

**TOWN BOARD
TOWN OF COXSACKIE
ORGANIZATIONAL MEETING
January 9, 2024**

PRESENT: Richard Hanse, Supervisor
Thomas Burke, Councilman
Patrick Kennedy, Councilman
Shane Pilato, Councilman
Michael Veeder, Councilman/Deputy Supervisor
Bambi Hotaling, Town Clerk

GUESTS: Jim Clark, Collin Mallory, Jolene Region, Greg Region, Monique Minutob

Supervisor Hanse called the 2024 organizational meeting to order at 7:00 pm with the Pledge of Allegiance. Rick introduced Shane Pilato as the Town's newly elected councilman.

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

Ayes: 5 – Hanse, Burke, Kennedy, Pilato, 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. Generally, the Town Board will hold workshop meetings on the last Thursday of the month at 6:00 pm which are subject to change.

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 and are subject to change.

RESOLUTION #3

The Town Board hereby designates the Catskill Daily Mail as the official newspaper for the Town of Coxsackie for the year 2024. 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 2024.

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 2024. 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 2024. 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 2024.

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 President 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 (compensation) was made by Michael Veeder seconded by Shane Pilato and duly carried.

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

RESOLUTION #9

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

Richard Hanse	Supervisor	12,608.00
Michael Veeder	Deputy Supervisor	716.00
Thomas Burke	Councilman	6,095.00
Patrick Kennedy	Councilman	6,095.00
Michael Veeder	Councilman	6,095.00
Shane Pilato	Councilman	6,095.00
Donna Wasilewski	Supervisor's Bookkeeper	48,204.00
Donna Wasilewski	Budget Officer	2,776.00
Wanda Dorpfeld	Town Justice	25,558.00
Joseph Warren	Town Justice	25,558.00
Norma Johnson	Court Clerk	47,869.00
Jacqueline Foster	Assistant Court Clerk	18.84/hr
Dan Rubino	Court Security Officer	21.71/hr
Bambi Hotaling	Town Clerk	52,756.00
Bambi Hotaling	Registrar of Vital Statistics	2,228.00
Lorraine Tremmel	Part Time Clerk	17.00/hr
Gordon Bennett	Sole Assessor	35,527.00
Julie Fisk	Assessor's Clerk (competitive)	19.33/hr
Bambi Hotaling	Tax Collector	10,013.00
Deborah Daoust	Deputy Tax Collector	18.00/hr

Lawrence Ross	Highway Superintendent	74,353.00
Edward Pebler	Code Officer	15,285.00
Vincent Hales	Sewer & Subdivision Ordinance Inspector	5,180.00
Tal Rappleyea	Attorney for the Town	17,701.00
Sherry Vieta	Dog Control Officer	2,449.00
Michael Rausch	Town Historian	1,362.00
Stephen Hassett	Health Officer	2,071.00
Planning Board	Chair	235.00 per month
	Board Members (6)	78.00 per meeting
Patty McIntyre	Board Secretary	15.60/hr (\$78.00) per meeting
Patty McIntyre	Zoning Board Secretary	15.60/hr (\$61.00) per meeting
Board of Assessment Review (BAR)	Chairperson	251.00
	Members (2)	198.00 each
Zoning Board of Appeals	Members (5)	61.00 per meeting
Lillian Bellnier	Janitor 56 Bailey Street	14,080.00
Nadine Myrdycz	Chief of Emergency Medical Services	52,396.00

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

Extra Help – PT \$19.89/hr

Highway and EMS employees will be paid in accordance with their contract.

A motion to accept Resolution #10-16 (various appointments) was made by Thomas Burke seconded by Parick Kennedy and duly carried.

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

RESOLUTION #10

The Town Board recognizes the need for clerical help to various Town Officers, who are to be compensated at the rate of Fifteen and 00/100 (\$15.00) Dollars per hour, with itemized bills payable by warrant for audit by the Town Board. Compensation shall not exceed the amount given in the 2024 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 2024.

RESOLUTION #12

The Town Board recognizes the need for a Sewer and Subdivision Ordinance Inspector for the Town of Coxsackie, be it resolved that this Board appoints Vincent Hales as Sewer and Subdivision Ordinance Inspector for the year 2024.

RESOLUTION #13

The Town Board recognizes the need for a Budget Officer for the Town of Coxsackie, be it resolved that this Board appoints Donna Wasilewski as Budget Officer for the year 2024.

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 Sherry Vieta as Dog Control Officer for the year 2024.

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 2024.

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 2024.

A motion to accept resolution #17 (benefits) was made by _____ seconded by _____ and duly carried.

Ayes:

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 non-union full-time Town employees shall be calculated as follows:

Employees with one year of continuous service receive one week of paid vacation.

Employees with two through nine years of continuous service receive two weeks of paid vacation.

Employees with ten through fourteen years of continuous service receive three weeks of paid vacation.

Employees with fifteen through nineteen years of continuous service receive four weeks of paid vacation.

Employees with twenty or more years of continuous service receive five weeks of paid vacation.

Vacation leave may be accrued up to a maximum of three hundred twenty (320) hours for employees working an eight-hour day and two hundred eighty (280) hours for employees working a seven-hour day.

All full-time non-union town employees shall be entitled to accrue sick leave at the rate of one day per month. Sick leave may be accrued up to a maximum of eight hundred (800) hours for employees working an eight-hour day and seven hundred (700) hours for employees working a seven-hour day.

Town employees will be allowed three personal days per year.

Bereavement leave shall be calculated as follows:

All full-time town employees shall be entitled 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.

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

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Election Day

Memorial Day
Juneteenth
July 4th

Veterans Day
Thanksgiving Day
Christmas Day

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

Longevity pay for fulltime non-union employees will be paid as follows:

5-9 years \$300.00
10-14 years \$600.00
15-19 years \$900.00
20-24 years \$1200.00
25+ years \$1500.00

The Town Clerk and Superintendent of Highways, though being elected officials, are full-time employees of the Town and eligible for longevity pay per the schedule above. Their longevity pay shall be calculated beginning with the first day of their assuming the elected position to which the official currently occupies.

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

A motion to accept resolution #18 (attorney for Town) was made by Thomas Burke seconded by Patrick Kennedy and duly carried.

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

RESOLUTION #18

The Town Board hereby continues the position of Attorney for the Town to run concurrently with the term of the Town Supervisor. Tal Rappleyea is hereby appointed Attorney for the Town.

A motion to accept resolutions #19-24 (appointments & policies) was made by Thomas Burke seconded by Michael Veeder and duly carried.

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

RESOLUTION #19

Supervisor Hanse appointed Michael Veeder as Deputy Supervisor.

RESOLUTION #20

Supervisor Hanse appointed Donna Wasilewski 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/Collector, Bambi Hotaling offered the following appointment: Elizabeth Izzo, (Catskill Town Clerk) as Deputy Registrar of Vital Records which carries no compensation from the Town. Deborah Daoust as Deputy Tax Collector. No appointment of Deputy Town Clerk or second Deputy was offered.

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 67 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 2024 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 (committees) was made by Shane Pilato seconded by Michael Veeder and duly carried.

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

RESOLUTION #25

Supervisor Hanse established the following Committees for the year 2024:

Assessor Committee - Thomas Burke, Shane Pilato
Judicial Committee - Patrick Kennedy, Shane Pilato
Highway Committee - Michael Veeder, Thomas Burke
Youth, Parks, Recreation Committee - Patrick Kennedy, Shane Pilato
Finance Committee – Michael Veeder, Patrick Kennedy
Environmental Committee – Thomas Burke, Shane Pilato
Village Liaison – Thomas Burke, Shane Pilato
Public Safety Services, Police & Fire Committee – Patrick Kennedy, Michael Veeder
Ambulance/ALS Committee - Patrick Kennedy, Thomas Burke
Planning Board & Zoning Board of Appeals Liaison - Michael Veeder, Patrick Kennedy
Insurance Committee - Thomas Burke, Michael Veeder
Building & Grounds Committee - Michael Veeder, Patrick Kennedy
Economic Development Committee - Patrick Kennedy, Shane Pilato
Community Betterment & Promotional Committee - Thomas Burke, Shane Pilato
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 Resolutions #26-28 (policies) was made by Patrick Kennedy seconded by Michael Veeder and duly carried.

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

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 2024 which was amended by Town Board Resolution dated August 9, 2022:

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 \$20,000 in the fiscal year of (b) public works contracts over \$35,000 shall be formally bid pursuant to GML, section 103.

Guideline 3. All estimated purchases of:

*Less than \$20,000 but greater than \$4,500 require written quotes from 3 vendors.

*Less than \$4,500 but greater than \$1,500 requires quotes from 2 vendors.

*Less than \$1,500 is left to the discretion of the Purchaser.

All estimated public works contracts of:

*Less than \$35,000 but greater than \$15,000 requires a written RFP and proposals from 3 contractors.

*Less than \$15,000 but greater than \$3,000 requires a written RFP and proposals from 2 contractors.

*Less than \$3,000 but greater than \$750 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 \$750.00.

Guideline 7. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be taken based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. The qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category the Town shall take into consideration the following guideline: (a) whether the services are subject to State licensing or testing requirements; (b) whether formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/ or services of an insurance broker; services of a certified public accountant, including bookkeeping and payroll services; investment management services; services of an actuary; printing services involving extensive writing, editing or art work; management of a municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

Guideline 8. 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. 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 person 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, upon request 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.

RESOLUTION #28

The Town Board recognizes the need to pay certain bills in advance of audit of claims, therefore the Bookkeeper to the Supervisor is hereby authorized to pay normal and customary bills as is prudent.

At 7:05 pm a motion to adjourn the meeting was made by Thomas Burke seconded by Michael Veeder and duly carried.

Bambi Hotaling, Town Clerk