

**TOWN BOARD
TOWN OF COXSACKIE
ORGANIZATIONAL MEETING
January 4, 2016**

PRESENT: Richard Hanse, Supervisor
Thomas Burke, Councilman
Patrick Kennedy, Councilman
Michael Veeder, Councilman
Linda Wilkinson, Councilwoman
Bambi Hotaling, Town Clerk

GUESTS: Joan A. Burke, Joseph H. Warren, Gavin Hanse, Stephen Hanse, Kathy Hanse,
Carlton Wilkinson, Larry Ross, Karen Pautz

PRESS: Melanie Lekocevic

Supervisor Hanse called the 2016 organizational meeting to order at 6:00 pm with the Pledge of Allegiance.

Supervisor Hanse stated that Councilman Burke in his capacity as Notary Public would be officiating the oath of office for Town Clerk Bambi Hotaling, who will then conduct the remainder of the swearing in ceremony. The following officials took their oath of office: Supervisor, Richard Hanse; Justice, Joseph Warren; Councilman Burke, Councilman Veeder, Councilwoman Wilkinson and Highway Superintendent, Larry Ross.

Supervisor offered a resolution and made a motion authorizing health insurance coverage for Jeanne Messick as the Deputy Town Clerk, Deputy Registrar and Deputy Tax Collector. Thomas Burke seconded the motion which was duly carried.

Ayes: 5 – Hanse, Burke, Kennedy, Veeder, Wilkinson

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

Ayes: 5 – Hanse, Burke, Kennedy, Veeder, Wilkinson

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. Generally the Town Board will hold workshop meetings on the last Thursday of the month at 6:00 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 2016. Notices are also given by posting on the Town Clerk's bulletin board and on the Town website www.coxsackie.org.

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 2016.

RESOLUTION #5

The Town Board hereby authorizes the Town Superintendent of Highways, Lawrence Ross, 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 2016. 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 in the amount of Two Hundred Fifty (\$250.00) Dollars for use by the Town Clerk. The use of this fund will be accounted for by receipts for expenditures and to be presented to the Town Board at the final meeting of the year 2016. 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 2016.

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 Richard Hanse, seconded by Patrick Kennedy and duly carried.

Ayes: 5 – Hanse, Burke, Kennedy, Veeder, Wilkinson

RESOLUTION #9

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

Richard Hanse	Supervisor	9,364.00
Michael Veeder	Deputy Supervisor	568.00
Thomas Burke	Councilman	4,942.00
Patrick Kennedy	Councilman	4,942.00

Michael Veeder	Councilman	4,942.00
Linda Wilkinson	Councilwoman	4,942.00
Karen Pautz	Supervisor's Bookkeeper	42,665.00
Karen Pautz	Budget Officer	2,208.00
Wanda Dorpfeld	Town Justice	21,141.00
Joseph Warren	Town Justice	21,141.00
Norma Johnson	Court Clerk	35,159.00
Jacqueline Foster	Assistant Court Clerk	14.01/hr.
Bambi Hotaling	Town Clerk	34,115.00
Bambi Hotaling	Registrar of Vital Statistics	6,771.00
Gordon Bennett	Sole Assessor	28,255.00
Randice Robertson	Assessor's Clerk	31,841.00
Lesley Smith	Data Collector	10.67/hr.
Valerie Murphy	Tax Collector	8,330.00
Jeanne Messick	Deputy Tax Collector	13.60/hr.
Jeanne Messick	Deputy Town Clerk	13.60/hr.
Lawrence Ross	Highway Superintendent	59,135.00
Scott Eldred	Foreman/MEO	22.97/hr.
Robert Mabee	MEO	21.04/hr.
Dale Schnare	MEO	21.04/hr.
Jeffery Nicholson	MEO	17.62/hr.
Edward Pebler	Code Officer	11,322.00
Gordon Pebler	Deputy Code Officer	2,165.00
Joan Tailleur	Town Attorney	13,954.00
Mark Misuraca, Jr.	Dog Control Officer	1,948.00
Michael Rausch	Town Historian	1,082.00
Louis Betke	Sanitary Inspector	2,791.00
Stephen Hassett	Health Officer	1,648.00
Planning Board	Chairman	1,706.00
	Board Members (6)	740.00 each
	Board Secretary	10.67/hr.
Board of Assessment		
Review (BAR)	Chairman	200.00
	Members (2)	158.00 each
	BAR & ZBA Secretary	10.67/hr.
Zoning Board of Appeals	Members (5)	50.00 per meeting
Richard Bellnier	Janitor	4,536.00
Nadine Myrdycz	Chief of Emergency Medical	
	Services	41,673.00
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.
Sydney Kohrs	PT-EMT	11.73/hr.
Matthew Marlow	PT-EMT	11.73/hr.
Joshua Mattice	PT Ambulance Driver	9.02/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.
Bertrand Poland	PT-EMT	11.73/hr.
Michele Poland	PT-EMT	11.73/hr.
Stephen Salluce, Jr.	FT Ambulance Driver	9.02/hr.

Jessica Swartout	PT-EMT	11.73/hr.
Mervin Swartout	FT-EMT	12.20/hr.
	FT & PT EMT (start 1/1/15)	11.73/hr.
	Ambulance Drivers (start 1/1/16)	9.00/hr.

Hourly wages for non-union highway employees only are as follows:

Motor equipment operators	\$19.65 per hour
Laborers	\$17.22 per hour
Extra help (snow plowing)	\$15.82 per hour

A motion to accept resolutions #10-16 was made by Michael Veeder seconded by Thomas Burke and duly carried.

Ayes: 5 – Hanse, Burke, Kennedy, Veeder, Wilkinson

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 67/100 (\$10.67) Dollars per hour, with itemized bills payable by warrant for audit by the Town Board. Compensation shall not exceed the amount given in the 2016 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 2016. 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 2016.

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 2016.

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 2016.

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 2016.

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 2016.

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

Ayes: 5 – Hanse, Burke, Kennedy, Veeder, Wilkinson

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.

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 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.

Bereavement leave shall be calculated as follows:

All full time town employees shall be entitle to three (3) consecutive day's 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.

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 th	Christmas Day
Labor Day	

If New Year's Day, Christmas day, July 4th 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.

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

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

Ayes: 5 – Hanse, Burke, Kennedy, Veeder, Wilkinson

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

Supervisor Hanse appointed Michael Veeder as Deputy Supervisor.

RESOLUTION #20

Supervisor Hanse appointed Karen Pautz as Bookkeeper to the Supervisor.

RESOLUTION #21

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

RESOLUTION #22

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 #23

Mileage while on duty at their respective offices to be paid at the rate of the current federally allowed amount of .54 cents per mile to Town officials/employees while on Town business.

RESOLUTION #24

Richard Hanse, Supervisor, is authorized to invest unused tax money starting January, 2016 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 #25 was made by Patrick Kennedy, seconded by Linda Wilkinson and duly carried.

Ayes: 5 – Hanse, Burke, Kennedy, Veeder, Wilkinson

RESOLUTION #25

Supervisor Hanse established the following Committees for the year 2016:

Assessor Committee - Thomas Burke, Linda Wilkinson

Judicial Committee - Patrick Kennedy, Linda Wilkinson

Highway Committee - Michael Veeder, Thomas Burke

Youth, Parks, Recreation Committee - Patrick Kennedy, Linda Wilkinson
Finance Committee – Linda Wilkinson, Michael Veeder
Environmental Committee – Thomas Burke, Michael Veeder
Village Liaison – Thomas Burke
Public Safety Services, Police & Fire Committee – Thomas Burke, Patrick Kennedy
Ambulance/ALS Committee - Patrick Kennedy, Michael Veeder
Planning Board & Zoning Board of Appeals Liaison - Michael Veeder, Patrick Kennedy
Insurance Committee - Thomas Burke, Linda Wilkinson
Building Committee - Michael Veeder, Patrick Kennedy
Economic Development Committee - Patrick Kennedy, Linda Wilkinson
Community Betterment & Promotional Committee - Thomas Burke, Linda Wilkinson
New Highway Building - Co-chairs: Patrick Kennedy, 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 #26 and #27 was made by Patrick Kennedy, seconded by Michael Veeder and duly carried.

Ayes: 5 – Hanse, Burke, Kennedy, Veeder, Wilkinson

RESOLUTION #26

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 2016:

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 #27

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.

This Board does hereby authorize its Town Officers and employees to attend the annual meeting of the Association of Towns of the State of New York, and any other courses for training for their respective office provided by Town and County Officers Training School, etc., for the year 2016. Expenses for attendance shall be a charge against the Town of Coxsackie. The Town Board establishes that Town Officers and employees so attending these meetings are to have prior authorization from the Town Board. Authorized persons attending the sessions will make a report to the Town Board.

On motion of Michael Veeder, seconded by Patrick Kennedy and duly carried, the meeting was adjourned at 6:20 pm.

Bambi Hotaling, Town Clerk