

**January 1, 2016 ORGANIZATIONAL MEETING**

**APPROVED 1/14/2016**

Meeting Called to Order 11:30AM

Pledge to the Flag

Resolution 1-16: Supervisor Tidball motioned, seconded by Council Member Leoni to establish the dates for the Town Board Agenda meetings on the 1<sup>st</sup> Thursday of every month at 7:30 pm, and the Town Board meetings on the 2<sup>nd</sup> Thursday of every month at 7:30 pm. To be held at Town Hall.

Motion carried, 5 ayes

Resolution 2-16: Council Member Passonno motioned, seconded by Council Member Ganther to designate NBT Bank, Bank of Richmondville and BNY Mellon as the Town banking institutions.

Motion carried, 5 ayes

Resolution 3-16: Council Member Leoni motioned, seconded by Council Member Potter to keep the Town Investment Policy the same as in year 2015 for all town investments, conservative and safe investments for all town funds.

Motion carried, 5 ayes

Resolution 4-16: Council Member Potter motioned, seconded by Council Member Passonno to designate the Gazette Newspapers as the official Town of Duanesburg newspaper.

Motion carried, 5 ayes

Resolution 5-16: Council Member Ganther motioned, seconded by Council Member Leoni to establish the mileage rate for town employees at 54 cents per mile as per IRS guidelines.

Motion carried, 5 ayes

Resolution 6-16: Supervisor Tidball motioned, seconded by Council Member Passonno to continue membership in the Association of Towns for the year 2016.

Motion carried, 5 ayes

Resolution 7-16: Council Member Passonno motioned, seconded by Council Member Leoni to utilize Robert's Rules of Order as a guide for conducting public meetings.

Motion carried, 5 ayes

Resolution 8-16: Council Member Leoni motioned, seconded by Council Member Passonno to designate the Town Hall bulletin board on the first floor lobby, across from the Town Clerks office as the official sign board for posting of all legal notices.

Motion carried, 5 ayes

Resolution 9-16: Council Member Potter motioned, seconded by Council Member Ganther to continue protocol for all departments receiving invoices. The invoices must be prepared and submitted to the Town Clerks office on a weekly basis indicating appropriate budget account numbers.

Motion carried, 5 ayes

Resolution 10-16: Council Member Ganther motioned, seconded by Council Member Potter to confirm protocol for purchases exceeding \$500. Any departments requesting a purchase that falls outside normal operating expenses and budgeted items requires a Project Quote History form signed by the department head and approved by the Town Board majority.

Motion carried, 5 ayes

Resolution 11-16: Supervisor Tidball motioned, seconded by Council Member Passonno to establish a standard workday as required by the NYS Retirement System for elected officials, appointed officials and all others who participate in the New York State Local Employees' Retirement System. Be it resolved, that the Town of Duaneburg Location Code 30477 hereby establishes the following as standard workdays for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body.

Motion carried, 5 ayes

Resolution 12-16: Council Member Passonno motioned, seconded by Council Member Leoni to appoint Jeffrey A. Siegel and O'Connell and Aronowitz as a Town Designated Attorney at the rate of \$180 per hour.

Motion carried, 5 ayes

Resolution 13-16: Council Member Leoni motioned, seconded by Council Member Potter to appoint Teresa Bakner and Whiteman, Osterman & Hanna as a Town Designated Attorney at the rate of \$180 per hour.

Motion carried, 5 ayes

Resolution 14-16: Council Member Leoni motioned, seconded by Council Member Ganther to appoint Delaware Engineers as a Town Designated Engineer.

Motion carried, 5 ayes

Resolution 15-16: Council Member Ganther motioned, seconded by Council Member Leoni to appoint Lamont Engineers as a Town Designated Engineer.

Motion carried, 5 ayes

Resolution 16-16: Supervisor Tidball motioned, seconded by Council Member Passonno to appoint Barton & Loguidice, P.C. as Town Designated Engineer.

Motion carried, 5 ayes

Resolution 17-16: Council Member Passonno motioned, seconded by Council Member Leoni to appoint John M. McDonald Engineering, P.C. as Town Designated Engineer.

Motion carried, 5 ayes

Resolution 18-16: Council Member Leoni motioned, seconded by Council Member Potter to appoint C. T. Male Associates as Town Designated Engineer.

Motion carried, 5 ayes

Resolution 19-16: Council Member Potter motioned, seconded by Council Member Ganther to appoint H2H Associates, LLC as Town Designated Engineer.

Motion carried, 5 ayes

Resolution 20-16: Council Member Ganther motioned, seconded by Supervisor Tidball to appoint Ingalls & Associates, LLP as Town Designated Engineer.

Motion carried, 5 ayes

Resolution 21-16: Supervisor Tidball motioned, seconded by Council Member Passonno to appoint Town Clerk, Diane Ferrara as the Registrar of Vital Statistics for 2016 at the amount of \$925.

Motion Carried, 5 ayes

Resolution 22-16: Council Member motioned, seconded by Council Member Leoni to appoint Supervisor Roger Tidball as Budget Officer for 2016 at the budgeted rate of \$6,640.

Motion carried, 4 ayes

Supervisor Tidball abstained

Resolution 23-16: Council Member Leoni motioned, seconded by Council Member Passonno to establish Judge Wren and Judge Siegel's clerk, Rebecca Sallee, at the budgeted rate of \$13.00 per hour.

Motion carried, 5 ayes

Resolution 24-16: Council Member Potter motioned, seconded by Council Member Ganther to establish annual salary of Building Inspector/Code Enforcement Officer, Dale Warner, at the amount of \$65,000.

Motion carried, 5 ayes

Resolution 25-16: Council Member Ganther motioned, seconded by Council Member Passonno to establish annual salary for the Assessor Richard Tollner, at the budgeted amount of \$38,000.

Motion carried, 5 ayes

Resolution 26-16: Supervisor Tidball motioned, seconded by Council Member Passonno to establish the salary for the Planning/Zoning clerk, Jennifer Friello, at the rate of \$12.50 per hour.

Motion carried, 5 ayes

Resolution 27-16: Council Member Passonno motioned, seconded by Council Member Leoni to establish the salary for the Building Inspector/Assessors clerk, Yevonne Schaeffer, at the rate of \$13.95 per hour.

Motion carried, 5 ayes

Resolution 28-16: Council Member Leoni motioned, seconded by Council Member Potter to establish Brian Powles maintenance position at 19 hours per week at the rate of \$13.50 per hour.

Motion carried, 5 ayes

Resolution 29-16: Council Member Potter motioned, seconded by Council Member Ganther to appoint Cory Vielle as Sewer Department backup operator at the rate of \$17.00 per hour.

Motion carried, 5 ayes

Resolution 30-16: Council Member Ganther motioned, seconded by Council Member Passonno to appoint Jennifer Howe as Deputy Town Clerk/Records Clerk at 35 hours per week at the rate of \$13.50 per hour.

Motion carried, 5 ayes

Resolution 31-16: Supervisor Tidball motioned, seconded by Council Member Passonno to establish hourly rate for part time Highway Department employees at \$10.50 per hour for newly hired wingmen. \$11.00 per hour for wingmen with more than one year of service, and \$14.00 per hour for wingmen with more than eight years of service. The hourly rate for mowers, flagmen, and summer laborers will be \$10.00 per hour.

Motion carried, 5 ayes

Resolution 32-16: Council Member Passonno motioned, seconded by Council Member Leoni to establish the date of the Planning Board meetings on the third Thursday of the month at 7:00 PM.

Motion carried, 5 ayes

Resolution 33-16: Council Member Leoni motioned, seconded by Council Member Passonno to appoint Dennis O'Malley as First Vice Chairman of the Planning Board on recommendation of the Planning Board Chairperson.

Motion carried, 5 ayes

Resolution 34-16: Council Member Potter motioned, seconded by Council Member Ganther to appoint Jeff Senecal as Second Vice Chairman of the Planning Board on recommendation of the Planning Board Chairperson.

Motion carried, 5 ayes

Resolution 35-16: Council Member Ganther motioned, seconded by Council Member Leoni to appoint Jennifer Friello as Planning/Zoning Secretary at the budgeted amount of \$50 per meeting attended.

Motion carried, 5 ayes

Resolution 36-16: Supervisor Tidball motioned, seconded by Council Member Passonno to establish the salaries for Planning Board members as follows:

Chairperson to receive \$50 per meeting attended.

Members to receive \$25 per meeting attended.

Alternates to receive \$25 per meeting attended.

Motion carried, 5 ayes

Resolution 37-16: Council Member Passonno motioned, seconded by Council Member Leoni to establish a cap on the year-end working dinner for the Planning Board at \$500.

Motion carried, 5 ayes

Resolution 38-16: Council Member Potter motioned, seconded by Council Member Potter to establish the date of the Zoning Board of Appeals meetings on the third Tuesday of the month at 7:30 PM.

Motion carried, 5 ayes

Resolution 39-16: Council Member Potter motioned, seconded by Council Member Ganther to appoint Nelson Gage as Chairperson of the Zoning Board of Appeals.

Motion carried, 5 ayes

Resolution 40-16: Council Member Ganther motioned, seconded by Council Member Leoni to appoint Kathleen Kosinski as Vice Chairperson of the Zoning Board of Appeals on recommendation of the Zoning Board of Appeals Chairperson.

Motion carried, 5 ayes

Resolution 41-16: Supervisor Tidball motioned, seconded by Council Member Passono to establish the salaries for the Zoning Board of Appeals members as follows:

Chairperson to receive \$50 per meeting attended.

Members to receive \$25 per meeting attended.

Alternates to receive \$25 per meeting attended.

Motion carried, 5 ayes

Resolution 42-16: Council Member Passonno motioned, seconded by Council Member Leoni to establish a cap on the year-end working dinner for the Zoning Board of Appeals at \$500.

Motion carried, 5 ayes

Resolution 43-16: Council Member Leoni motioned, seconded by Council Member Ganther to appoint the following members to the Board of Ethics for 2016:

Tammy Arquette, Ardene Kalteau, Toni DiCaprio, Laurie Meyer and Town Board member Rick Potter.

Motion carried, 4 ayes

Council Member Potter abstained

Resolution 44-16: Council Member Potter motioned, seconded by Council Member Ganther to reappoint Howard Ohlhous as Town Historian at the budgeted annual rate of \$650.00.

Motion carried, 5 ayes

Resolution 45-16: Council Member Ganther motioned, seconded by Council Member Leoni to reappoint Darla Gullotta as Dog Control Officer at the annual salary of \$9,050.

Motion carried, 5 ayes

Resolution 46-16: Supervisor Tidball motioned, seconded by Council Member Passonno to establish the fee schedule for dog licensing at \$10 for spayed/neutered dogs, \$20 for unspayed/unneutered dogs and \$2 for a replacement dog tag during the year.

Motion carried, 5 ayes

Resolution 47-16: Council Member Passonno motioned, seconded by Council Member Leoni to appoint Jean Frisbee as Park Committee Chairperson.

Motion carried, 5 ayes

Resolution 48-16: Council Member Leoni motioned, seconded by Council Member Potter to appoint Vanessa Baker as Summer Youth Program Administrator for 2016 at the budgeted amount of \$3,000.

Motion carried, 4 ayes

Council Member Passonno abstained

Resolution 49-16: Council Member Potter motioned, seconded by Council Member Ganther to establish the salary of the Summer Youth Program Administrators Assistant at \$10.75 per hour for 90.5 hours, not to exceed the budgeted amount of \$973. To be named at a later date.

Motion carried, 4 ayes

Council Member Passonno abstained

Resolution 50-16: Council Member Ganther motioned, seconded by Council Member Leoni to establish the salary of up to eight (8) Summer Youth Program Counselors at the rate of \$9.00 per hour not to exceed the budgeted amount of \$5,660. To be named at a later date.

Motion carried, 4 ayes

Council Member Passonno abstained

Resolution 51-16: Supervisor Tidball motioned, seconded by Council Member Leoni to allow for up to four (4) Counselor's in Training for the Summer Youth Program. These counselors would serve on a voluntary basis with no salary.

Motion carried, 5 ayes

Resolution 52-16 Council Member Passonno motioned, seconded by Council Member Leoni to establish the cap on the Park Committee working dinner at \$500.

Motion carried, 5 ayes

Resolution 53-16: Council Member Leoni motioned, seconded by Council Member Passonno to establish the Town of Duaneburg Holiday schedule for 2016 as New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day. As per CSEA Holiday schedule.

Motion carried, 5 ayes

Resolution 54-16: Council Member Potter motion, seconded by Council Member Ganther to appoint Dale Warner as manager of Town Hall and grounds, closed landfill, Shafer Park, and Van Patten Mill Park. His duties will include but are not limited to keeping Town Hall in tip top shape, overseeing the hauling of sludge from landfill tanks, opening and closure of the Parks in the spring and fall.

Motion carried, 5 ayes

Supervisor Roger Tidball appoints the following Committees:

Highway Committee - Rick Potter, Randy Passonno

Public Safety Committee - Charles Leoni

Park & Recreation Committee - Charles Leoni

Sewer Committee - Rick Potter, John Ganther

Zoning Committee – Town Board

Technology Committee- John Ganther

Supervisor Tidball appoints Cheryl Lennox and Tracy Rabideau as the Town Bookkeepers/Administrative Assistant's at the rate of \$19.00 per hour/35 hours per week between the two of them and not to exceed the budgeted amount of \$35,000.

Supervisor Tidball appoints Charles Leoni as Deputy Supervisor at the budgeted amount of \$2,813.

Resolution 55-16: Supervisor Tidball motioned, seconded by Council Member Leoni to appoint Steve Ash as Deputy Highway Superintendent through to 12/31/2016 at the budgeted rate.  
Motion carried, 5 ayes

Resolution 56-16: Supervisor Tidball motioned, seconded by Council Member Leoni to appoint Mazzotta, Shewood & Vagianelis, P.C. as special counsel for Sewer District #3 at the rate of \$180 per hour.  
Motion carried, 5 ayes

Reminder to Council Members to audit the books by January 20<sup>th</sup>.

Council Member Leoni motioned, seconded by Council Member Ganther, to adjourn the meeting. All in favor.

Meeting adjourned: 12:00PM

Respectfully submitted,

Diane M. Ferrara  
Town Clerk