

Minutes of the Organizational Meeting of the Town Board of the Town of Durham held January 1, 2016 at the Town Hall commencing at 6:00 p.m.

PRESENT: William Carr, Supervisor
Sean Marriott, Deputy Supervisor
Jerry Cunningham, Council Member
Nick Nahas, Council Member
Joan Breslin, Council Member
Recording Secretary: Chris Kohrs, Town Clerk
Others Present: Joe van Holsteyn-Highway Superintendent,
David Cunningham-Building Inspector,
Cindy Moore- Bookkeeper,
John Van Tassel – Animal Control Officer,
Tal Rappleyea-Attorney
40 community members.

Supervisor Carr called the meeting to order 6:00 p.m.

Town Clerk Kohrs swore in Supervisor Carr, Judge Kennedy and Council Members Marriott, Breslin and Cunningham.

Supervisor Carr offered the following resolution and moved its adoption:

RESOLUTION DATED January 1, 2016

2016-01 Organizational Resolution

BE IT RESOLVED by the Town Board of the Town of Durham as follows:

That the Town procures a blanket bond covering all officers, clerks, and employees of the Town,

That the Town Supervisor is authorized to appoint a bookkeeper for the Town,

Mileage Policy

Mileage will be reimbursed at a per mile rate if the duties require travel more than 10 miles from the employees' official work site or place of residence as established by the Town Board. A written statement detailing odometer readings and destination to and from must be provided with a voucher. The following positions are exempt from the 10-mile limit if a town vehicle is not available: Building Inspector, Code Enforcement, Data Collection and Animal Control Officer. The Town Board set the mileage rate at **50 cents per mile**.

Travel and Lodging Policy

If the duties require travel, the employee must obtain authorization for such travel in advance from the Town Board. Only one multi-day training or seminar will be paid /yr. Every effort should be made to attend training classes or seminars closest to the employees' official work site or place of residence,

Travel between residence and official work site is not reimbursable,

Receipts must be obtained for all services paid in cash (e.g., taxi, train or bus charges); they are required for all payments, and they must be attached to the travel voucher. Meals and lodging will not be reimbursed for any employee while within 35 miles of the employees' official work site or place of residence. A meal allowance of \$35.00 a day (\$10.00 breakfast/\$25.00 dinner) will be allowed for overnight travel. Expenses for meals are reimbursable with the following schedule:

Breakfast: A breakfast reimbursement is allowed if departure occurs at least one (1) hour prior to the traveler's normal work starting time.

Dinner: A dinner reimbursement is allowed if the traveler returns at least two (2) hours after his or her normal work ending time.

Lunch: No reimbursement for lunch is allowed.

Original lodging receipts are required as evidence of an overnight stay. If more than one lodging accommodation is offered, the lowest rate will be paid.

Memberships

One State and one County Membership may be joined yearly for each Department. All other memberships must be approved by the Town Board each year.

All vouchers received for reimbursement of expenses must have receipts attached.

Sales tax is not reimbursable due to our tax-exempt status.

That the regular **Town Board meetings** throughout 2016 will be held at **7:30 P.M.** on the **first Tuesday** (work session and subdivisions) and **third Tuesday** (Regular Session) each month at the Town Building in Oak Hill,

That the **Catskill Daily Mail** be designated as the **official newspaper** of the Town,

That **The Bank of Greene County** and **The National Bank of Coxsackie** be designated for **deposit of Town funds**, and authorized for direct deposit of payroll pursuant to Town direction, on direction of respective employees (Banking Law, 96-b; General Municipal Law 93-d; Town Law 29 (3),

That the **Highway Superintendent is authorized** to purchase equipment, tools and implements **not to exceed \$5,000.00**, and on the recommendation of the Highway Superintendent, **Cindy Moore** is appointed **Clerk to the Highway Superintendent**,

That the Town participate in the purchase of materials, equipment, supplies, etc. bid and contracted for by Greene County, subject to the rules adopted by the County pursuant to Section 408 -A of the County Law, the Highway Superintendent is also authorized to purchase materials, equipment, supplies, etc. bid and contracted for by other towns or counties if it is to the advantage of the Town of Durham, the Highway Superintendent is also authorized to purchase materials, equipment, supplies, etc. under the "Piggybacking Law" under General Municipal Law (GM) ss103, subdivision 16. That the Highway Superintendent be permitted to participate in NYS Auctions, NYS Thruway Auctions and Auctions International.

That since the State is contracting for certain highway materials, equipment and supplies; that the Town of Durham Highway Superintendent is authorized to participate in such purchases during the year 2016,

That in lieu of the annual financial report to be filed by January 30th, the Supervisor shall submit to the Town Clerk a copy of his report to the State Comptroller within 60 days after the close of the fiscal year,

That any **item not exceeding \$200.00** in cost to be purchased by the **Town Justices and Building & Code Enforcement Department** is **approved in advance by the Town Board**,

That the Town Board **authorizes the Clerk/Collector to hire one deputy** to work no more than a total of **25 hours per week**.

That **Tal Rappleyea** be appointed **Attorney for the Town** at \$120/hour,

That the annual salaries of all elective and appointive officers and the rates of hourly employees, including overtime and regular pay be established as follows:

Position		Salary		Frequency
Councilperson		\$ 4,886.00	/yr	Monthly
Court	Justices	\$ 11,115.00	/yr	Monthly
	Clerk 1	\$ 17,305.00	/yr	Monthly
Supervisor	Supervisor	\$ 13,050.00	/yr	Monthly
	Bookkeeper	\$ 28,411.00	/yr	Bi-weekly
Assessor	Sole Assessor	\$ 29,500.00	/yr	Bi-weekly
	Clerk 1	\$ 2,575.00	/yr	Bi-weekly
	Clerk 2	\$ 12.25	/hr	Monthly
	Data Clerk	\$ 11.95	/hr	Monthly
Town Clerk/Collector	Clerk/Collector	\$ 28,413.00	/yr	Bi-Weekly
	Deputy 1	\$ 9,425.00	/yr	Monthly
Board of Assessment Review	Chairman	\$ 375.00	/yr	Annually
	Members	\$ 275.00	/yr	Annually
Police	Sgt. Sutton	\$ 25,140.00	/yr	Monthly
Police Officers:	Scarey, M	\$ 16.85	/hr	Monthly
	Busch, R	\$ 15.90	/hr	Monthly
	Shauger	\$ 16.85	/hr	Monthly
	Miller, R	\$ 16.85	/hr	Monthly
Peace Officers:	Van Tassel	\$ 13.75	/hr	Bi-Weekly
	Miller, M	\$ 14.56	/hr	Monthly
	Scarey, HB	\$ 13.75	/hr	Monthly
	Dispatcher	\$ 1,608.00	/yr	Monthly
Animal Control Officer		\$ 7,250.00	/yr	Bi-Weekly
Buildings	Inspector	\$ 16,884.00	/yr	Monthly
	CEO	\$ 16,884.00	/yr	Monthly
	Clerk	\$ 5,745.00	/yr	Monthly

Health Officer		\$ 1,200.00	/yr	Quarterly
Vital statistics	Registrar	\$ 546.00	/yr	Bi-weekly
	Deputy	\$ 345.00	/yr	Monthly
Hwgy Superintendent	Super	\$ 57,369.00	/yr	Bi-weekly
	Secretary	\$ 8,240.00	/yr	Bi-weekly
Youth Program	Director	\$ 3,500.00	/yr	Annually
Youth Counselors	Minimum	\$ 9.00	/hr	Annually
	Maximum	\$ 12.00	/hr	Annually
Historian		\$ 300.00	/yr	Quarterly
Highway Employees	Minimum	\$ 13.40	/hr	Bi-weekly
	Maximum	\$ 30.00	/hr	Bi-weekly
	Laborer	\$ 13.40	/hr	Bi-weekly
Overtime=One and one half per hour				
Recycling		\$ 13.78	/hr	Bi-weekly
Building Custodian		\$ 110.00	/wk	Monthly
	Semi Annual Cleaning	\$ 110.00	2x/yr	Monthly

That Carolyn Miller be appointed custodian for the town.

That **David Cunningham** be appointed **Building Inspector** and **Leonard Asaro** be appointed **Code Enforcement Officer**, and **Lois Rockefeller**, **Clerk for the Building and Code Enforcement Department**.

That **John Van Tassel** be appointed **Animal Control Officer** for the year,

That **Roger Vaughn** is appointed **Chairman of the Board of Assessment Review**.

That **Chris Kohrs, Town Clerk/Collector** is appointed **Registrar of Vital Statistics**. **Patricia Fetty** is appointed **Deputy Registrar of Vital Statistics**.

That Amanda Kosich be appointed Health Officer.

That **Ruth Fishman** is appointed as **Youth Program Director**.

That the following **Police appointments** be made:

Sergeant	Thomas Sutton
Commissioner	William A. Carr, Jr.
Dispatcher	Linda Sutton
Police Officer	Raymond Miller
Police Officer	Michael Scarey
Police Officer	John Shauger
Police Officer	Richard Busch
Peace Officer	H B Scarey
Peace Officer	Matthew Miller
Peace Officer	John Van Tassel

On the recommendation of Supervisor Carr, **Cindy Moore** is appointed **bookkeeper**.

On the recommendation of Gordon Bennett, Sole Assessor, **Cindy Moore and Maryellen Brooks** are appointed **Assessor's Clerks** and (*to be determined at a later date*) as **Data Collector**.

On the recommendation of Supervisor Carr, **Nick Nahas** is appointed **Town Historian**.

On the recommendation of Superintendent van Holsteyn, **Paul Capulli** is appointed **Deputy Highway Superintendent**.

On the recommendation of the Justices, **Charlene Hull** is appointed **Court Clerk**.

On the recommendation of the Town Clerk, **Patricia Fetty** is appointed **Deputy Town Clerk**.

On the recommendation of the Historic Preservation Commission **Ken Dean**, be appointed to the four year term starting January 1, 2015 completing December 31, 2018.

On the recommendation of the Historic Preservation Commission **Mary Lou Nahas, Nick Nahas, and Bobbie Cunningham** be appointed to the four year term starting January 1, 2016 completing December 31, 2019.

On the recommendation of the Historic Preservation Commission **Patrick Ciccone** be appointed to the unexpired term completing December 31, 2016.

On the recommendation of Supervisor Carr the position of Deputy Supervisor is reinstated Council Member Marriott is appointed as Deputy Supervisor.

Council Member Nahas **seconded** the motion.

The question of the adoption of the foregoing resolution was duly put to a vote of roll call, which resulted as follows:

5 yeas 0 nays

Supervisor Carr	voting	yea
Councilmember Breslin	voting	yea
Councilmember Cunningham	voting	yea
Councilmember Marriott	voting	yea
Councilmember Nahas	voting	yea

The resolution was thereupon declared adopted.

Councilmember Nahas motioned to approve the transfers (see attached) and the following abstracts and vouchers:

Abstract #	1024	consisting of 2015 Vouchers #	1077	through #	1118	for	\$ 186,144.62
broken down as follows:							
		General Funds					\$ 66,665.54
		Highway Funds					\$ 74,975.85
		Safety & Fire					\$ -
		Trust & Agency					\$ 44,503.23
		Street Lighting					\$ -

Councilmember Cunningham explained he had been contacted by a company from California inquiring about locating a solar farm on his property. Apparently many property owners who have large acres have also been canvassed by this company. He suggested that the residents and the board research the prospect before signing up as there are many things to consider regarding long term property leases for solar farms. The board should look into what other municipalities have experienced when permitting solar farms and what building requirements should be and laws pertaining to such.

Councilmember Marriott motioned to adjourn at 6:45 p.m. seconded by Councilmember Cunningham.

Respectfully submitted:

Chris Kohrs, RMC
Clerk/Collector