

ORGANIZATIONAL MEETING – ATHENS TOWN BOARD – January 3, 2022

The Organizational Meeting of the Athens Town Board was called to order on January 3, 2022 at 6:05 P. M. at the Village of Athens Volunteer Fire House on Third Street, by Councilmember Michael Ragaini with the Pledge of Allegiance to the Flag.

The following people were present: Supervisor Elect Michael N. Pirrone; Town Justice Elect Constance Pazin; Councilmember Elect Mary H. Brandow; Councilmember Elect Anthony Paluch; Councilmember Ragaini; Councilmember Shannon Spinner; Highway Superintendent John J. Farrell and Town Clerk Linda M. Stacey.

These people were also present: Attorney George McHugh; Bookkeeper/ Budget Officer Donald Pierro; Assessor Dawn DeRose; Code Enforcement Officer Albert Gasparini; Lynn Brunner; Peggy Pieruzzi; Anne Pirrone; Town Justice E Timothy Mercer; Barb Trembacz; Fran McCusker; Theresa Cardinale; Terry Baker; Donna Perrino; John Perrino; Ricky Gabrielle; Darlene Ramm; Al Ramm; Jane & Allen Hale; Eileen & Michael Tighe; Chris & Carol Pfister; Nolan & Susan Pazin; Nancy Poylo; Gail Lasher; George Korchowsky; Robert Brunner; George Brandow; Brud; Marcia Puorro; Wayne Jones; Mark & Phyllis Dinkelacker; Donald & Cari Gardner; John P. Farrell, Jr. and Ricky Lyons.

Councilmember Ragaini called E. Timothy Mercer to come forward to swear in the Elected Officers and also called up **Supervisor Elect Michael N. Pirrone** who had his wife Anne hold the Bible for him.

Town Justice Mercer swore in **Town Justice Constance Pazin** with her son Nolan and daughter-in-law Susan holding the Bible.

Councilmember Anthony Paluch had Barbara Trembacz hold the Bible as he was being sworn in by Justice Mercer.

Councilmember Mary H. Brandow had her husband George Brandow hold the Bible as she was being sworn in by Justice Mercer.

At 6:13 P.M. Newly sworn in Supervisor Michael Pirrone, and Bookkeeper /Budget Office Don Pierro declared a short intermission for cake, cookies and coffee.

At 6:52 P.M. the meeting was called back to order by Supervisor Pirrone.

Highway Superintendent John J. Farrell reported that he would like to have Lamont Engineers draw up the plans for the replacement of the 4 ft. corrugated metal pipe culvert located on Schoharie Turnpike. The project will include replacing the failing culvert with an appropriately sized concrete or metal culvert structure and extending the culvert length with to allow for the widening of Schoharie Turnpike by approximately 10 to 15 feet to eliminate the perceived narrowing of the travel lanes. Cost of the entire agreement is \$7,350.

Code Enforcement Officer Albert Gasparini reported that the Article 78 that Dresser Properties had filed against us has been dismissed.

Bookkeeper/Budget Officer Don Pierro reported that he has been working on the year end bank statements. They will unaudited but ready for next week when the auditors come.

Board members reviewed the minutes.

Councilmember Anthony Paluch made a motion seconded by Councilmember Michael Ragaini to **approve the minutes of December 20, 2021 as read**. Ayes-4 (Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-1 (Pirrone)

RESOLUTIONS

On the motion of Councilmember Mary H. Brandow seconded by Councilmember Michael Ragaini the following **RESOLUTION #2022-1** to adopt the **Rules of Procedure for 2022** Town Board Meetings were adopted as follows:

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 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 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 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 as follows: Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner)
Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Shannon Spinner seconded by Councilmember Anthony Paluch the following **RESOLUTION #2022-2** to adopt the following **Salary Schedule for 2022** was adopted.

| | | | |
|------------|------------------------|-----------|---------------|
| Brandow | Town Council | A1010.1 | 4,300 |
| Ragaini | Town Council | A1010.1 | 4,300 |
| Paluch | Town Council | A1010.1 | 5,800 |
| Spinner | Town Council | A1010.1 | <u>5,800</u> |
| | | | 20,200 |
| Pazin | Justice | A1110.1 | 19,088 |
| Mercer | Justice | A 1110.1 | <u>17,588</u> |
| | | | 36,676 |
| Puorro | Justice Clerk I | A1110.11 | 39,800 |
| Wittlinger | Justice Court II | A1110.11 | <u>28,642</u> |
| | | | 68,442 |
| Pirrone | Town Supervisor | A 1220.1 | 11,500 |
| Pierro | Fin/ Budget Specialist | A 1220.11 | 45,500 |
| | Deputy Supervisor | A 1220.12 | 1,500 |
| DeRose | Assessor | A1355.1 | 35,000 |
| Sprague | Assessor’s Clerk | A1355.1 | 27,648 |

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| | | | |
|------------------|-----------------------|-----------|--------------------------|
| Dooley | Consultant | A1355.1 | <u>13,680</u> 76,328 |
| Stacey | Clerk/Tx coll/Reg | A1410.1 | 54,453 |
| Stacey | Deputy Clk/TX Col/Reg | A1410.1 | <u>34,317</u> 88,770 |
| McHugh | Attorney | A1420.1 | 36,000 |
| Farrell | Highway Supt. | A 5010.1 | 66,933 |
| Gasparini | Code Enforcement | B 3620.1 | 19,684 |
| Pieruzzi | Assessor/Code Clerk | B 3620.1 | 10,140 |
| Additional | Code Officer | B3620.1 | <u>19,684</u> 49,508 |
| Brunner | Historian | B7510.1 | 320 |
| P. Alberti | Highway | DA 5142.1 | 60,913 |
| C. Hendricks | Highway | DA 5142.1 | 52,560 |
| J. Robinson, III | Highway | DA 5142.1 | 57,247 |
| K. Schrader | Highway | DA 5142.1 | 44,059 |
| F. Vail, IV | Highway | DA 5142.1 | <u>52,560</u> 267,339 |

This resolution was adopted as follows: Ayes-5 (Pirrone; Brandow; Ragaini; Paluch, Spinner)
Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Anthony Paluch seconded by Councilmember Shannon Spinner the following **RESOLUTION #2022-3 Authorizing the Highway Superintendent the Expenditure of Funds Needed for the Purchase of Small Tools or on Parts as Per Town Law #52, Articles I and II without Prior Board Approval was adopted.** This resolution was adopted as follows: Ayes-5 (Pirrone; Brandow; Ragaini; Paluch, Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Anthony Paluch seconded by Councilmember Michael Ragaini the following **RESOLUTION #2022-4** establishing the **mileage reimbursement at the IRS recommended rate of use for the use of Employees own vehicles on Town Business.** This resolution was adopted as follows: Ayes-5 (Pirrone; Brandow; Ragaini; Paluch, Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Michael Ragaini seconded by Councilmember Mary H. Brandow the following **RESOLUTION #2022-5 authorizing Petty Cash Funds for Justice Pazin; Justice Mercer; Highway Superintendent Farrell and Town Clerk Stacey.** This resolution was adopted as follows: Ayes-5 (Pirrone; Brandow; Ragaini; Paluch, Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Shannon Spinner seconded by Councilmember Anthony Paluch the following **RESOLUTION #2022-6 authorizing a cash drawer of \$100 for the Town Clerk and a cash drawer of \$125 for Tax Collection was adopted.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0 Resolution adopted.

On the motion of Councilmember Mary H. Brandow seconded by Councilmember Shannon Spinner the following **RESOLUTION #2022-7 Establishing the first and third Mondays as the regular meeting nights, starting at 7.00 p.m. The First meeting in November always falls on the first Thursday after Election Day, and if a Federal Holiday is on a meeting night, our meeting is changed to the following day- Tuesday.** This resolution was adopted as follows: Ayes-5 (Pirrone; Brandow; Ragaini; Paluch, Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Mary H. Brandow seconded by Councilmember Shannon Spinner the following **RESOLUTION #2022-8 designating the National Bank of Coxsackie as the Official Depository was adopted:** This resolution was adopted as follows: Ayes-5 (Pirrone; Brandow; Ragaini; Paluch, Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Mary H. Brandow seconded by Councilmember Shannon Spinner the following **RESOLUTION #2022-9 designating the Catskill Daily Mail as the Official Newspaper was adopted.** This resolution was adopted as follows: Ayes-5 (Pirrone; Brandow; Ragaini; Paluch, Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Mary H. Brandow seconded by Supervisor Michael Pirrone the following **RESOLUTION #2022-10 establishing March 7, 2022 as the date for the Board to audit the Justices Books and the Town Clerk's Cash Book was adopted .** This resolution was adopted as follows: Ayes-5 (Pirrone; Brandow; Ragaini; Paluch, Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Shannon Spinner seconded by Supervisor Michael Pirrone the following **RESOLUTION #2022-11 designating the Town Clerk as the Registrar and the Deputy Clerk as Deputy Registrar of Vital Statistics was adopted.** This resolution was adopted as follows: Ayes-5 (Pirrone; Brandow; Ragaini; Paluch, Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Mary H. Brandow seconded by Councilmember Shannon Spinner the following **RESOLUTION #2022-12 to adopt a 60 day extension to send the Annual Report to the State Comptroller, if needed.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Mary H. Brandow seconded by Councilmember Shannon Spinner the following **RESOLUTION #2022-13 designating Sickler, Torchia, Allen & Churchill as the auditing firm was adopted.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Anthony Paluch seconded by Councilmember Shannon Spinner the following **RESOLUTION #2022-14 to adopt the current Employee Handbook with amendments was adopted.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Anthony Paluch seconded by Councilmember Shannon Spinner the following **RESOLUTION #2022-15 designating Supervisor Michael N. Pirrone as Delegate and Councilmember Mary H. Brandow as Alternate to the Association of Towns Annual meeting in NYC in February, 2022 was adopted.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Yearly Appointments

Councilmember Mary H. Brandow made a motion seconded by Councilmember Michael Ragaini to **appoint George McHugh as Town Attorney for a term of one year.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Shannon Spinner made a motion seconded by Councilmember Michael Ragaini to **appoint Donald A. Pierro as Bookkeeper/Budget Officer for a term of office of one year.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Anthony Paluch made a motion seconded by Councilmember Mary H. Brandow to **appoint Linda M. Stacey as Tax Collector for a term of one year.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Mary H. Brandow made a motion seconded by Councilmember Shannon Spinner to **appoint Gail Stacey as Deputy Town Clerk and Deputy Tax Collector for a term of one year.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Mary H. Brandow made a motion seconded by Councilmember Anthony Paluch to **appoint Albert Gasparini as Code Enforcement Officer for a one year term.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Michael Ragaini made a motion seconded by Councilmember Mary H. Brandow to **appoint Albert Gasparini to the position of Dog Damage Control Officer for a one year term.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Michael Ragaini made a motion seconded by Councilmember Mary Brandow to **appoint Albert Gasparini to the office of Consolidated Health Secretary for a one year term.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Michael Ragaini made a motion seconded by Councilmember Mary H. Brandow to **appoint Mayor Amy Serrago as Consolidated Health Member for a one year term.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Anthony Paluch made a motion seconded by Councilmember Mary H. Brandow to **appoint Supervisor Michael N. Pirrone as Consolidated Health Chairman for a term of one year.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Anthony Paluch made a motion seconded by Councilmember Shannon Spinner to **appoint Dr. Stephen G. Hassett as Consolidated Health Officer for a one year term.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Shannon Spinner made a motion seconded by Michael Ragaini to **appoint Marcia Puorro as Senior Court Clerk for a one year term.** Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Anthony Paluch made a motion seconded by Councilmember Shannon Spinner to **appoint Ruth Wittlinger as Court Clerk for a one year term**. Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Shannon Spinner made a motion seconded by Councilmember Anthony Paluch to **appoint Lynn J. Brunner to the position of Town Historian for a one year term**. Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Mary H. Brandow made a motion seconded by Councilmember Anthony Paluch to **appoint Sherry Vieta as Dog Control Officer for a one year term**. Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Shannon Spinner made a motion seconded by Councilmember Mary H. Brandow to **appoint Kathy Sprague as Clerk to the Assessor for a one year term**. Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Shannon Spinner made a motion seconded by Councilmember Mary H. Brandow to **appoint Margaret (Peggy) Pieruzzi as Clerk to the Code Enforcement Officer for a one year term**. Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

OTHER APPOINTMENTS

Councilmember Shannon Spinner made a motion seconded by Councilmember Mary H. Brandow to **appoint Elizabeth Bruning as Secretary to the Zoning Board of Appeals for one year**. Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Shannon Spinner made a motion seconded by Councilmember Mary H. Brandow to **appoint Gail Stacey as Planning Board Secretary for one year**. Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Shannon Spinner made a motion seconded by Councilmember Mary H. Brandow to **appoint Eric Nelson as Chairman to the Zoning Board of Appeals for one year**. Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Councilmember Michael Ragaini made a motion seconded by Councilmember Shannon Spinner to **appoint Scott Fischer as Planning Board Chairman for a one year term**. Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

The Supervisor's Committee Appointments will be done at another meeting.

On the motion of Councilmember Shannon Spinner seconded by Councilmember Mary H. Brandow the following **RESOLUTION #2022-16** authorizing new Bank Signers was adopted as follows:

WHEREAS, the Town Board of the Town of Athens hereby determines that it is in the public interest and purpose to authorize new Bank Signers as the result of the Town-wide election held November 2, 2021, and

WHEREAS, to achieve such appropriate transfer to new bank signers for the Town of Athens the Town Board (Town Supervisor & Town Council) must authorize said transfer for the new year beginning January 2022 at a public meeting of the Town Board, and

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WHEREAS, the new bank signers will be authorized to sign all operational vouchers (minimum of three for vouchers), and all operational checks/payments (minimum of one), all bank investments (by the Town Supervisor as CEO & CFO, Section 52 of NYS Town Law) that are currently held at the National Bank of Coxsackie, Athens, New York, and

WHEREAS, the list of authorized bank signer for 2022 will be comprised as follows:

Michael N. Pirrone, Supervisor (CEO & CFO), Michael Ragaini, Councilman, and

NOW, THEREFORE BE IT

RESOLVED that the Town Supervisor and Town Council members listed above are hereby authorized to execute any documents necessary to complete the operational business for all financial transactions with the National Bank of Coxsackie, and it is further

RESOLVED that the foregoing resolution shall become effective this 3rd day of January in the year 2022.

Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Mary H. Brandow seconded by Councilmember Michael Ragaini the following **RESOLUTION #2022-17 to make the following budget transfer was adopted:**

| | Townwide | Part Town | 2022 | 2022 | 2022 |
|-----------------------|----------|-----------|----------|----------|----------------|
| | General | General | Increase | Decrease | modified |
| | Fund A | Fund B | | | Budget Balance |
| Sup. Ann. Salary | 1220.1 | | 400 | | 11,900 |
| Sup- Bkkpr to Sup | 1220.11 | | 45,500 | | 45,500 |
| Sup- -Dep. Supervisor | 1220.12 | | 1,500 | | 1,500 |
| Sup- Sem/wkshp | 1220.4 | | 3,500 | | 4,000 |
| Sup- Town newsletter | 1220.4 | | 2,000 | | 2,000 |
| Finance-Bkkpr-wages | 1310.1 | | | 45,000 | 0 |
| Contig. Expen. | 1990.4 | | | 1,400 | 18,300 |
| Ret. med. Ins. | 9060.8 | | | 6,000 | 77,000 |
| Total | | | 52,900 | 52,900 | |

This resolution was adopted as follows: Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

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

General Abstract #26, Vouchers #591 through #597 inclusive for **\$1,249.68**.

Highway Abstract #25, vouchers #193 through #194 inclusive for **\$884.60**.

General Abstract #1, vouchers #1 through #4 inclusive for **\$33,248.46**.

Highway Abstract #1, vouchers #1 for **\$5,548.68**.

As there was no further business to come before the meeting **a motion to adjourn was made by Councilmember Michael Ragaini** seconded by Councilmember Shannon Spinner.

Ayes-5 (Pirrone; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0 meeting was adjourned at 7:25 p.m.