

TOWN OF OLIVE
ORGANIZATIONAL MEETING
JANUARY 4, 2016
7:00 p.m.

Pledge of Allegiance
Roll Call

Oaths of Office Issued -- Sylvia Rozzelle, Supervisor; Drew Boggess and Peter Friedel, Town Board Members; Tanya Davis, Town Justice; Brian Burns, Superintendent of Highways

Welcoming remarks from the Supervisor

The 2016 salaries are set forth as follows:

TOWN BOARD (4)	\$ 8,546.00
SUPERVISOR	\$52,900.00
TOWN JUSTICES (2)	\$12,857.00
TOWN CLERK/TAX COLLECTOR/RMO	\$58,865.00
SUPERINTENDENT OF HIGHWAYS	\$61,200.00
JUSTICE COURT CLERK	PER HOUR \$ 21.72
JUSTICE COURT CLERK/DEPUTY TOWN CLERK	PER HOUR \$ 21.72
CLERK TO SUPERVISOR/SAFETY NET OFFICER	PER HOUR \$ 21.72
BOOKKEEPER	PER HOUR \$ 30.17
ASSESSOR CLERK	PER HOUR \$ 21.72
DEPUTY TOWN CLERK/TAX COLLECTOR	PER HOUR \$ 27.73
ZONING & BUILDING CLERK and PLANNING BOARD CLERK	PER HOUR \$ 21.72
ZONING BOARD CLERK/POLICE COMMISSION CLERK	PER HOUR \$ 24.19
SECRETARY to HIGHWAY SUPERINTENDENT	PER HOUR \$ 24.19
ASSESSOR	PER HOUR \$ 26.51
BUILDING INSPECTOR	\$8,428.00
ASST. BUILDING INSPECTOR	PER HOUR \$ 16.58
ZONING ENFORCEMENT OFFICER	\$10,962.00
TRANSFER STATION SUPERVISOR	PER HOUR \$ 25.80
TRANSFER STATION OPERATOR	PER HOUR \$ 14.24
TRANSFER STATION ATTENDANTS (2)	PER HOUR \$ 10.85
POLICE OFFICER (Full Time)	PER HOUR \$ 22.55
POLICE CHIEF	\$21,930.00
POLICE OFFICER PART TIME PROBATIONARY	PER HOUR \$ 17.76
POLICE OFFICERS PART TIME	PER HOUR \$ 21.04
DOG CONTROL OFFICER & KENNEL KEEPER	\$3,495.00
PARK ATTENDANT (Seasonal & Part Time)	\$13.10
PARK ATTENDANT (Seasonal & Part Time)	\$11.64
PARK ATTENDANT (Seasonal & Part Time)	\$10.85
RECREATION DIRECTOR	\$7,840.00
DEPUTY EMERGENCY MANAGEMENT COORDINATOR	\$1,224.00

BOARD OF ASSESSMENT REVIEW MEMBERS

PER HOUR \$20.00

Police Probationary Salary is for three (3) months. Civil Service Probationary Period is one (1) year.

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

January 1, 2016 – December 30, 2016	
MEO Mechanic	\$25.52
HEO	\$24.72
MEO	\$24.11
Laborer	\$23.42
Working Foreman (1)	\$25.52

Highway new Hire Rate (full time) will be paid two dollars per hour below the job rate during the first full year of employment, then one dollar per hour below the job rate for the second full year of employment, then the full job rate at the beginning of the third year.

Approve the following appointments and actions:

- Will not establish the position of Town Attorney but will engage the services of Attorney Dan Heppner to give professional service and advice as the Town may require. Other attorneys may be hired as needed with Town Board approval.
- Require that all Town departments receive prior approval from the Supervisor before engaging the services of Attorney Heppner or Town Board approval if engaging other attorneys.
- Reappoint Carl Swenson, III as Deputy Emergency Management Coordinator
- 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 2016 Budget.
- Approve the reappointment of Julie Scott as Dog Control Officer & Kennel Keeper
- Delegate the Supervisor with the powers and duties necessary for the day-to-day administration of the Town
- Appoint Pattison, Koskey, Howe & Bucci, CPA's as Independent Auditors at \$7,200.00.
- Authorize Highway Superintendent to plow Olive Fire Houses, Olive Free Library, and Olive First Aid

Approve the following:

- The Town Board will not designate an official newspaper but will use the DAILY FREEMAN and WOODSTOCK TIMES.
- Establish personal mileage rate at 54 cents 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 Community Bank as the official bank.
- * Require prior approval from Supervisor for purchases over \$250.00.

- Set the following Town Board Meetings and Audit Meetings for 2016. All meetings, unless otherwise noted, are to be held at the Town Meeting Hall and will commence at 7:00 pm.

January 4 th	Organizational Meeting 7:00 pm
January 12 th	Audit & Town Board Meeting
February 8 th	Audit & Workshop Meeting
February 9 th	Regular Monthly Meeting
March 7 th	Audit & Workshop Meeting
March 8 th	Regular Monthly Meeting
April 11 th	Audit & Workshop Meeting
April 12 th	Regular Monthly Meeting
May 9 th	Audit & Workshop Meeting
May 10 th	Regular Monthly Meeting
June 13 th	Audit & workshop Meeting
June 14 th	Regular Monthly Meeting
July 11 th	Audit & workshop Meeting
July 12 th	Regular Monthly Meeting
August 8 th	Audit & Workshop meeting
August 9 th	Regular Monthly Meeting
September 12 th	Audit & Workshop Meeting
September 13 th	Regular Monthly Meeting
October 11 th	Audit & Town Board Meeting
November 10 th	Budget Public Hearing Meeting
November 14 th	Audit & Workshop Meeting
November 15 th	Regular Monthly Meeting
December 12 th	Audit & Workshop Meeting
December 13 th	Regular Town Board Meeting
December 29 th	Annual Audit Meeting (3:00 pm) (Town Office Building, West Shokan)

- Set the following Town Office Closings:
 - Jan. 1st & 18th, Feb. 15th, Mar. 25th, May 30th, July 4th, Sept. 5th, Oct. 10th, Nov. 8th, 11th, 24th & 25th, Dec. 23rd, 26th, 31st
- Set the following Transfer Station Closings:
 - Jan. 1st & Jan 18th, Feb. 15th, Mar. 25th & Mar. 27th, May 30th, July 4th, Sept. 5th, Oct. 10th, Nov. 11th & 25th, 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 – 2 pm Mon., Wed., & Fri.
 - Justice Court Office-** 9 am-1 pm, Monday through Friday
 - Transfer Station Hours-** 7:30 am – 3 pm, Monday, Wednesday, Friday & Saturday, 11 am-2:30 pm, Sunday

Supervisor Rozzelle appoints Jim Sofranko Deputy Supervisor.

Supervisor Rozzelle reappoints Rebecca DeGondea Clerk to the Supervisor & Safety Net Officer.

Approve the reappointment of Dawn Giuditta Registrar of Vital Statistics and Susan Henderson Deputy Registrar at no fee to the Town.

Supervisor Rozzelle reappoints Janice Lanzarotta as Bookkeeper and Assistant Budget Officer.

The Town Justices Timothy E. Cox and Tanya Davis appoint Virginia Wiswall as Court Clerk and Brenda VanLeuvan as Deputy Court Clerk.

Highway Superintendent Brian Burns appoints Jennifer Vasta as Secretary to the Superintendent of Highways.

Highway Superintendent Brian Burns appoints Greg McCauley as Deputy Highway Superintendent.

Town Clerk/Tax Collector/RMO Dawn Giuditta reappoints Susan Henderson as Deputy Town Clerk/Tax Collector/Records Management Officer and Brenda VanLeuvan as Part-time Deputy Town Clerk.

Audit the books of Town Justice Ronald Wright
Approve Resolution #1 of 2016 Auditing of Town Justices Books.

Accept Proposal for Cleaning of Town Buildings

Town Board Appointments

Planning Board – Approve the reappointment of David Jones as Planning Board Member (term will expire 12/31/22)

The Planning Board appointment to fill Drew Boggess' unexpired term will be approved later.
Meetings 1st & 3rd Tuesdays every month at Town Meeting Hall. 7:30 pm

<u>Planning Board Members</u>	<u>Term Expires</u>
Helene Grant	12/31/16
Edwin Maldonado	12/31/17
	12/31/18
Ed Kahil	12/31/19
Dan LeFever	12/31/20
David Sorbellini	12/31/21
David Jones	12/31/22

Zoning Board of Appeals – Approve reappointment of Fred Perry to ZBA (term will expire 12/31/20)
Meets only upon application 1st Thursday of the Month

Zoning Board Members

Jim Mays, Chairman
Conrad "Dino" Giuliano
Sandy Friedel
Chet Scofield
Fred Perry

Term Expires

12/31/16
12/31/17
12/31/18
12/31/19
12/31/20

Board of Ethics Members --

Janice Lanzarotta
Robert Overton
Ed Kahil

Board of Assessment Review-

Dennis Morley	9/30/16
	9/30/17
Ron Bergeron	9/30/18
Heather Martin	9/30/19
Tom Planz	9/30/20

Central Catskill Collaborative-

Drew Boggess Helen Chase

Olive Wastewater Advisory Committee-----

Donald VanBuren	12/31/16
Joseph Stein	12/31/16

Police Commission ---

Interviews conducted at end of this meeting

SUPERVISOR APPOINTMENTS

Town Buildings Committee-----Scott Kelder & Jim Sofranko, Co-Chairs

Members: Dom Covello
Jimmy Henderson
Brian Burns

Cable Franchise Committee-----Jim Sofranko, Chairman

Members: Simon Strauss
David Andrews

Parks & Recreation Committee--- Scott Kelder, Town Board liaison

Recreation Director, Gene Sorbellini

Members: Craig Grazier, Chairman	Lori Matteson
Bill Melvin, Secretary	Robert Shultis

Eric Pezzello
Kevin Wortman

Jeff Harkin

Conservation Advisory Council--- Jim Sofranko, Town Board liaison

Daniel F. White
Maraleen Manos-Jones
Jim Mays

Planning Board---

Drew Boggess, Town Board liaison to Planning Board

Flood Advisory Committee—Sylvia Rozzelle, Chair

Members: Ed Kahil
Andrew Emrich
Judy Coutinho
Wally John

Heather Gierloff
Nicholas Burgher
John Ingram

Jim Hyde
Jody Hoyt
Dominick Covello

Interviews:

Planning Board:
7:15 pm Steve Dibbel

Board of Police Commissioners
7:30 pm John Kurz
8:00 pm Bob Krause
8:15 pm Earla VanKleeck

Town Board Appointments