

TOWN OF OLIVE
COUNTY OF ULSTER
STATE OF NEW YORK
JANUARY 4, 2005

Minutes of the organizational meeting of the Town Board of the Town of Olive held on Tuesday, January 4, 2005, 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

Others Present: Jim Fugel, Highway Superintendent; Everett Cook, ZBA Member; Ronald Wright, Town Justice; Peter Kraft, Ulster County Legislature; Dorothy Martin; Ulster County Real Property Director; and Patrick Seely, Attorney representing the Town of Olive; Mike Sommer, Assessor

Supervisor Leifeld appointed Bruce La Monda as Deputy Supervisor.

On a Leifeld/Rank motion the Town Board approved the 2005 Salaries as follows:

COUNCILPERSONS (4)	\$ 6,909.00
SUPERVISOR	\$31,039.00
TOWN JUSTICES (2)	\$ 9,799.00
TOWN CLERK/TAX COLLECTOR/RMO	\$44,870.00
SUPERINTENDENT OF HIGHWAY	\$45,008.00
JUSTICE COURT CLERK	PER HOUR \$17.99
JUSTICE COURT CLERK/DEPUTY TOWN CLERK (Part time)	PER HOUR \$14.07
CLERK TO SUPERVISOR/WELFARE OFFICER	PER HOUR \$17.99
BOOKKEEPER	PER HOUR \$18.81
ASSESSOR CLERK PART TIME	PER HOUR \$11.91
DEPUTY TOWN CLERK/TAX COLLECTOR	\$35,652.00
ZONING & BUILDING CLERK	PER HOUR \$17.99
PLANNING BOARD CLERK	PER HOUR \$17.99
ZONING BOARD CLERK	PER HOUR \$17.99
SECRETARY to HIGHWAY SUPERINTENDENT	PER HOUR \$17.99
ASSESSOR, PART TIME	\$23,806.00
BUILDING INSPECTOR	\$ 6,270.00
ASST. BUILDING INSPECTOR	PER HOUR \$12.34
ZONING ENFORCEMENT OFFICER	\$ 8,181.00
RECREATION DIRECTOR	\$ 5,832.00
ASST. RECREATION DIRECTOR	\$ 3,135.00
POOL DIRECTOR	\$ 2,200.00
DAY CAMP	
C.I.T. STEP 1, 1 ST YEAR	\$ 300.00
JUNIOR COUNSELOR—STEP 1, 1 ST YEAR	\$ 425.00
STEP 2, 2 ND YEAR	\$ 450.00
STEP 3, 3 RD YEAR	\$ 475.00
SENIOR COUNSELOR---STEP 1, 1 ST YEAR	\$ 625.00
STEP 2, 2 ND YEAR	\$ 650.00
STEP 3, 3 RD YEAR	\$ 675.00
STEP 4, 4 TH YEAR	\$ 700.00
RECREATION LEADER—STEP 1, 1 ST YEAR	\$ 1,000.00
STEP 2, 2 ND YEAR	\$ 1,025.00
STEP 3, 3 RD YEAR	\$ 1,050.00
STEP 4, 4 TH YEAR	\$ 1,075.00
POOL STAFF—STEP 1, 1 ST YEAR	PER HOUR \$6.50
STEP 2, 2 ND YEAR	PER HOUR \$6.75

STEP 3, 3 RD YEAR	PER HOUR \$7.00
STEP 4, 4 TH YEAR	PER HOUR \$7.25
STEP 5, 5 TH YEAR	PER HOUR \$7.50
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 2005:

CAMP DIRECTOR, Ted Fernandez	\$2,025.00
ARTS & CRAFTS DIRECTOR, Sarah York	\$1,338.00
SPORTS DIRECTOR, Jesse Caprotti	\$1,025.00

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 \$ 9.55
TRANSFER STAT. GATEKEEPER PART TIME (1)	PER HOUR \$ 10.61
TRANSFER STAT. GATEKEEPER FULL TIME (1)	\$29,245.00
POLICE OFFICER FULL TIME	PER HOUR \$ 18.29
POLICE OFFICER PART TIME PROBATIONARY	PER HOUR \$ 13.75
POLICE OFFICERS PART TIME (10)	PER HOUR \$ 16.29
POLICE OFFICERS HOLIDAY PAY	PER HOUR \$ 24.44
DOG CONTROL OFFICER & KENNEL KEEPER	\$ 2,600.00

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

January 1, 2005 – December 30, 2005

MEO Mechanic	\$18.41	\$18.80	\$19.15
HEO	\$17.71	\$18.14	\$18.47
MEO	\$17.12	\$17.51	\$17.92
Laborer	\$16.27	\$16.96	\$17.37

On a Leifeld/Rank motion the Town Board:

- 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.
- approved Supervisor Leifeld's appointment of Beverly Stein as Clerk to the Supervisor.
- approved Highway Superintendent Fugel's appointment of Jennifer Vines as Secretary to the Superintendent of Highways.
- approved Highway Superintendent Fugel's appointment of Kevin Tyler as Deputy Highway Superintendent.
- approved Town Clerk Rozzelle's appointment of 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.

On a Leifeld/Rank motion the Town Board 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 2005 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

On a Leifeld/Rank motion the Town Board 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.
- established personal mileage rate at \$.30 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.
 - require prior approval from Supervisor for purchases over \$250.00.
- Set the following Town Board Meetings and Audit Meetings for 2005. All meetings, unless otherwise noted, are to be held at the Town Meeting Hall and will commence at 7:30 pm.

January 4^h.....Organizational & Regular Meeting
 January 31stAudit Meeting
 February 1stRegular Meeting
 February 28th Audit Meeting
 March 1stRegular Meeting
 April 4thAudit Meeting
 April 5thRegular Meeting
 May 2ndAudit Meeting
 May 3rdRegular Meeting
 June 6th Audit Meeting
 June 7thRegular Meeting
 July 5thCombined Audit & Regular Mtg.
 August 1stAudit Meeting
 August 2ndRegular Meeting
 Sept. 6thCombined Audit & Regular Mtg.
 Oct. 3rdAudit Meeting
 Oct. 4thRegular Meeting
 Nov. 10thBudget Public Hearing
 Nov. 14thCombined Audit & Regular Mtg.
 Dec. 5thAudit Meeting
 Dec. 6thRegular Meeting
 Dec. 29th(3:00 pm.) Annual Audit Mtg. (Town Office Bldg., W. Shokan)

- Set the following Town Office Closings:
 Jan. 3rd & 17th, Feb. 21st, March 25^h, May 30th, July 4^h, Sept. 5^h, Oct. 10th, Nov. 8th, 11th, 24th & 25th, Dec. 23rd, 26th & 30th
- Set the following department hours:
 - Supervisor & Town Clerk, 9 am -4 pm, Monday through Friday
 - Assessor, 9 am—12pm, Monday; 9 am – 4 pm, Tuesday through Friday; 8 am – 3 pm, Saturday (by appointment); Assessor available 5:30 pm – 8 pm Monday & Tuesday
 - 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 completed the Town Board adjourned at 7:45 pm on a Leifeld/Chase motion.

Sylvia Rozzelle, Town Clerk