

ORGANIZATIONAL MEETING – ATHENS TOWN BOARD – January 7, 2019

The Organizational Meeting of the Athens Town Board was called to order by Supervisor Robert F. Butler, Jr. on January 7, 2019 at 7:00 pm at the Athens Town Hall with the Pledge of Allegiance.

The following people were present: Supervisor Butler; Councilwoman Mary H. Brandow; Councilman Anthony Paluch; Councilman Richard M. Surrano, Jr. and Town Clerk Linda M. Stacey. (Councilman Michael Ragaini and Highway Superintendent John J. Farrell were absent.)

These people were also present: Attorney Virginia Benedict and Frances McCusker.

The following bills were audited by the Board and ordered paid:

General Abstract #1, vouchers #1 through #28 inclusive for **\$59,596.59**.

Highway Abstract #1, vouchers #1 through #17 inclusive for **\$76,279.18**.

On the motion of Councilwoman Mary H. Brandow seconded by Councilman Richard M. Surrano, Jr. the following **RESOLUTION #2019-1** to adopt the following Rules of Procedure for a Town Board meeting were adopted:

2019 Rules of Procedure for Town Board meetings.

1. Upon entering the site of the Athens Town Board meetings, all cellular phones, non-emergency service pagers and such other electronic devices shall be set to function in a way imperceptible to any other person present.
 2. All meetings will begin at the same, routine and normal time, as legally posted in compliance with the New York Public Officer's Law, following a routine agenda as adopted both by tradition and vote of the Town Board.
 3. No additional matters are to be considered until each matter on the prepared agenda has been acted upon by the Town Board. Therefore, all department heads are encouraged to remain until the adjournment of the meeting.
 4. To foster an element of sincere mutual respect, no demonstration, inappropriate applause or verbal support, booing, or any such disruptive response, which would interrupt the civility and formality of a Town Board meeting will be tolerated. Any person or group persisting in such action will be asked to leave the meeting, with the concurrence of a majority vote of the Town Board.
 5. Anyone wishing to be placed on the agenda to address the Town Board on a particular issue shall contact the Town Clerk at least two (2) business days prior to the meeting, giving their name, address, and the topic wished to be discussed. Citizens are encouraged to limit their presentations to seven (7) minutes, and to present the Town Board supporting documentation as deemed appropriate to their position. Not allowing a petitioning citizen to address the Town Board is recognized as a serious matter, and if deemed appropriate, shall only be agreed to by a majority vote of the Town Board.
 6. Any person addressing the Town Board shall direct his/her comment to the Supervisor and the Town Board, and not engage any Town Board member, department head, or any other member of the audience in a debate. Questions shall be directed to the Supervisor who may choose to answer or to defer the question to a department head or other Board member. Some questions may be tabled for future research, at which point the Supervisor will answer the citizen with a reasonable time frame for a final response.
 7. A time will be allotted at each meeting for the assembled public to comment upon or to ask further questions of the Supervisor regarding any of the discussions which had taken place at this meeting. A 15 minute limit per topic from the floor.
 8. At no time may any of these provisions, as adopted, be modified without a majority vote of the Town Board.
- Adopted as follows:
Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1(Ragaini) Abstentions-0

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On the motion made by Supervisor Robert F. Butler, Jr. seconded by Councilman Anthony Paluch the following **RESOLUTION #2019-2** to accept the following **salary schedule for 2019** was offered and adopted.

Grade	2019 Proposed salaries	Type	Payroll	Hours for year	Yearly
	Ragaini- Councilman	Elected	monthly		4,300
	Paluch Councilman	Elected	monthly		4,300
	Brandow Councilwoman	Elected	monthly		4,300
	Surrano Councilman	Elected	monthly		4,300
	Butler Supervisor	Elected	monthly		10,883
	Ragaini Deputy Supervisor	Appointed	Quarterly		1,553
	Stacey Town Clerk	Elected	Bi-Weekly	1560	54,453 salary
	Farrell Hwys Supt	Elected	Bi-Weekly	2080	60,433 salary
	Pazin Judge	Elected	monthly	P/T	15,989 salary
	Robinson Judge	Elected	monthly	P/T	15,989 salary
	Gasparini Code En. Off	Appointed	Bi-Weekly	936	16,231
	Stacey Dep Town Clerk	Appointed	Bi-Weekly	1040	16,796
	Strenka Book/BudOff	Appointed	Bi-Weekly	1300	30,000
	Puorro Justice Clerk 1	Appointed	Bi-Weekly	2080	50,015
	Carl Justice Clerk 11	Appointed	Bi-Weekly	2080	43,504
10	Robinson MEO working Supervisor	Appointed	Bi-Weekly	2080	48,693 +OT
1	Rose MEO I	Appointed	Bi-Weekly	2080	35,110 +OT
10	Alberti MEO II	Appointed	Bi-Weekly	2080	44,262 +OT
5	Hendricks MEO III	Appointed	Bi-Weekly	2080	39,146 +OT
7	Vail MEO IV	Appointed	Bi-Weekly	2080	39,146 +OT
	McBride Acting Assessor	Appointed	Bi-Weekly	1664	40,785
	Pieruzzi Assessor Clerk	Appointed	Bi-Weekly	936	8,274

Adopted as follows: Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

On the motion of Councilwoman Mary H. Brandow seconded by Councilman Anthony Paluch the following **RESOLUTION #2019-3** *authorizing the Highway Superintendent to expend funds as needed for the purchase of small tools or on parts as per Town Law #52, Articles I & II without prior Board approval, was adopted.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

On the motion of Supervisor Robert F. Butler, Jr. seconded by Councilman Anthony Paluch the following **RESOLUTION #2019-4** *establishing the mileage reimbursement at the IRS recommended rate, of use for the use of employees own vehicle on Town business was adopted.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

On the motion of Councilman Richard M. Surrano, Jr. seconded by Councilwoman Mary H. Brandow the following **RESOLUTION #2019-5** *Authorizing petty cash funds for Town Justice Pazin; Town Justice Robinson; Highway Superintendent Farrell and Town Clerk Stacey at \$100.00 each was adopted.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

On the motion of Councilman Anthony Paluch seconded by Supervisor Robert F. Butler, Jr. the following **RESOLUTION #2019-6** *authorizing cash drawer for the Town Clerk at \$100.00 and \$125.00 for Tax Collector was adopted.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

On the motion of Councilman Richard M. Surrano, Jr. seconded by Councilwoman Mary H. Brandow the following **RESOLUTION #2019-7** *establishing the meeting dates on the First and Third Mondays of each month at 6:45 pm, unless otherwise advertised, except in November when the first meeting is held on the Thursday after the General Election, was adopted.*

Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

On the motion of Supervisor Robert F. Butler, Jr. seconded by Councilwoman Mary H. Brandow the following **RESOLUTION #2019-8** *designating the National Bank of Coxsackie as the Official Depository was adopted.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

On the motion of Supervisor Robert F. Butler, Jr. seconded by Councilman Anthony Paluch the following **RESOLUTION #2019-9** *designating the Catskill Daily Mail as the Official Newspaper was adopted.* Ayes-3 (Butler; Brandow; Paluch) Noes- (Surrano) Absent-1(Ragaini) Abstentions-0

On the motion of Supervisor Robert F. Butler, Jr. seconded by Councilman Richard M. Surrano, Jr. the following **RESOLUTION #2019-10** *Establishing March 4th as the date to audit the Justices books and the Town Clerks cash book* was adopted. Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

On the motion of Councilman Anthony Paluch seconded by Councilman Richard M. Surrano, Jr. the following **RESOLUTION #2019-11** *designating the Town Clerk as registrar of Vital Statistics and the Deputy Town Clerk as Deputy Clerk as Deputy Registrar was adopted.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

On the motion of Councilwoman Mary H. Brandow seconded by Councilman Anthony Paluch the following **RESOLUTION #2019-12** *to adopt a 60 day extension to send the annual financial report to the State Comptroller if needed, was adopted.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

On the motion of Supervisor Robert F. Butler, Jr. seconded by Councilman Richard M. Surrano, Jr. the following **RESOLUTION #2010-13** *designating Pattison, Kosky, Howe, & Buccio as the Town Accountants was adopted.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

On the motion of Councilman Richard M. Surrano, Jr. seconded by Councilwoman Mary H. Brandow the following **RESOLUTION #2019-14** *to adopt the current Employee Handbook was adopted.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

On the motion of Richard M. Surrano, Jr. seconded by Councilwoman Mary H. Brandow the following **RESOLUTION #2019-15** *designating Supervisor Robert F. Butler, Jr. as Delegate to the Association of Towns Annual Meeting, in New York City, February 17th -20th, 2019, was adopted.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

Supervisor Robert F. Butler, Jr. read off a list of yearly appointees who were appointed as follows:

Motion was made by Councilman Anthony Paluch seconded by Councilman Richard M. Surrano, Jr. to **appoint the 2019 yearly appointments:**

Bookkeeper/Budget Officer	Michael Strenka
Deputy Supervisor	Michael Ragaini
Tax Collector	Linda M. Stacey
Deputy Town Clerk & Deputy Tax Collector	Gail Stacey
Code Enforcement Officer	Albert Gasparini
Dog Damage Control Officer	Albert Gasparini
Consolidated Health Secretary	Albert Gasparini
Consolidated Health Member	Peter Alberti (Mayor)
Consolidated Health Chairman	Robert F. Butler, Jr. (Supervisor)
Consolidated Health Officer	Doctor Stephen G. Hassett
Senior Court Clerk	Marcia R. Puorro
Court Clerk	Vincenzina R. Carl
Historian	Lynn J. Brunner
Dog Control Officer	Sherry Vieta
Assessor	Carol J. McBride
Clerk to Assessor	Margaret Pieruzzi
Planning Board Chair	Hal Brodie
Zoning Board Chair	TBD
Secretary to Planning & Zoning	Margaret (Peggy) Snyder

Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

Supervisor’s appointment:

Leo Palmateer has been appointed to serve another 2 year term as Trustee: 1/1/2019-12/31/20

Ed Bloomer was appointed last January –his term expires as Trustee -12/31/2019- **Board Appointment**

Councilman Richard M. Surrano, Jr made a motion seconded by Councilwoman Mary H. Brandow to appoint the following Committees:

2019 Committees:

Joint Landfill	Anthony Paluch	Mary H. Brandow
Village & Town	Robert F. Butler, Jr.	
Special Projects	Richard M. Surrano, Jr.	Michael Ragaini
Ambulance	Phyllis Dinkelacker	
Reserves	Michael Strenka	Mary H. Brandow
Insurance	Michael Strenka	
Medical Insurance	Michael Strenka	Robert F. Butler, Jr.
Planning	Anthony Paluch	Richard M. Surrano, Jr.
Zoning	Michael Ragaini	Mary H. Brandow
Employee Handbook	Mary H. Brandow	Robert F. Butler, Jr.
Employee	Mary H. Brandow	Michael Strenka
Highway	Robert F. Butler, Jr.	Richard M. Surrano, Jr.
Building	Richard M. Surrano, Jr.	Michael Ragaini
Code Enforcement	Michael Ragaini	
Assessor	Mary H. Brandow	
Court	Richard M. Surrano, Jr.	
Fire Contracts	Robert F. Butler, Jr.	Michael Strenka

Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

Councilwoman Mary H. Brandow made a motion seconded by Councilman Richard M. Surrano, Jr. *to approve the Town Clerk's Report for December as presented.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

Councilman Richard M. Surrano, Jr. made a motion seconded by Councilman Anthony Paluch *to approve the minutes of December 17, 2018 as read.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

Informational:

Greene County Resolution # 346-18 authorizing costs incurred under the Unsafe Buildings Law to be Added to Assessment Roll, for the Town of Athens, RE: Budget Inn. (This was for materials and labor to have the building boarded up.)

Information from the Association of Towns RE: Assessor, appraiser and engineering training to be held at the Annual Meeting in February.

Notice from the Village of Athens regarding a Public Hearing on a Proposed Local Law to modify the Standards for Appeals on Planning Board Historic Review Decisions to be held on January 23, 2019 at 6:30 pm.

On the motion of Councilman Anthony Paluch seconded by Councilman Richard M. Surrano, Jr. the following **RESOLUTION #2019-16** *authorizing the Supervisor to sign the contract with Greene County Emergency Medical Systems, Inc., at the fee of \$23, 610 for 2019.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0

Supervisor Robert F. Butler, Jr. made a motion seconded by Councilman Richard M. Surrano, Jr. *to go into Executive Session for Union Negotiations.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0 Time: 7:30 pm

Supervisor Robert F. Butler, Jr. made a motion seconded by Councilman Richard M. Surrano, Jr. *to adjourn the Executive Session and reconvene the regular meeting.* Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0 Time: 7:45pm

As there was no further business to come before the meeting, **a motion to adjourn was made by Councilwoman Mary H. Brandow** seconded by Councilman Richard M. Surrano, Jr. Ayes-4 (Butler; Brandow; Paluch; Surrano) Noes-0 Absent-1 (Ragaini) Abstentions-0 Meeting was adjourned at 7:45 pm.