

**THE ORGANIZATIONAL MEETING, TOWN OF DURHAM,  
JANUARY 2, 2014**

A meeting of the Town Board of the Town of Durham, County of Greene and the State of New York was held at the Town Hall, 7309 State Route 81, East Durham, NY on the 1ST, day of January.

**PRESENT:** William Carr -- Supervisor  
Jodi Wood -- Deputy Supervisor  
Jerry Cunningham-- Councilperson  
Linda Sutton -- Councilperson  
Nick Nahas -- Councilperson  
Chris Kohrs -- Town Clerk

**OTHERS PRESENT:** Joe van Holsteyn-Highway Superintendent, David Cunningham-Building Inspector, Cindy Moore- Bookkeeper, Thomas Sutton – Police Sgt., and 1community member.

Supervisor Carr called the meeting to order 7:31 p.m.

The following officials were sworn in by Judge Kennedy:

William Carr, Jr.....Supervisor (2 yrs)  
Jodie Wood.....Councilperson (4 yrs)  
Nick Nahas..... Councilperson (4 yrs)  
Chris Kohrs..... Clerk Collector (4 yrs)  
Joe van Holsteyn..... Highway Superintendent (4 yrs)  
Karen Tirpak.....Justice (4 yrs)

**Supervisor Carr offered the following resolution and moved its adoption:**

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RESOLUTION DATED January 2, 2014

**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 Dog 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 per year. 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 2014 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 \$2,000.00**, 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 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 2014,

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 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 \$110.00/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:

<b>Employee salaries 2014</b>				<b>Pay</b>
<b><u>Position</u></b>		<b><u>Salary</u></b>		<b><u>Frequency</u></b>
Councilperson		\$4,605.50	per year	Monthly
Court	Justices	\$10,500.00	"	"
	Clerk 1	\$16,300.00	"	"
Supervisor	Supervisor	\$12,303.00	per year	"
	Bookkeeper	\$26,780.00	"	Bi-weekly
Assessor	Sole Assessor	\$29,500.00	"	"
	Clerk 1	\$5,150.00	"	"
Probation Wage	Clerk 2	\$11.00- Jan \$11.50- Feb	per hour	Monthly
	Data Clerk	11.95	Per hour	Monthly
Town Clerk/Collector	Town Clerk/Collector	Per year	"	Bi-Weekly
	Deputy 1	\$8,000	"	Monthly
Board of Assessment Review	Chairman	\$350.00		Annually
Reval	Members	\$250.00		Annually
Police	Chief/Acting-Sutton	\$23,700.00	per year	Monthly
Police Officers:	Scarey, M	\$15.85	per hour	Monthly
	Busch, R	\$15.45	per hour	Monthly
	Shauger	\$15.85	"	"
	Miller, R	\$15.85	"	"
Peace Officers:	Tripp	\$12.85	"	"
	Miller, M	\$13.65		
	Scarey, HB	\$12.85	"	"
	Dispatcher	\$1,518.00	per year	"
Dog Control Officer		\$4,512.00	per year	Monthly
Buildings	Inspector	\$15,915.00	per year	"
	CEO	\$15,915.00	"	"

		Clerk	\$5,415.00	"	"
Health Officer			\$1,200.00	"	Quarterly
Vital statistics		Registrar	\$515.00	"	Bi-weekly
		Deputy	\$325.00	"	Monthly
Highway Superintendent		Super	\$54,075.00	"	Bi-weekly
		Secretary	\$5,150.00	"	"
Youth Program		Director	\$2,300.00	"	Annually
	Others	Minimum	\$8.00	per hour	Annually
		Maximum	\$10.00	"	"
Historian			\$300.00	per year	Quarterly
Highway Employees		Minimum	\$13.00	per hour	Bi-weekly
		Maximum	\$25.00	"	"
		Laborer	\$13.00	"	"
		Overtime=One and one half per hour			
Recycling			\$13.00	per hour	"

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 **Merton Tripp** be appointed **Dog 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:

<b>Sergeant</b>	<b>Thomas Sutton</b>
<b>Police Commissioner</b>	<b>William A. Carr, Jr.</b>
<b>Dispatcher</b>	<b>Linda Sutton</b>
<b>Police Officer</b>	<b>Raymond Miller</b>
<b>Police Officer</b>	<b>Michael Scarey</b>
<b>Police Officer</b>	<b>John Shauger</b>
<b>Police Officer</b>	<b>Richard Busch</b>
<b>Peace Officer</b>	<b>H B Scarey</b>
<b>Peace Officer</b>	<b>Matthew Miller</b>
<b>Peace Officer</b>	<b>Merton Tripp</b>

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 **Tracy Boomhower** as **Data Collector**.

On the recommendation of Supervisor Carr, **Jodi Wood** is appointed **Deputy Supervisor**.

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

On the recommendation of Superintendent vanHolsteyn, **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 **Nadia Jackson** be appointed to the four year term starting January 1, 2014 completing December 31, 2017.

On the recommendation of the Historic Preservation Commission **Linda Sutton** be appointed to the fill the term of William Crawley which will expire December 31, 2016.

Council person 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

Mr. Carr	voting yes
Mrs. Sutton	voting yes
Mr. Cunningham	voting yes
Ms. Wood	voting yes
Mr. Nahas	voting yes

The resolution was thereupon declared adopted.

The Justices and Court Clerk are permitted to attend training of their choosing in NYC or Annual Conferences in accordance with the Travel and Lodging Policy.

Patterson, Kosky and Rath will prepare the annual statement for the Town of Durham to be filed by February 28, 2014.

The Town Clerk/Collector and Court Clerk will present their books for review by the Town Board on February 4, 2014.

**Mrs. Sutton motioned to approve the voucher for Ketco Inc., \$210,300 for construction of 2470 linear feet of sidewalk along route 145 in East Durham, that the payment not be issued until the General Release was signed and received from the contractor and all subcontractors involved in the construction seconded by Ms. Wood. Motion put to a roll call found all in favor. (yeas 5-Carr, Sutton, Cunningham, Nahas, Wood, nays-0)**

**Mr. Cunningham motioned to approve the following transfers seconded by Mr. Nahas all in favor motion carried. (yeas 5-Carr, Sutton, Cunningham, Nahas, Wood, nays-0)**

<b>FROM:</b>	A-1410.200	Town Clerk, Capital	\$	622.00
		Town Clerk, Dpty Clk Pers		
<i>TO:</i>	A-1410.117	Ser	\$	622.00
<i>Note:</i>	<i>Year end adjustment for extra hours</i>			
<b>FROM:</b>		General Surplus	\$	2,050.00
<i>TO:</i>	A-3120.126	Police, Officer Pers Ser	\$	2,050.00
<i>Note:</i>	<i>Year end adjustment for extra time with festivals</i>			



<b>FROM:</b>	General Surplus	\$	860.00
<i>TO:</i>	A-3120.400 Police, Contractual	\$	860.00
<i>Note:</i>	<i>Repairs &amp; fuel</i>		
<b>FROM:</b>	A3620.200 Bldg, Capital	\$	75.00
<i>TO:</i>	A-3620.400 Bldg, Contractual	\$	75.00
<i>Note:</i>	<i>Year end adjustment</i>		
<b>FROM:</b>	General Surplus	\$	210,000.00
<i>TO:</i>	A-5132.209 Capital, Property	\$	210,000.00
<i>Note:</i>	<i>Sidewalks East Durham</i>		
<b>FROM:</b>	A-5132.400 Bldg, Garage	\$	125.00
<i>TO:</i>	A-5132.420 Bldg, Police Annex	\$	125.00
<i>Note:</i>	<i>Year end Adjustments</i>		
<b>FROM:</b>	Highway Surplus	\$	11,000.00
<i>TO:</i>	DA-5142.150 Snow, Persl Service	\$	11,000.00
<i>Note:</i>	<i>for payout of sick leave</i>		

Mr. Cunningham mentioned he has spoken with Congressman Chris Gibson who is working to have broadband service available throughout his district. Supervisor Carr will contact Congressman Gibson for additional information. Mr. Nahas added that Kyle Adams with the Daily Mail is writing a series on broadband.

**Ms. Wood motioned to adjourn at 8:01 p.m. seconded by Mr. Nahas.**

**Minutes approved:** \_\_\_\_\_  
Chris Kohrs, Town Clerk