

TOWN OF OLIVE
COUNTY OF ULSTER
STATE OF NEW YORK
ORGANIZATIONAL MEETING
JANUARY 3, 2008

Minutes of the 2008 organizational meeting of the Town Board of the Town of Olive held Thursday, January 3, 2008, 7:00 pm at the Town Meeting Hall in Shokan, NY.

Town Justice Timothy E. Cox issued Oaths of Office to Berndt Leifeld, Supervisor; Peter Friedel, Town Board Member; and Ronald Wright, Town Justice. Henry Rank was absent for the swearing-in of officers.

Members Present: Berndt Leifeld, Supervisor
Helen Chase, Town Board Member
Peter Friedel, Town Board Member
Bruce La Monda, Town Board Member (arrived 7:10 pm)
Henry Rank, Town Board Member (arrived 7:15 pm)

Others Present: Bill Cook, Sole Assessor; Drew Boggess, Planning Board Chairman;
Ronald Wright & Timothy Cox, Town Justices

Supervisor Leifeld appointed Bruce La Monda Deputy Supervisor.

On a Leifeld/Chase motion and unanimous approval the Town Board approved the following 2008 salaries, appointments, office hours, and meeting times:

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| COUNCILPERSONS (4) | \$ 7,697.00 |
| SUPERVISOR | \$45,000.00 |
| TOWN JUSTICES (2) | \$10,917.00 |
| TOWN CLERK/TAX COLLECTOR/RMO | \$49,988.00 |
| SUPERINTENDENT OF HIGHWAY | \$50,140.00 |
| JUSTICE COURT CLERK | PER HOUR \$20.04 |
| JUSTICE COURT CLERK/DEPUTY TOWN CLERK | PER HOUR \$18.00 |
| CLERK TO SUPERVISOR/WELFARE OFFICER | PER HOUR \$18.00 |
| BOOKKEEPER | PER HOUR \$25.00 |
| ASSESSOR CLERK PART TIME | PER HOUR \$16.00 |
| ASSESSOR FIELD WORKER | PER HOUR \$18.00 |
| DEPUTY TOWN CLERK/TAX COLLECTOR | \$41,860.00 |
| ZONING & BUILDING CLERK | PER HOUR \$20.04 |
| PLANNING BOARD CLERK | PER HOUR \$20.04 |
| ZONING BOARD CLERK | PER HOUR \$20.04 |
| SECRETARY to HIGHWAY SUPERINTENDENT | PER HOUR \$20.04 |
| ASSESSOR | \$40,000.00 |
| BUILDING INSPECTOR | \$ 6,985.68 |
| ASST. BUILDING INSPECTOR | PER HOUR \$13.74 |
| ZONING ENFORCEMENT OFFICER | \$ 9,085.00 |
| RECREATION DIRECTOR | \$ 6,497.00 |
| ASST. RECREATION DIRECTOR | \$ 3,492.00 |
| POOL DIRECTOR | \$ 2,464.00 |
| DAY CAMP | |
| Step 1. C.I.T. 1 ST year | \$ 300.00 |
| Step 2. Junior Counselor 1 st year | \$ 450.00 |
| Step 3. Junior Counselor 2 nd year | \$ 500.00 |
| Step 5. Senior Counselor 1 st year | \$ 600.00 |
| Step 6. Senior Counselor 2 nd year | \$ 650.00 |
| Step 7. Senior Counselor 3 rd year | \$ 700.00 |
| Step 8. Senior Counselor 4 th year | \$ 750.00 |

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| Step 9. Rec. Leader 1 st year | \$1,000.00 |
| Step 10. Rec. Leader 2 nd year | \$1,050.00 |
| Step 11. Rec. Leader 3 rd year | \$1,100.00 |
| Step 12. Rec. Leader 4 th year | \$1,150.00 |

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

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|---|-----------------|
| POOL STAFF—STEP 1, 1 ST YEAR | PER HOUR \$8.25 |
| STEP 2, 2 ND YEAR | PER HOUR \$8.50 |
| STEP 3, 3 RD YEAR | PER HOUR \$8.75 |
| STEP 4, 4 TH YEAR | PER HOUR \$9.00 |
| STEP 5, 5 TH YEAR | PER HOUR \$9.25 |

CAMP DIRECTOR, ARTS & CRAFTS DIRECTOR, SPORTS DIRECTOR, & POOL ASSISTANT will enter as Recreation Leader Step 1 pay unless the following specific persons return in 2008:

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|------------------------|------------|
| CAMP DIRECTOR | \$2,138.00 |
| ARTS & CRAFTS DIRECTOR | \$1,000.00 |
| SPORTS DIRECTOR | \$1,000.00 |

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| TRANSFER STAT. GATEKEEPER PART TIME (1) | PER HOUR \$ 10.40 |
| TRANSFER STAT. GATEKEEPER PART TIME (1) | PER HOUR \$ 11.81 |
| TRANSFER STAT. GATEKEEPER FULL TIME (1) | \$40,000.00 |
| POLICE CHIEF (Raymond Nichols) | \$18,720.00 |
| POLICE OFFICER (Full time, Barry Creagan) | \$40,000.00 |
| POLICE OFFICER (Plus Clerical, Dawn Beers) | PER HOUR \$20.29 |
| POLICE OFFICER PART TIME PROBATIONARY | PER HOUR \$ 15.32 |
| POLICE OFFICERS PART TIME (13) | PER HOUR \$ 18.15 |
| POLICE OFFICERS HOLIDAY PAY | PER HOUR \$ 27.23 |
| DOG CONTROL OFFICER & KENNEL KEEPER | \$ 2,896.40 |

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

| | January 1, 2008 – December 30, 2008 | | |
|--------------------|-------------------------------------|---------|---------|
| MEO Mechanic | \$20.47 | \$20.87 | \$21.24 |
| HCO | \$19.74 | \$20.19 | \$20.53 |
| MEO | \$19.12 | \$19.53 | \$19.96 |
| Laborer | \$18.24 | \$18.96 | \$19.38 |
| Working Forman (2) | | | \$21.24 |

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

Supervisor Leifeld appoints Susan Horner as Clerk to the Supervisor.

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

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

Town Clerk/Tax Collector/RMO Rozzelle appoints 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:

- approve hiring Attorneys for the Town at individual hourly rates as needed.
- appoint Ed Swenson as Civil Defense Director at no pay.
- empower elected officials to attend schools as per budget.

- empower the Superintendent of Highways to spend \$10,000.00 on equipment without prior approval.
- empower the Superintendent of Highways to hire trucks and machines as set forth by the NYS DOT.
- empower the Supervisor to pay prior audit bills.
- approve payment of elected officials as set forth in the 2008 Budget.
- approve the appointment of Ruth Williams as Dog Control Officer & Kennel Keeper
- approve the appointment of George W. Burns as Assistant Dog Control Officer 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 \$.45 per mile with prior approval.
- empower the Supervisor to transfer funds.
- empower the Supervisor to appoint committees.
- set the Petty Cash fund for the Town Clerk/Tax Collector at \$75.00.
- designate the Wilber National Bank and Bank of America as official banks.
- require prior approval from Supervisor for purchases over \$250.00.
- Set the following Town Board Meetings and Audit Meetings for 2008. All meetings, unless otherwise noted, are to be held at the Town Meeting Hall and will commence at 7:30 pm.

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| January 3 rd |(7 p.m.) | Organizational Meeting |
| January 3 rd |(7:30 p.m.) | Regular Meeting |
| February 4 th | | Audit Meeting |
| February 5 th | | Regular Meeting |
| March 3 rd | | Audit Meeting |
| March 4 th | | Regular Meeting |
| March 31 st | | Audit Meeting |
| April 1 st | | Regular Meeting |
| May 5 th | | Audit Meeting |
| May 6 th | | Regular Meeting |
| June 2 nd | | Audit Meeting |
| June 3 rd | | Regular Meeting |
| June 30 th | | Audit Meeting |
| July 1 st | | Regular Meeting |
| August 4 th | | Audit Meeting |
| August 5 th | | Regular Meeting |
| Sept. 2 nd | | Combined Audit & Regular Mtg. |
| Oct. 6 th | | Audit Meeting |
| Oct. 7 th | | Regular Meeting |
| Nov. 6 th | | Budget Public Hearing |
| Nov. 6 th | (8:00 pm)..... | Combined Audit & Regular Mtg. |
| Dec. 1 st | | Audit Meeting |
| Dec. 2 nd | | Regular Meeting |
| Dec. 30 th |(3:00 pm.) | Annual Audit Mtg. (Town Office Bldg., W. Shokan) |

- Set the following Town Office Closings:
Jan. 1st & 21st, Feb. 18th, March 21st, May 26th, July 4th, Sept. 1st, Oct. 13th, Nov. 4th, 11th, 27th, & 28th, Dec. 24th, 25th, & 31st
- Set the following Transfer Station Closings:
Jan. 21st, Feb. 18th, March 21st & 23rd, May 26th, July 4th, Sept. 1st, Oct. 13th, Nov. 28th, Dec. 24th & 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 - 3:00 pm, Monday, Wednesday, Friday, & Saturday, and 11 am- 2:30 pm, Sunday.

Supervisor Leifeld made the following committee liaison appointments:
Highway Committee liaison ----- Henry Rank
Transfer Station & Recycling Center liaison----- Peter Friedel
Town Police Commission liaison----- Bruce La Monda
Recreation Committee liaison-----Helen Chase
Cablevision Representative-----Helen Chase

All business pertinent having been discussed the Town Board adjourned at 7:20 pm on a Leifeld/La Monda motion.

Sylvia B. Rozzelle, Town Clerk