

Town of Olive
County of Ulster
State of New York
Monday, January 5, 2015

Minutes of the monthly Organizational meeting of the Town of Olive Town Board, held Monday, January 5, 2015, 7:00 pm at the Town Meeting Hall in Shokan, NY.

Members Present: Sylvia Rozzelle, Supervisor
Scott Kelder, Board Member
James Sofranko, Board Member
Peter Friedel, Board Member
Donald VanBuren, Board Member

Recording Secretary: Dawn Giuditta, Town Clerk

Others Present: Drew Boggess, Planning Board Chairman & Deputy Supervisor; Tom Vasta, Police Chief; Jim Fugel, Highway Superintendent; Rich Ostrander, Police Commissioner; Ronald Wright, Town Justice; Timothy Cox, Town Justice

Sylvia Rozzelle, Town Supervisor, called the meeting to order at 7:00 pm.

Supervisor Rozzelle requested the Town Clerk read the advertised legal ad for the Organizational Meeting.

Supervisor Rozzelle reviewed the accomplishments of the Town Board in the past year. She stated, it was a pleasure to work with this Town Board and would like it to continue.

Board Member VanBuren stated that his first two years on the Board was kind of bland, but this past year was exciting and I'm proud to be a part of this Town Board. The open communication is fantastic we have our workshop that lasts 2 or 3 hours at times, we sit down and talk and hash everything out. It makes the Town a better place and he thanked the rest of the Board for being a part of that.

Board Member Friedel agreed with Board Member VanBuren on his comments. He stated it has been a pleasure to be on the Town Board this last year because it is so open and we discuss things.

Board Member Sofranko wanted to thank all the volunteers that serve on the committees and help out in various ways.

Supervisor Rozzelle gave the Oath of Office to new Police Officer Thomas O'Connell.

On a Rozzelle/Sofranko the Town Board approved the 2015 salaries that were set forth as follows:

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle Nay

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

Approved 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.

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

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

- 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 Deputy Emergency Management Coordinator at a salary of \$1,200 a year.
- 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 2015 Budget.
- Approved the appointment of Julie Scott 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.

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

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

- The Town Board will not designate an official newspaper but will use the DAILY FREEMAN and WOODSTOCK TIMES.
- Established personal mileage rate at 57.5 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.
- Designate the Community Bank as the official bank.
- * Require prior approval from the Supervisor for purchases over \$250.00.

On a Rozzelle/Kelder motion the Town Board approved the following meeting schedule for 2015.

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

- 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 5th	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)

On a Rozzelle/Kelder motion the Town Board approved the following closings of the Town Office and Transfer Station.

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

- 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

On a Rozzelle/Sofranko motion the Town Board approved the following office hours.

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

- 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

On a VanBuren/Kelder motion the Board approved the appointment by Supervisor Rozzelle of Drew Boggess as Deputy Supervisor.

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

On a Rozzelle/Friedel motion the Board approved Supervisor Rozzelle appointing of Rebecca DeGondea, Clerk to the Supervisor & Safety Net Officer

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

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

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

On a Rozzelle/Friedel motion the Board approved Supervisor Rozzelle appointing Janice Lanzarotta as Bookkeeper and Assistant Budget Officer.

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

On a Rozzelle/Sofranko motion the Board approved the Town Justices Timothy E. Cox and Ronald C. Wright appointing of Virginia Wiswall, Court Clerk and Brenda VanLeuvan, Deputy Court Clerk.

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

On a Rozzelle/VanBuren motion the Board approved Highway Superintendent Jimmy Fugel appointing Jennifer Vasta, Secretary to the Superintendent of Highways.

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

On a Rozzelle/Friedel motion the Board approved Highway Superintendent Jimmy Fugel appointing Brian Burns as Deputy Highway Superintendent.

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

On a Rozzelle/Kelder motion the Board approved the Town Clerk/Tax Collector/RMO Dawn Giuditta appointing Susan Henderson as Deputy Town Clerk/Tax Collector/Records Management Officer and Brenda VanLeuvan as Part-time Deputy Town Clerk.

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

Board Appointments

Planning Board – On a Rozzelle /VanBuren motion the Board approved the reappointment of David Sorbellini as member of the Planning Board (term will expire 12/31/21).

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

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

On a Rozzelle/Kelder motion the Board approved the advertising for an open position on the on Zoning Board of Appeals. **AYE-** VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

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

On a Rozzelle/Sofranko motion the Board approved the advertising for an open position on the Board of Assessment Review.

AYE- VanBuren, Kelder, Sofranko, Friedel, Rozzelle **Nay**

The Town Board scheduled a special meeting in conjunction with the Police Commission meeting for January 22, 2015 at 7:30 pm held at the Town Hall in Shokan. This meeting will be held to clarify certain procedures and expenditures of the Police Department.

The Town Board audited the LVDV Vouchers.

Supervisor Rozzelle handed out to the Town Board a copy of the Emergency Management Plan for their review.

All pertinent business being addressed on a Rozzelle/Kelder motion the meeting was adjourned at 8:00 pm.

Dawn Giuditta, Town Clerk