

TOWN OF OLIVE
ORGANIZATIONAL MEETING
JANUARY 5, 2015
7:00 p.m.

Welcoming remarks from the Supervisor
Pledge of Allegiance
Roll Call

Oath of Office- Police Officer Thomas O'Connell

The 2015 salaries are set forth as follows:

TOWN BOARD (4)	\$ 8,378.00
SUPERVISOR	\$48,975.00
TOWN JUSTICES (2)	\$12,605.00
TOWN CLERK/TAX COLLECTOR/RMO	\$57,711.00
SUPERINTENDENT OF HIGHWAYS	\$60,000.00
JUSTICE COURT CLERK	PER HOUR \$ 21.29
JUSTICE COURT CLERK/DEPUTY TOWN CLERK	PER HOUR \$ 21.29
CLERK TO SUPERVISOR/HOME RELIEF OFFICER	PER HOUR \$ 20.87
BOOKKEEPER	PER HOUR \$ 29.58
ASSESSOR CLERK	PER HOUR \$ 21.29
DEPUTY TOWN CLERK/TAX COLLECTOR	PER HOUR \$ 27.19
ZONING & BUILDING CLERK and PLANNING BOARD CLERK	PER HOUR \$ 18.36
ZONING BOARD CLERK	PER HOUR \$ 23.72
SECRETARY to HIGHWAY SUPERINTENDENT	PER HOUR \$ 23.72
ASSESSOR	PER HOUR \$ 25.99
BUILDING INSPECTOR	\$8,263.00
ASST. BUILDING INSPECTOR	PER HOUR\$ 16.25
ZONING ENFORCEMENT OFFICER	\$10,747.00
TRANSFER STATION SUPERVISOR	PER HOUR \$ 25.29
TRANSFER STATION OPERATOR	PER HOUR \$ 13.96
TRANSFER STATION ATTENDANTS (2)	PER HOUR \$ 10.64
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	\$3,426.00
PARK ATTENDANT (Seasonal & Part Time)	\$12.84
PARK ATTENDANT (Seasonal & Part Time)	\$11.41
PARK ATTENDANT (Seasonal & Part Time)	\$10.64
RECREATION DIRECTOR	\$7,686.00
DEPUTY EMERGENCY MANAGEMENT COORDINATOR	\$1,200.00

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

January 1, 2015 – December 30, 2015

MEO Mechanic	\$25.02
HEO	\$24.24
MEO	\$23.64
Laborer	\$22.96
Working Foreman (1)	\$25.02

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.
- Appoint Carl Swenson, III as Deputy Emergency Management Coordinator at a salary of \$1,200 a year.
- 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 2015 Budget.
- Approve the appointment 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 Kimball & O'Brien as Independent Auditors at \$7,200.00.

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 57.5 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 2015. All meetings, unless otherwise noted, are to be held at the Town Meeting Hall and will commence at 7:00 pm.

January 5 th	Organizational Meeting 7:00 pm
January 12 th	Audit & Town Board Meeting
February 9 th	Audit & Workshop Meeting
February 10 th	Regular Monthly Meeting
March 9 th	Audit & Workshop Meeting
March 10 th	Regular Monthly Meeting
April 13 th	Audit & Workshop Meeting
April 14 th	Regular Monthly Meeting
May 11 th	Audit & Workshop Meeting
May 12 th	Regular Monthly Meeting
June 8 th	Audit & workshop Meeting
June 9 th	Regular Monthly Meeting
July 13 th	Audit & workshop Meeting
July 14 th	Regular Monthly Meeting
August 10 th	Audit & Workshop meeting
August 11 th	Regular Monthly Meeting
September 8 th	Audit & Town Board Meeting
October 13 th	Audit & Town Board Meeting
November 5 th	Budget Public Hearing Meeting
November 9 th	Audit & Workshop Meeting
November 10 th	Regular Monthly Meeting
December 7 th	Audit & Workshop Meeting
December 8 th	Regular Town Board Meeting
December 30 th	Annual Audit Meeting (3:00 pm) (Town Office Building, West Shokan)

- Set the following Town Office Closings:
 - Jan. 1st & 19th, Feb. 16th, Apr. 3rd, May 25th, July 3rd, Sept. 7th, Oct. 12th, Nov. 3rd, 11th, 26th & 27th, Dec. 24th, 25th & 31st
- Set the following transfer Station Closings:
 - Jan 19th, Feb. 16th, Apr. 3rd & 5th, May 25th, July 4th, Sept. 7th, Oct. 12th, Nov. 11th & 27th, Dec. 25th
- 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-**
 - January through March- 9 am- 1 pm, Monday-Thursday
 - April through December- 9am-1 pm Monday-Friday
 - 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 Drew Boggess Deputy Supervisor.

Supervisor Rozzelle appoints Rebecca DeGondea Clerk to the Supervisor & Safety Net Officer

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

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

The Town Justices Timothy E. Cox and Ronald C. Wright appoint Virginia Wiswall as Court Clerk and Brenda VanLeuvan as Deputy Court Clerk.

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

Highway Superintendent Jimmy Fugel appoints Brian Burns as Deputy Highway Superintendent.

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

Board Appointments

Planning Board – Approve the reappointment of David Sorbellini as member (term will expire 12/31/21)

Meetings 1st & 3rd Tuesdays every month at Town Meeting Hall. 7:30 pm

<u>Planning Board Members</u>	<u>Term Expires</u>
David Jones	12/31/15
Helene Grant	12/31/16
Edwin Maldonado	12/31/17
Drew Boggess, Chairman	12/31/18
Ed Kahil	12/31/19
Dan LeFever	12/31/20
David Sorbellini	12/31/21

Zoning Board of Appeals –

Meets only upon application 1st Thursday of the Month

<u>Zoning Board Members</u>	<u>Term Expires</u>
Fred Perry	12/31/15
Jim Mays, Chairman	12/31/16
Conrad “Dino” Giuliano	12/31/17
Sandy Friedel	12/31/18
	12/31/19

- Motion to advertise for volunteer position on ZBA

Board of Ethics Members --

Janice Lanzarotta
Robert Overton
Ed Kahil

Board of Assessment Review-

Tom Planz	9/30/15
Dennis Morley	9/30/16
	9/30/17
Ron Bergeron	9/30/18
Heather Martin	9/30/19

- Motion to advertise for volunteer position on the Board of Assessment Review

ADVISORY COMMITTEE APPOINTMENTS

Olive Wastewater Advisory Committee-----Donald VanBuren, Chair

Members: Al Studt
Joseph Stein

Police Commission ---

Richard Ostrander Peter Friedel Don VanBuren

SUPERVISOR APPOINTMENTS

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

Members: Dom Covello, Building Inspector
Jimmy Henderson

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	Jeff Harkin
Kevin Wortman	

Flood Advisory Committee--

Members: Ed Kahil	Heather Gierloff	Jim Hyde
Andrew Emrich	Nicholas Burgher	Jody Hoyt
Judy Coutinho	John Ingram	Dominick Covello