

**TOWN BOARD  
TOWN OF COXSACKIE  
ORGANIZATIONAL MEETING  
January 5, 2015**

PRESENT: Richard Hanse, Supervisor  
Thomas Hobart, Councilman  
Patrick Kennedy, Councilman  
Jeffery Lewis, Councilman  
Michael Veeder, Councilman  
Bambi Hotaling, Town Clerk

GUESTS: Jerald Meigs, Karen Pautz, Warren Mueller

Supervisor Hanse called the 2015 organizational meeting to order at 4:08 pm with the Pledge of Allegiance. Supervisor stated that there would not be any public comment portion of the meeting but he would allot three minutes if anyone wanted to address the board.

Jerald Meigs addressed the board, strongly recommending that the code enforcement officer and the town attorney not be reappointed. There were no other public comments offered.

Supervisor stated that Jeremiah Donnelly's term on the Zoning Board of Appeals expired December 31, 2014. Mr. Donnelly has indicated his interest in continuing to serve. On motion of Jeffery Lewis, seconded by Thomas Hobart and duly carried, Mr. Donnelly was reappointed to serve on the Zoning Board of Appeals.

Ayes: 5 – Hanse, Hobart, Kennedy, Lewis, Veeder

Supervisor stated that Hal Beaumont's term on the Planning Board expired December 31, 2014. Mr. Beaumont has indicated his interest in continuing to serve. On motion of Patrick Kennedy, seconded by Richard Hanse and duly carried, Mr. Beaumont was reappointed to serve.

Ayes: 5 – Hanse, Hobart, Kennedy, Lewis, Veeder

Supervisor stated that Gordon Pebler submitted a letter of resignation from the Planning Board effective December 31, 2014. Richard Hanse made a motion accepting Mr. Pebler's resignation. Patrick Kennedy seconded the motion which was duly carried.

Ayes: 5 – Hanse, Hobart, Kennedy, Lewis, Veeder

Supervisor noted that sadly the Town lost two of its Board of Assessment Review members, Lenoard Govel and Fred Donovan. The Town will need to be on the lookout for replacements.

A motion to accept Resolutions #1-8 was made by Patrick Kennedy, seconded by Thomas Hobart and duly carried.

Ayes: 5 – Hanse, Hobart, Kennedy, Lewis, Veeder

**RESOLUTION #1**

The Town Board hereby designates the regular meeting of this Town Board as the second Tuesday of the month at 7:00 pm.

**RESOLUTION #2**

The Town Board hereby sets the hours for the Town Clerk's Office and the Court Clerk's Office as follows: 9:00 am to 12:00 pm and 1:00 pm to 4:00 pm. Modification of these hours will be by Town Board approval.

**RESOLUTION #3**

The Town Board hereby designates the Catskill Daily Mail as the official newspaper for the Town of Coxsackie for the year 2015.

**RESOLUTION #4**

The Town Board hereby designates the National Bank of Coxsackie as the bank in which all Town Officers shall deposit Town monies and account for disbursement of same by virtue of their respective office of the year 2015.

**RESOLUTION #5**

The Town Board hereby authorizes the Town Superintendent of Highways, Michael Tighe, to expend an amount not to exceed Two Thousand (\$2,000.00) Dollars for the purchase of highway tools and equipment, such as: tires, tubes, chains, batteries, etc. for the year 2015. No additional amount shall be spent without prior authorization or approval from the Board. Also, the Superintendent of Highways is authorized to purchase supplies and equipment at County and State contract prices.

**RESOLUTION #6**

The Supervisor shall submit to the Town Clerk, within ninety (90) days after the close of the fiscal year, a copy of the Annual Financial Report to the State Comptroller, and that the Town Clerk shall place a notice that the report is on file in the Office of the Town Clerk, to be so published within ten (10) days after receipt thereof, in a form approved by the State Comptroller, and in the official newspaper of the Town of Coxsackie.

**RESOLUTION #7**

The Town Board hereby establishes a Petty Cash Fund of Two Hundred Fifty (\$250.00) Dollars for use by the Town Clerk. The use of this sum to be accounted for by receipts for expenditures and to be presented to the Town Board at the final meeting of the year 2015. Petty Cash Fund to be replenished as needed.

**RESOLUTION #8**

The Town Board deems it necessary to appoint Fire Code Officers for the Town of Coxsackie, now, therefore, be it resolved that this Board appoints the Chiefs of the Earlton Fire Department and Coxsackie Hose Company #3 to serve as Fire Code Officers for the year 2015.

The Town of Coxsackie will supply Fire Protection Service through Coxsackie Hose Co. #3 and the Earlton Fire Department.

The Town grants permission to active members of the Earlton Fire Department and Coxsackie Hose Company No. 3 to attend activities, with equipment, at the discretion of the Chief of the Earlton Fire Department and Foreman of the Coxsackie Hose Company No. 3, provided proper notification is made to the Town Clerk or to the Supervisor, and ample protection is left in each district.

A motion to accept resolution #9 was made by Patrick Kennedy, seconded by Richard Hanse and duly carried. Councilman Lewis pointed out that Michael Veeder's name was not listed. Town Clerk made note of the correction and will add his name. Mr. Lewis also stated that he was opposed to the Supervisor and Town Board receiving a 2% increase. Supervisor stated that everyone received 2% except for the EMS employees as they are in labor negotiations. This was discussed during the budget process and upon adoption of the 2015 budget.

Ayes: 4 – Hanse, Hobart, Kennedy, Veeder

\*Noes: 1 – Lewis

\*No pertaining to 2% increase for Town Board and Supervisor.

**RESOLUTION #9**

Salaries and compensation to various officers and employees are set as follows:

Richard Hanse	Supervisor	9,180.00
Thomas Hobart	Deputy Supervisor	557.00
Thomas Hobart	Councilman	4,845.00
Patrick Kennedy	Councilman	4,845.00
Jeffery Lewis	Councilman	4,845.00
Michael Veeder	Councilman	4,845.00
Karen Pautz	Supervisor's Bookkeeper	37,907.00
Thomas J. Fori	Town Justice	20,726.00
Richard Roberg	Town Justice	20,726.00
Norma Johnson	Court Clerk	32,999.00
Jacqueline Foster	Assistant Court Clerk	13.50/hr.
Sara Jane Smith	Deputy Court Clerk	13.50/hr.
Roberta Roberg	Justice Bookkeeper	13.50/hr.
Bambi Hotaling	Town Clerk	33,446.00
Bambi Hotaling	Registrar of Vital Statistics	6,638.00
Gordon Bennett	Sole Assessor	27,701.00
Randice Robertson	Assessor's Clerk	31,217.00
Tracy Boomhower	Data Collector	10.67/hr.
Linda Wilkinson	Tax Collector	8,167.00
Jeanne Messick	Deputy Tax Collector and Deputy Clerk	13.33/hr.
Michael Tighe	Highway Superintendent	57,975.00
Lawrence Ross	Foreman/MEO	21.45/hr.
Scott Eldred	MEO	21.04/hr.
Robert Mabee	MEO	21.04/hr.
Dale Schnare	MEO	21.04/hr.
Edward Pebler	Code Officer	11,100.00
Gordon Pebler	Deputy Code Officer	2,123.00
Joan Tailleur	Town Attorney	13,680.00
Mark Misuraca, Jr.	Dog Control Officer	1,910.00
Karen Pautz	Budget Officer	2,165.00
Michael Rausch	Town Historian	1,061.00
Louis Betke	Sanitary Inspector	2,736.00
Stephen Hassett	Health Officer	1,616.00
Planning Board	Chairman	1,673.00
	Board Members (6)	725.00 each
	Board Secretary	10.82/hr.
Board of Assessment Review (BAR)	Chairman	196.00
	Members (2)	155.00 each
Mary Prostler	BAR & ZBA Secretary	13.33/hr.
Richard Bellnier	Janitor	4,447.00
Nadine Myrdycz	Chief of Emergency Medical Services	40,856.00
Charles Benninger Jr.	FT-EMT	12.20/hr.
Stanley Dushane, Jr.	FT-EMT	11.73/hr.
Ronald Earle, Jr.	PT-EMT	11.73/hr.
Kenneth Fava, Jr.	PT-EMT	11.73/hr.
Christopher Frisbee	FT-EMT	12.20/hr.
Donna Gianola	PT-EMT	11.73/hr.

Spencer Hotaling	PT-EMT	11.73/hr.
Jake Kardash	PT-EMT	11.73/hr.
Sydney Kohrs	PT-EMT	11.73/hr.
Joshua Mattice	PT Ambulance Driver	8.84/hr.
Shane Merchant	FT-EMT	11.96/hr.
Misuraca, Mark Jr.	FT-EMT	11.73/hr.
Cara Mohr	PT-EMT	11.73/hr.
Jennifer Moore-Warren	PT-EMT	11.96/hr.
Beverly Proudman	FT-EMT	13.67/hr.
Stephen Salluce, Jr.	FT Ambulance Driver	8.84/hr.
Jessica Swartout	PT-EMT	11.73/hr.
Mervin Swartout	FT-EMT	12.20/hr.
	FT & PT EMT (start 1/1/14)	11.73/hr.
	Ambulance Drivers (start 1/1/14)	8.84/hr.

Discussion on resolution # 13--appointment of budget officer. Councilman Hobart voiced his objection to appointing Karen Pautz as the budget officer. Once again, he said this is nothing personal but does not think that the book keeper and the budget officer should be the same person, as we need to have checks and balances in place. Supervisor stated that in smaller towns it is common practice to have the same person. Patrick Kennedy agreed with Tom stating that Dan Westfall was more than capable and served the Town well for many years. Councilman Veeder agreed with Hobart and went on to say it was nothing personal against Karen as he knows she is able. Councilman Lewis stated that according to law the Supervisor has a right to appoint the budget officer without Town Board approval as that position reports to the Supervisor and he went on to say that Karen has always done a good job. Supervisor said he is comfortable working with Karen and stated that she is readily accessible to him.

A motion to accept resolutions #10-16 was made by Richard Hanse seconded by Patrick Kennedy and duly carried.

Ayes: 3 – Hanse, Kennedy, Lewis \*Noes: 2 – Hobart, Veeder

\*Noes pertaining to Resolution #13.

### **RESOLUTION #10**

The Town Board recognizes the need for clerical help to various Town Officers, who are to be compensated at the rate of Ten and 46/100 (\$10.46) Dollars per hour, with itemized bills payable by warrant for audit by the Town Board. Compensation shall not exceed the amount given in the 2015 annual budget, unless so specified by resolution of the Town Board. All clerical help will be certified to the Civil Service in Catskill, New York.

### **RESOLUTION #11**

The Town Board recognizes the need for a Code Enforcement Officer for the Town of Coxsackie, be it resolved that this Board appoints Edward Pebler as Code Enforcement Officer for the year 2015. Gordon Pebler is appointed as Deputy Code Enforcement Officer.

### **RESOLUTION #12**

The Town Board recognizes the need for a Sanitary Sewer Inspector for the Town of Coxsackie, be it resolved that this Board appoints Louis Betke as Sanitary Sewer Inspector for the year 2015.

### **RESOLUTION #13**

The Town Board recognizes the need for a Budget Officer for the Town of Coxsackie, be it resolved that this Board appoints Karen Pautz as Budget Officer for the year 2015.

**RESOLUTION #14**

The Town Board recognizes the need for a Dog Control Officer, for the Town of Coxsackie, be it resolved that this Board appoints Mark A. Misuraca, Jr. as Dog Control Officer for the year 2015.

**RESOLUTION #15**

The Town Board recognizes the need for a Town Historian for the Town of Coxsackie, be it resolved that this Board hereby appoints Michael Rausch as Town Historian for the year 2015.

**RESOLUTION #16**

The Town Board recognizes the need for a Health Officer for the Town of Coxsackie, be it resolved that this Board hereby appoints Stephen Hassett as Health Officer for the year 2015.

Supervisor stated that a bereavement policy has been added to Resolution #17.

A motion to accept resolution #17 was made by Thomas Hobart, seconded by Patrick Kennedy and duly carried.

Ayes: 5 – Hanse, Hobart, Kennedy, Lewis, Veeder

**RESOLUTION #17**

The Town pays 90% health insurance for all town employees that are eligible for such benefits pursuant to a resolution passed by the Town Board, including the full-time non-union highway employees and their dependents. Hourly wages for non-union highway employees only are as follows:

Foreman/Motor Equipment Operator	\$21.45 per hour
Motor equipment operators	\$19.65 per hour
Laborers	\$17.22 per hour
Extra help (snow plowing)	\$15.82 per hour

Vacation time for Town employees shall be calculated as follows:

- Employees of 1 year receive 1 week vacation with pay.
- Employees of 2 years to 10 years receive 2 weeks vacation with pay.
- Employees of over 10 years receive 3 weeks vacation with pay.

All full time town employees shall accumulate sick leave or personal leave at the rate of 1 day per month, accumulated up to a total of 24 days. Town employees will be allowed 2 personal days per year to count against any sick accumulation.

Bereavement leave shall be calculated as follows:

All full time town employees shall be entitle to three (3) consecutive days absence from employment, with pay, upon notice, due to the death of an immediate family member, i.e., parents of husband and wife, children, spouse, brother and sister. One (1) day for grandparents. Bereavement days shall be computed on an eights (8) hour day basis.

However, the union highway employees shall be paid and receive benefits in accordance with the collective bargaining agreement.

There will be 11 paid holidays per year for all full time town employees, to consist of the following:

New Year's Day	Columbus Day
Martin Luther King Day	Election Day (general election)
Presidents Day	Veteran's Day
Memorial Day	Thanksgiving Day
July 4 <sup>th</sup>	Christmas Day
Labor Day	

If New Year's Day, Christmas day, July 4<sup>th</sup> or Veteran's day fall on Saturday, town offices will be closed Friday; if those days should fall on Sunday, Town Offices will be closed Monday.

A motion to accept resolutions #18-24 was made by Patrick Kennedy, seconded by Michael Veeder and duly carried.

Ayes: 5 – Hanse, Hobart, Kennedy, Lewis, Veeder

### **RESOLUTION #18**

The Town Board hereby continues the position of Town Attorney to run concurrently with the term of the Town Supervisor. Joan Tailleux is hereby appointed Town Attorney.

### **RESOLUTION #19**

The Town Board hereby continues the positions of Court Clerk, Deputy Court Clerk and Court Assistant for the year 2015. Norma Johnson shall serve as Court Clerk. Sarah Jane Smith shall serve as Deputy Court Clerk. The Deputy Court Clerk will work one (1) day per week. To cover vacation time for the Court Clerk, the Deputy Court Clerk will be paid for extra days worked at an hourly rate of Thirteen and 50/100 (\$13.50) Dollars per hour. Jacqueline Foster shall serve as full time court assistant.

### **RESOLUTION #20**

Supervisor Hanse appointed Thomas Hobart as Deputy Supervisor.

### **RESOLUTION #21**

Supervisor Hanse appointed Karen Pautz as Bookkeeper to the Supervisor.

### **RESOLUTION #22**

Supervisor Hanse appointed Bambi Hotaling as Registrar of Vital Statistics and Records Management Officer.

### **RESOLUTION #23**

Town Clerk, Bambi Hotaling offered the following appointments: Jeanne Messick as First Deputy Town Clerk and Deputy Registrar of Vital Records, to perform duties in the absence of the Town Clerk. At this time no appointment was offered for second and third deputy clerk.

Debra Stafford was appointed to serve as Marriage Officer which carries no compensation from the Town.

### **RESOLUTION #24**

Mileage while on duty at their respective offices to be paid at the rate of the current federally allowed amount per mile of .57 cents to the following: Dog Control Officer, Assessor, Tax

Collector, Town Officials or other persons on Town business with Town Board approval.  
Mileage will be reimbursed when attending training classes with prior Town Board approval.

A motion to accept resolution # 25 was made by Patrick Kennedy, seconded by Richard Hanse and duly carried.

Ayes: 5 – Hanse, Hobart, Kennedy, Lewis, Veeder

### **RESOLUTION #25**

Richard Hanse, Supervisor, is authorized to invest unused tax money starting January, 2015 in Certificates of Deposit and Money Market Accounts, and to adopt the following Investment Policy:

All official Town funds shall be deposited on a timely basis in the designated official depository.

Whenever/wherever possible, the checking accounts maintained by the Town will be of any interest-bearing nature.

All funds, unused tax monies deemed surplus to normal daily operating needs, will be invested in Certificates of Deposit and/or Money Market Accounts. Liquidity and yield will determine the amounts invested.

The receiving institution (bank) will provide the Town with appropriate amounts of insurance and collateral to assure safety and protection from loss of these public funds. This Investment Policy will conform generally with the guidelines of Fiscal Management Guide Sub Sec. 2.0010 as far as possible. The basic thrust of this Management Plan involves legality, safety, liquidity and yield.

A motion to accept resolution #26 was made by Michael Veeder, seconded by Patrick Kennedy and duly carried.

Ayes: 5 – Hanse, Hobart, Kennedy, Lewis, Veeder

### **RESOLUTION #26**

Supervisor Hanse established the following Committees for the year 2015.

Assessor Committee - \*Jeffery Lewis, Thomas Hobart

Judicial Committee - \*Thomas Hobart, Patrick Kennedy

Highway Committee - \*Michael Veeder, Thomas Hobart

Youth, Parks, Recreation Committee - \*Jeffery Lewis, Patrick Kennedy

Finance Committee - \* Thomas Hobart, Patrick Kennedy

Environmental Committee - \*Jeffery Lewis, Thomas Hobart

Village Liaison - Thomas Hobart

Public Safety Services, Police & Fire Committee - \*Jeffery Lewis, Patrick Kennedy

Ambulance/ALS Committee - \*Patrick Kennedy, Michael Veeder

Planning Board & Zoning Board of Appeals Liaison - \*Michael Veeder, Patrick Kennedy

Insurance Committee \*Thomas Hobart, Jeffery Lewis

Building Committee \*Michael Veeder, Patrick Kennedy

Economic Development Committee - \*Patrick Kennedy, Jeffery Lewis

Community Betterment & Promotional Committee - \*Jeffery Lewis, Thomas Hobart

New Highway Building - Co-chairs: Patrick Kennedy and Michael Veeder

Sleepy Hollow Liaison - Michael Veeder

Greene County IDA Liaison – Patrick Kennedy

Greene County EMS Board of Directors (Coxsackie Rep.) – Richard Hanse

Senior Center Liaison - Richard Hanse

Code Enforcement Liaison - \*Michael Veeder, Patrick Kennedy

All matters relating to the respective committees will be referred to them for investigation/report.

A motion to accept Resolution #27 and #28 was made by Thomas Hobart, seconded by Patrick Kennedy and duly carried.

Ayes: 5 – Hanse, Hobart, Kennedy, Lewis, Veeder

### **RESOLUTION #27**

The following Procurement Policy will be continued:

WHEREAS, Section 104-B of the General Municipal law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 102 or any other law; and

WHEREAS, comments have been solicited from those officers of the Town involved with procurement,

NOW THEREFORE, BE IT RESOLVED: That the Town of Coxsackie does hereby adopt the existing Procurement Policy and procedures for the year 2015:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Section 103. Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other Town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documents supporting the purchase activity.

Guideline 2. All purchases of (a) supplies or equipment which will exceed \$10,000 in the fiscal year of (b) public works contracts over \$20,000 shall be formally bid pursuant to GML, section 103.

Guideline 3. All estimated purchases of:

\*Less than \$10,000 but greater than \$3,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors.

\*Less than \$3,000 but greater than \$1,000 requires an oral request for the goods and oral/fax quotes from 2 vendors.

\*Less than \$1,000 but greater than \$250 is left to the discretion of the Purchaser.

All estimated public works contracts of:

\*Less than \$20,000 but greater than \$10,000 requires a written RFP and fax/proposals from 3 contractors.

\*Less than \$10,000 but greater than \$2,000 requires a written RFP and fax/proposals from 2 contractors.

\*Less than \$2,000 but greater than \$500 is left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser requires a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Emergencies;
- b) Sole source situations;
- c) Goods purchased from agencies for the blind or severely handicapped;
- d) Goods purchased from correctional facilities;
- e) Goods purchased from another government agency;
- f) Public works contracts for less than \$500.00.

Guideline 7. This policy shall be reviewed annually by the Town Board at its Organizational Meeting or as soon thereafter as is reasonably practicable.

The following guidelines for public conduct will be continued:

### **RESOLUTION #28**

#### **GUIDELINES FOR PUBLIC CONDUCT** during Town Board Meetings:

1. The Supervisor, when present, shall preside at the meetings of the Town Board. In the absence of the Supervisor, the Deputy Supervisor shall be the acting Supervisor, or in the event both the Supervisor and the Deputy Supervisor are absent, the other members shall designate one of their members to act as temporary chairman. A majority of the Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn. The vote upon every question shall be taken by ayes and noes, and the names of the members present and their votes shall be entered in the minutes. Every act, motion or resolution shall require for its adoption the affirmative vote of a majority of all the members of the Town Board.
2. No additional matters are to be considered until each matter on the prepared Agenda has been acted on by the Town Board.
3. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a Town Board meeting. Anyone who disrupts the orderly business and conduct of the meeting may be asked to leave.
4. No member of the public shall be permitted to address the Town Board unless recognized by the Supervisor. In no event may any such person speak on one occasion for more than three minutes. Any persons wishing to speak more than once may, at the Supervisor's discretion, be recognized again, but not until all others who wish to speak have been recognized.
5. Any persons speaking to the Town Board, with the consent of the Supervisor, shall address their remarks to the Town Board, not to other members of the audience in the form of a debate.
6. Any persons recognized by the Supervisor shall give their name and address and the nature of their business briefly.
7. No such person has the right to demand an answer to a specific question from a member of the Board. All such questions shall be directed to the Supervisor who may either answer them or refer the questions to the Town Attorney, if present, or a Town Board member.
8. Members of the news media may have ten minutes at the conclusion of the meeting to ask questions concerning matters which came up at the meeting.

9. Robert's Rules of Order shall prevail during all regular and special Town Board meetings, and during all public hearings, but shall not prevail over the rules contained herein or the Town Law statutes of New York State.
10. The agenda, along with complete copies of all proposed resolutions and minutes subject to acceptance, shall be made available to members of the Town Board on the Friday preceding a regularly scheduled meeting and, as practicable, not less than two days prior to a special meeting of the Town Board. Copies of agendas and proposed resolutions shall be available to the public, within the same time frame, from the Town Clerk. This does not preclude later additions to the agenda, including proposed resolutions, from being added as deemed necessary by the Town Board.

Discussion on workshop meetings-- the board was in agreement that these meetings are helpful and will continue holding them on the last Thursday of each month at 6:00 pm. There will not be any public comment period.

Supervisor stated that he would like to reinstate an official training policy for Town officials and is gathering information for the annual training school put on by the Association of Towns held each year in New York City. More details will be provided at the regular board meeting on January 13.

On motion of Thomas Hobart, seconded by Patrick Kennedy and duly carried, the meeting was adjourned at 4:50 pm.

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Bambi Hotaling, Town Clerk