

TOWN OF OLIVE
COUNTY OF ULSTER
STATE OF NEW YORK
JANUARY 3, 2012

Minutes of the Organizational meeting of the Town Board of the Town of Olive held Tuesday, January 3, 2012, 7:30 pm at the Town Meeting Hall in Shokan, NY.

Members Present: Berndt Leifeld, Supervisor
 Donald VanBuren, Board Member
 Linda Burkhardt, Board Member
 Bruce La Monda, Board Member
 Peter Friedel, Board Member

Recording Secretary: Sylvia Rozzelle, Town Clerk

Others Present: Drew Boggess, Planning Board Chairman; Helene Grant, Planning Board Member,
Ronald Wright & Timothy Cox, Town Justices; Jim Fugel, Highway Superintendent; John Ingram, Zoning
Enforcement Officer & Assistant Building Inspector

Town Justice Timothy Cox administered Oaths of Office to Berndt Leifeld, Supervisor; Peter Friedel &
Donald VanBuren, Board Members; and Ronald C. Wright, Town Justice.

Supervisor Leifeld appointed Bruce La Monda, Deputy Supervisor.

On a Leifeld/La Monda motion the Town Board approved the following 2012 salaries as set forth as follows:

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| TOWN BOARD (3) | \$ 8,249.00 |
| TOWN BOARD (1) | \$ 7,928.00 |
| SUPERVISOR | \$ 47,277.00 |
| TOWN JUSTICES (2) | \$ 12,168.00 |
| TOWN CLERK/TAX COLLECTOR/RMO | \$ 55,711.00 |
| SUPERINTENDENT OF HIGHWAY | \$ 55,880.00 |
| JUSTICE COURT CLERK | PER HOUR \$ 22.34 |
| JUSTICE COURT CLERK/DEPUTY TOWN CLERK | PER HOUR \$ 20.06 |
| CLERK TO SUPERVISOR/WELFARE OFFICER | PER HOUR \$ 20.06 |
| BOOKKEEPER | PER HOUR \$ 27.87 |
| ASSESSOR CLERK | PER HOUR \$ 20.06 |
| DEPUTY TOWN CLERK/TAX COLLECTOR | PER HOUR \$ 25.63 |
| ZONING & BUILDING CLERK and PLANNING BOARD CLERK | PER HOUR \$ 22.34 |
| ZONING BOARD CLERK | PER HOUR \$ 22.34 |
| SECRETARY to HIGHWAY SUPERINTENDENT | PER HOUR \$ 22.34 |
| ASSESSOR | PER HOUR \$ 24.49 |
| BUILDING INSPECTOR | \$ 7,786.00 |
| ASST. BUILDING INSPECTOR | PER HOUR \$ 15.31 |
| ZONING ENFORCEMENT OFFICER | \$ 10,126.00 |
| TRANSFER STATION SUPERVISOR | PER HOUR \$ 23.82 |
| TRANSFER STATION OPERATOR | PER HOUR \$ 13.16 |
| TRANSFER STATION ATTENDANT | PER HOUR \$ 11.59 |
| POLICE OFFICER (Full Time) | PER HOUR \$ 23.56 |
| POLICE CHIEF | \$ 24,345.00 |
| POLICE OFFICER PART TIME PROBATIONARY | PER HOUR \$ 17.07 |
| POLICE OFFICERS PART TIME | PER HOUR \$ 20.23 |
| DOG CONTROL OFFICER & KENNEL KEEPER | \$ 3,228.00 |
| PARK ATTENDANT (Seasonal & Part Time) | PER HOUR \$ 10.75 |
| PARK ATTENDANT (Seasonal & Part Time Starting Pay) | PER HOUR \$ 10.03 |
| RECREATION DIRECTOR | \$ 7,242.00 |
| ASST. RECREATION DIRECTOR/CAMP DIRECTOR | \$ 3,000.00 |
| POOL DIRECTOR | \$ 3,345.00 |
| 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 |

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| 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 |
| 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 \$8.75 |
| STEP 2, 2 ND YEAR | PER HOUR \$9.00 |
| STEP 3, 3 RD YEAR | PER HOUR \$9.25 |
| STEP 4, 4 TH YEAR | PER HOUR \$9.50 |
| STEP 5, 5 TH YEAR | PER HOUR \$9.75 |
| HEAD LIFEGUARD | PER HOUR \$11.25 |
| (If not returning this year, Head Lifeguard starting pay) | PER HOUR \$10.00 |

CAMP DIRECTOR, ARTS & CRAFTS DIRECTOR, SPORTS DIRECTOR, & POOL ASSISTANT will enter as Recreation Leader Step 1 pay unless the following specific persons return in 2012:

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

On a Leifeld/La Monda motion the Town Board approved the highway pay rates as set forth in the Union Contract as follows:

January 1, 2012 – December 30, 2012

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|--------------------|---------|---------|---------|
| MEO Mechanic | \$21.58 | \$22.58 | \$23.58 |
| HEO | \$20.84 | \$21.84 | \$22.84 |
| MEO | \$20.24 | \$21.24 | \$22.24 |
| Laborer | \$19.64 | \$20.64 | \$21.64 |
| Working Forman (2) | | | \$23.58 |

On a Leifeld/Burkhardt motion the Town Board approved the following actions and appointments:

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 Assistant Budget Officer.

Appointed Dawn Giuditta as Court Clerk and Brenda VanLeuvan as Deputy Court Clerk.

Supervisor Leifeld appointed Susan Horner as Clerk to the Supervisor and Town Welfare Officer.

Highway Superintendent Jimmy Fugel appointed Jennifer Vasta 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 VanLeuvan as Part-time Deputy Town Clerk.

Appointed Kimball & O'Brien as Independent Auditors at \$7,200.00.

Approved the following appointments and actions:

- approved hiring Attorneys for the Town at individual hourly rates as needed.
- appointed Carl Swenson, III 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 2012 Budget.
- approved the appointment of Ruth Williams as Dog Control Officer & Kennel Keeper

On a Leifeld/Burkhardt motion the Town Board approved 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 \$.50 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 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 2012. 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 | Organizational Meeting 7:30 p.m. |
| January 10 th | Regular Meeting |
| February 13 th | Audit Meeting |
| February 14 th | Regular Meeting |
| March 12 th | Audit Meeting |
| March 13 th | Regular Meeting |
| April 9 th | Audit Meeting |
| April 10 th | Regular Meeting |
| May 7 th | Audit Meeting |
| May 8 th | Regular Meeting |
| June 11 th | Audit Meeting |
| June 12 th | Regular Meeting |
| July 9 th | Audit Meeting |
| July 10 th | Regular Meeting |
| August 13 th | Audit Meeting |
| August 14 th | Regular Meeting |
| Sept. 10 th | Audit Meeting |
| Sept. 11 th | Regular Meeting |
| Oct. 9 th | Combined Audit & Regular Mtg. |
| Nov. 8 th | Budget Public Hearing & Audit Mtg. |
| Nov. 13 th | Regular Meeting |
| Dec. 10 th | Audit Meeting |
| Dec. 11 th | Regular 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 6th, May 28th, July 4th, Sept. 3rd, Oct. 8th, Nov. 6th, 12th, 22nd & 23rd, Dec. 24th, 25th, & 31st
- Set the following Transfer Station Closings:
Jan. 1st & 16th, Feb. 20th, April 6th & 8th, May 28th, July 4th, Sept. 3rd, Oct. 8th, Nov. 12th & 23rd, 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 -----Don VanBuren
 Transfer Station & Recycling Center liaison-----Peter Friedel
 Town Police Commission liaison-----Bruce La Monda
 Recreation Committee liaison-----Linda Burkhardt

Cablevision/Roadrunner Representative-----Peter Friedel

All business pertinent having been discussed the Town Board adjourned at 7:50 pm on a Leifeld/La Monda motion.

Sylvia B. Rozzelle, Town Clerk