

**TOWN OF CHATHAM
ORGANIZATIONAL BOARD MEETING
January 6, 2009 ~ 6:00 PM**

Board Present:

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

Board Absent:

None

Others Present:

.

CALL TO ORDER: Supervisor DeGroot called the January 6, 2009, Town Board Organizational Meeting to order at 6:00 PM.

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

ORGANIZATIONAL MEETING**RESOLUTION #01-09 to name attorney for town.**

Offered by Supervisor DeGroot, moved adoption to name Tal Rapplelea 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 DeGroot, aye; Councilwoman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, aye; and Councilwoman Rohde, aye.

The resolution was adopted.

RESOLUTION #02-09 to name Chairman, Board of Assessors

Offered by Councilwoman Rippel, moved adoption to name Catherine Bell as Chairman, Board of Assessors. Councilman Hegeman 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 #03-09 to name Chairman Board of Assessment Review.

Offered by Councilman Balcom, moved adoption to name Steve Anderson as Chairman Board of Assessment Review. Councilman 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 #04-09 to appoint member to Planning Board for seven year term.

Offered by Councilman Hegeman, moved adoption to appoint Dorothy Mackerer, member of Planning Board for seven-year term, 2009-2015. Councilman 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 #05-09 to name Chairman Planning Board

Offered by Councilman Rohde, moved adoption to name Jack Schultz as 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 #06-09 to name Deputy Planning Board Chairman.

Offered by Supervisor DeGroot, moved adoption to name Maria Lull as Deputy Planning Board Chairman.

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 #07-09 to set dates of regular town board meetings.

Offered by Councilwoman Rippel, moved adoption to set dates of the regular monthly town board meetings for 2009 on the 3rd Thursday of each month at 7:00 pm.

Councilwoman Hegeman 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 #08-09 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 pm in the town hall.

Councilman 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 #09-09 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.

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 #10-08 to designate official depository.

Offered by Councilwoman Rohde, moved adoption to name National Union Bank of Kinderhook as official Depository. 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 #11-09 to allow Supervisor to invest funds.

Offered by Supervisor DeGroot, moved adoption to allow supervisor to invest town funds in other banks to obtain the best interest rate for the town. 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 #12-09 to set up petty cash funds.

Offered by Councilwoman Rippel, moved adoption to set up petty cash funds of \$100.00 for the Tax Collector, \$200.00 for the Town Clerk, \$100.00 for Recreation Director. And \$100.00 for the Justice Court. 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 #13-09 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. Councilman 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 #14-09 to authorize Town comptroller to file Annual Report.

Offered by Councilman Hegeman, moved adoption 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 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 #15-09 to authorize the Supervisor to designate Budget Officer at no salary.

Offered by Councilwoman Rohde, moved adoption to authorize Supervisor to designate budget Officer at no salary.

Supervisor DeGrootd 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 #16-09 to appoint Town Comptroller as Town Accounting Officer..

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

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 #17-09 to appoint town Comptroller

Offered by Councilwoman Ripple, moved adoption to name Earle Kelsey Town Comptroller for a two-year term from January 1, 2009 through December 31, 2010.

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 #18-09 to hire an engineer for town.

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

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 #19-09 to name dog control officer.

Offered by Councilman Hegeman, moved adoption to name Erin Carroll Dog Control Officer at a rate of \$5490.00/yr.

Councilwoman 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 #20-09to name Zoning & Code Enforcement Officer.

Offered by Councilwoman Rohde, moved adoption to name Walter Simonsmeier, Zoning & Code Enforcement Officer at a rate of \$33,990.00/yr.

Supervisor DeGrootd 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 #21-09 to name Zoning & Code Enforcement Clerk.

Offered by Supervisor DeGrootd, moved adoption to name Marilyn Cohen Part-Time Zoning & Code Enforcement Clerk, 3 hours per week, at a rate of \$17.06 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 #22-09 to pay mileage.

Offered by Councilwoman Ripple, moved adoption that mileage expense for town business be reimbursed at the rate of \$.55 per mile.

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 #23-09 to fix wages of highway department employees.

Offered by Councilman Balcom, moved adoption to fix wages of Highway Department employees for 2009 as per contract.

Councilman Hegeman 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 #24-09 to pay employees bi-weekly.

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

Councilwoman 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 #25-09 to fix salaries of elected officials..

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

| | | |
|--------------------------|----|-------------|
| Supervisor | | \$14,000.00 |
| Councilman | 4@ | 4,500.00 |
| Justices | 2@ | 11,330.00 |
| Town Clerk/Tax Collector | | 31,195.00 |
| Assessor Chairman | | 12,150.00 |
| Assessor | 2@ | 8,240.00 |
| Highway Superintendent | | 54,022.00 |

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 #26-09 Justices to name own Court Stenographers.

Offered by Supervisor DeGroot, 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.

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 #27-09 to name Court Clerk.

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

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 #28-0 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 \$17.06 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 #29-09 to authorize Deputy Supervisor and 1st Deputy Supervisor to sign checks in absence of Supervisor.

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

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 #30-09 To name Chairman Zoning Board.

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

Supervisor DeGrootd 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 #31-09 to appoint member to Zoning Board of Appeals for seven-year term.

Offered by Supervisor DeGrootd, moved adoption to appoint Kary Jablonka as a member of Zoning Board of Appeals for a seven-year term, 2009-2015,

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 #32-09 to fix salaries of appointed officials and employees..

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

| <u>OFFICE</u> | <u>SALARY</u> |
|---------------------------------------|----------------------|
| BAR Chair | \$ 850.00/Annual |
| BAR Member (2) | \$ 750.00/Annual |
| Comptroller | \$ 15,660.00/Annual |
| Confidential Secretary (Supervisor) | \$ 18.80/Hr |
| Confidential Secretary (Highway) | \$ 18.80/Hr |
| Court Clerk (FT) | \$ 17.80/Hr |
| Court Clerk (PT) | \$ 13.00/Hr |
| Dog Control Officer | \$ 5,490.00/Annual |
| Deputy Highway Superintendent | \$ 49,982.00/Annual |
| Maintenance Worker | \$ 17.06/hr |
| Planning Board Members (5) | \$ 2,575.00/Annual |
| Planning Board Chairman | \$ 3,600.00/Annual |
| Planning Board Deputy Chairman | \$ 3,000.00/Annual |
| Planning Board P/T Clerk | \$ 17.06/Hr |
| Records Manager Clerk | \$ 13.50/Hr |
| <u>Recreation</u> | |
| Recreation Maintenance Director | \$ 9,000.00/annual |
| Recreation Director | \$ 39,975.00/Annual |
| Recreation Counselors (3) | \$ 7.75/hr |
| Recreation Head Counselor (1) | \$ 8.50/hr |
| Recreation Counselors/training (3) | \$ 7.15/hr |
| Recreation Supervising Counselor (3) | \$ 8.00/hr |
| Recreation Supervising Lifeguards (4) | \$ 9.75/hr |
| Recreation Head Lifeguard (1) | \$ 10.50/hr |
| Recreation Junior Lifeguard (2) | \$ 8.50/hr |

| | |
|--------------------------------------|---------------------|
| Recreation Lifeguard (2) | \$ 9.00/hr |
| Recreation Maintenance Director | \$ 9,000.00/annual |
| Recreation Waterfront Director (1) | \$ 12.00/hr |
| Registrar of Vital Statistics | \$ 1,550.00/Annual |
| Deputy Registrar of Vital Statistics | \$ 300.00/Annual |
| Town Clerk, First Deputy | \$ 13.50/Hr |
| Town Historian | \$ 900.00/Annual |
| Zoning Board Members (5) | \$ 2,575.00/Annual |
| Zoning Board, Chairman | \$ 3,600.00/Annual |
| Zoning Board, Deputy Chairman | \$ 3,000.00/Annual |
| Zoning Board P/T Clerk | \$ 16.56/Hr |
| Zoning & Code Enforcement Officer | \$ 33,990.00/Annual |
| Zoning & Code Enforcement Clerk | \$ 17.06/Hr |

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 #33-09 to name Registrar of Vital Statistics

Offered by Councilman Balcom, moved adoption to name Carol Gregg, Registrar of Vital Statistics, at the annual salary of \$1,550.00.

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 #34-09 to name Deputy Registrar of Vital Statistics..

Offered by Councilman Hegeman, moved adoption to name Elizabeth Horst, Deputy Registrar of Vital Statistics, at the annual salary of \$300.00. 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 #35-09 to appoint Recreation Director.

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

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 #36-09 to pay Deputy CEO/ZEO.

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

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 #37-09 to adopt “Robert’s Rules” as the Town Board “Rule of Procedure.”

Offered by Councilwoman Rippel, moved adoption to use “Robert’s Rules” as the town board rules of procedure.

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 #38-09 The Town Board of the Town of Chatham authorize and delegate powers and duties.

Offered by Councilman Balcom, 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 the Town Board

Councilman Rippel seconded the motion.

VOTE; Supervisor DeGrootd, aye; Councilman Rippel, aye; Councilman Balcom, aye; Councilman Hegeman, ayes, Councilman Rohde, aye.

The resolution was adopted.

OTHER APPOINTMENTS:

Town Clerk appointments:

1st Deputy Clerk Elizabeth Horst

Supervisor:

| | |
|------------------------|-------------------|
| 1st Deputy Supervisor | Jean Rohde |
| 2nd Deputy Supervisor | Bob Balcom |
| Town Historian | Claire Wheeler |
| Maintenance Worker | Larry Stupplebeen |
| Budget Officer | Jesse DeGrootd |
| 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 |
| Computer | Hegeman, Balcom |
| Disaster Planning | Hegeman, Rippel, |
| Fire & Building Code | Hegeman, Rippel |
| Building & Supply | Carol Gregg, Hegeman |
| Highway | Balcom, Hegeman |
| Insurance | Balcom, Rippel |
| Planning / Zoning | Rohde, Hegeman |
| 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 |
| Antonie Ooms | 2007 – 2013 |
| Maria Lull | 2006 – 2012 |
| John Hanna | 2005 – 2011 |
| Donna Staron | 2004 - 2010 |
| William Bulick | 2003 – 2009 |
| Dorothy Mackerer | 2009 - 2015 |

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 | 2009 - 2015 |

Board of Assessment Review:

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

PUBLIC COMMENT

Councilman Hegeman stated that next year the incumbents will not be automatically appointed , but that the Town Board will have the public interview for these jobs.

Deirdre Henderson wished that this process was implemented this year as she feels that several people would be interested in board appointments. She and others would like to have more info on our web site concerning issues that would be of interest to the public. The Town will try to have more information available.

MOTION TO CLOSE MEETING: Councilman Balcom made a motion, seconded by Councilman Rippel and carried to adjourn at 6:35 pm.

Respectfully submitted,

Carol Gregg RMC
Town Clerk