

**TOWN OF CHATHAM TOWN BOARD ORGANIZATIONAL MEETING  
JANUARY 4, 2007**

The Town of Chatham Organizational meeting was held on Thursday Jan. 4, 2007 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, Deputy Town Clerk Claire Wheeler, and Deputy Town Clerk Elizabeth Horst.

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

***NIVERVILLE FIRE CONTRACT HEARING*** opened at 7:01 pm. No comments and hearing closed at 7:03 pm.

***RESOLUTIONS***

**RES. #1-07** To name Attorney for the Town.

Offered by Councilman Rippel, 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.

Councilman Balcom seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #2-07** To name Chairman, Board of Assessors.

Offered by Supervisor DeGroot, moved adoption to name Catherine Bell as Chairman, Board of Assessors.

Councilman Hegeman seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #3-07** To name Chairman, Board of Assessment Review.

Offered by Councilman Hegeman, moved adoption to allow the Board of Assessment Review to name their own Chairman.

Councilman Balcom seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #4-07** To name Chairman, Planning Board.

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

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #5-07** To name Deputy Planning Board Chairman.

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

Supervisor DeGroot seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #6-07** To appoint member to Planning Board for seven year term.

Offered by Supervisor DeGroot, moved adoption to appoint Antonie Ooms, member of Planning Board for seven-year term, 2007-2013.

Councilman Hegeman seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #7-07** To set dates of Regular Town Board Meetings.

Offered by Councilman Hegeman, moved adoption to set dates of the regular monthly Town Board meetings for 2007 on the 3<sup>rd</sup> Thursday of each month at 7:00p.m.

Councilman Balcom seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #8-07** To set Town Board Workshop Meetings.

Offered by Councilman Balcom, 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.

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #9-07** To designate official newspaper.

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

Supervisor DeGroot seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #10-07** To designate official depository.

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

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #11-07** To allow Supervisor to invest funds.

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

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #12-07** To set up petty cash funds.

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

Councilman Balcom seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #13-07** To authorize Town Comptroller to pay bills early.

Offered by Councilman Rippel, moved adoption to authorize Town Comptroller to pay electric, telephone, postage, freight and express claims in advance of audit.

Supervisor DeGroot seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #14-07** To authorize Town Comptroller to file Annual Report.

Offered by Supervisor DeGroot, 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.

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #15-07** To authorize the Supervisor to designate Budget Officer at no salary.

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

Councilman Balcom seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #16-07** To appoint Town Comptroller as Town Accounting Officer.

Offered by Councilman Balcom, 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.

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #17-07** To appoint Town Comptroller.

Offered by Councilman Rippel, moved adoption to name Earle Kelsey Town Comptroller for a two-year term from January 1, 2007 through December 31, 2008.

Supervisor DeGroot seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #18-07** To hire an engineer for town.

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

Councilman Hegeman seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #19-07** To name Dog Control Officer.

Offered by Councilman Hegeman, moved adoption to name Walt Simonsmeier, Dog Control Officer at a rate of \$5,150.00/Yr.

Councilman Balcom seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #20-07** To name Deputy Dog Control Officer.

Offered by Councilman Balcom, moved adoption to name Claire Wheeler, Deputy Dog Control Officer at a rate of \$16.65 per hour.

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #21-07** To name Zoning & Code Enforcement Officer.

Offered by Councilman Rippel, moved adoption to name Walter Simonsmeier, Zoning & Code Enforcement Officer at a rate of \$32,000.00/Yr.

Supervisor DeGroot seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #22-07** To name Zoning & Code Enforcement Clerk.

Offered by Supervisor DeGroot, moved adoption to name Marilyn Cohen Part-Time Zoning & Code Enforcement Clerk, 3 hours per week, at a rate of \$16.00 per hour.

Councilman Hegeman seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #23-07** To pay mileage.

Offered by Councilman Hegeman, moved adoption that mileage expense for Town business be reimbursed at the rate of \$ .485 per mile.

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #24-07** To fix wages of Highway Department Employees.

Offered by Councilman Balcom, moved adoption to fix wages of Highway Department Employees for 2007 as per contract.

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #25-07** To pay employees bi-weekly.

Offered by Councilman Rippel, 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, Budget Officer, Zoning & Code Clerk, Zoning & Code Enforcement Officer, Town Custodian, Highway Superintendent, Deputy Highway Superintendent, Highway Clerk, Confidential Secretary, Highway Employees, Recreation Director, bi-weekly.

Supervisor DeGroot seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #26-07** To fix salaries of elected officials.

Offered by Supervisor 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		\$	29,120.00
Assessor Chairman		\$	11,300.00
Assessor	2 @	\$	7,500.00
Highway Superintendent		\$	50,675.00

Councilman Hegeman seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #27-07** Justices to name own Court Stenographers.

Offered by Councilman Hegeman, 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 11:00PM, \$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.

Councilman Balcom seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #28-07** To name Court Clerk.

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

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #29-07** To name Planning and Zoning Board Secretary.

Offered by Councilman Rippel, 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 \$16.00 per hour.

Supervisor DeGroot seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #30-07** To authorize Deputy Supervisor and 1<sup>st</sup> Deputy Supervisor to sign checks in absence of Supervisor.

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

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #31-07** To name Chairman, Zoning Board.

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

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #32-07** To appoint member to Zoning Board of Appeals for seven-year term.

Offered by Councilman Balcom, moved adoption to appoint Mitchell Khosrova as a member of Zoning Board of Appeals for a seven-year term, 2007-2013.

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #33-07** To fix salaries of appointed officials and employees.

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

<b><u>OFFICE</u></b>	<b><u>SALARY</u></b>
BAR Chair	\$ 750.00/Annual
BAR Member (2)	\$ 650.00/Annual
Comptroller	\$ 14,700.00/Annual
Confidential Secretary (Supervisor)	\$ 16.65/Hr
Confidential Secretary (Highway)	\$ 16.65/Hr
Court Clerk (FT)	\$ 16.65/Hr
Court Clerk (PT)	\$ 13.50/Hr
Dog Control Officer	\$ 5,150.00/Annual
Deputy Dog Control Officer	\$ 16.65/Hr
Deputy Highway Superintendent	\$ 46,885.00/Annual
Planning Board Members(5)	\$ 2,250.00/Annual
Planning Board Chairman	\$ 3,250.00/Annual
Planning Board Deputy Chairman	\$ 2,650.00/Annual
Planning Board P/T Clerk	\$ 16.00/Hr
Records Manager Clerk	\$ 16.65/Hr
Recreation Director	\$ 37,500.00/Annual
Registrar of Vital Statistics	\$ 1,400.00/Annual
Deputy Registrar of Vital Statistics	\$ 300.00/Annual
Town Clerk, First Deputy	\$ 16.65/Hr
Town Clerk, Second Deputy	\$ 13.00/Hr.
Town Historian	\$ 800.00/Annual
Deputy Town Historian	\$ 500.00/Annual
Maintenance Worker	\$ 16.00/Hr
Zoning Board Members (5)	\$ 2,250.00/Annual
Zoning Board, Chairman	\$ 3,250.00/Annual

Zoning Board, Deputy Chairman	\$ 2,650.00/Annual
Zoning Board P/T Clerk	\$ 16.00/Hr
Zoning & Code Enforcement Officer	\$ 32,000.00/Annual
Deputy Zoning & Code Enforcement Officer	\$ 10.00/Hr
Zoning & Code Enforcement Clerk	\$ 16.00/Hr

Councilman Supervisor DeGrootd seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. # 34-07** To name Registrar of Vital Statistics.

Offered by Supervisor DeGrootd, move adoption to name Carol Gregg, Registrar of Vital Statistics, at the annual salary of \$1,400.00.

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #35-07** To name Deputy Registrar of Vital Statistics

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

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. # 36-07** To appoint Recreation Director

Offered by Councilman Balcom, moved adoption to appoint Shari Franks as Recreation Director.

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #37-07** To pay Deputy CEO/ZEO.

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

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #38-07** To adopt "Robert's Rules" as the Town Board "Rules of Procedure."

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

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #39-07** 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 Councilman Hegeman, 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.

Councilman Balcom seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**OTHER APPOINTMENTS:**

## Town Clerk appointments:

1 <sup>st</sup> Deputy Clerk	Claire Wheeler
2 <sup>nd</sup> Deputy Clerk	Elizabeth Horst

## Supervisor:

1 <sup>st</sup> Deputy Supervisor	Jean Rohde
2 <sup>nd</sup> Deputy Supervisor	Don Hegeman
Town Historian	Elizabeth Horst
Maintenance Worker	Larry Stuppelbeen
Budget Officer	Jesse DeGrootd
Confidential Secretary	Tammy Shaw
Deputy Bookkeeper	Tammy Shaw

## Historian appointments:

Deputy	Claire Wheeler
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## Highway Superintendent:

Deputy Highway Supt.	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:**

Antonie Ooms	2007 -- 2013
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

**Zoning Board of Appeals:**

Mitchell Khosrova	2007 - 2013
Robert Leary	2006 - 2012
Suzanne Williams	2005 - 2011
Michael Hart	2004 - 2010
David Everett (Chair)	2003 - 2009
Kary Jablonka	2002 - 2008

Adrianus Ooms

2001 - 2007

**Board of Assessment Review:**

Marjorie Cartwright (Chair) 10/1/02 - 9/30/2007

Steve Anderson 10/1/06 - 9/30/2011

Almeda Pulver 10/1/05 - 9/30/2010

***RESOLUTIONS***

**RES. #40-07** to adopt Niverville Fire Contract for \$15,000.00

Supervisor DeGrootd offered Res. #40 to adopt the Niverville Fire Contract for \$15,000.00

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

**RES. #41-07** to discard Town Court's Toshiba Copier

Supervisor DeGrootd offered Res. #41 as follows:

**Whereas**, the Chatham Town Board authorizes the Chatham Town Court to remove the Toshiba Copier, SN#YF412489, Town ID# 357 from the Chatham Town Court's inventory and discard as junk.

Councilman Rippel seconded the motion.

Vote: Ayes, all present

Nays, none

Resolution was adopted.

Motion was made by Councilman Rippel, seconded by Councilman Balcom, and carried to adjourn at 7:25 p.m.

The oaths of office were administered by Carol Gregg to the following officials: Deputy Town Clerk Claire Wheeler and Deputy Town Clerk Elizabeth Horst.

Respectfully submitted by,

Carol Gregg  
Town Clerk