

**TOWN OF CHATHAM TOWN BOARD ORGANIZATIONAL MEETING
JANUARY 5, 2006**

The Town of Chatham Organizational meeting was held on Thursday Jan. 5, 2006 at 7:00 p.m. at the town hall in Chatham, NY. Present were Supervisor – Jesse DeGroot, Councilman – Beth Anne Rippel, Councilman – Bob Balcom, Councilman – Don Hegeman, Town Clerk – Carol Gregg, Town Justice – Doris Appel, Assessor – Daniel Horst, Deputy Town Clerk – Elizabeth Horst, and several others.

Supervisor DeGroot opened the meeting and Councilman Hegeman led the pledge to the flag.

The oaths of office were administered by Justice Appel to the following officials: Town Clerk – Carol Gregg, Councilman – Don Hegeman, Councilman – Bob Balcom, Assessor – Daniel Horst, Deputy Town Clerk – Elizabeth Horst.

RES. #1-06 To name Attorney for the Town.

Offered by Supervisor DeGroot, moved adoption to name Tal Rappleyea as Attorney for the town, salary set at \$10,000.00 as the general retainer and to allow payment of \$125/hr. for all litigation or other similar substantial work.

Hegeman seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #2-06 To name Chairman, Board of Assessors.

Offered by Rippel, moved adoption to name Catharine Bell as Chairman, Board of Assessors.

Balcom seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #3-06 To name Chairman, Board of Assessment Review.

Offered by Balcom, moved adoption to name Steve Anderson as Chairman, Board of Assessment Review.

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #4-06 To name Chairman, Planning Board.

Offered by Hegeman, moved adoption to name Jack Schultz as Chairman, Planning Board.

DeGroot seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #5-06 To name Deputy Planning Board Chairman.

Offered by DeGroot, moved adoption to name John Hanna as Deputy Planning Board Chairman.

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #6-06 To appoint member to Planning Board for seven year term.

Offered by Rippel, moved adoption to appoint Maria Lull, member of Planning Board for seven-year term, 2006-2012.

Balcom seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #7-06 To set dates of Regular Town Board Meetings.

Offered by Balcom, moved adoption to set dates of the regular monthly Town Board meetings for 2006 on the 3rd Thursday of each month at 7:00p.m.

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #8-06 To set Town Board Workshop Meetings.

Offered by Hegeman, moved adoption to set dates of Town Board Workshop meetings as needed on the first Thursday of each month at 7:00 p.m. in the Town Hall.

DeGroot seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #9-06 To designate official newspaper.

Offered by DeGroot, moved adoption to name The Independent and/or The Chatham Courier and/or The Register Star as official newspapers for the Town of Chatham.

Balcom seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #10-06 To designate official depository.

Offered by Rippel, moved adoption to name National Union Bank of Kinderhook as official Depository.

Hegeman seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #11-06 To allow Supervisor to invest funds.

Offered by Balcom, moved adoption to allow supervisor to invest town funds in other banks to obtain the best interest rate for the Town.

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #12-06 To set up petty cash funds.

Offered by Hegeman, moved adoption to set up Petty Cash Funds of \$100.00 for the Tax Collector, \$200.00 for the Town Clerk, \$100.00 for the Justice Court.

DeGroot seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #13-06 To authorize Supervisor to pay bills early.

Offered by DeGroot, moved adoption to authorize Supervisor to pay electric, telephone, postage, freight and express claims in advance of audit.

Balcom seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #14-06 To authorize Town Comptroller to file Annual Report.

Offered by Rippel, moved adoption to authorize Town Comptroller to submit to Town Clerk, within 60 days after close of the fiscal year, a copy of the Annual Report to the State Comptroller in lieu of annual financial report.

Balcom seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #15-06 To authorize the Supervisor to designate Budget Officer at no salary.

Offered by Balcom, moved adoption to authorize Supervisor to designate Budget Officer at no salary.

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #16-06 To appoint Town Comptroller as Town Accounting Officer.

Offered by Hegeman, moved adoption that the Town Comptroller shall be the town accounting officer and the accounting duties of the Supervisor shall be and hereby are transferred to the accounting officer.

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #17-06 To hire an engineer for town.

Offered by DeGroot, moved adoption to hire an engineer for town on a fee basis as needed.

Hegeman seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #18-06 To name Dog Control Officer.

Offered by Rippel, moved adoption to name Walt Simonsmeier, Dog Control Officer at a rate of \$5,000.00/Yr.

Balcom seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #19-06 To name Deputy Dog Control Officer.

Offered by Balcom, moved adoption to name Claire Wheeler, Deputy Dog Control Officer at a rate of \$16.00 per hour.

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #20-06 To name Zoning & Code Enforcement Officer.

Offered by Hegeman, moved adoption to name Walter Simonsmeier, Zoning & Code Enforcement Officer at a rate of 22,000.00/Yr.

DeGroot seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #21-06 To name Zoning & Code Enforcement Clerk.

Offered by DeGroot, moved adoption to name Marilyn Cohen Part-Time Zoning & Code Enforcement Clerk, 3 hours per week, at a rate of \$15.50 per hour.

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #22-06 To pay mileage.

Offered by Rippel, moved adoption that mileage expense for Town business be reimbursed at the rate of \$0.445 per mile.

DeGroot seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #23-06 To fix wages of Highway Department Employees.

Offered by Balcom, moved adoption to fix wages of Highway Department Employees for 2006 as per contract.

DeGroot seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #24-06 To pay employees bi-weekly.

Offered by Hegeman, moved adoption to pay Town Clerk/Tax Collector, Town Supervisor, Court Clerks, Court Laborer, Planning & Zoning Secretary, First Deputy Town Clerk, Second Deputy Town Clerk, Zoning & Code Clerk, Zoning & Code Enforcement Officer, Town Custodian, Highway Superintendent, Deputy Highway Superintendent, Highway Clerk, Confidential Secretary, Highway Employees, bi-weekly.

DeGroot seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #25-06 To fix salaries of elected officials.

Offered by Degroot, moved adoption to fix salaries of elected officials as follows:

Supervisor		\$	13,000.00
Councilman	4 @	\$	4,000.00
Justices	2 @	\$	10,500.00
Town Clerk/Tax Collector		\$	28,000.00
Assessor Chairman		\$	10,925.00
Assessor	2 @	\$	7,200.00
Highway Superintendent		\$	48,812.00

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #26-06 Justices to name own Court Stenographers.

Offered by Rippel, moved adoption to authorize Justices to name own Court Stenographers at the following rates: \$75.00 per Appearance Fee, \$125.00 after 3-hours, an additional \$75.00 after 11:00 PM, \$225.00 for an entire day and any other necessary fees that may be incurred. Transcript fees: \$3.75 per page (only one person-ordering transcript). \$2.50 per page (if more than one person orders transcript) and any other fees that may come necessary.

Balcom seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #27-06 To name Court Clerk.

Offered by Balcom, moved adoption to name Sandra LeClair, Full-Time Court Clerk and Anne McGowan, Part-Time Court Clerk.

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #28-06 To name Planning and Zoning Board Secretary.

Offered by Hegeman, moved adoption to name Marilyn Cohen as a part-time clerk to the Planning and Zoning Boards, 10 hours per week, at a rate of \$15.50 per hour.

DeGroot seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #29-06 To authorize Deputy Supervisor and 1st Deputy Supervisor to sign checks in absence of Supervisor.

Offered by DeGroot, moved adoption to authorize Deputy Supervisor to sign checks in absence of Supervisor.

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #30-06 To name Chairman, Zoning Board.

Offered by Rippel, moved adoption to name David Everett as Chairman, Zoning Board.

Balcom seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #31-06 To appoint member to Zoning Board of Appeals for seven-year term.

Offered by Balcom, moved adoption to appoint Bob Leary as a member of Zoning Board of Appeals for a seven-year term, 2006-2012.

Rippel seconded the motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #32-06 To fix salaries of appointed officials and employees.

Offered by Hegeman, moved adoption to fix salaries of appointed officials and employees as follows:

OFFICE	SALARY
BAR Chair	\$650.00/Annual

BAR Member (2)	\$550.00/Annual
Comptroller	\$13,800.00/Annual
Confidential Secretary (Supervisor)	\$16.00/Hr
Confidential Secretary (Highway)	\$16.00/Hr
Court Clerk (FT)	\$16.00/Hr
Court Clerk (PT)	\$13.00/Hr
Deputy Town Attorney	\$8,800.00/Yr
Dog Control Officer	\$5,000.00/Yr
Deputy Dog Control Officer	\$16.00/Hr
Deputy Highway Superintendent	\$45,082.00/Yr
Election Inspector Chair	\$8.00/Hr
	10.00/Day plus mileage
Election Custodians	\$100.00/Day Election
	75.00/Day Primary
Election Inspectors	\$8.00/Hr
Election Party Representative	\$40.00/Day Election
	20.00/Day Primary
Planning Board Members (5)	\$2,000.00/Annual
Planning Board Chairman	\$3,000.00/Annual
Planning Board Deputy Chairman	\$2,400.00/Annual
Planning Board P/T Clerk	\$15.50/Hr
Records Manager	\$16.00/Hr
Recreation Director	\$500.00/Annual
Registrar of Vital Statistics	\$1,300.00/Annual
Deputy Registrar of Vital Statistics	\$300.00/Annual
Town Clerk, First Deputy	\$16.00/Hr
Town Clerk, Second Deputy	\$12.50/Hr
Town Historian	\$700.00/Annual
Deputy Town Historian	\$425.00/Annual
Maintenance Worker	\$15.60/Hr
Zoning Board Members (5)	\$2,000.00/Annual
Zoning Board, Chairman	\$3,000.00/Annual
Zoning Board, Deputy Chairman	\$2,400.00/Annual
Zoning Board P/T Clerk	\$15.50/Hr
Zoning & Code Enforcement Officer	\$22,000.00/Yr
Deputy Zoning & Code Enforcement Officer	\$10.00/Hr
Zoning & Code Enforcement Clerk	\$15.50/Hr

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. # 33-06 To name Registrar of Vital Statistics.

Offered by DeGroodt, move adoption to name Carol Gregg, Registrar of Vital Statistics, at the annual salary of \$1,300.00.

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #34-06 To name Deputy Registrar of Vital Statistics

Offered by Rippel, moved adoption to name Claire Wheeler, Deputy Registrar of Vital Statistics, at an annual salary of \$300.00.

Balcom seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. # 35-06 To appoint Part-time Recreation Director

Offered by Balcom, moved adoption to appoint Shari Franks, Part-Time Recreation Director at the annual rate of \$500.00.

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #36-06 To pay Deputy CEO/ZEO.

Offered by Hegeman, moved adoption to pay the Deputy CEO/ZEO at a rate of \$10.00 per hour.

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #37-06 To adopt "Robert's Rules" as the Town Board "Rules of Procedure."

Offered by DeGroodt, moved adoption to use "Robert's Rules" as the Town Board "Rules of Procedure".

Rippel seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

RES. #39-06 That the Town Board of the Town of Chatham authorizes and delegates to the Town Supervisor, powers and duties of day to day administration and supervision of all Town and special district facilities and employees consistent with and in the furtherance of any and all State

and Federal Laws applicable thereto and with any and all local laws, resolutions or policy heretofore and hereafter adopted by this Town Board.

Offered by Rippel, moved adoption authorizing and delegating to the Town Supervisor, powers and duties of day to day administration and supervision of all Town and special district facilities and employees consistent with and in the furtherance of any and all state and federal laws applicable thereto and with any and all local laws, resolutions or policy heretofore and hereafter adopted by this Town Board.

Balcom seconded motion.

Vote; ayes, all present. Nays, none, and resolution was adopted.

OTHER APPOINTMENTS:

Town Clerk appointments:	
1 st Deputy Clerk	Claire Wheeler
2 nd Deputy Clerk	Elizabeth Horst
Historian appointments:	
Deputy	Claire Wheeler
Supervisor:	
1 st Deputy Supervisor	Jean Rohde
2 nd Deputy Supervisor	Don Hegeman
Town Historian	Kathryn Burgess
Maintenance Worker	Larry Stupplebeen
Budget Officer	Jesse DeGroot
Confidential Secretary	Tammy Shaw
Deputy Bookkeeper	Tammy Shaw
Highway Superintendent:	
Deputy Highway Superintendent	Timothy Calyer
Confidential Secretary	Tammy Shaw

SUPERVISOR COMMITTEE APPOINTMENTS:

Bargaining Committee	Rohde, Balcom
Court Liaison	Rohde, Balcom
Cable T.V.	Rohde, Hegeman
Crellin Park	Rohde, Rippel
Disaster Planning	Hegeman, Rippel
Fire & Building Code	Hegeman, Rippel
Building & Supply	Carol Gregg, Hegeman
Highway	Balcom, Hegeman
Insurance	Balcom, Rippel
Planning / Zoning	Rohde, Hegeman
Parking Lot	Hegeman, Rippel
Programs for Aging	Rohde, Rippel
Public Health	Rohde, Rippel
Public Safety	Balcom, Hegeman
Real Property Tax	Rohde, Balcom
Town Hall	Balcom, Rippel
Village Liaison	Balcom, Hegeman
Youth	Rohde, Rippel

MEMBERS AND TERMS OF VARIOUS BOARDS:

Planning Board:

Maria Lull	2006 – 2012
John Hanna	2005 – 2011
Lee Smith	2004 – 2010
William Bulick	2003 – 2009
Dorothy Mackerer	2002 – 2008
Jack Schultz (Chair)	2001 – 2007
Antonie Ooms	2000 -- 2006

Zoning Board of Appeals:

Robert Leary	2006 - 2012
Suzanne Williams	2005 - 2011
Michael Hart	2004 - 2010
David Everett (Chair)	2003 - 2009
Donald Hegeman	2002 - 2008
Adrianus Ooms	2001 - 2007

Mitchell Khosrova	2000 – 2006
Robert Leary	2006 – 2012

Board of Assessment Review:

Marjorie Cartwright	10/1/02 - 9/30/2007
Steve Anderson (Chairman)	10/1/01 - 9/30/2006
Almeda Pulver	10/1/05 - 9/30/2010

Motion was made by Supervisor DeGroot, seconded by Councilman Rippel and carried to go into executive session at 7:30 pm to discuss personnel issue. Motion was made by Supervisor DeGroot, seconded by Councilman Ripple and carried to come out of executive session at 7:51 pm.

Motion was made by Councilman Hegeman, seconded by Councilman Balcom and carried to adjourn at 7:52 p.m.

Respectfully submitted by,

Carol Gregg
Town Clerk