# *Town of Plattekill*
# *REORGANIZATIONAL MEETING*
## *JANUARY 2, 2014*

*Time: 4:00 PM*

***Salute to Flag***

*Supervisor Croce opened the meeting with a salute to the American Flag.*

*Supervisor Croce welcomed everyone to the Reorganization Meeting. He explained that this evening the Town Board would just be doing the Reorganization Meeting and the next Regular Town Board Meeting would be on Jan. 15, 2014.*

***ROLL CALL***

*The following Town Board Members were present:*

*Supervisor Croce*
*Councilman Putnam*
*Councilman Farrelly*
*Councilwoman Delgado*
*Councilman DePew*

## ***SECTION 1. APPOINTMENTS***

* ***Supervisor Croce*** *made a motion to appoint* ***Sedore, O'Sullivan, Leterio, and Baraschi*** *as* ***Accountants*** *for the Town.*
*Councilwoman Delgado seconded.*
*On the vote: all ayes.*

* ***Supervisor Croce*** *made a motion to appoint, as* ***Attorneys*** *for the Town,* ***Kellar and Kellar, Jacobowitz and Gubits & Roemer, Wallens, Gold and Mineaux.***
*Councilman Putnam seconded.*
*On the vote: all ayes.*

***Supervisor Croce*** *appoints* ***Monique Morano*** *as* ***Bookkeeper to the Supervisor.***

***Councilman Farrelly*** *appoints* ***Supervisor Croce*** *as* ***Budget Officer.***

***Supervisor Croce*** *appoints* ***Tiffany Galligan*** *as* ***Clerk to the Supervisor.***

* ***Supervisor Croce*** *made a motion to appoint* ***Joseph LoCicero and Scott Mandoske*** *as* ***Zoning Officer/Building Inspector I&II/Fire Safety Inspector.***
*Councilman Putnam seconded.*
*On the vote: all ayes.*

* ***Supervisor Croce*** *made a motion to appoint* ***Andrew McKee*** *as* ***Dog Control Officer*** *and* ***Bethany Odell*** *as his* ***Assistant.***
*Councilman Putnam seconded.*
*On the vote: all ayes.*

* ***Supervisor Croce*** *made a motion to appoint* ***David Clouser*** *as* ***Engineer*** *for the Town.*
*Councilwoman Delgado seconded.*
*On the vote: all ayes.*

* ***Supervisor Croce*** *made a motion to appoint* ***Joseph Ryan*** *to the Towns designated position of* ***Chief of Police.***
*Councilman DePew seconded.*
*On the vote: all ayes.*

* ***Supervisor Croce*** *made a motion to appoint* ***William Smith*** *to the Towns designated position of Police Lieutenant.*
*Councilman DePew seconded.*
*On the vote: all ayes.*

** **Councilman DePew** made a motion to appoint **Lori Scarano** as the **Clerk to the Police Chief.***
*Councilman Putnam seconded.*
*On the vote: all ayes.*

** **Councilman DePew** made a motion to reappoint **Cindy Hilbert** as **Chairperson** to the **Planning Board.***
*Councilwoman Delgado seconded.*
*On the vote:all ayes.*

** **Councilman DePew** made a motion to reappoint **Thomas Wilkin** to the **Planning Board**, with a term to expire December 31, 2020.*
*Councilman Putnam seconded.*
*On the vote: all ayes.*

***Councilman DePew** appointed **Joseph G. Croce** as **Liaison to the Planning Board.***

** **Councilman DePew** made a motion to appoint **Tom Wilkin** as the **Town Representative to the Ulster County Planning Board** and to appoint **Richard Gorres** as the **Alternate Representative to the Ulster County Planning Board.***
*Councilwoman Delgado seconded.*
*On the vote: all ayes.*

** **Councilman DePew** made a motion to reappoint **Wilfredo Castillo** as **Chairperson** to the **Zoning Board of Appeals.***
*Councilman Farrelly seconded.*
*On the vote: all ayes.*

** **Councilman DePew** made a motion to reappoint **George Hickey** to the **Zoning Board of Appeals**, with a term to expire December 31, 2020.*
*Councilman Putnam seconded.*
*On the vote: all ayes.*

***Councilman DePew** appointed **Michael Putnam** as **Liaison to the Zoning Board of Appeals**.*

** **Councilman DePew** made a motion to appoint **Sue Bolde** as **Zoning Board Clerk and Planning Board Clerk** and **Dawn Maresca** as **Assessor Aide/Building Inspector Clerk.***
*Councilman Putnam seconded.*
*On the vote: all ayes.*

** **Councilman DePew** made a motion to appoint, the Highway Superintendent, **Robert Wager,** as **Public Works Officer.***
***Supervisor Croce** seconded.*
*On the vote: all ayes.*

** **Councilman DePew** made a motion to appoint **Joseph Croce** as **Purchasing Officer.***
*Councilwoman Delgado seconded.*
*On the vote: all ayes.*

** **Councilman DePew** made a motion to appoint, the Town Clerk, **Barbara Dawes,** as **Records Access Officer.***
*Councilman Putnam seconded.*
*On the vote: all ayes.*

** **Councilman DePew** made a motion to appoint, the Town Clerk, **Barbara Dawes** as **Registrar of Vital Statistics.***
*Councilman Putnam seconded.*
*On the vote: all ayes.*

***Supervisor Croce** appoints **Larry Farrelly** as **Deputy Supervisor.***

* ***Councilwoman Delgado*** *made a motion to appoint, as* ***Delegate to the Association of Towns, Supervisor Joseph Croce*** *and* ***Deputy Supervisor Larry Farrelly*** *as* ***Alternate Delegate to the Association of Towns****.*
*Councilman Putnam seconded.*
*On the vote: all ayes.*

* ***Councilwoman Delgado*** *made a motion to appoint* ***William Farrell*** *as* ***Recreation Director and Special Events Coordinator.***
*Councilman DePew seconded.*
*On the vote: all ayes.*

***Town Clerk, Barbara Dawes****, appoints as* ***Deputy Town Clerk, April Colombo.***

***Robert Wager****, appoints* ***Linda Byrnes, as Clerk to the Highway Dept.***

* ***Councilwoman Delgado*** *made a motion to appoint as* ***Court Clerks, Donna Fuentes*** *and* ***Tamara Cavazza.***
*Councilman Putnam seconded.*
*On the vote: all ayes.*

***Supervisor Croce*** *appoints* ***Libbie Werlau*** *as* ***Town Historian.***

* ***Councilwoman Delgado*** *made a motion to reappoint* ***April Colombo*** *as* ***Town Publicist***
*Councilman Putnam seconded.*
*On the vote: all ayes.*

## ***SECTION 2 COMMITTEES:***

***The Supervisor sets the following Committees to provide advice to the Town Board:***

***Emergency Response Committee****:*
*The Emergency response committee shall be comprised of the Fire Chiefs from Plattekill, Modena, and Clintondale, Supervisor Croce, Police Chief* ***Joseph Ryan****, Highway Superintendent* ***Robert Wager.*** *Said committee shall be responsible to periodically review the Emergency Response plans for the Town of Plattekill and prepare to meet emergencies that might arise from time to time in the Town.*

***Recreation Committee:***
*Recreation Director, William Farrell*
*William Farrell, Brian Kelly, Lisa Hickey, Donna Egan, Frank Scotto, Larry Farrelly*

***Plattekill Day Committee:***
*Chairperson, Linda Byrnes*
*Robert Wager, Mike Putnam, MaryAnn Eng, Joe Croce, Judy Croce, Joe Ryan, Tiffany Galligan, Larry Farrelly, Barbara Dawes, Monique Morano, Dwight Dougherty*

***Veterans Committee:***
*Chairperson, Sis Morse*
*Dot Longbard (Sec/Tres), Esther Coppola, Dorcas Arocho, Victor Arocho, Florence Jesse, Mary Ann Depew, William Jesse, Agnes Dolocemascolo, Jean Smith, John Smith, Joe Egan, Arthur Artuz, Mike Putman, Nathaniel Dawes, Frances Scriber, Carol Peets, Larry Newkirk Sr, Lentdell Newkirk, Diane Pauli, Nelson Rivera, Lillian Rivera, William Farrell, Robert Ruger, Louise Schmitz, Matthew Schmitz, Jodi Swanson, Frances Woodruff, Marge Gardner, Lorraine Morano, Larry Farrelly, Harry Merrill, Abra Yeoma. Youth Members are Jenna O'Jea and Neil Peets.*
*Veterans Committee Photographer: Mary Ann DePew*
*Veterans Committee Historian: Elizabeth Werlau*
*Veterans Committee Liaison to the Town Board: Joe Croce.*

***Citizen of the Year Committee****:*
*Chairperson, Esther Coppola*
*Dot Longbard (Veterans Rep), Cindy Delgado, Jose Delgado, Dan Whitley, Joe Egan, Father John Jaume, Jeff Zupan, Richard Brooks, Chris Mancuso, Flossie Jesse, Robert Wager, Libbie Werlau,*

*Valerie Smith, Marge Gardner, Christopher Hodge, Bill Johnson*

***Town Board Committee:*** *Supervisor sets the following Liaison or Committee comprised of Town Board members. Said liaison or committee is appointed by the Supervisor to act in an advisory capacity only and shall be directed to review policy and procedure. Each committee shall provide monthly reports to the Town Board. In no instance is a Committee or Liaison to act unless under the direction of the Town Board. Such committees or Liaisons might be added or amended from time to time by the Supervisor.*

| | |
|---|---|
| *Library:* | *Larry Farrelly/Dean Depew/Cindy Delgado will attend meetings of the Library Board.* |
| *Voucher Audit Committee:* | *Cindy Delgado and Dean Depew will audit all vouchers for compliance to the Town purchasing policy and comptrollers' guidelines for approval of vouchers.* |
| *Park and Recreation Committee:* | *Larry Farrelly* |
| *Dog Control:* | *Joseph Croce* |
| *Police:* | *Joseph Croce* |
| *Highway Dept.:* | *Joseph Croce* |
| *Senior Community:* | *Cindy Delgado* |
| *Veterans Committee:* | *Joseph Croce* |

## ***SECTION 3 RESOLUTIONS FOR 2014***

***Resolution #1*** ***Bonding***

* ***Councilman Putnam*** *made a motion, seconded by* ***Councilman Farrelly*** *that*

***BE IT RESOLVED BY*** *the Town Board of the Town of Plattekill that the Supervisor is authorized to procure a blanket bonding to cover the Officers and employees of the Town of Plattekill.*
*On the vote: all ayes.*

***Resolution #2*** ***Town Newspaper***

* ***Councilman Putnam*** *made a motion, seconded by* ***Supervisor Croce*** *that*

***BE IT RESOLVED,*** *the Town Board of the Town of Plattekill does hereby designate the* ***Southern Ulster Times*** *as the Town Newspaper for the Town of Plattekill.*

***FURTHER, BE IT RESOLVED,*** *that in cases of emergency where a weekly publication does not afford sufficient notification, a daily publication be designated as Town Newspaper, that daily to be the* ***Times Herald Record.***

***FURTHER, BE IT RESOLVED****, that the Town Clerk is to notify all departments of said designation.*

*Councilman DePew suggested that the Town Board look into using a different newspaper as our official newspaper; perhaps the Times Herald Record would be better to use all the time.*

*Supervisor Croce stated that the Town Board could look into using another newspaper, but the Times Herald Record is extremely expensive.*
*On the vote: all ayes.*

***Resolution #3*** ***Reimbursement of Training***

* ***Councilman Putnam*** *made a motion, seconded by* ***Councilwoman Delgado*** *that*

***BE IT RESOLVED BY****, the Town Board of the Town of Plattekill, that all Officers and employees approved by the Town Board prior to attending conferences or training seminars, shall be reimbursed as follows:*

1. *Mileage:* ***56 cents per mile plus tolls***
2. *Course registration as allowed by the Town Board.*
3. *Up to* ***$45.00*** *per day for meals (excluding alcohol);*

***FURTHER, BE IT RESOLVED,*** *that all expenses are to be accompanied by proper*

*documentation as follows:*

***Meals**: **Receipt*** ***Registration**: **Receipt***

***Mileage**: **Odometer Reading*** ***Tolls**: **Receipt***

*There was discussion by the Town Board that some of the departments ask the Town Board to authorize the expense for training and other departments do not.*

*Councilman DePew stated that he felt any expenses should to be brought before the Town Board.*

*The Town Clerk stated that, years ago, everyone did request to go for training. It is only lately that that has not always happened.*

*The Town Board was in agreement that all departments, even if the training was put in the budget, should still come before the Town Board for approval.*

*Councilman DePew stated that he felt they should add that we would not include "alcohol" as an item that we would pay for in a meal receipt.*

*The Town Board agreed we should not be paying for wine, beer or other alcoholic drinks.*

** Councilman DePew made a motion to add "excluding alcohol" to the reimbursement of meals, item #3, in the above resolution.*

*Councilwoman Delgado seconded.*

*On the vote: all ayes.*

*On the amended resolution vote: all ayes.*

***Resolution #4*** ***Official Town Bulletin Board***

**** Councilman Farrelly** made a motion, seconded by **Councilman Putnam** that*

***WHEREAS**, it is incumbent upon the Town Committees, Boards or otherwise to comply with the Open Meetings Law and post all notices of meetings; and*

***WHEREAS**, said posting should be readily accessible to the General Public,*

***NOW THEREFORE BE IT RESOLVED,** that the Bulletin Board located in the hallway of the Town Hall be designated as the Official Town Bulletin Board.*

***FURTHER BE IT RESOLVED,** that all committees and boards shall post notice of meetings on said Board and on the Official Town Website in compliance with the open meetings law.*

*On the vote: all ayes.*

***Resolution #5*** ***Meeting Notice***

**** Councilman Farrelly** made a motion, seconded by **Councilman Putnam** that*

***WHEREAS**, the Town Board recognizes the importance of public participation in its decision making; and*

***WHEREAS**, the public and News Media be notified of all meetings to encourage their input and comply with the Open Meetings Law,*

***NOW, THEREFORE BE IT RESOLVED,** that the Town Clerk, after notification of such meetings, will be responsible for posting the meeting notice on the Official Bulletin Board, on the Official Town Website and notifying the News Media.*

***FURTHER RESOLVED**, the Town Clerk is to keep a journal of the dates of posting and notification of the media.*

*On the vote: all ayes.*

***Resolution #6*** ***Monthly Meeting Reports***

**** Councilman Farrelly** made a motion, seconded by **Councilman Putnam** that*

***WHEREAS**, in order for all Town Board members and the residents to be kept abreast of the workings of the Town Departments.*

***NOW, THEREFORE BE IT RESOLVED,** that the following departments are required to submit monthly reports: **Police, Dog Control, Building Department, Assessors, Building And Grounds, Town Clerk and Supervisor.***

*On the vote: all ayes.*

***Resolution #7*** ***Emergency Agreement***

**** Councilman Farrelly** made a motion, seconded by **Councilman Putnam** that*

***WHEREAS**, from time to time those providing emergency services to our community require assistance from the Town*

***NOW, THEREFORE BE IT RESOLVED**, that the Town enter into an emergency agreement between the Town, Town Highway, and the Fire Departments, First Aide Unit and Ambulance Corp.*

***FURTHER BE IT RESOLVED**, that in instances in regards to emergencies located outside the Town Boundaries, salary, equipment costs and any other costs incurred by the Town will be billed to the property owner or other requiring assistance.*

*On the vote: all ayes.*

***Resolution #8*** ***Town Board Meetings***

* ***Councilman Farrelly*** *made a motion, seconded by* ***Councilman Putnam*** *that*

***BE IT RESOLVED BY****, the Town Board of the Town of Plattekill that the Regular Town Board meetings are to be held the* ***first and third Wednesday*** *of every month, at* ***7pm****, at the Town Hall, located on Route 44/55, in Modena*

***FURTHER, BE IT RESOLVED****, that the Town Clerk is instructed to send notice of this resolution to the Hudson Valley Newspapers, Times Herald Record, Daily Freeman, New Paltz Times, Wallkill Valley Times and the Southern Ulster Times.*

*On the vote: all ayes.*

***Resolution#9*** ***Depositories***

* ***Councilman Farrelly*** *made a motion, seconded by* ***Councilman Putnam*** *that*

***BE IT RESOLVED BY,*** *the Town Board of the Town of Plattekill that* ***Key Bank*** *and* ***M&T Bank*** *be designated as Town depositories in which all Town Officers shall deposit all monies coming into their hands by virtue of their offices.*

*On the vote: all ayes.*

***Resolution #10*** ***Returned Checks***

* ***Supervisor Croce*** *made a motion, seconded by* ***Councilwoman Delgado*** *that*

***BE IT RESOLVED BY****, the Town Board of the Town of Plattekill that the Town Board imposes a* ***$35.00*** *fee against all checks tendered for payment and returned for insufficient funds.*

*On the vote: all ayes.*

***Resolution #11*** ***Tax Collection***

* ***Supervisor Croce*** *made a motion, seconded by* ***Councilman Farrelly*** *that*

***BE IT RESOLVED BY,*** *the Town Board of the Town of Plattekill that the Tax Collecting Officer deposit all monies received in an interest bearing account as a temporary investment.*

***FURTHER, BE IT RESOLVED*** *that the Tax Collector is instructed to transfer all tax monies including interest and penalties so deposited and accrued, including documentation, every ten days to the Supervisor.*

***FURTHER,*** *that the Tax Collector is to remit to the Supervisor all final interest and penalties collected, including a report, five days after settlement with Ulster County.*

*On the vote: all ayes.*

***Resolution #12*** ***Highway Inspection Fee***

* ***Supervisor Croce*** *made a motion, seconded by* ***Councilman Putnam*** *that*

***BE IT RESOLVED BY,*** *the Town Board of the Town of Plattekill, that the fee charged by the Town for the Highway Superintendent's time in reviewing road construction of proposed roadways in subdivisions approved by the Planning Board said fee will be charged against the monies held in escrow for inspections of the proposed road construction is* ***$80.00 per hour.***

*On the vote: all ayes.*

***Resolution #13*** ***Association of Town Meeting***

* ***Supervisor Croce*** *made a motion, seconded by* ***Councilwoman Delgado*** *that*

***BE IT RESOLVED BY****, the Town Board of the Town of Plattekill that the following personnel be permitted to attend the Association of Towns Meetings: Supervisor, Town Clerk, Council Members, Assessor, Highway Superintendent, Building Inspector, Planning Board Clerk ,Zoning and Planning Boards, Town Justices, Town Justice Clerks.*

***FURTHER, BE IT RESOLVED****, that the length of stay is to be Sunday to Tuesday for the February Session except for the Town's delegate who may stay one additional day to vote on those matters that need to be voted on.*

*On the vote: all ayes.*

***Resolution #14*** ***Petty Cash***

* ***Supervisor Croce*** *made a motion, seconded by* ***Councilman Farrelly*** *that*

***BE IT RESOLVED BY****, the Town Board of the Town of Plattekill that petty cash funds be established for the following offices: tax collector $200.00 and town clerk $30.00*

*On the vote: all ayes.*

***Resolution #15*** ***Pay Schedule***

*** ***Supervisor Croce*** *made a motion, seconded by* ***Councilwoman Delagdo*** *that*

***BE IT RESOLVED BY****, the Town Board of the Town of Plattekill that the salaries for all officers and employees as well as payment schedule for* ***2014*** *be as follows:*

| **Position** | **Salary** | | **How Paid** |
|---|---|---|---|
| Attorney for Town | 200.00-250.00 | Per Hour | Voucher |
| Assessor | 23.79 | Hourly | Bi-Weekly |
| Board of Review (5) | 75.00 | Annual | June |
| Bookkeeper | 34,434.01 | Annual | Bi-Weekly |
| Budget Officer | 5,600.00 | Annual | Bi-Weekly |
| Building Inspector II | 20.19 | Per Hour | Bi-Weekly |
| Deputy Supervisor | 1,040.00 | Annual | Monthly |
| Dog Control Officer | 11,923.00 | Annual | Bi-Weekly |
| Publicist | 2,500.00 | Annual | Monthly |
| Solid Waste Attendant | 14.00 | Per Hour | Bi-Weekly |
| Building Inspector I/Fire Inspector | 24.85 | Per Hour | Bi-Weekly |
| Engineer for the Town | 128.00 | Per Hour | Voucher |
| Registrar of Vital Statistics | 1,800.00 | Annual | Monthly |
| Town Clerk | 37,788.00 | Annual | Bi-Weekly |
| Town Justice (2) | 19,000.00 | Annual | Monthly |
| Town Board (4) | 6,000.00 | Annual | Monthly |
| Town Historian | 0 | Annual | |
| Town Supervisor | 33,072.00 | Annual | Bi-Weekly |
| ***Clerks*** | | | |
| Assessor Aide/Building Inspector Clerk | 17.74 | Per Hour | Bi-Weekly |
| Deputy Town Clerk | 14.34 | Per Hour | Bi-Weekly |
| Highway Clerk | 14.50 | Per Hour | Bi-Weekly |
| Justice Clerk 1 | 15.46 | Per Hour | Bi-Weekly |
| Justice Clerk 2 | 15.46 | Per Hour | Bi-Weekly |
| Planning Board Clerk | 14.56 | Per Hour | Bi-Weekly |
| Supervisor Clerk | 13.09 | Per Hour | Bi-Weekly |
| Zoning Board Appeal Clerk | 14.56 | Per Hour | Bi-Weekly |
| Less Than ½ Time Clerk | 75.00 | Per Week | Monthly |
| | | | |
| ***Highway*** | | | |
| Heavy Equipment Motor Operator | 20.00-24.00 | Per Hour | Bi-Weekly |
| Laborer | 11.25 | Per Hour | Bi-Weekly |
| Mechanic/Motor Equipment Operator | 18.00-23.00 | Per Hour | Bi-Weekly |
| Motor Equipment Operator | 18.00-22.00 | Per Hour | Bi-Weekly |
| Highway Superintendent | 52,915.00 | Annual | Bi-Weekly |
| Working Supervisor/Forman | 25.75 | Per Hour | Bi-Weekly |
| Public Works Officer | 8,543.00 | Annual | Bi-Weekly |
| Highway Maintance Worker III | 21.55 | Per Hour | Bi-Weekly |
| ***Planning & Zoning Boards*** | | | |
| Planning Board Chairperson | 624.00 | Annual | Semi-Annual |
| Planning Board Members | 572.00 | Annual | Semi-Annual |
| Zoning Board Chairperson | 442.00 | Annual | Semi-Annual |
| Zoning Board Members | 390.00 | Annual | Semi-Annual |
| ***Police*** | | | |
| Police Chief | 30,000.00 | Annual | Bi-Weekly |
| Police Lieutenant | 30,000.00 | Annual | Bi-Weekly |
| Police Officer | 21.70-23.95 | Per Hour | Bi-Weekly |
| Police Clerk | 13.41 | Per Hour | Bi-Weekly |
| *DARE* Officer | 25.21 | Per Hour | Bi-Weekly |
| Police Sergeant | 27.86 | Per Hour | Bi-Weekly |
| Detective | 25.21 | Per Hour | Bi-Weekly |
| ***Recreation*** | | | |
| Lifeguard | 9.00 | Per Hour | Voucher |
| Recreation Director | 10,000.00 | Annual | Monthly |

| | | | |
|---|---|---|---|
| Seasonal Recreation Director | 13.00 | Per Hour | Bi-Weekly |
| Summer Program Medical Director | 10.00 | Per Hour | Bi-Weekly |
| Assistant Director | 12.00 | Per Hour | Bi-Weekly |
| Counselors | 8.00 | Per Hour | Bi-Weekly |
| **Court** | | | |
| Court Officer | 17.45 | Per Hour | Bi-Weekly |
| Court Officer II | 17.45 | Per Hour | Bi-Weekly |

***BE IT FURTHER RESOLVED,*** *that all pay schedules will be retroactive to the first payroll of* ***2014.***
*On the vote: all ayes.*

***Resolution #16*** ***Purchasing Policy***
* ***Supervisor Croce*** *made a motion, seconded by* ***Councilman Putnam*** *that*
***BE IT RESOLVED BY****, the Town Board of the Town of Plattekill to adopt the Purchasing Policy attached to these minutes.*
*On the vote: all ayes.*

***Resolution #17*** ***Hours of Operation***
* ***Supervisor Croce*** *made a motion, seconded by* ***Councilman Putnam*** *that*
***BE IT RESOLVED BY****, the Town Board of the Town of Plattekill to establish the following hours of operation for the Town Departments:*

***Building Inspector*** *9:00 am to 4:00 pm Monday through Friday. 5pm to 7pm on Tuesday evenings.*
***Assessor*** *12:30 pm to 5:30 pm Monday through Friday.*
*On the vote: all ayes.*
*Supervisor Croce commented that it is not always possible to have a Building Inspector here during the specified hours, however the clerk is here for the Building Dept.*

***Resolution #18*** ***Dog Control Officer***
* ***Supervisor Croce*** *made a motion, seconded by* ***Councilman Farrelly*** *that*
***BE IT RESOLVED BY****, the Town Board of the Town of Plattekill that the Dog Control Officer is authorized to determine dog-inflicted damage on domestic animals as found in the Ag. & Market Law §125(4).*
*On the vote: all ayes.*

***Resolution #19*** ***Notice of Officials***
* ***Supervisor Croce*** *made a motion, seconded by* ***Councilman Putnam*** *that*
***BE IT RESOLVED BY****, the Town Board of the Town of Plattekill that on or before* ***Jan 10th.****the Town Clerk is instructed to notify the Department of Audit and Control of the names and addresses of all Town of Plattekill Officials.*
*On the vote: all ayes.*

***Resolution #20*** ***Annual Financial Reports***
* ***Supervisor Croce*** *made a motion, seconded by* ***Councilman Putnam*** *that*
***BE IT RESOLVED BY****, the Town Board of the Town of Plattekill that the Town Supervisor, in lieu of a year-end report, files an Annual Financial Document with the Department of Audit and Control.*
***FURTHER, BE IT RESOLVED*** *the Town Clerk is to post notice of its filing and availability for review.*
*On the vote: all ayes.*

***Resolution #21*** ***Training***
* ***Supervisor Croce*** *made a motion, seconded by* ***Councilman Putnam*** *that*
***WHEREAS****, the Town Board by law is required to set training and attendance requirements for members of the Planning Board and Zoning Board of Appeals*
***NOW THEREFORE BE IT RESOLVED*** *by the Town Board that the following training and attendance requirements are established for the* ***2014*** *year for all Planning and Zoning Board members:*
***FURTHER****, the Planning Board and Zoning Board Chairpersons shall provide the Town Board a* ***semi-annual*** *report of the status of each of the members of their prospective Boards attendance and training status:*
*Training:* ***4 hours per member per year***

*Attendance:* ***80% of regular scheduled meetings***

***FURTHER, BE IT RESOLVED-*** *the Town will provide for the costs of said training.*
*On the vote: all ayes.*

***Resolution #22*** ***Investment Policy***
*** ***Supervisor Croce*** *made a motion, seconded by* ***Councilman Putnam*** *that*

***BE IT RESOLVED BY****, the Town Board of the Town of Plattekill that the Town Board adopts an Investment Policy, a copy of which will be attached to these minutes and filed in the Town clerks Office. The bank and trust companies authorized for the unlimited deposit of monies are M & T Bank and Key Bank.*
*On the vote: all ayes*

***Resolution #23*** ***Fees Collected***
*** ***Supervisor Croce*** *made a motion, seconded by* ***Councilwoman Delgado*** *that*

***WHEREAS*** *the Building Inspector is authorized to receive all fees associated with the duties of his office;*

***NOW THEREFORE BE IT RESOLVED*** *by the Town Board of the Town of Plattekill that all Building Department fees and Planning and Zoning Board fees, including escrows, are to be collected by the Building Inspector*

***FURTHER, BE IT RESOLVED THAT*** *all fees are to be remanded to the Supervisor once during a business week except that monies received by the Building Inspector for escrow accounts, will be remanded to the Supervisor within 24 hours of their receipt.*
*On the vote: all ayes.*

*Supervisor Croce stated that we have had some problems with tracking escrow funds and he is planning to have a meeting with the Planning Board Chairperson, Clerk and Dawn Maresca to see if we can set up a system to track things better. Dawn accepts the escrow funds currently, so he felt that she would probably have some incite as to how to make things better. He stated that he felt that the Planning Board should not take any further action on a project if there is not money in the escrow account for that project. He stated that he was not sure how to do this, but everyone agrees the system needs to be improved. We will try to fix it.*

***Resolution #24*** ***Employee Work Hours***
*** ***Supervisor Croce*** *made a motion, seconded by* ***Councilman DePew*** *that*

***WHEREAS,*** *the Town Board of the Town of Plattekill budgets for the salaries of hourly employees based on the number of hours worked in a week.*

***NOW BE IT RESOLVED BY*** *the Town Board of Plattekill that the following are the maximum allowed hours of work by various employees on a weekly basis.*

| ***Title*** | ***Hours per week*** |
|---|---|
| *Assessor Aid Clerk* | *40* |
| *Deputy Town Clerk* | *30* |
| *Highway/Buildings & Grounds Clerk* | *40* |
| *Justice Clerk* | *40* |
| *Planning Board Clerk* | *22* |
| *Police Clerk* | *27* |
| *Supervisor Clerk* | *30* |
| *Zoning Board of Appeals Clerk* | *18* |

***BE IT RESOLVED THAT,*** *as outlined in the employee manual, the Town Board must approve any deviation from this schedule prior to change.*
*On the vote: all ayes.*

***Resolution #25*** ***Records Access***
*** ***Supervisor Croce*** *made a motion, seconded by* ***Councilman Putnam*** *that*

***WHEREAS****, the Town Board of the Town of Plattekill recognizes it's responsibility to comply with the Freedom of Information Law, for access to Town records; and*

***WHEREAS****, the Town Board has appointed a* ***Records Access Officer*** *to coordinate the Town's response to public requests for records.*

***NOW, THEREFORE, BE IT RESOLVED*** *by the Town Board of Plattekill the following:*

*1. All departments, employees or others, who are requested to provide copies or access to Town records, must direct all requests to the Records Access Officer.*

*2. The Records Access Officer alone will be responsible to then process the request and either*

*provide the requested documents or deny the request.*

*3. Any denial of access may be appealed to the Town Board within 30 days of the denial.*

*On the vote: all ayes.*

***Resolution #26*** ***Payment of Claims in Advance of Audit***

* ***Supervisor Croce*** *made a motion, seconded by* ***Councilman DePew*** *that*

***WHEREAS,*** *the Town of Plattekill incurs charges for certain services which from time to time are audited by the Town Board for payment after the due date; and*

***WHEREAS****, as a result of said audit late charges can be assessed or the service not rendered,*

***NOW, THEREFORE BE IT RESOLVED,*** *by the Town Board of the Town of Plattekill to authorize the Supervisor to pay all bills received for electric, telephone, gas and fuel oil services, as well as postage charges in advance of the audit of claims.*

***BE IT FURTHER RESOLVED,*** *that claims for these payments shall be presented at the next regular Town Board meeting for audit.*

*On the vote: all ayes.*

## ***SECTION 4*** ***TOWN CLERK OFFICE HOURS:***

*The Town Clerk sets the following hours*

***Town Clerk Hours:*** *9:00 AM to 3:30 PM, Monday through Friday or by appointment,*

*And Saturdays during the month of January only: 9:00 AM to 12:00 Noon.*

## ***SECTION 5*** ***YEAR END AUDIT***

*The Town Board will conduct a year end audit of all Town financial books of the Town Justice, Building Inspector, Town Clerk, Tax Collector, Town Supervisor and Dog Control Officer.*

*Councilwoman Delgado offered to review the Town Clerk's financial books as she has an understanding of the office.*

## ***SECTION 7*** ***ADJOURNMENT***

* ***Councilman DePew*** *made a motion to adjourn the meeting.*

*Councilwoman Delgado seconded.*

*On the vote: all ayes.*

*Time: 5:10 PM.*