR	\$19.56	
ASSESSOR CLERK PART TIME	PER HOUR	\$12.39	
DEPUTY TOWN CLERK/TAX COLLECTOR		\$37,078.00	
ZONING & BUILDING CLERK	PER HOUR	\$18.71	
PLANNING BOARD CLERK	PER HOUR	\$18.71	
ZONING BOARD CLERK	PER HOUR	\$18.71	
SECRETARY to HIGHWAY SUPERINTENDENT	PER HOUR	\$18.71	
ASSESSOR IN TRAINING		\$33,000.00	
BUILDING INSPECTOR		\$ 6,521.00	
ASST. BUILDING INSPECTOR	PER HOUR	\$12.83	
ZONING ENFORCEMENT OFFICER		\$ 8,508.00	
RECREATION DIRECTOR		\$ 6,065.00	
ASST. RECREATION DIRECTOR		\$ 3,260.00	
POOL DIRECTOR		\$ 2,300.00	
DAY CAMP			
C.I.T. STEP 1, 1 ST YEAR		\$ 200.00	
JUNIOR COUNSELOR	Minimum	\$ 425.00	Maximum \$ 500.00
SENIOR COUNSELOR	Minimum	\$ 625.00	Maximum \$ 800.00
RECREATION LEADER	Minimum	\$1,000.00	Maximum \$1,400.00

POOL STAFF—STEP 1, 1 ST YEAR	PER HOUR \$6.75
STEP 2, 2 ND YEAR	PER HOUR \$7.00
STEP 3, 3 RD YEAR	PER HOUR \$7.25
STEP 4, 4 TH YEAR	PER HOUR \$7.50
STEP 5, 5 TH YEAR	PER HOUR \$7.75
STEP 6, 6 TH YEAR	PER HOUR \$8.00

CAMP DIRECTOR, ARTS & CRAFTS DIRECTOR, SPORTS DIRECTOR, & POOL ASSISTANT will enter as Recreation Leader Step 1 pay unless the following specific persons return in 2006:

CAMP DIRECTOR	\$2,056.00
ARTS & CRAFTS DIRECTOR	\$1,000.00
SPORTS DIRECTOR	\$1,000.00

Any Counselor possessing a current CPR card will receive an additional \$25.00 to the step they are in.

TRANSFER STAT. GATEKEEPER PART TIME (1)	PER HOUR \$ 9.93
TRANSFER STAT. GATEKEEPER PART TIME (1)	PER HOUR \$ 11.03
TRANSFER STAT. GATEKEEPER FULL TIME (1)	\$30,415.00
POLICE OFFICER FULL TIME	PER HOUR \$ 19.02
POLICE OFFICER PART TIME PROBATIONARY	PER HOUR \$ 14.30
POLICE OFFICERS PART TIME (9)	PER HOUR \$ 16.94
POLICE OFFICERS HOLIDAY PAY	PER HOUR \$ 25.42
DOG CONTROL OFFICER & KENNEL KEEPER	\$ 2,704.00

Approved the highway pay rates as set forth in the Union Contract as follows:

	January 1, 2006 – December 30, 2006		
MEO Mechanic	\$19.15	\$19.55	\$19.92
HEO	\$18.42	\$18.87	\$19.21
MEO	\$17.80	\$18.21	\$18.64
Laborer	\$16.92	\$17.64	\$18.06

Appointed Sylvia Rozzelle Registrar of Vital Statistics and Susan Henderson Deputy Registrar at no fee to the Town.

Appointed Janice Lanzarotta as Bookkeeper for the Town and also appointed Janice Lanzarotta as Assistant Budget Officer. The Town Board approved a \$2,000.00 stipend for Janice Lanzarotta as Assistant Budget Officer--\$1,000.00 to be paid June 1st and \$1,000.00 to be paid September 1st.

Supervisor Leifeld appointed Susan Horner as Clerk to the Supervisor effective January 17, 2006.

Highway Superintendent Jimmy Fugel appointed Jennifer Vines as Secretary to the Superintendent of Highways.

Highway Superintendent Jimmy Fugel appointed Kevin Tyler as Deputy Highway Superintendent.

Town Clerk/Tax Collector/RMO Rozzelle appointed Susan Henderson as Deputy Town Clerk/Tax Collector/Records Management Officer and Brenda Van Leuvan as Part-time Deputy Town Clerk.

Appointed Kimball & O'Brien as Independent Auditors at \$7,000.00.

Approved the following appointments and actions:

- approved hiring Attorneys for the Town at individual hourly rates as needed.
- appointed Ed Swenson as Civil Defense Director at no pay.
- empowered elected officials to attend schools as per budget.
- empowered the Superintendent of Highways to spend \$10,000.00 on equipment without prior approval.
- empowered the Superintendent of Highways to hire trucks and machines as set forth by the NYS DOT.
- empowered the Supervisor to pay prior audit bills.
- approved payment of elected officials as set forth in the 2006 Budget.
- approved the appointment of Ruth Williams as Dog Control Officer & Kennel Keeper
- approved the appointments of George W. Burns and Dana Mudge as Assistant Dog Control Officers at a fee of \$35.00 per pick up

Approved the following:

- The Town *Board* will not designate an official newspaper but will use the DAILY FREEMAN, WOODSTOCK TIMES, ULSTER TOWNSMAN, and OLIVE PRESS.
- establish personal mileage rate at \$.40 per mile with prior approval.
- empowered the Supervisor to transfer funds.
- empowered the Supervisor to appoint committees.
- set the Petty Cash fund for the Town Clerk/Tax Collector at \$75.00.
- designated the Wilber National Bank and Bank of America as official banks.
- required prior approval from Supervisor for purchases over \$250.00.
- Set the following Town Board Meetings and Audit Meetings for 2006. All meetings, unless otherwise noted, are to be held at the Town Meeting Hall and will commence at 7:30 pm.

January 3 rdOrganizational & Regular Meeting
February 6 thAudit Meeting
February 7 thRegular Meeting
March 6 thAudit Meeting
March 7 thRegular Meeting
April 3 rdAudit Meeting
April 4 thRegular Meeting
May 1 stAudit Meeting
May 2 ndRegular Meeting
June 5 thAudit Meeting
June 6 thRegular Meeting
July 3 rdCombined Audit & Regular Mtg.
July 31 stAudit Meeting
August 1 stRegular Meeting
Sept. 5 thCombined Audit & Regular Mtg.
Oct. 2 ndAudit Meeting
Oct. 3 rdRegular Meeting
Nov. 9 thBudget Public Hearing
Nov. 13 thCombined Audit & Regular Mtg.
Dec. 4 thAudit Meeting
Dec. 5 thRegular Meeting
Dec. 28 th(3:00 pm.) Annual Audit Mtg. (Town Office Bldg., W. Shokan)

- Set the following Town Office Closings:
Jan. 2nd & 16th, Feb. 20th, April 14th, May 29th, July 4th, Sept. 4th, Oct. 9th, Nov. 7th, 10th, 23rd & 24th, Dec. 25th, 26th, & 29th
- Set the following Transfer Station Closings:
Jan. 1st & 16th, Feb. 20th, April 14th & 16th, May 29th, Sept. 4th, Oct. 9th, Nov. 10th & 24th, & Dec. 24th, 25th, & 31st
- Set the following department hours:
 - Supervisor, Town Clerk, & Assessor 9 am -4 pm, Monday through Friday
 - Highway Office, 8 am – 3 pm, Monday through Friday

- Building, Zoning, and Planning Office, 9 am - 4 pm, Monday, Wednesday, and Friday
- Town Justice Court Clerk Office, 9 am - 1 pm, Monday through Friday
- Transfer Station Hours, 7:30 am - 3:30 pm, Monday, Wednesday, Friday, & Saturday, and 11 am- 3:00 pm, Sunday.

Supervisor Leifeld made the following committee liaison appointments:

Highway Committee liaison -----Henry Rank
Transfer Station & Recycling Center liaison-----Helen Chase
Town Police Commission liaison-----Bruce La Monda
Recreation Committee liaison-----Linda Burkhardt
Cablevision Representative-----Linda Burkhardt

All business pertinent having been discussed the Town Board adjourned at 7:45 pm on a Leifeld/La Monda motion.

Sylvia B. Rozzelle, Town Clerk