



Donal Collins
Supervisor

Beth Anne Rippel
Town Clerk/Tax Collector

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Town Board

Abi Mesick
Vance Pitkin
John Wapner
Kevin Weldon

TENTATIVE AGENDA

ORGANIZATIONAL MEETING

January 4, 2021

6:30 PM

- **CALL TO ORDER**
- **PLEDGE ALLEGIANCE TO THE FLAG**
- **PUBLIC COMMENT**
- **RESOLUTIONS**

RES. #1-21: To Adopt the Rules of Order of the Town Board of the Town of CHATHAM, NEW YORK. Offered by _____.

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. 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. 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.

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

10. 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.

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

12. No member of the public shall disrupt the formality of a town board meeting.

13. Any persons speaking to the Board with the consent of the Supervisor shall address their remarks to the Board, unless permitted by the Supervisor or whoever is presiding over the Meeting. _____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

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RES. #2-21: To set dates of Regular Town Board Meetings.

Offered by _____, moved adoption to set dates of the regular monthly Town Board meetings for 2021 on the 3rd Thursday of each month at 6:30 p.m. _____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

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RES. #3-21: 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 6:30 p.m. in the Town Hall. _____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

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RES. #4-21: To designate official newspaper.

Offered by _____, moved to name **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. #5-21: 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. #6-21: 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. #7-21: 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 _____

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RES. #8-21: 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. #9-21: To name Interim Attorney for the Town.

Offered by _____, moved to name **Tal. G. Rappleyea, ESQ.** as Interim
Attorney for the Town and each of its Boards on all general matters, salary set at \$10,000
as a general retainer and to allow payment of \$125/hr. for all litigation or other similar
substantial work and to authorize the Town Clerk to request proposals for Town
Attorney position with advertisement in the newspaper and Town website.
_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

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RES. #10-21: To appoint the Accounting Firm of **UHY, LLP CPA's** as Town
Accounting Officer.

Offered by _____, moved that the Accounting Firm of UHY,
LLP, 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. #11-21: 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 _____

RES. #12-21: To authorize Finance Department and/or Town Accounting Firm to pay bills early. Offered by _____, moved to authorize the Finance Department 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 _____

RES. #13-21: 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 and \$100.00 For the Highway Department. _____

seconded motion. VOTE: In-Favor_____ Against_____ Abstain _____

RES. #14-21: To name 1st Deputy Supervisor and 2nd Deputy Supervisor.

Resolved, that it appears that the Town Board of the Town of Chatham has previously established the position of Deputy Supervisor and Second Deputy Supervisor based upon prior appointments to such positions. However, a copy of such resolution is not readily available and thus it is hereby resolved that pursuant to Section 42 of the NYS Town Law, the positions of Deputy Supervisor and Second Deputy Supervisor are hereby created and that Vance Pitkin, is appointed as Deputy Supervisor and Abi Mesick, is hereby appointed as Second Deputy Supervisor.

Offered by _____, moved to name Vance Pitkin as 1st Deputy Supervisor and Abi Mesick as 2nd Deputy Supervisor.

VOTE: In-Favor_____ Against_____ Abstain _____

RES. #15-21: To authorize 1st Deputy Supervisor and 2nd Deputy Supervisor 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. #16-21: 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	\$62,179.00

Justice	2	\$14,688.00
Supervisor	1	\$14,000.00
Town Clerk/Tax Collector	1	\$35,700.00

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

RES. #17-21: To appoint a PT Recreation Director.

Offered by _____, moved to appoint **Michael West** as PT Recreation Director at an annual salary of \$24,911. _____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

RES. #18-21: To appoint a Dog Control Officer.

Offered by _____, moved to appoint **Darrell Dutcher** as Dog Control Officer at an annual salary of \$5,000.00. _____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

RES. #19-21: 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 \$275; and any other fees that may come necessary.
_____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

RES. #20-21 To name Court Clerks.

Offered by _____, moved to name **Joan Goold**, Full-Time Court Clerk to Town Justice at an hourly rate of \$ 20.97 and **Jennifer Bopp**, Part-Time Clerk to Justice Court at an hourly rate of \$ 16.00. _____ seconded motion. VOTE: In-Favor_____ Against_____ Abstain _____

RES. #21-21: To Authorize Negotiation Representatives Collins and Pitkin to sign the Collective Bargaining Agreement Contract between the Town of Chatham and the Teamsters Local 294 for 2021-2023.

Offered by _____, moved to Authorize Collins and Pitkin to sign the Collective Bargaining Agreement. _____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

RES. #22-21: To pay employees bi-weekly.

Offered by _____, moved to pay Town Clerk/Tax Collector, Deputy Town Clerks, Town Supervisor, Court Clerks, Clerk/Typists, Code Enforcement Officers, Highway Superintendent, Deputy Highway Superintendent, Confidential Administrative Assistant, Highway Employees, Recreation Director, and Recreation employees, bi-weekly.
_____ seconded motion.
VOTE: In-Favor_____ Against_____ Abstain _____

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RES. #23-21: 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. #24-21: To appoint member to Planning Board for seven year term.

Offered by _____, moved to appoint **Cindy Meyers** to Planning Board for a seven year term, 2021-2027. _____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

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RES. #25-21: To name Deputy Planning Board Chairman.

Offered by _____, moved to appoint **Evan Young** as Deputy Planning Board Chairman. _____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

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RES. #26-21: To fix wages of Highway Department Employees.

Offered by _____, moved to fix wages of Highway Department Employees for 2021 as per contract. _____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

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RES. #27-21: To name Planning Board Clerk/Typist.

Offered by _____, moved to name **TBD** as a part-time clerk to the Planning Board, 4.5 hours per week, at a rate of \$ _____ per hour. _____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

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RES. #28-21: 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. #29-21: 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. #30-21: To appoint member to Zoning Board for five year term.

Offered by _____, moved to appoint **Daniel Persing, Esq** to Zoning Board for a five year term, 2020-2024. _____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

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RES. #31-21: To name Zoning Board of Appeals Clerk/Typist.

Offered by _____, moved to name **TBD** as Part-Time Zoning

Board of Appeals Secretary, 5 hours per week, at a rate of \$15.00 per hour.

_____ seconded motion.

VOTES: In-Favor_____ Against_____ Abstain _____

RES. #32-21: To name Building Department Clerk/Typist.

Offered by _____, moved to name **TBD** as a part-time clerk to the Building Department, 10 hours per week, at a rate of \$15.00 per hour.

_____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

RES. #33-21: To name Code Enforcement Officer I.

Offered by _____, moved to name **Kent Pratt** as a part-time Code Enforcement Officer, 19 hours per week, at a rate of \$31.83 per hour.

_____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

RES. #34-21: To name Code Enforcement Officer II.

Offered by _____, moved to name **James Quinn** as a part-time Code Enforcement Officer, 19 hours per week, at a rate of \$23.61 per hour.

_____ seconded motion.

VOTE: In-Favor_____ Against_____ Abstain _____

RES. #35-21: 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_____

RES. #36-21: 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_____

RES. #37-21: To appoint a Records Manager.

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

VOTE: In-Favor _____ Against _____ Abstain_____

RES. #38-21: To appoint Member to Board Assessment Review.

Offered by _____, moved to appoint **Gail Day**, to the Board of Assessment Review to serve a term October 1, 2020 to September 30, 2025.

_____seconded motion.

VOTE: In-Favor _____ Against _____ Abstain_____

RES. #39-21: 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. #40-21 To fix salaries of appointed officials and employees.

TITLE	SALARY	PER	HOURS	PT SCHEDULE
Assessor	34,177	Annual	X	X
Board of Assessment Review (3)	*900.00	Annual	X	X
Confidential Admin Asst to Super	26.00	Hr	2080	X
Code Enforcement Officer 1	31.83	Hr	988	M-T-TH: 19/hrs.wk
Code Enforcement Officer 2	23.61	Hr	988	M-T-TH: 19/hrs.wk
Clerk to Town Justice	20.97	Hr	2080	X
Clerk to Justice Court	16.00	Hr	988	M(7)-W(3)-TH(4)-F(3)
Clerk/Typist (Building Dept)	15.32	Hr	728	M (5)-TH (5)
Clerk/Typist (Finance)	15.32	Hr	780	M(5)-T(5)-TH(5)
Clerk/Typist (Planning)	15.32	Hr	260	(4.5)hrs./wk-As needed
Clerk/Typist (Zoning)	15.32	Hr	260	(4.5)hrs./wk-As needed
Deputy Hwy Superintendent	10,000	Annual	X	X
Deputy Town Clerk 1	16.00	Hr	728	T(7), TH(7)
Deputy Town Clerk 2	16.00	Hr	252	As Needed
Dog Control Officer	5,000	Annual	X	X
Groundskeeper 1	16.65	Hr	744	As Needed
Groundskeeper 2	15.30	Hr	176	As Needed
Historian	0	Volunteer	X	X
Planning Board Chair	1200	Annual	X	X
Planning Board Member (6)	900	Annual	X	X
Registrar of Vital Statistics	1500	Annual	X	X
Zoning Board Chair	1200	Annual	X	X
Zoning Board Member (4)	900	Annual	X	X
Recreation Director	24,911	Annual	X	X
Waterfront Director	15.30	Hr	280	X
Head Lifeguard	14.30	Hr	X	X
Supervising Lifeguard	12.80	Hr	X	X
Lifeguard	12.70	Hr	X	X
Junior Lifeguard	12.50	Hr	X	X
Head Counselor	12.80	Hr	X	X
Supervising Counselor	12.70	Hr	X	X
Recreation Counselor	12.60	Hr	X	X

Counselor-in-Training	12.50	Hr.	X	X

- * Discussion of this rate in previous board meeting.

_____ seconded motion.

VOTE: In-Favor _____ Against _____ Abstain _____

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RES. #41-21: 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.

Offered By _____ Seconded by _____

VOTE: In-Favor _____ Against _____ Abstain _____

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ADDITIONAL APPOINTMENTS:

Town Clerk Appointments: 1 st Deputy Clerk 2 nd Deputy Clerk	Janie Miller Vacant
Supervisor Appointments: Town Historian Confidential Administrative Assistant Finance Clerk/Typist	Richard Dorsey Tammy Shaw Vacant
Highway Superintendent: Deputy Highway Superintendent	Vacant

MEMBERS AND TERMS OF VARIOUS BOARDS

PLANNING BOARD

Gabriella Sperry, Chair	2016-2022
Cindy Meyers	2021-2027
David Everett	2018-2021
Frank Haimbach	2017-2023
Angus Eaton	2020-2026
Jonathan Catlett	2018-2024
Evan Young	2019-2025

ZONING BOARD OF APPEALS

Daniel Persing, Esq, Chair	2021-2025
Adrianus Ooms	2015-2021
Stephen Day	2020-2024
Christopher Spencer	2019-2023
Christie Ellis	2016-2022

BOARD OF ASSESSMENT REVIEW

Marjorie Cartwright	10/1/17-9/30/2022
Steve Anderson	10/1/16-9/30/2021
Gail Day	10/1/20-9/30/2025

SUPERVISOR TOWN BOARD COMMITTEE APPOINTMENTS

Citizens Finance & Planning Committee	Collins
Climate Smart Committee	Pitkin/Weldon
Communications Committee	Mesick/Wapner
Disaster Planning/Public Health Safety	Wapner/Pitkin
Fire & Building Code	Wapner/Weldon
Insurance	Collins/Pitkin
Negotiations Committee	Collins/Pitkin
Planning & Zoning	Mesick/Wapner
Office of Aging Liaison & Youth	Wapner /Weldon
Real Property Tax	Collins/Weldon
Technology (cable, broadband, computers)	Pitkin/Weldon
Town Facilities (Crellin, Hwy, TH)	Collins/Wapner
Town Policy Review	Pitkin/Collins
Village Liaison	Weldon/Pitkin

SUPERVISOR COMMITTEE APPOINTMENTS:

Broadband Committee

Councilman Vance Pitkin, Chair
David Levow
Gail Cirone
Gabriella Sperry
Supervisor Collins

Chatham Agricultural Partnership Committee

Henry Corsun, Co-Chair
Donna Staron, Co-Chair
Supervisor Collins
Robert Bradford
J. Thomas Clark
Tom Crowell
Will Denner
Jeff Lick
Courtney McDonnell
Eric Ooms
Edie Root

Citizens Finance & Planning Committee

David Levow, Chair
Supervisor Collins
Maurice Bowerman
John Breault
Tim Briney
Christie Ellis
Marley Mills
Deborah Pierce
Administrative Assistant Tammy Shaw
Gabriella Sperry

Climate Smart Committee

Councilman Kevin Weldon, Co-Chair
Councilman Vance Pitkin, Co-Chair
John Cooley
Joseph Behn
Deborah Conrad
Tara Danadio, CDRPC Representative
Angus Eaton
Karla Kavanaugh
Melissa Pollack

Communications Committee:

Councilwoman Abi Mesick, Co-Chair
Michele Munson, Co-Chair
Jeanne Veillette Bowerman
Melissa Pollack
Councilman John Wapner
Town Clerk Beth Anne Rippel
Tammy Shaw

Comprehensive Plan Update Review Committee

Councilwoman Abi Mesick, Co-Chair
Jeanne Veillette Bowerman, Co-Chair
Angus Eaton
Jeff Cox
Dave Everett
Tim Mackerer
Donna Staron

Environmental Management Council

Rick Werwaiss

Office of the Aging Advisory Board

Liz Chapman
Carol Hegeman
Councilman Vance Pitkin, Liason

Recreation Commission

Councilman Vance Pitkin, Co-Chair
Councilman Kevin Weldon, Co-Chair
Mike Chuddy
Anita Fiorillo
Beth Hover
Jim Marks
Judi Matthews
Alan Meier
Dave O'Connor
Jesse Ortiz
Jay Thorn
Mike West, Recreation Director – non-voting member
Betsey Winters

• PUBLIC COMMENT

• MOTION TO CLOSE MEETING