

TOWN OF OLIVE
ORGANIZATIONAL MEETING
JANUARY 2, 2018
7:00 p.m.

Pledge of Allegiance
Roll Call

Oaths of Office Issued by Town Justice Tanya Davis to Sylvia Rozzelle, Supervisor; Scott Kelder, Town Board Member; Jim Sofranko, Town Board Member; Dawn Giuditta, Town Clerk; Brian Burns, Superintendent of Highways, and Tim Cox, Town Justice

The 2018 salaries are set forth as follows:

TOWN BOARD (4)	\$ 8,700.00
SUPERVISOR	\$53,900.00
TOWN JUSTICES (2)	\$13,400.00
TOWN CLERK/TAX COLLECTOR/RMO	\$60,000.00
SUPERINTENDENT OF HIGHWAYS	\$62,400.00
JUSTICE COURT CLERK	PER HOUR \$ 22.59
DEPUTY JUSTICE COURT CLERK	PER HOUR \$ 15.00
CLERK TO SUPERVISOR	PER HOUR \$ 22.59
BOOKKEEPER	PER HOUR \$ 31.39
ASSESSOR CLERK	PER HOUR \$ 22.59
DEPUTY TOWN CLERK/TAX COLLECTOR	PER HOUR \$ 28.85
DEPUTY TOWN CLERK/TAX COLLECTOR	PER HOUR \$ 15.00
ZONING & BUILDING CLERK	PER HOUR \$ 22.59
ZONING BOARD, PLANNING BOARD, &POLICE COMMISSION SECRETARY	PER HOUR \$ 25.16
SECRETARY to HIGHWAY SUPERINTENDENT	PER HOUR \$ 25.16
ASSESSOR	PER HOUR \$ 27.58
BUILDING INSPECTOR	\$8,769.00
ASST. BUILDING INSPECTOR	PER HOUR\$ 17.25
ZONING ENFORCEMENT OFFICER	\$11,405.00
TRANSFER STATION SUPERVISOR	PER HOUR \$ 26.85
TRANSFER STATION OPERATOR	PER HOUR \$ 15.30
TRANSFER STATION ATTENDANT	PER HOUR \$ 11.83
POLICE CHIEF	\$22,816.00
POLICE SERGEANT	PER HOUR \$ 22.04
POLICE OFFICER PART TIME PROBATIONARY	PER HOUR \$ 17.76
POLICE OFFICERS PART TIME	PER HOUR \$ 21.04
PARK ATTENDANT (Seasonal & Part Time)	\$14.13
PARK ATTENDANT (Seasonal & Part Time)	\$12.64
PARK ATTENDANT (Seasonal & Part Time)	\$11.83
PARKS LABORER (Seasonal & Part Time)	PER HOUR \$ 20.40
RECREATION DIRECTOR	\$9,996.00
DEPUTY EMERGENCY MANAGEMENT COORDINATOR	\$1,273.00
BOARD OF ASSESSMENT REVIEW MEMBERS	PER HOUR \$20.00

Police Probationary Salary is for three (3) months. Civil Service Probationary Period is one (1) year.

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

January 1, 2018 – December 30, 2018	
MEO Mechanic	\$26.55
HEO	\$25.72
MEO	\$25.08
Laborer	\$24.37
Working Foreman (1)	\$26.55

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 or consultants.
- 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 2018 Budget.
- Delegate the Supervisor with the powers and duties necessary for the day-to-day administration of the Town
- Appoint Pattison, Koskey, Howe & Bucci, CPA's as Independent Auditors at \$7,200.00.
- Authorize Highway Superintendent to plow Olive Fire Houses, Olive Free Library, and Olive First Aid

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 .545 cents per mile with prior approval.
- Empower the Supervisor to transfer funds.
- Empower the Supervisor to appoint committees.
- Set working cash 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 2018. 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 pm
January 9 th	Audit & Town Board Meeting
February 12 th	Audit & Workshop Meeting
February 13 th	Regular Monthly Meeting
March 12 th	Audit & Workshop Meeting
March 13 th	Regular Monthly Meeting
April 9 th	Audit & Workshop Meeting
April 10 th	Regular Monthly Meeting
May 7 th	Audit & Workshop Meeting
May 8 th	Regular Monthly Meeting
June 11 th	Audit & workshop Meeting
June 12 th	Regular Monthly Meeting
July 9 th	Audit & workshop Meeting
July 10 th	Regular Monthly Meeting
August 13 th	Audit & Workshop meeting
August 14 th	Regular Monthly Meeting
September 10 th	Audit & Workshop Meeting
September 11 th	Regular Monthly Meeting
October 5th – 3 p.m. Town Offices	Present Tentative Budget to Town Board
October 9 th	Audit & Town Board Meeting
November 8 th	Budget Public Hearing Meeting
November 13 th	Audit & Regular Monthly Meeting
December 10 th	Audit & Workshop Meeting
December 11 th	Regular Town Board Meeting
December 28 th	Annual Audit Meeting (3:00 pm) (Town Office Building, West Shokan)

- Set the following Town Office Closings:
 - Jan. 1st & 15th, Feb. 19th, March 30th, 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 & Jan 15th, Feb. 19th, March 30th, April 1st, May 28th, July 4th, Sept. 3rd, Oct. 8th, **Nov. 11th** & 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 Office-**9 am – 4 pm Mon., Wed., & Fri.
 - 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 reappoints Jim Sofranko Deputy Supervisor.

Supervisor Rozzelle reappoints Rebecca DeGondea Clerk to the Supervisor.

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

The Town Justices Timothy E. Cox and Tanya Davis appoint Virginia Wiswall as Court Clerk. A Deputy Court Clerk will be approved later.

Highway Superintendent Brian Burns appoints Jennifer Vasta as Secretary to the Superintendent of Highways.

Highway Superintendent Brian Burns appoints Greg McCauley as Deputy Highway Superintendent.

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

Town Board Appointments

Planning Board – Approve the reappointment of Edwin Maldonado as Planning Board Member (term will expire 12/31/24)

Meetings 1st Tuesday of every month and the 3rd Tuesday, if necessary, at Town Meeting Hall. 7:30 pm

<u>Planning Board Members</u>	<u>Term Expires</u>
Steven Dibbel	12/31/18
Ed Kahil	12/31/19
Dan LeFever	12/31/20
David Sorbellini	12/31/21
David Jones	12/31/22
Helene Grant	12/31/23
Edwin Maldonado	12/31/24

Zoning Board of Appeals – Approve reappointment of Conrad “Dino” Giuliano to ZBA (term will expire 12/31/22)

Meets only upon application 1st Thursday of the Month

<u>Zoning Board Members</u>	<u>Term Expires</u>
Sandy Friedel	12/31/18
Chet Scofield	12/31/19
Fred Perry	12/31/20
Jim Mays, Chairman	12/31/21
Conrad “Dino” Giuliano	12/31/22

Board of Ethics Members --

Janice Lanzarotta
Robert Overton
Ed Kahil

Board of Assessment Review-

Ron Bergeron	9/30/18
Heather Martin	9/30/19
Tom Planz	9/30/20
Stewart Grant	9/30/21
Mary Ann Shepard	9/30/22

Central Catskill Collaborative-

Drew Boggess Helen Chase

Olive Wastewater Advisory Committee-----

Donald VanBuren	12/31/19
Joseph Stein	12/31/19

Police Commission ---

Robert Krause John Kurz Earla VanKleeck

2018 Police Commission Meetings Schedule:

Feb. 5th, March 5th, April 2nd, April 30th, June 4th, July 2nd, Aug. 6th, Sept. 4th, Sept. 25th,
Nov. 5th, & Dec. 3rd

All Police Commission meetings at the Town Meeting Hall—6 pm.

Conservation Advisory Council (CAC) --- Jim Sofranko, Town Board liaison

CAC also serves as Town of Olive Climate Smart Community Task Force

Daniel F. White, Chair of CAC

Jim Mays, Chair of Climate Smart Community Task Force

David Edinger

Olive Day Committee—

Ternice Winne, Coordinator	Gene Sorbellini	Paul Wright	Ronald Wright
Drew Boggess	Peter Friedel	Dawn Giuditta	B.J. Leifeld

Olive Emergency Management Committee

Supervisor	Sylvia Rozzelle
Deputy Emergency Management Coordinator	Carl Swenson, III
Fire Chief	Chris Winne
Police Chief	Don Baker
Captain of Olive First Aid	Yvonne Fuller
Superintendent of Highways	Brian Burns

SUPERVISOR APPOINTMENTS

Deputy Emergency Management Coordinator-- Reappoint Carl Swenson, III

Assistant Budget Officer --- Reappoint Janice Lanzarotta

Cable Franchise Committee-----Jim Sofranko, Chairman

Members: Simon Strauss
Henrietta Shannon

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

Recreation Director, Gene Sorbellini

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

Lori Matteson
Robert Shultis
Jeff Harkin

Planning Board Liaison---Drew Boggess, Town Board liaison to Planning Board

Police Commission Liaison---Drew Boggess, Town Board liaison to Police Commission

Flood Advisory Committee—Sylvia Rozzelle, Chair

Members: Ed Kahil
Andrew Emrich
Judy Coutinho
Wally John

Heather Gierloff
Nicholas Burgher
John Ingram
Drew Boggess

Jim Hyde
Jody Hoyt
Dominick Covello

Boiceville Community Planning Project Committee

Members: Sylvia Rozzelle
Ed Kahil
Aaron Bennett, liaison

Drew Boggess
John Ingram

Judy Coutinho