

Town of Olive
County of Ulster
State of New York
Monday, January 4, 2016

Minutes of the monthly Organizational meeting of the Town of Olive Town Board, held Monday, January 4 2016, 7:00 pm at the Town Meeting Hall in Shokan, NY.

Members Present: Sylvia Rozzelle, Supervisor
James Sofranko, Board Member
Peter Friedel, Board Member
Drew Boggess, Board Member
Members not present: Scott Kelder, Board Member

Recording Secretary: Dawn Giuditta, Town Clerk

Others Present: Brian Burns, Highway Superintendent; Tanya Davis, Town Justice; Timothy Cox, Town Justice; Ronald C wright, Town Justice; Gene Sorbellini, Recreation Director

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

Supervisor Rozzelle reviewed the accomplishments of the Town Board in the past year and what the Town Board would like to see completed in 2016.

On a Rozzelle/Sofranko motion the Town Board approved the 2016 salaries that were set forth as follows:
AYE- Boggess, Sofranko, Friedel, Rozzelle Nay

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/HOME RELIEF 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

On a Rozzelle/Boggess motion the Town Board approved the highway pay rates as set forth in the Union Contract as follows:

AYE- Boggess, Sofranko, Friedel, Rozzelle Nay

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.

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

AYE- Boggess, 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.
- 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.
- Approved payment of elected officials as set forth in the 2016 Budget.
- Approved 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, and CPA's as Independent Auditors at \$7,200.00.
- Authorize Highway Superintendent to plow Olive Fire Houses, Olive Free Library, and Olive First Aid

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

AYE- Boggess, 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 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 the Supervisor for purchases over \$250.00.

On a Rozzelle/Sofranko motion the Town Board approved the following meeting schedule for 2016.

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

- 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)

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

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

- Set the following Town Office Closings:
 - Jan. 1st & 18th, Feb. 15th, Mar 25th, May 30th, July 4rd, Sept. 5th, Oct. 10th, Nov. 8rd, 11th, 24th & 25th, Dec. 23th, 26th & 30th
- Set the following Transfer Station Closings:
 - Jan 18th, Feb. 15th, Mar. 25th & 27th, May 30th, July 4th, Sept. 5th, Oct. 10th, Nov. 11th & 25th, Dec. 24th, 25th, & 31st

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

AYE- Boggess, 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-

9am-2pm Monday, Wednesday, 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 Rozzelle/Friedel motion the Board approved the appointment of Jim Sofranko as Deputy Supervisor.

AYE- Boggess, Friedel, Rozzelle **Nay** **Abstain-** Jim Sofranko

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

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

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

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

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

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

On a Rozzelle/Friedel motion the Board approved the Town Justices Timothy E. Cox and Tanya Davis reappointment of Virginia Wiswall, Court Clerk and Brenda VanLeuvan, Deputy Court Clerk.

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

On a Rozzelle/Friedel motion the Board approved Highway Superintendent Brian Burns appointment of Jennifer Vasta, Secretary to the Superintendent of Highways.

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

On a Rozzelle/Friedel motion the Board approved Highway Superintendent Brian Burns appointment of Greg McCauley as Deputy Highway Superintendent.

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

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

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

On a Rozzelle/Friedel motion the Town Board approved the audited books of Town Justice Ronald Wright. (#1-2016)

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

On a Rozzelle/ Friedel motion the Town Board approved Resolution #1 of 2016 Auditing of the Town Justices Books.

Resolution #1 of 2016
Town of Olive
Audit of Town of Olive Town Justice Court Records

WHEREAS, the NY State Unified Court System’s ACTION PLAN FOR THE JUSTICE COURTS included initiatives to improve accountability and controls over Justice Court finances and records; and,

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires that justices annually provide their court records and dockets to their respective Town Board and that such records then be examined or audited and that fact be entered into the minutes of the board’s proceedings; and,

WHEREAS, the Town of Olive Town Board did audit and examine said records and dockets provided by Town Justice Cox for the fiscal year 1/1/15 to 12/30/15 at the annual audit held on December 30, 2015; and

WHEREAS, the Town of Olive Town Board did audit and examine said records and dockets provided by Town Justice Wright for the fiscal year 1/1/15 to 12/31/15 at the annual organizational meeting on January 4, 2016; and

WHEREAS, the Town of Olive Town Board did approve said records and dockets of both justices as submitted on December 30, 2015 and January 4, 2016;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Olive does hereby accept the books of Town Justice Cox and Town Justice Wright and adopts Resolution #1, of 2016.

AND MOVES ITS ADOPTION

Motion made by: Supervisor Rozzelle
Seconded By: Board Member Friedel

	Aye	Nay
Sylvia Rozzelle, Supervisor	_X_	_____
Drew Boggess, Board Member	_X_	_____
Scott Kelder, Board Member	absent	_____
Jim Sofranko, Board Member	_X_	_____
Peter Friedel, Board Member	_X_	_____

Dated this 4THDay of January 2016

Dawn Giuditta, Olive Town Clerk

On a Rozzelle/Boggess motion the Town Board accepted the proposal from Kari Shultis for the cleaning of the office buildings. (#2-2016)

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

Planning Board – On a Rozzelle /Boggess motion the Board approved the reappointment of David Jones as member of the Planning Board (term will expire 12/31/22).

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

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

Planning Board Members

Term Expires

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

On a Rozzelle/Friedel motion the Town Board requested that a letter be sent to Andrew Boggess thanking him for his 9 years of service on the Planning Board.

AYE- Sofranko, Friedel, Rozzelle **Nay** **Abstained-** Boggess

Zoning Board of Appeals – On a Rozzelle /Friedel motion the Board approved the reappointment of Fred Perry as member of the ZBA (term will expire 12/31/20).

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

Meets only upon application 1st Thursday of the Month

Zoning Board Members

Term Expires

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

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-

On a Rozzelle/Sofranko motion the Town Board reappointed Drew Boggess and Helen Chase to The Central Catskill Collaborative.

AYE- Sofranko, Friedel, Rozzelle **Nay** **Abstained-** Boggess

ADVISORY COMMITTEE APPOINTMENTS

Olive Wastewater Advisory Committee-----

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

SUPERVISOR APPOINTMENTS

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

Members: Dom Covello, Building Inspector
Brian Burns, Highway Superintendent
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—Sylvia Rozzelle, Chair

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

On a Rozzelle/Sofranko motion the Town Board adjourned to executive session to interview candidates for the Planning Board and Police Commission at 7:37 pm.

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

Returned from executive session at 8:55 pm.

The Town Board interviewed Steven Dibble to replace Andrew Boggess and continue out his term on the Planning Board.

On a Rozzelle/Friedel motion Steven Dibble was appointed to the Planning Board.

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

The Town Board interviewed John Kurz, Bob Krause and Earla VanKleeck as candidates for the Police Commission.

On a Rozzelle/Friedel motion the Town Board appointed all three candidates to the Police Commission.

AYE- Boggess, Sofranko, Friedel, Rozzelle **Nay**

There will be a meeting on January 11, 2016 at 7 pm held at the Town Meeting Hall on Bostock Road in Shokan.

All pertinent business being addressed on a Rozzelle/Sofranko motion the meeting was adjourned at 9:05 pm.

Dawn Giuditta