

ORGANIZATIONAL MEETING – ATHENS TOWN BOARD – January 2, 2018

The Organizational meeting of the Athens Town Board was held on January 2, 2018 and called to order by Supervisor Robert F. Butler, Jr. at 6:50 p.m. with the Pledge of Allegiance to the Flag.

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

These people were also present: Attorney Virginia Benedict; Bookkeeper/ Budget Officer Michael Strenka; Madelyn Brandow; Barbara Trembacz; George Brandow; John P. Farrell, Jr.; Justice Constance Pazin; Nolan J. Pazin; Justice James H. Robinson, Jr.; Court Clerk Vincenzina Carl; Marla Butler; Clara Butler and Tatum Butler.

The first order of business was the swearing in of the newly elected officials.

Councilman Anthony Paluch was sworn in for a **term of four years**, by Town Justice James H. Robinson, Jr. with Barbara Trembacz holding the Bible.

Councilwoman Mary H. Brandow was sworn in for a **term of four years**, by Town Justice James H. Robinson, Jr. with her husband George holding the Bible.

Supervisor Robert F. Butler, Jr. was sworn in for a **term of two years**, by Town Justice James H. Robinson, Jr. with his son Tatum holding the Bible.

Town Justice Constance Pazin was sworn in for a **term of four years**, by Town Justice James H. Robinson, Jr. with her son Nolan holding the Bible.

The following bills were audited prior to the meeting and ordered paid:

General Abstract #1, vouchers #1 through #18 inclusive for **\$50,024.66**.

Highway Abstract #1, vouchers #1 through #2 inclusive for **\$7,929.72**.

Capital Projects H Abstract #1, voucher #1 for **\$24,240.44**.

On the motion of Councilman Michael Ragaini seconded by Councilman Richard M. Surrano, Jr. the following **RESOLUTION #2018-1** to adopt the 2018 Rules of Procedure for a Town meeting was adopted as follow:

2018

Rules of Procedure for Town Board Meetings

1. Upon entering the site of the Athens Town 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 the 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,

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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 had taken place at this meeting. A 15 minute limit per topic from the floor.
8. At no time may any of these provisions, as adopted, be modified without a majority vote of the Town Board.

This resolution 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 Anthony Paluch the following **RESOLUTION #2018-2** to adopt the **2018 Salary Schedule** as follows:

Grade	2018 Proposed Salaries	Type	Payroll	Hours for year	Yearly		
Ragaini	Councilman	Elected	Monthly		4,257		
Paluch	Councilman	Elected	Monthly		4,257		
Brandow	Councilwoman	Elected	Monthly		4,257		
Surrano	Councilman	Elected	Monthly		4,257		
Butler	Supervisor	Elected	Monthly		10,775		
Ragaini	Deputy Supervisor	Appointed	Quarterly		1,539		
Stacey	Town Clerk	Elected	Bi-weekly	1560	53,914	Salary	
Farrell	Hway Supt	Elected	Bi-weekly	2080	59,835	Salary	
Pazin	Judge	Elected	Monthly	P/T	15,831	Salary	
Robinson	Judge	Elected	Monthly	P/T	15,831	Salary	
Gasparini	Code Enf. Officer	Appointed	Bi-weekly	936	16,071		
Stacey	Deputy Town Clerk	Appointed	Bi-weekly	1040	16,630		
Strenka	Bookkeeper/Budget Officer	Appointed	Bi-weekly	1300	30,000		
Puorro	Justice Clerk 1	Appointed	Bi-weekly	2080	50,149		
Carl	Justice Clerk 11	Appointed	Bi-weekly	2080	43,618		
10	Robinson	MEO Working Supervisor	Appointed	Bi-weekly	2080	47,717	+ OT
1	Rose	MEO I	Appointed	Bi-weekly	2080	35,110	+ OT
10	Alberti	MEO II	Appointed	Bi-weekly	2080	43,930	+ OT
5	Hendricks	MEO III	Appointed	Bi-weekly	2080	38,854	+ OT
7	Vail	MEO IV	Appointed	Bi-weekly	2080	38,854	+ OT
	McBride	Acting Assessor	Appointed	Bi-weekly	1664	40,785	
		Assessor Clerk	Appointed	Bi-weekly	936	12,168	

Resolution 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 Richard M. Surrano, Jr. the following **RESOLUTION #2018-3** to authorize the Highway Superintendent the expenditure of 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 Councilwoman Mary H. Brandow seconded by Councilman Michael Ragaini the following **RESOLUTION #2018-4** establishing the mileage reimbursement rate at the IRS recommended rate for use of employee's own vehicle on Town Business, 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 #2018-5** setting up Petty cash funds as follow: \$ 100.00 each for Justice Pazin; Justice Robinson and Highway Superintendent John J. Farrell and \$300.00 for Town Clerk Linda M. Stacey, 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 Michael Ragaini the following **RESOLUTION #2018-6** authorizing a cash drawer for the Town Clerk at \$100.00 and a cash Drawer for 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 Anthony Paluch seconded by Councilman Richard M. Surrano, Jr. the following **RESOLUTION #2018-7** establishing the meeting dates for 2018 as the first and Mondays of each month UNLESS that day is a holiday and then it will be Tuesday, the next day. Meetings start at 6:45 pm to sign bills for Board members and 7:00 pm 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 Councilwoman Mary H. Brandow the following **RESOLUTION #2018-8** designating the National Bank of Coxsackie as 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 Councilman Anthony Paluch the following **RESOLUTION #2018-9** designating the Catskill Daily Mail as the Official Newspaper was adopted. Ayes-3 (Butler; Ragaini; Paluch) Noes-2 (Brandow; Surrano) Absent-0 Abstentions-0

On the motion of Councilman Richard M. Surrano, Jr. seconded by Councilman Anthony Paluch the following **RESOLUTION #2018-10** establishing March 5, 2018 to audit the Justices Books & 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 Michael Ragaini seconded by Councilwoman Mary H. Brandow the following **RESOLUTION #2018-11** designating the Town Clerk as Registrar and Deputy Clerk as Deputy Registrar 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 Michael Ragaini the following **RESOLUTION #2018-12** to designate Pattison Kosky Howe & Buccio, CPA & PCA as the Town's 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 Councilman Michael Ragaini the following **RESOLUTION #2018-13** to adopt the current *Employee Handbook with amendments* 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 #2018-14** to designate *Supervisor Robert F. Butler, Jr. as Delegate and Councilman Richard M. Surrano, Jr. as Alternate to the Association of Towns Annual meeting held in NYC in February*, was adopted. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0 :

Councilwoman Mary H. Brandow made a motion seconded by Councilman Richard M. Surrano, Jr. to make the following one year appointments:

Bookkeeper/Budget Officer	Michael Strenka
Deputy Supervisor	Michael Ragaini
Tax Collector	Linda M. Stacey
Dep. Town Clerk & Dep. Tax Coll.	Gail Stacey
Code Enforcement Officer	Albert Gasparini
Dog Damage Control	Albert Gasparini
Consolidated Health Secretary	Albert Gasparini
Consolidated Health Member	Peter Alberti (Mayor)
Consolidated Health Chairman	Robert F. Butler, Jr. (Supervisor)
Consolidated Health Officer	Dr. Stephen G. Hassett
Senior Court Clerk	Marcia R. Puorro
Court Clerk	Vincenzina R. Carl
Historian	Lynn J. Brunner
Dog Control Officer	Sherry Vieta
Assessor	Carol J. McBride

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

Councilman Anthony Paluch made a motion seconded by Supervisor Robert F. Butler, Jr. to appoint *Hal Brodie as Chairman to the Planning Board for a term of one year*. Ayes-3 (Butler; Ragaini; Paluch) Noes-2 (Brandow; Surrano) Absent-0 Abstentions-0

Councilman Michael Ragaini made a motion seconded by Councilwoman Mary H. Brandow to appoint *Colleen D. Van Zandt as Chairman of the Zoning Board of Appeals for a term of one year*. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

Councilman Richard M. Surrano, Jr. made a motion seconded by Councilman Michael Ragaini to appoint *Margaret Snyder as Secretary to the Planning Board and the Zoning Board of Appeals for a term of one year each*. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

Councilwoman Mary H. Brandow made a motion seconded by Councilman Richard M. Surrano, Jr. to appoint *Barbara Trembacz as Alternate to the Planning Board for a term of one year*. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

Athens Community Foundation:

A new person is being sought to serve for two years as trustee in place of Gene Hatton. Hank Trip is the “Plant” Trustee.

Supervisor Butler appointed Councilman Richard M. Surrano, Jr. as a member of the Community Foundation for a term of one year.

Committees appointed by Supervisor Robert F. Butler, Jr.:

Joint Landfill –	Councilman Paluch & Councilwoman Brandow
Village & Town-	Supervisor Butler & Councilman Surrano
Special Projects-	Councilman Surrano & Councilman Ragaini
EMS/ALS Ambulance-	Phyllis Dinkelacker
Reserves-	Councilwoman Brandow & Bookkeeper Strenka
Insurance-	Supervisor Butler & Bookkeeper Strenka
Medical insurance-	Supervisor Butler & Bookkeeper Strenka
Planning –	Councilman Paluch & Councilman Surrano
Zoning-	Councilman Paluch & Councilman Surrano
Employee Handbook-	Supervisor Butler & Bookkeeper Strenka
Employee Committee	Councilwoman Brandow & Councilman Ragaini
Highway Committee	Supervisor Butler & Councilman Ragaini
Building Committee	Councilman Ragaini & Councilman Surrano
Code Enforcement	Councilman Ragaini
Assessor	Councilwoman Brandow
Court	Councilman Paluch
Fire Contracts	Supervisor Butler & Bookkeeper Strenka

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With regard to the Family Medical Leave Act, the Board decided not to opt in.

MVP Health insurance has increased 2.3 %. It takes effect in March.

Discussion followed:

Zoning: Board needs to review it to see if it needs to be updated. A couple of areas need to be done very soon.

The Garage is 95% weatherproofed.

After a conversation with Highway Superintendent Farrell it was decided not to epoxy the garage floor.

Supervisor Butler reported that he had talked with Briggs & Patterson about the Community Center being remodeled and /or refurbished. They have already been to the building taking measurements etc.

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

Meeting was adjourned at 7:55 p.m.