

TOWN OF OLIVE  
COUNTY OF ULSTER  
STATE OF NEW YORK  
ORGANIZATIONAL MEETING MINUTES  
THURSDAY, JANUARY 2, 2014

Minutes of the Town Board of the Town of Olive held Thursday January 2, 2014, 7:00 pm at the Town Meeting Hall in Shokan, NY. The purpose of the meeting as stated in the legal notice was to conduct the Organizational Meeting for the Town of Olive for the year 2014.

Town of Olive Justice Ronald C Wright gave the following elected officials their Oath of Office:

- Sylvia Rozzelle, Town Supervisor
- Scott Kelder, Town Board Member
- Jim Sofranko, Town Board Member
- Dawn Giuditta, Town Clerk
- James Fugel, Highway Supervisor
- Timothy E. Cox, Town Justice
- Virginia Wiswall, Clerk to the Justices

Members Present:

- Sylvia Rozzelle, Supervisor
- Donald VanBuren, Board Member
- Scott Kelder, Board Member
- James Sofranko, Board Member
- Peter Friedel, Board Member

Recording Secretary:  
Others Present:

- Dawn Giuditta, Town Clerk
- Thomas Vasta Police Chief, Timothy E. Cox Town Justice
- Ronald C. Wright Town Justice, Virginia Wiswall Clerk to the Justices,
- Drew Boggess Planning Board Chairman, John Ingram Zoning Officer,
- James Fugel Highway Superintendent and Dominick Covello Building Inspector

On a Rozzelle/Sofranko motion the Town Board approved the following:

The 2014 Salaries are set forth as follows:

TOWN BOARD (3)	\$ 8,249.00
TOWN BOARD (1)	\$ 7,928.00
SUPERVISOR	\$ 48,223.00
TOWN JUSTICES (2)	\$ 12,411.00
TOWN CLERK/TAX COLLECTOR/RMO	\$ 56,825.00
SUPERINTENDENT OF HIGHWAY	\$ 56,998.00
JUSTICE COURT CLERK	PER HOUR \$ 19.50
JUSTICE COURT CLERK/DEPUTY TOWN CLERK	PER HOUR \$ 20.87
CLERK TO SUPERVISOR/WELFARE OFFICER	PER HOUR \$ 20.46
BOOKKEEPER	PER HOUR \$ 29.00
ASSESSOR CLERK	PER HOUR \$ 20.87
DEPUTY TOWN CLERK/TAX COLLECTOR	PER HOUR \$ 26.66
ZONING & BUILDING CLERK and PLANNING BOARD CLERK	PER HOUR \$ 23.25
ZONING BOARD CLERK	PER HOUR \$ 23.25
SECRETARY to HIGHWAY SUPERINTENDENT	PER HOUR \$ 23.25
ASSESSOR	PER HOUR \$ 25.48
BUILDING INSPECTOR	\$ 8,101.00
ASST. BUILDING INSPECTOR	PER HOUR \$ 15.93
ZONING ENFORCEMENT OFFICER	\$ 10,536.00
TRANSFER STATION SUPERVISOR	PER HOUR \$ 24.79
TRANSFER STATION OPERATOR	PER HOUR \$ 13.69
TRANSFER STATION ATTENDANTS (2)	PER HOUR \$ 10.43
POLICE OFFICER (Full Time)	PER HOUR \$ 22.55

POLICE CHIEF	\$ 21,500.00
POLICE OFFICER PART TIME PROBATIONARY	PER HOUR \$ 17.76
POLICE OFFICERS PART TIME	PER HOUR \$ 21.04
DOG CONTROL OFFICER & KENNEL KEEPER	\$ 3,359.00
PARK ATTENDANT (Seasonal & Part Time)	PER HOUR \$12.59
PARK ATTENDANT (Seasonal & Part Time)	PER HOUR \$11.19
PARK ATTENDANT (Seasonal & Part Time)	PER HOUR \$10.43
RECREATION DIRECTOR	\$ 7,535.00

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

January 1, 2014 – December 30, 2014	
MEO Mechanic	\$24.53
HEO	\$23.76
MEO	\$23.18
Laborer	\$22.51
Working Foreman (2)	\$24.53

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.

On a Rozzelle/ VanBuren motion the Town Board approved the following appointments and actions:

Approved 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.
- 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 2014 Budget.
- Approved the appointment of Ruth Williams as Dog Control Officer & Kennel Keeper
- Delegated the Supervisor with the powers and duties necessary for the day-to-day administration of the Town
- Appointed Kimball & O'Brien as Independent Auditors at \$7,200.00.

The Town Board on the same Rozzelle/VanBuren motion approved the following:

- The Town Board will not designate an official newspaper but will use the DAILY FREEMAN and WOODSTOCK TIMES.
- Established personal mileage rate at 56.5 cents 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 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 2014. All meetings, unless otherwise noted, are to be held at the Town Meeting Hall and will commence at 7:00 pm.

January 2nd	Organizational Meeting 7:00 p.m.
January 13 <sup>th</sup>	Workshop Meeting
January 14 <sup>th</sup>	Monthly Meeting
February 10 <sup>th</sup>	Audit & Workshop Meeting
February 11 <sup>th</sup>	Regular Meeting
March 10 <sup>th</sup>	Audit & Workshop Meeting
March 11 <sup>th</sup>	Regular Meeting
April 7 <sup>th</sup>	Audit & Workshop Meeting

April 8 <sup>th</sup>	Regular Meeting
May 12 <sup>th</sup>	Audit & Workshop Meeting
May 13 <sup>th</sup>	Regular Meeting
June 9 <sup>th</sup>	Audit & Workshop Meeting
June 10 <sup>th</sup>	Regular Meeting
July 7 <sup>th</sup>	Audit & Workshop Meeting
July 8 <sup>th</sup>	Regular Meeting
August 11 <sup>th</sup>	Audit & Workshop Meeting
August 12 <sup>th</sup>	Regular Meeting
Sept. 8 <sup>th</sup>	Audit & Workshop Meeting
Sept. 9 <sup>th</sup>	Regular Meeting
Oct. 14 <sup>th</sup>	Audit & Town Board Meeting
Nov. 6 <sup>th</sup>	Budget Public Hearing & Audit Mtg.
Nov. 10 <sup>th</sup>	Regular Meeting
Dec. 8 <sup>th</sup>	Audit & Workshop Meeting
Dec. 9 <sup>th</sup>	Regular Meeting
Dec. 30 <sup>th</sup> (3:00 pm.)	Annual Audit Mtg. (Town Office Bldg., W. Shokan)

- Set the following Town Office Closings:  
Jan. 1<sup>st</sup> & 20<sup>th</sup>, Feb. 17<sup>th</sup>, April 18<sup>th</sup>, May 26<sup>th</sup>, July 4<sup>th</sup>, Sept. 1<sup>st</sup>, Oct. 13<sup>th</sup>, Nov. 4<sup>th</sup>, 11<sup>th</sup>, 27<sup>th</sup> & 28<sup>th</sup>, Dec. 24<sup>th</sup>, 25<sup>th</sup>, & 31<sup>st</sup>
- Set the following Transfer Station Closings:  
Jan. 1<sup>st</sup> & 20<sup>th</sup>, Feb. 17<sup>th</sup>, April 18<sup>th</sup> & 20<sup>th</sup>, May 26<sup>th</sup>, July 4<sup>th</sup>, Sept. 1<sup>st</sup>, Oct. 13<sup>th</sup>, Nov. 28<sup>th</sup>, Dec. 24<sup>th</sup> and 31<sup>st</sup>.
- 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 until April 1<sup>st</sup> and then office hours are 9 am – 1pm Monday through 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 Rozzelle appointed Drew Boggess Deputy Supervisor.

Supervisor Rozzelle appointed Rebecca DeGondea Clerk to the Supervisor & Home Relief Officer.

On a Rozzelle/Friedel motion the Board approved the appointment of Dawn Giuditta Registrar of Vital Statistics and Susan Henderson Deputy Registrar at no fee to the Town.

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

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

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

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

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

## BOARD APPOINTMENTS

On a Rozzelle/Friedel motion the board approved the reappointment of Daniel LeFever to the Planning Board (term will expire 12/31/20).

Meets 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays every month at Town Meeting Hall. 7:30 pm

<u>Planning Board Members</u>	<u>Term Expires</u>
David Sorbellini	12/31/14
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

On a Rozzelle/VanBuren motion the Board reappointed Sandy Friedel (term will expire 12/31/18) and reappointed Jim Mays, Chairman of the Zoning Board of Appeals.

Meets only upon application 1<sup>st</sup> Thursday of the Month.

<u>Zoning Board Members</u>	<u>Term Expires</u>
Richard Wolff	12/31/14
Fred Perry	12/31/15
Jim Mays, Chairman	12/31/16
Conrad "Dino" Giuliano	12/31/17

On a Rozzelle/Kelder motion the Board approved the appointment of Janice Lanzarotta to the Board of Ethics

Other Members: Robert Overton  
Ed Kahil

#### ADVISORY COMMITTEE & LIAISON APPOINTMENTS

**Central Catskill Collaborative Advisory** ---On a Rozzelle/Kelder motion the Board approved Drew Boggess as municipal representative from Town Planning Board; Helen Chase as representative; and Robert Selkowitz as alternate representative

**Olive Wastewater Advisory Committee**-----On a Rozzelle/Friedel motion the Board approved Donald VanBuren, Chair

Members: Al Studt  
Joseph Stein

The Supervisor Sylvia Rozzelle appointed the following Committees:

**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

**Police Commission** --- Peter Friedel, Town Board liaison

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

Recreation Director, Gene Sorbellini

Members: Craig Grazier, Chairman  
Bill Melvin, Secretary  
Eric Pezzello

Lori Matteson  
Robert Shultis  
Jeff Harkin

**Emergency Response Plan Committee**--- Peter Friedel, Chair

Members: Tom Planz Assistance from UC Sheriff's Dept. NIMS  
Chris Winne Coordinator, C. J. Pollaco  
Carl Swenson, Jr.  
Yvonne Fuller  
Steve Fuller  
Tom Vasta

There was some discussion on how the committee reports could be handled in the future.

Janice Lanzarotta will be speaking to the Board at the January 13, 2014 meeting at 7p.m. on fiscal management. Police commission will be at the January 13<sup>th</sup> meeting.

All business pertinent having been discussed the Town Board adjourned at 7:33 p.m. on a Rozzelle/Friedel motion all Board members were in favor.

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Dawn Giuditta, Town Clerk