



**Maria Lull**  
*Supervisor*

**Beth Anne Rippel**  
*Town Clerk/Tax Collector*

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Chatham, New York 12037  
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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 \_\_\_\_\_

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**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 \_\_\_\_\_

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**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 \_\_\_\_\_

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**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 \_\_\_\_\_

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**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 \_\_\_\_\_

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**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 \_\_\_\_\_

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**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 3<sup>rd</sup> Thursday of each month at 6:00 p.m.

\_\_\_\_\_ seconded motion.

VOTE: In-Favor \_\_\_\_\_ Against \_\_\_\_\_ Abstain \_\_\_\_\_

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**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 \_\_\_\_\_

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**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 \_\_\_\_\_

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**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 \_\_\_\_\_

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**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 \_\_\_\_\_

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**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 \_\_\_\_\_

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**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:

**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   |

\_\_\_\_\_ 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 1<sup>st</sup> Deputy Supervisor and 2<sup>nd</sup> Deputy Supervisor

Offered by \_\_\_\_\_, moved to name Bob Balcom 1<sup>st</sup> Deputy Supervisor and Michael Richardson 2<sup>nd</sup> Deputy Supervisor.

VOTE: In-Favor \_\_\_\_\_ Against \_\_\_\_\_ Abstain \_\_\_\_\_

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

Offered by \_\_\_\_\_, moved to authorize 1<sup>st</sup> Deputy Supervisor and 2<sup>nd</sup> 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 \_\_\_\_\_

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**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 \_\_\_\_\_  
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**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.

**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     |

\_\_\_\_\_ seconded motion.

VOTE: In-Favor \_\_\_\_\_ Against \_\_\_\_\_ Abstain \_\_\_\_\_

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**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 \_\_\_\_\_

| <b><u>Town Board Members</u></b> | <b><u>In-Favor</u></b> | <b><u>Against</u></b> | <b><u>Abstain</u></b> |
|----------------------------------|------------------------|-----------------------|-----------------------|
| 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 \_\_\_\_\_

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

**RESOLUTION No. 38-2019 to approve town accountant's letter of engagement for town audit.**

**WHEREAS**, the Town of Chatham Town has appointed Pattison, Koskey, Howe & Bucci, CPAs as the town's accounting firm who will prepare financial statements and assist the Finance Department personnel in performing their duties regarding town accounts, and

**WHEREAS**, the Town is required to have the completion and submission of the New York State Annual Update Document (AUD) annually, and

**WHEREAS**, the Town Accounting firm of Pattison, Koskey, Howe & Bucci recommend Audits be conducted for the Town financial records for the periods of January 1, 2018 through December 31, 2018 in accordance with the New York State Office of the Comptroller, and

**THEREFORE, BE IT RESOLVED**, that the Chatham Town Board accepts the price(s) quoted in Pattison, Koskey, Howe & Bucci's Letter of Engagement dated December 31, 2018 estimated to be approximately \$20,600.00 per annum 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.

**FUTHERMORE**, the Town Board authorizes the Supervisor to sign the Letter of Engagement of December 31, 2018.

Motion made by:

Seconded:

Town Board Member    In-Favor      Against      Abstain

Councilman Bob Balcom  
Councilman Michael Richardson  
Councilman John Wapner  
Councilman Kevin Weldon  
Supervisor Maria Lull

**RESOLUTION No. 39-2019 to approve town accountant’s letter of engagement for Tax Collector audit.**

**WHEREAS**, the Town of Chatham Town has appointed Pattison, Koskey, Howe & Bucci, CPAs as the town’s accounting firm who will prepare a written report upon completion of their engagement listing the procedures performed and findings regarding the Tax Collector in performing their duties regarding town accounts, and

**WHEREAS**, the Town is required to have an audit completed in accordance with the Local Government Management Guide: Fiscal Oversight Responsibilities promulgated by the New York State Office of the Comptroller, and

**WHEREAS**, the Town Accounting firm of Pattison, Koskey, Howe & Bucci recommend audits be conducted for the Tax Collector records for the periods of January 1, 2018 through December 31, 2018 in accordance with the New York State Office of the Comptroller, and

**THEREFORE, BE IT RESOLVED**, that the Chatham Town Board accepts the price(s) quoted in Pattison, Koskey, Howe & Bucci’s Letter of Engagement dated December 31, 2018 estimated to be approximately \$2100.00 per annum 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.

**FUTHERMORE**, the Town Board authorizes the Supervisor to sign the Letter of Engagement of December 31, 2018.

Motion made by:

Seconded:

|                   |          |         |         |
|-------------------|----------|---------|---------|
| Town Board Member | In-Favor | Against | Abstain |
|-------------------|----------|---------|---------|

Councilman Bob Balcom  
 Councilman Michael Richardson  
 Councilman John Wapner  
 Councilman Kevin Weldon  
 Supervisor Maria Lull

**RESOLUTION No. 40-2019 to approve town accountant’s letter of engagement for Town Clerk audit.**

**WHEREAS**, the Town of Chatham Town has appointed Pattison, Koskey, Howe & Bucci, CPAs as the town’s accounting firm who will prepare a written report upon completion of their engagement listing the procedures performed and findings regarding the Town Clerk in performing their duties regarding town accounts, and

**WHEREAS**, the Town is required to have an audit completed in accordance with the Local Government Management Guide: Fiscal Oversight Responsibilities promulgated by the New York State Office of the Comptroller, and

**WHEREAS**, the Town Accounting firm of Pattison, Koskey, Howe & Bucci recommend audits be conducted for the Town Clerk records for the periods of January 1, 2018 through December 31, 2018 in accordance with the New York State Office of the Comptroller, and

**THEREFORE, BE IT RESOLVED**, that the Chatham Town Board accepts the price(s) quoted in Pattison, Koskey, Howe & Bucci’s Letter of Engagement dated December 31, 2018 estimated to be approximately \$2100.00 per annum 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.

**FUTHERMORE**, the Town Board authorizes the Supervisor to sign the Letter of Engagement of December 31, 2018.

Motion made by:

Seconded:

| <u>Town Board Member</u> | <u>In-Favor</u> | <u>Against</u> | <u>Abstain</u> |
|--------------------------|-----------------|----------------|----------------|
|--------------------------|-----------------|----------------|----------------|

Councilman Bob Balcom  
Councilman Michael Richardson  
Councilman John Wapner  
Councilman Kevin Weldon  
Supervisor Maria Lull

**ADDITIONAL APPOINTMENTS:**

|   |                                  |
|---|----------------------------------|
| <b>Town Clerk appointments:</b><br>1 <sup>st</sup> Deputy Clerk<br>2 <sup>nd</sup> Deputy Clerk           | Janie Miller<br>Elizabeth Horst  |
| <b>Supervisor Appointments:</b><br>1 <sup>st</sup> Deputy Supervisor<br>2 <sup>nd</sup> Deputy Supervisor | Bob Balcom<br>Michael Richardson |
| Town Historian  | Richard Dorsey                   |
|   |                                  |
| Budget Officer  | Tammy Shaw                       |
| Finance Clerk   | David Rubel                      |
|   |                                  |
| <b>Highway Superintendent:</b>  |                                  |
| 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><br><u>Per</u><br><u>Day</u> |
|--------------------------|------------------------|--------------|------------|---|
| Baccaro,<br>Nicholas Jr. | Maintenance<br>Worker  | As<br>Needed |            |   |
| Reis, Erin               | Building/PB/ZBA        | M-T-<br>TH   | 19         |   |
| Horst, Elizabeth         | Clerk/Typist           | As<br>Needed | 260hrs/yr  |   |
| David Rubel              | Clerk/Typist           | M-T-<br>TH   | 15         | 5                                       |
| Miller, Janie            | Deputy Town<br>Clerk   | T-TH<br>M-T- | 14         | 7                                       |
| Pratt, Kent              | CEO/BI                 | TH<br>M-T-   | 19         |   |
| Quinn, James             | CEO/BI<br>Clerk/Typist | TH           | 19<br>17   | 7/3/4/3                                 |

|               |                          |              |    |
|---------------|--------------------------|--------------|----|
| Akarume,Omana |                          | M-W-<br>TH-F |    |
| West, Michael | Rec Director<br>(Winter) | Per<br>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<br>(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  
Real Property Tax  
Technology (cable, Broadband, computers)  
Town Facilities (Crellin, Highway Dept., Town Hall)  
Town Policy Review  
Village Liaison

Wapner/Weldon  
Balcom/Weldon  
Balcom/Weldon  
Balcom/Wapner  
Balcom/Richardson  
Weldon/Richardson

## **SUPERVISOR COMMITTEE APPOINTMENTS:**

### **Chatham Agricultural Partnership Committee**

Jeff Lick, 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**