



Maria Lull
Supervisor

Beth Anne Rippel
Town Clerk/Tax Collector

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Town Board

Robert Balcom
Michael Richardson
John Wapner
Kevin Weldon

TENTATIVE AGENDA

ORGANIZATIONAL MEETING

January 3, 2019

6:00 PM

- **CALL TO ORDER**
- **PLEDGE ALLIGENCE TO THE FLAG**
- **PRESENTATION** – Bruce Schenker on Energy Innovation and Carbon Dividend Act, H.R. 7173
- **PUBLIC COMMENT STATEMENT**

The Chatham Town Board appreciates information received from the public during the Public Comment portion of each meeting, which often is very helpful in the governance of the Town. It is, however, not intended to be a debate with the public or a question and answer period. Issues raised during the public comment may be addressed by the Board during its regular meeting or by the Supervisor between meetings as necessary. As a courtesy to the other members of the public, there is a 5 minute per person limitation on oral comments for each public comment period. The public is also encouraged to provide the Board with written comments or materials when the subject matter cannot be presented in this time frame. Of course, while the Board discourages any remarks which may be considered defamatory or stigmatizing, it will not restrict the content of the public comment.

- **PUBLIC COMMENT**
- **RESOLUTIONS**

RES. #1-19 To Adopt the Rules of Order of the Town Board of the Town of CHATHAM, NEW YORK. Offered by Supervisor Maria Lull.

Whereas, Town Law, §63 provides that the Town Board may determine the rules of its procedure; Now, Therefore Be It Resolved that the following Rules of Order be and the same are hereby adopted pursuant to Town Law, §63: Rules of Order of the Town Board of the Town of CHATHAM, NEW YORK.

1. The Supervisor shall preside at all meetings of the Board and shall preserve order and decorum in debate.
2. The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of Town business as follows: reception of petitions and other communications addressed to the Town Board, reports of committees, reports of officers and departments and introduction of resolutions and motions.
3. Public Hearings: It shall be the duty of the Supervisor to preside at all general or special business hearings to instruct all persons addressing the Board to state their names and addresses and to request those in favor of the proposal before the Board to speak first and those in opposition to speak last. At such hearings, the Board may by special rules prescribe the time to be allotted to each speaker and the number of times each speaker may speak.
4. At the close of the public hearing as provided for in paragraph “3” above, the Supervisor may grant any member of the public in attendance at such meeting a reasonable opportunity to be heard on any question or subject in which the Town or its government is concerned.
5. Every resolution or motion must be seconded before being put to a vote by the Supervisor, and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.
6. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
7. No motion or resolution may be brought to a vote except by the majority consent of those present, unless printed or typewritten copies thereof are presented to each member of the Board prior to the opening of the meeting at which such motion or resolution is offered.
8. No member shall speak more than once on any questions until every member choosing to speak shall have spoken, nor more than twice in any case without leave of the Board.
9. When a question is under debate, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone to refer to a committee, or (d) to amend. These latter motions are neither amendable nor debatable.

10. No motion shall be made to offer any amendment to an amendment already before the Board on any proposition.

11. A majority vote of all the members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum.

12. If the above stated rules are, or become at any time, in conflict with the statutory law, the statutory law shall take precedence.

13. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a town board meeting.

14. Any persons speaking to the Board with the consent of the Supervisor shall address their remarks to the Board, not to other members of the audience in the form of a debate.

_____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

RES. #2-19 To name Attorney for the Town.

Offered by _____, moved to name Salvatore D. Ferlazzo, Esq. as Attorney for the town on an hourly basis at the rate of \$175.00 per hour for all litigation or other similar substantial work.

_____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

RES. #3-19 To name Attorney for Land Use and Planning Issues for the Town

Offered by _____, moved to appoint John Lyons, Esq. as Attorney for land use issues for the town at the rate of \$150.00/hr. all litigation or other similar substantial work.

_____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

RES. #4-19 To name Planner for the Town.

Offered by _____ moved to appoint Nan Stolzenburg as Town Planner for land use issues at a rate of \$100.00/hr. for the town.

_____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

RES. #5-19 To name Chairman, Planning Board.

Offered by _____, moved to name Gabriella Sperry as Chairman, Planning Board.

_____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

RES. #6-19 To name Deputy Planning Board Chairmen.

Offered by _____, moved to Robert Walker & Angus Eaton as Deputy Planning Board Chairmen. _____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

RES. #7-19 To set dates of Regular Town Board Meetings.

Offered by _____, moved adoption to set dates of the regular monthly Town Board meetings for 2019 on the 3rd Thursday of each month at 6:00 p.m.

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

RES. #8-19 To set Town Board Workshop Meetings.

Offered by _____, moved to set dates of Town Board Workshop meetings as needed on the first Thursday of each month at 6:00 p.m. in the Town Hall.

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

RES. #9-19 To designate official newspaper.

Offered by _____, moved to name The Chatham Courier and/or The Register Star and/or the Columbia Paper as official newspapers for the Town of Chatham.

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

RES. #10-19 To designate official depository.

Offered by _____, moved to name the Bank of Greene County as official Depository.

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

RES. #11-19 To allow Supervisor to invest funds.

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

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

RES. #12-19 To set up petty cash funds.

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

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

RES. #13-19 To authorize Budget Officer and/or Town Accounting Firm to pay bills early.
Offered by _____, moved to authorize the Budget Officer and/or Town Accounting Firm to pay electric, telephone, postage, freight and express claims in advance of audit.
_____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

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RES. #14-19 To authorize Town Accounting Firm to file Annual Update Document (AUD) Report.
Offered by _____, moved to authorize Town Accounting Firm to submit to Town Clerk, within 60 days after close of the fiscal year, a copy of the Annual Update Document to the State Comptroller in lieu of annual financial report.
_____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

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RES. #15-19 To authorize the Supervisor to designate Tammy Shaw as Budget Officer.
Offered by _____, moved to authorize the Supervisor to designate Tammy Shaw as Budget Officer.
_____, seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

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RES. #16-19 To appoint the Accounting Firm of Pattison, Koskey, Howe & Bucci, CPAs as Town Accounting Officer.
Offered by _____, moved that the Accounting Firm of Pattison, Koskey, Howe & Bucci, CPAs, Town Accounting firm shall be the town accounting officer and the accounting duties of the Supervisor shall be and hereby are transferred to the accounting officer.
_____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

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RES. #17-19 To hire an engineer for the town.
Offered by _____, moved to hire an engineer for the town on a fee basis as needed.
_____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

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RES. #18-19 To appoint a Dog Control Officer.
Offered by _____, moved to appoint Wes Powell as Dog Control Officer at an annual salary of \$3,650.00. _____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

RES. #19-19 To name Zoning Board of Appeals Secretary.

Offered by _____, moved to name Erin Reis as Part-Time Zoning Board of Appeals Secretary, 5 hours per week, at a rate of \$14.45 per hour.

_____ seconded motion.

VOTES: In-Favor_____ Against_____ Abstain _____

RES. #20-19 To pay mileage.

Offered by _____, moved that mileage expense for Town business is reimbursable at the prevailing IRS rate per mile.

_____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

RES. #21-19 To fix wages of Highway Department Employees.

Offered by _____, moved to fix wages of Highway Department Employees for 2019 as per contract.

_____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

RES. #22-19 To pay employees bi-weekly.

Offered by _____, moved to pay Assessor, Town Clerk/Tax Collector, Town Supervisor, Court Clerks, Planning & Zoning Secretary, First Deputy Town Clerk, Zoning & Code Clerk, Code Enforcement Officers, Assessor Clerk, Highway Superintendent, Deputy Highway Superintendent, Highway Clerk, Finance Clerk/Assistant to the Supervisor, Highway Employees, Recreation Director, and Recreation employees, bi-weekly.

_____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

RES. #23-19 To fix salaries of elected officials.

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

Supervisor		\$	14,000
Councilman	4 @	\$	4,500
Justices	2 @	\$	12,407
Town Clerk/Tax Collector		\$	32,538
Highway Superintendent		\$	60,960

_____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

RES. #24-19 Justices to name own Court Stenographers.

Offered by _____, moved to authorize Justices to name Court Stenographers at the following rates: \$75.00 per Appearance Fee, Transcript fees: \$4.75 per page; Public Hearings \$7.50 per page; Depositions or Q/A of a witness \$4.75 per page; minimum charge \$250; and any other fees that may come necessary.

_____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

RES. #25-19 To name Court Clerks.

Offered by _____, moved to name Joan Goold, Full-Time Court Clerk to Town Justices at an hourly rate of \$20.16 and Omana Akarume, Part-Time Clerk to Town Court at an hourly rate of \$16.00.

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

RES. #26-19 To name Planning Board Secretary.

Offered by _____, moved to name Erin Reis as a part-time clerk to the Planning Board, 5 hours per week, at a rate of \$14.45 per hour.

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

RES. #27-19 To name 1st Deputy Supervisor and 2nd Deputy Supervisor

Offered by _____, moved to name Bob Balcom 1st Deputy Supervisor and Michael Richardson 2nd Deputy Supervisor.

VOTE: In-Favor _____ Against _____ Abstain _____

RES. #28-19 To authorize 1st Deputy Supervisor and 2nd Deputy Supervisor and to sign checks in the absence of the Supervisor.

Offered by _____, moved to authorize 1st Deputy Supervisor and 2nd Deputy Supervisor to sign checks in absence of Supervisor.

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

RES. #29-19 To name Chair, Zoning Board of Appeals.

Offered by _____, moved to name Daniel Persing, Esq. as Chairman, of the Zoning Board of Appeals.

_____ seconded motion

VOTE: In-Favor _____ Against _____ Abstain _____

RES. #30-19 To name Deputy Chair, Zoning Board of Appeals.

Offered by _____, moved to name Christie Ellis as Deputy Chair, Zoning Board of Appeals.

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

RES. #31-19 To name Registrar of Vital Statistics.

Offered by _____, moved to name Beth Anne Rippel as Registrar of Vital Statistics at an annual salary of \$1,500.

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

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RES. #32-19 To name Deputy Registrar of Vital Statistics.

Offered by _____, moved to name Janie Miller as Deputy Registrar of Vital Statistics at no salary.

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

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RES. #33-19 To appoint a Records Manager.

Offered by _____, moved to appoint Beth Anne Rippel, Records Manager.

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

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RES. #34-19 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 _____, moved 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.

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

RES. #35-18 To fix salaries of appointed officials and employees.

ELECTED:

POSITION	# of POSITIONS	ANNUAL SALARY
Councilperson	4	\$ 4,500.00
Highway Superintendent	1	\$60,960.00
Justice	2	\$12,407.00
Supervisor	1	\$14,000.00
Town Clerk/Tax Collector	1	\$32,538.00

APPOINTED:

POSITION	SALARY	PER	HOURS
Assessor	18,772.00	Annual	X
Board of Assessment Review (3)	900.00	Annual	X
Budget Officer	22.70	Hr	2080
Code Enforcement Officer 1	30.60	Hr	988
Code Enforcement Officer 2	22.06	Hr	988
Clerk to Town Court	20.16	Hr	2080
Clerk to Town Justice	16.00	Hr	988
Clerk/Typist (Assessor)	14.45	Hr	260
Clerk/Typist (Building Dept)	14.45	Hr	728
Clerk/Typist (Finance)	14.45	Hr	780
Clerk/Typist (Planning)	14.45	Hr	260
Clerk/Typist (Zoning)	14.45	Hr	260
Deputy Hwy Superintendent	54,915.00	Annual	X
Deputy Town Clerk 1	13.33	Hr	728
Deputy Town Clerk 2	15.48	Hr	252
Dog Control Officer	3,650.00	Annual	X
Groundskeeper 1	16.00	Hr	744
Groundskeeper 2	14.45	Hr	176
Historian	X	Volunteer	X
Planning Board Chair	1,200.00	Annual	X
Planning Board Member (6)	900.00	Annual	X
Registra of Vital Statistics	1,500.00	Annual	X
Zoning Board Chair	1,200.00	Annual	X
Zoning Board Member (4)	900.00	Annual	X
Recreation Director	18,761.00	Annual	X
Waterfront Director	14.20	Hr	280
Head Lifeguard	12.20	Hr	X
Supervising Lifeguard	11.40	Hr	X
Lifeguard	11.20	Hr	X
Junior Lifeguard	11.10	Hr	X
Head Counselor	11.40	Hr	X
Supervising Counselor	11.30	Hr	X
Recreation Counselor	11.20	Hr	X
Counselor-in-Training	11.10	Hr.	X

RES. #36-19 – Public Officers Law, Section 18

WHEREAS, the Town Board of the Town of Chatham is authorized by Public Officers Law Section 18 to provide for the defense and indemnification of Town Officers and Employees acting under and within the scope of their duties, and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Chatham hereby confers the benefits contained in Public Officers Law Section 18 upon its Officers and Employees as defined in Public Officers Law Section 18 (2) (b) and resolves to be held liable for the costs incurred under said Public Officers Law Section 18 upon compliance with the terms thereof.

Motion Made by _____ Seconded by _____

<u>Town Board Members</u>	<u>In-Favor</u>	<u>Against</u>	<u>Abstain</u>
Councilman Robert Balcom			
Councilman Michael Richardson			
Councilman John Wapner			
Councilman Kevin Weldon			
Supervisor Maria Lull			

RES. #37-2019 To approve Justice Court Audit

WHEREAS, the Town of Chatham Town Justice Court is required to be audited annually, and

WHEREAS, the Town Accounting firm of Pattison, Koskey, Howe & Bucci recommend audits be conducted for the Town Justice Courts for the periods of January 1, 2018 through December 31, 2018 in accordance with the *Handbook for Town and Village Justices and Court Clerks*, promulgated by the New York State Office of the Comptroller, and

THEREFORE, BE IT RESOLVED, that the Chatham Town Board accepts the price(s) quoted by town accountants Pattison, Koskey, Howe & Bucci's dated December 20, 2018 estimated to be approximately \$2,100.00 based upon the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, the town accounting firm will discuss with the Town Board and arrive at a new fee estimate before any additional costs are incurred.

Motion Made by _____

Seconded by _____

<u>Town Board Members</u>	<u>In-Favor</u>	<u>Against</u>	<u>Abstain</u>
Councilman Robert Balcom			
Councilman Michael Richardson			
Councilman John Wapner			
Councilman Kevin Weldon			
Supervisor Maria Lull			

ADDITIONAL APPOINTMENTS:

Town Clerk appointments: 1 st Deputy Clerk 2 nd Deputy Clerk	Janie Miller Elizabeth Horst
Supervisor Appointments: 1 st Deputy Supervisor 2 nd Deputy Supervisor	Bob Balcom Michael Richardson
Town Historian	Richard Dorsey
Budget Officer	Tammy Shaw
Finance Clerk	David Rubel
Highway Superintendent: Deputy Highway Superintendent	Timothy Calyer
Highway Clerk/Confidential Secretary	Tammy Shaw

PART TIME EMPLOYEE SCHEDULE:

<u>EMPLOYEE</u>	<u>TITLE</u>	<u>DAYS</u>	<u>HRS</u>	<u>Hrs.</u> <u>Per</u> <u>Day</u>
Baccaro, Nicholas Jr.	Maintenance Worker	As Needed		
Reis, Erin	Building/PB/ZBA	M-T- TH	19	
Horst, Elizabeth	Clerk/Typist	As Needed	260hrs/yr	
David Rubel	Clerk/Typist	M-T- TH	15	5
Miller, Janie	Deputy Town Clerk	T-TH	14	7
Pratt, Kent	CEO/BI	M-T- TH	19	

Quinn, James	CEO/BI	M-T-TH	19	
Akarume, Omana	Clerk/Typist	M-W-TH-F	17	7/3/4/3
West, Michael	Rec Director (Winter)	Per Month	15	

MEMBERS AND TERMS OF VARIOUS BOARDS

Planning Board

Gabriella Sperry, Chair	2016 -- 2022
Cindy Meyers	2014 -- 2020
Susan Tanner, DVM	2015 -- 2021
Frank Haimbach	2017--- 2023
Angus Eaton	2017--- 2019
Robert Walker	2019--- 2025
Jonathan Catlett	2018--- 2024

Zoning Board of Appeals

Daniel Persing Esq., Chair	2017 -- 2020
Adrianus Ooms	2015 – 2021
Stephen Day	2017---2019
To be appointed	2019---2023
Christie Ellis	2016---2022

Board of Assessment Review

Marjorie Cartwright	10/1/2017 - 9/30/2022
Steve Anderson	10/1/2016 - 9/30/2021
Gail Day	10/1/2015 – 9/30/2020

SUPERVISOR TOWN BOARD COMMITTEE APPOINTMENTS:

Chatham Economic Planning	Richardson
Citizens Finance & Planning Committee	Richardson
Climate Smart Committee	Balcom/Weldon
Communications Committee (newsletter, website, town email accts)	Weldon
Disaster Planning/Public Health & Safety	Wapner/Balcom
Fire & Building Code	Wapner/Weldon
Insurance	Balcom/Richardson
Negotiations Committee	Balcom/Richardson

Planning & Zoning	Balcom/Wapner
Office of Aging Liaison & Youth	Wapner/Weldon
Real Property Tax	Balcom/Weldon
Technology (cable, Broadband, computers)	Balcom/Weldon
Town Facilities (Crellin, Highway Dept., Town Hall)	Balcom/Wapner
Town Policy Review	Balcom/Richardson
Village Liaison	Weldon/Richardson

SUPERVISOR COMMITTEE APPOINTMENTS:

Chatham Agricultural Partnership Committee

Jeff Link, Chair
 Mary Gail Biebel, Coordinator
 Councilman Michael Richardson
 Robert Bradford
 J. Thomas Clark
 Tom Crowell
 Will Denner
 Courtney McDonnell
 Eric Ooms
 Edie Root
 Donna Staron

Chatham Conservation Advisory Committee

To be appointed

Citizens Finance & Planning Committee

Councilman Michael Richardson, Chair
 Budget Officer Tammy Shaw
 Tim Briney
 Jim Johnson
 Christie Ellis

Climate Smart Committee

Councilman Kevin Weldon, Co-Chair
 Councilman Bob Balcom, Co-Chair
 Cara Humphry
 Elizabeth Marks
 Karla Kavanaugh
 Melissa Pollack
 Joseph Behn
 Tara Danadio, CDRPC Representative

Communications Committee:

Tammy Shaw
Beth Anne Rippel
David Rubel

Comprehensive Plan Advisory Committee:

Bob Balcom, Chair
Don Hegeman
Karen Murphy
Randi Walker
Rick Werwaiss

Environmental Management Council

Cara Humphrey

Economic Development Committee

Councilman Michael Richardson, Chair
Adelle Kleinman-Levine
Jim Donovan
Additional appointments to be made.

Office of the Aging Advisory Board

Carol Hegeman
Liz Chapman

Recreation Commission:

Councilman John Wapner, Co-Chair
Councilman Kevin Weldon, Co-Chair
Mike West, Recreation Director – non-voting member
Betsey Winters
Jay Thorn
Dave O'Connor
Alan Meier
Anita Fiorillo
Teresa Barenfeld
Jim Marks
Mike Chudy
Henry Swartz

- **PUBLIC COMMENT**
- **MOTION TO CLOSE MEETING**