

ORGANIZATIONAL MEETING -- ATHENS TOWN BOARD – January 3, 2017

The Organizational meeting of the Athens Town Board was called to order by Supervisor Robert F. Butler, Jr. on January 3, 2017 with the Pledge of Allegiance to the Flag, at 7:00 p.m.

The following people were present: Supervisor Butler; Councilwoman Mary H. Brandow; Councilman Michael Ragaini; Councilman Anthony Paluch; Councilman Richard M. Surrano, Jr.; Highway Superintendent and Town Clerk Linda M. Stacey.

These people were also present: Bookkeeper/ Budget Officer Michael Strenka; Barbara Trembacz; Fran McCusker and Mayor Chris Pfister.

The following bills were audited by the Board and ordered paid.

General Abstract #1, vouchers #1 through #20 inclusive for \$60,302.86.

Highway Abstract #1, vouchers #1 through #7 inclusive for \$8,511.23.

**Bookkeeper/ Budget Officer Michael Strenka** informed the Board that he was currently working on the end of the year information, which involved working with two years, 2016 and 2017.

Mr. Strenka stated that the Supervisor's Report for December would be presented at the end of next month. No extension will be needed.

**Highway Superintendent John J. Farrell** reported that there had been 6 snow events.

They have serviced units #1, #4 and the chipper.

Spent an entire day cleaning up around the shop, and scrapped old metal which they turned in for \$443.00. (This was given to the bookkeeper.)

They spent a couple of days picking up wood along the roads that they cut on Vosenkill Rd. and around the shop and gave it to the Village of Catskill to use.

They watched several (7) training videos from Cornell Local roads Program.

**Mr. Farrell informed** the Board that they were awarded a Grant from the Athens Community Foundation in the amount of \$18,000 to be used for the Town Radio System.

The Town Highway Department will have its own frequency. He invited 2 Fire Companies to join this frequency as well. It is an 80' tower on High Hill. It should help everyone out for the radius

**Highway Superintendent Farrell** proposed rolling over the balance of the CHIPS money for a mid-sized excavator.

**Code Enforcement Officer George Holsopple's** Junkyard Report was discussed.

There are three (3) junkyards. John O. Rexford and son; Richard Fischer and Lance Richard Fischer; and B & B Garage.

**Councilman Richard M. Surrano, Jr.** made a motion seconded by Councilwoman Mary H. Brandow to accept the junkyard report and that the Town Clerk issues the Junkyard Permits.

Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

**Councilman Anthony Paluch** made a motion seconded by Councilwoman Mary H. Brandow to approve the minutes of December 19, 2016 as read. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

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The following resolutions were adopted.

**On the motion of Councilman Richard M. Surrano, Jr.** seconded by Councilman Michael Ragaini the following **RESOLUTION #2017-1** to adopt the following Rules of Procedure for a Town Board Meeting were adopted for 2017.

- 1) Upon entering the site of the Town of Athens Board meetings, all cellular phones, non-emergency service pagers and other such electronic devices shall be set to function in a way imperceptible to any other person present.
- 2) All meetings will begin at the same, routine and normal time, as legally posted in compliance with the New York State Public Officer’s Law, following a routine agenda as adopted both by tradition and vote of the Town Board.
- 3) No additional matters are to be considered until each matter on the prepared agenda has been acted upon by the Town Board. Therefore, all department heads are encouraged to remain until the adjournment of the meeting.
- 4) To foster an element of sincere mutual respect, no demonstration, inappropriate applause or verbal support, booing, or any such disruptive response, which would interrupt the civility and formality of a Town Board meeting, will be tolerated. Any person or group persisting in such action will be asked to leave the meeting, with concurrence of a majority vote of the Town Board.
- 5) Anyone wishing to be placed on the agenda to address the Town Board on a particular issue shall contact the Town Clerk at least two (2) business days prior to the meeting, giving their name, address and the topic wished to be discussed. Citizens are encouraged to limit their presentations to seven (7) minutes, and to present to the Town Board supporting documentation as deemed appropriate to their position. Not allowing a petitioning citizen to address the Town Board is recognized as a serious matter, and if deemed appropriate, shall only be agreed to by a majority vote of the Town Board.
- 6) Any person addressing the Town Board shall direct his/her comment to the Supervisor and Town Board, and not engage any Town Board Member, department head, or any other member of the audience in a debate. Questions shall be directed to the Supervisor who may choose to answer or to defer the question to a department head or other Board member. Some questions may be tabled for future research, at which point the supervisor will answer the citizen with a reasonable time frame for a final response.
- 7) A time will be allotted at each meeting for the assembled public to comment upon or to ask further questions of the Supervisor regarding any of the discussions which has taken place at this meeting. A 15 minute limit per topic from the floor.
- 8) At no time may any of these provisions, adopted, be modified without a majority vote of the Town Board.

**On the motion of Councilman Michael Ragaini** seconded by Councilman Anthony Paluch the following **RESOLUTION #2017-2** to *accept the 2017 salary schedule* was adopted. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0  
Salary schedule follows:

Grade	2017 Proposed Salaries	Type	Payroll	Hours for year	Yearly	
Ragaini	Councilman	Elected	Monthly		4,215	
Paluch	Councilman	Elected	Monthly		4,215	
Brandow	Councilwoman	Elected	Monthly		4,215	
Surrano	Councilman	Elected	Monthly		4,215	
Butler	Supervisor	Elected	Monthly		10,668	
Brandow	Deputy Supervisor	Appointed	Quarterly		1,523	
Stacey	Town Clerk	Elected	Bi-weekly	1560	53,380	<b>Salary</b>
Farrell	Hway Supt	Elected	Bi-weekly	2080	59,243	<b>Salary</b>
Pazin	Judge	Elected	Monthly	P/T	15,674	<b>Salary</b>
Robinson	Judge	Elected	Monthly	P/T	15,674	<b>Salary</b>
Holsopple	Code Enf. Officer	Appointed	Bi-weekly	1300	31,343	
Stacey	Deputy Town Clerk	Appointed	Bi-weekly	1040	16,464	

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	Strenka	Bookkeeper/Budget Officer	Appointed	Bi-weekly	1300	30,000	
	Puorro	Justice Clerk 1	Appointed	Bi-weekly	2080	49,650	
	Carl	Justice Clerk 11	Appointed	Bi-weekly	2080	43,181	
10	Robinson	<b>MEO Working Supervisor</b>	<b>Appointed</b>	<b>Bi-weekly</b>	<b>2080</b>	<b>47,717</b>	<b>+ OT</b>
1	Rose	<b>MEO I</b>	<b>Appointed</b>	<b>Bi-weekly</b>	<b>2080</b>	<b>35,110</b>	<b>+ OT</b>
10	Alberti	<b>MEO II</b>	<b>Appointed</b>	<b>Bi-weekly</b>	<b>2080</b>	<b>43,930</b>	<b>+ OT</b>
5	Hendricks	<b>MEO III</b>	<b>Appointed</b>	<b>Bi-weekly</b>	<b>2080</b>	<b>38,854</b>	<b>+ OT</b>
7	Vail	<b>MEO IV</b>	<b>Appointed</b>	<b>Bi-weekly</b>	<b>2080</b>	<b>38,854</b>	<b>+ OT</b>
	McBride	Acting Assessor	Appointed	Bi-weekly	1664	40,386	
2	Anderson	Assessor Clerk	Appointed	Bi-weekly	936	15,538	

**On the motion of Councilwoman Mary H. Brandow** seconded by Councilman Anthony Paluch the following **RESOLUTION #2017-3** *authorizing the Highway Superintendent the expenditure of highway funds as needed for the purchase of small tools or on parts as per Town Law #52, Articles I & II without prior Board approval*, was adopted. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

**On the motion of Councilman Richard M. Surrano, Jr.** seconded by Councilwoman Mary H. Brandow the following **RESOLUTION #2017-4** *establishing the mileage reimbursement rate at the IRS recommendation for use of employee's vehicle on Town business* was adopted. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

**On the motion of Councilwoman Mary H. Brandow** seconded by Councilman Richard M. Surrano, Jr. the following **RESOLUTION #2017-5** *authorizing petty cash funds for Town Justice Constance Pazin; Town Justice James H, Robinson, Jr.: Highway Superintendent John J. Farrell; and Town Clerk Linda M. Stacey at \$100.00 each* was adopted. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

**On the motion of Councilman Anthony Paluch** seconded by Councilman Michael Ragaini the following **RESOLUTION #2017-6** *authorizing Cash Drawers for Town Clerk at \$100.00 and Tax collection at \$125.00* was adopted. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

**On the motion of Councilman Richard M. Surrano, Jr.** seconded by Councilman Anthony Paluch the following **RESOLUTION #2017-7** *establishing the regular meeting dates for 2017 as the First and Third Mondays of each month UNLESS it is a Holiday, then it is Tuesday (the next day). Meetings start for the Board at 6:45 p.m. for signing of the bills and at 7:00 p.m. for the public* was adopted. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

**On the motion of Councilman Michael Ragaini** seconded by Councilman Richard M. Surrano, Jr. the following **RESOLUTION #2017-8** *designating the National Bank of Coxsackie the Official Depository* was adopted. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

**On the motion of Councilman Michael Ragaini** seconded by Supervisor Robert F. Butler, Jr. the following **RESOLUTION #2017-9 designating the Catskill Daily Mail as the Official Newspaper was adopted.** Ayes-4 (Butler; Brandow; Ragaini; Surrano) Noes-1 (Paluch) Absent-0 Abstentions-0

**On the motion of Councilwoman Mary H. Brandow** seconded by Councilman Richard M. Surrano, Jr. the following **RESOLUTION #2017-10 establishing March 6<sup>th</sup> as the date to audit the books of the Justices and the Town Clerk's cash book, was adopted.** Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

**On the motion of Councilman Anthony Paluch seconded** by Councilwoman Mary H. Brandow the following **RESOLUTION #2017-11 designating Town Clerk Linda M. Stacey as Registrar or Vital Statistics and Deputy Clerk Gail Stacey as Deputy Registrar, was adopted.** Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

**On the motion of Michael Ragaini** seconded by Councilman Richard M. Surrano, Jr. the following **RESOLUTION #2017-12 designating the firm of Pattison, Koskey, Howe & Buccio CPA & PCA as our Accountants was adopted.** Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

**On the motion of Councilman Richard M. Surrano, Jr.** seconded by Councilwoman Mary H. Brandow the following **RESOLUTION #2017-13 to adopt the current Employee Handbook with amendments was adopted;** Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

#### **Yearly Appointments**

**Supervisor Robert F. Butler, Jr. made a motion to appoint the following people for a term of one year,** seconded by Councilman Michael Ragaini:

Bookkeeper/ Budget Officer	Michael Strenka
Deputy Supervisor	Mary H. Brandow
Tax Collector	Linda M. Stacey
Deputy Town Clerk/Dep. Tax Collector	Gail Stacey
Code Enforcement Officer	George Holsopple
Dog Damage Control	George Holsopple
Consolidated Health Secretary	George Holsopple
Consolidated Health Member	Chris Pfister (Mayor)
Consolidated Health Officer	Dr. Steven Hassett
Consolidated Health Chairman	Robert F. Butler, Jr. (Supervisor)

This motion was carried: Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

**Councilwoman Mary H. Brandow made a motion to appoint the following people to a term of one year,** seconded by Councilman Richard M. Surrano, Jr.:

Senior Court Clerk	Marcia R. Puorro
Court Clerk	Vincenzina R. Carl
Historian	Lynn J. Brunner
Dog Control Officer	Sherry Vieta
Assessor	Carol J. McBride
Assessor's Clerk	Michaela Anderson
Planning Board Chairman	Hal Brodie
Zoning Board Chairman	Colleen D. Van Zandt
Secretary to Planning & Zoning	Margaret Snyder

This motion was carried: Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

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Discussion followed on a Zoning Board Member, Planning Board Member and an alternate to the Planning Board.

Supervisor will ask Richard Golden if he wishes to continue on Zoning Board.

**Councilman Michael Ragaini** made a motion seconded by Councilwoman Mary H. Brandow *to appoint Fredrick Dedrick to the Planning Board for a 7 years term starting 1/1/2017 to 12/31/2023.* Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

**Supervisor Butler appointed Councilman Richard M. Surrano to the Athens Community Foundation Advisory Committee for a one year term 1/1/2017 to 12/31/2017.**

**Councilman Michael Ragaini** made a motion seconded by Councilman Richard M. Surrano, Jr. *to appoint Barbara Trembacz to the position of Planning Board Alternate for a term of 1 year beginning 1/1/2017 to 12/31/2017.* Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

As there was no further business to come before the meeting **a motion to adjourn was made by Councilman Richard M. Surrano, Jr.** and seconded by Councilwoman Mary H. Brandow. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

Meeting was adjourned at 7:50 p.m.