

**TOWN OF CHATHAM  
ORGANIZATIONAL BOARD MEETING  
January 3, 2008 ~ 6:00 PM**

**Board Present:**

Supervisor Jesse DeGrootd  
Councilwoman Beth Ann Rippel  
Councilman Bob Balcom  
Councilman Don Hegeman  
Councilwoman Jean Rohde

**Board Absent:**

None

**Others Present:**

Tal Rappleyea, Esq.

**CALL TO ORDER:** Supervisor DeGrootd called the January 3, 2008, Town Board Organizational Meeting to order at 6:05 PM.

**PLEDGE TO FLAG:** Councilman Hegeman led the pledge to the flag.

**ORGANIZATIONAL MEETING**

**RESOLUTION #01-08** to set dates of Regular Town Board Meetings.

Offered by Supervisor DeGrootd, moved adoption to set dates of the regular monthly Town Board meetings for 2008 on the 3<sup>rd</sup> Thursday of each month at 7:00 PM.

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #02-08** to set Town Board Workshop Meetings.

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

Councilwoman Rippel seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #03-08** to adopt "Robert's Rules" as the Town Board "Rules of Procedure."

Offered by Councilman Hegeman, moved to adopt "Robert's Rules" as the Town Board "Rules of Procedure."

Councilman Balcom seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #04-08** to set the duties of Supervisor.

Offered by Councilwoman 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.

Councilman Hegeman seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #05-08** to name Attorney for the Town.

Offered by Councilman Balcom, moved 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.

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #06-08** to name Chairman, Board of Assessors.

Offered by Councilwoman Rohde, moved to name Catharine Bell as Chairman, Board of Assessors.

Councilwoman Rippel seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #07-08** to name Chairman, Board of Assessment Review.

Offered by Councilwoman Rohde, moved adoption to name Marjorie Cartwright as Chairman, Board of Assessment Review.

Councilwoman Rippel seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #08-08** to appoint member to Planning Board for seven year term.

Offered by Councilman Hegeman, moved adoption to appoint Jack Schultz, member of Planning Board for seven-year term, 2008-2014.

Councilman Balcom seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #09-08** to name Chairman, Planning Board.

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

Supervisor DeGroot seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #10-08** to name Deputy Planning Board Chairman.

Offered by Councilwoman Rippel, moved adoption to name Maria Lull as Deputy Planning Board Chairman.

Supervisor DeGroot seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #11-08** to appoint member to Zoning Board of Appeals for seven-year term.

Offered by Supervisor DeGroot, moved adoption to appoint Adrianus Ooms as a member of Zoning Board of Appeals for a seven-year term, 2008-2014.

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #12-08** to name Chairman, Zoning Board.

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

Councilwoman Rippel seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #13-08** to name Deputy Chairman, Zoning Board.

Offered by Councilman Hegeman, moved adoption to name Mitchell Khosrova as Deputy Chairman, Zoning Board.

Councilman Balcom seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #14-08** to name Zoning & Code Enforcement Officer.

Offered by Councilman Balcom, moved adoption to name Walter Simonsmeier, Zoning & Code Enforcement Officer at a rate of \$33,000.00/Yr.

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #15-08** to name Zoning & Code Enforcement Clerk.

Offered by Councilwoman Rippel, moved adoption to name Marilyn Cohen Part-Time Zoning & Code Enforcement Clerk, 3 hours per week, at a rate of \$16.56 per hour.

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #16-08** to name Planning and Zoning Board Secretary.

Offered by Supervisor DeGrootd, 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 \$16.56 per hour.

Councilwoman Rippel seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #17-08** to name Deputy Planning and Zoning Board Secretary.

Offered by Councilwoman Rohde, moved adoption to name Elizabeth Horst as a deputy part-time clerk to the Planning and Zoning Boards at a rate of \$13.00 per hour.

Councilman Hegeman seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #18-08** to designate official newspaper.

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

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #19-08** to designate official depository.

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

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #20-08** to authorize Deputy Supervisors to sign checks.

Offered by Councilwoman Rippel, moved adoption to authorize 1<sup>st</sup> Deputy Supervisor and 2<sup>nd</sup> Deputy Supervisor to sign checks in absence of Supervisor.

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #21-08** to allow Supervisor to invest funds.

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

Councilwoman Rippel seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #22-08** to set up petty cash funds.

Offered by Councilwoman Rohde, moved adoption to set up Petty Cash Funds of \$100.00 for the Tax Collector, \$200.00 for the Town Clerk, \$100 for the Recreation Director, and \$100.00 for the Justice Court.

Councilwoman Rippel seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #23-08** to appoint Town Comptroller as Town Accounting Officer.

Offered by Councilman 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.

Councilman Balcom seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #24-08** to authorize Town Comptroller to pay bills early.

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

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #25-08** to authorize Town Comptroller to file Annual Report.

Offered by Councilwoman 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.

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #26-08** to authorize the Supervisor to designate Budget Officer at no salary.

Offered by Supervisor DeGroot, moved adoption to authorize the Supervisor to designate a Budget Officer at no salary.

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #27-08** to hire an engineer for the Town.

Offered by Councilwoman Rohde, moved adoption to hire an engineer for the Town on a fee basis as needed.

Councilwoman Rippel seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #28-08** to name Dog Control Officer.

Offered by Councilman Hegeman, moved adoption to name Erin Carroll Dog Control Officer at a rate of \$5,330.00/Yr.

Councilman Balcom seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #29-08** to authorize Justices to name Court Stenographers.

Offered by Councilman Balcom, moved adoption to authorize Justices to name their 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 become necessary.

Councilwoman Rippel seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #30-08** to name Court Clerk

Offered by Councilwoman Rippel, moved adoption to name Sandra LeClair, Full-Time Court Clerk and Joan Goold, Part-Time Court Clerk.

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #31-08** to name Registrar of Vital Statistics.

Offered by Supervisor DeGrootd, moved adoption to name Carol Gregg, Registrar of Vital Statistics, at the annual salary of \$1,500.00.

Councilwoman Rippel seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #32-08** to name Deputy Registrar of Vital Statistics.

Offered by Councilwoman Rohde, moved adoption to name Elizabeth Horst, Deputy Registrar of Vital Statistics, at an annual salary of \$300.00.

Councilman Balcom seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #33-08** to appoint Recreation Director.

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

Councilwoman Rippel seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #34-08** to pay mileage.

Offered by Councilman Balcom, moved adoption that mileage expense for Town business be reimbursed at the rate of \$0.505 per mile.

Councilwoman Rippel seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #35-08** to fix wages of Highway Department Employees.

Offered by Councilwoman Rippel, moved adoption to fix wages of Highway Department Employees for 2008 as per contract.

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGrootd, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #36-08** to pay employees bi-weekly.

Offered by Supervisor DeGrootd, moved adoption to pay Town Clerk/Tax Collector, Town Supervisor, Court Clerks, Court Laborer, Planning & Zoning Secretary, First Deputy

Town Clerk, Budget Officer, Zoning & Code Clerk, Zoning & Code Enforcement Officer, Maintenance Worker, Highway Superintendent, Deputy Highway Superintendent, Highway Clerk, Confidential Secretary, Highway Employees, Recreation Director, seasonal Recreation Department employees, and Waterfront Director, bi-weekly.

Councilwoman Rippel seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #37-08** to fix salaries of elected officials.

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

Supervisor		\$ 14,000.00
Councilpersons	4 @	\$ 4,500.00
Justices	2 @	\$ 11,000.00
Town Clerk/Tax Collector		\$ 30,285.00
Assessor Chairman		\$ 11,800.00
Assessor	2 @	\$ 8,000.00
Highway Superintendent		\$ 52,449.00

Councilwoman Rippel seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

**RESOLUTION #38-08** to fix salaries of appointed officials and employees.

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

<u>OFFICE</u>	<u>SALARY</u>
BAR Chair	\$ 800.00/Annual
BAR Member (2)	\$ 700.00/Annual
Comptroller	\$ 15,200.00/Annual
Confidential Secretary (Supervisor)	\$ 17.25/Hr
Confidential Secretary (Highway)	\$ 17.25/Hr
Court Clerk (FT)	\$ 17.25/Hr
Court Clerk (PT)	\$ 12.00/Hr
Dog Control Officer	\$ 5,330.00/Annual
Deputy Dog Control Officer	\$ 13.00/Hr
Deputy Highway Superintendent	\$ 48,256.00/Annual
Planning Board Members (5)	\$ 2,500.00/Annual
Planning Board Chairman	\$ 3,500.00/Annual
Planning Board Deputy Chairman	\$ 2,900.00/Annual
Planning Board P/T Clerk	\$ 16.56/Hr
Records Manager Clerk	\$ 13.00/Hr
Recreation Director	\$ 38,813.00/Annual
Registrar of Vital Statistics	\$ 1,500.00/Annual
Deputy Registrar of Vital Statistics	\$ 300.00/Annual
Town Clerk, First Deputy	\$ 13.00/Hr
Town Clerk, Second Deputy	\$ 12.00/Hr.
Town Historian	\$ 850.00/Annual
Deputy Town Historian	\$ 550.00/Annual
Maintenance Worker	\$ 16.56/Hr
Zoning Board Members (5)	\$ 2,500.00/Annual
Zoning Board, Chairman	\$ 3,500.00/Annual
Zoning Board, Deputy Chairman	\$ 2,900.00/Annual
Zoning Board P/T Clerk	\$ 16.56/Hr
Zoning & Code Enforcement Officer	\$ 33,000.00/Annual
Zoning & Code Enforcement Clerk	\$ 16.56/Hr
Deputy Zoning & CEO Clerk	\$ 13.00/Hr
Seasonal (Recreation Department)	
Waterfront Director (1)	12.00/Hr
Head lifeguard (1)	10.00/Hr

Supervising lifeguard (4)	9.50/Hr
Lifeguard (2)	8.50/Hr
Junior lifeguard (2)	7.75/Hr
Head counselor (1)	8.50/Hr
Supervising counselor (3)	8.00/Hr
Counselor (3)	7.75/Hr
Counselor in Training (3)	7.15/Hr
Maintenance Director	9,500.00/Annual

Councilwoman Rohde seconded the motion.

*VOTE:* Supervisor DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

### **OTHER APPOINTMENTS:**

Town Clerk appointments:

1 <sup>st</sup> Deputy Clerk	Elizabeth Horst
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Supervisor:

1 <sup>st</sup> Deputy Supervisor	Jean Rohde
2 <sup>nd</sup> Deputy Supervisor	Bob Balcom
Town Historian	Claire Wheeler
Maintenance Worker	Larry Stuppelbeen
Budget Officer	Jesse DeGroot
Confidential Secretary	Tammy Shaw
Deputy Bookkeeper	Tammy Shaw

Historian appointments:

Deputy	_____
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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:**

Jack Schultz (Chair)	2008 – 2014
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Antonie Ooms	2007 – 2013
Maria Lull	2006 – 2012
John Hanna	2005 – 2011
... <i>vacant</i> ...	2004 – 2010
William Bulick	2003 – 2009
Dorothy Mackerer	2002 – 2008

**Zoning Board of Appeals:**

Adrianus Ooms	2008 – 2014
Mitchell Khosrova	2007 – 2013
Robert Leary	2006 – 2012
Suzanne Williams	2005 – 2011
P.J. Henkel	2004 – 2010
David Everett (Chair)	2003 – 2009
Kary Jablonka	2002 – 2008

**Board of Assessment Review:**

Marjorie Cartwright (Chair)	10/1/07 – 9/30/2012
Steve Anderson	10/1/06 – 9/30/2011
Almeda Pulver	10/1/05 – 9/30/2010

**MOTION TO CLOSE MEETING:** Supervisor DeGroot moved to adjourn, Councilwoman Rippel seconded, and the Organizational Meeting of 2008 was closed at 6:25PM.

Respectfully submitted,

Elizabeth Horst  
Deputy Town Clerk