

**Town of Plattekill**  
**REORGANIZATIONAL MEETING**  
JANUARY 6, 2016

Time: 7:00 PM

**Salute to Flag**

*Supervisor Croce opened the meeting with a salute to the American Flag.  
Supervisor Croce welcomed everyone to the Reorganization Meeting.*

**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, Kellar & Jaiven, Jacobowitz and Gubits & Roemer, Wallens, Gold and Mineaux.**  
Councilwoman Delgado seconded.  
On the vote: all ayes.*

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

*Councilwoman Delgado 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 Farrelly 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.**  
Councilwoman Delgado 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 **Willingham Engineering** as **Engineer** for the Highway Department.  
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.*

\* Supervisor Croce made a motion to appoint Lori Scarano as the Clerk to the Police Chief.  
Councilman Farrelly seconded.  
On the vote: all ayes.

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

Councilwoman Delgado appointed Joseph G. Croce as Liaison to the Planning Board.

\* Supervisor Croce made a motion to appoint Tom Wilkin as the Town Representative to the Ulster County Planning Board and to appoint Darryl Matthews as the Alternate Representative to the Ulster County Planning Board.  
Councilwoman Delgado seconded.  
On the vote: all ayes.

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

Supervisor Croce appointed Michael Putnam as Liaison to the Zoning Board of Appeals.

\* Supervisor Croce made a motion to appoint Sue Bolde as Zoning Board Clerk and Planning Board Clerk and Dawn Maresca as Assessor Aide/Building Inspector Clerk.  
Councilwoman Delgado seconded.  
On the vote: all ayes.

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

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

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

\* Supervisor Croce made a motion to appoint, the Town Clerk, Barbara Dawes as Registrar of Vital Statistics.  
Councilwoman Delgado seconded.  
On the vote: all ayes.

Supervisor Croce appoints Larry Farrelly as Deputy Supervisor.

\* Supervisor Croce 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.  
Councilwoman Delgado seconded.  
On the vote: all ayes.

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

At the recommendation of the Highway Superintendent, Robert Wager,  
Supervisor Croce appoints Linda Byrnes, as Clerk to the Highway Dept.

Supervisor Croce appoints Linda Byrnes, as Less than 1/2 Time Clerk.

Supervisor Croce appoints Linda Byrnes, as Buildings & Grounds Clerk.

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

Supervisor Croce appoints Libbie Werlau as Town Historian.

\* Supervisor Croce made a motion to reappoint April Colombo as Town Publicist. Councilwoman Delgado 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, and 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:**

Asst. Rec. Director, Stephanie Doland, Erika Pam, Brian Kelly, Lisa Hickey, Frank Scotto, Rose Guerrieri.

**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 , Esther Coppola, Dorcas Arocho, Victor Arocho, Florence Jesse, Mary Ann Depew, William Jesse, Gina Cappola, Jean Smith, John Smith, Joe Egan, Arthur Artuz, Mike Putman, Nathaniel Dawes, Frances Scriber, Carol Peets, Larry Newkirk Sr, Michelle Carballo, Gary Garrett, Nelson Rivera, Lillian Rivera (Sec/Tres), Annette Laskowsky, Robert Ruger, Louise Schmitz, Matthew Schmitz, Jodi Swanson, Frances Woodruff, Marge Gardner, Lorraine Morano (County Rep), Larry Farrelly, Nancy Paroli, Abra Yeoman, Charles Spada, Robert Wager Sr., Jenna O’Jea (Youth Member), Neal Peets (Youth Member).

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, Joe Egan, Andrew Croce, Richard Brooks, Flossie Jesse, Robert Wager, Libbie Werlau, Valerie Smith, Marge Gardner, Christopher Hodge, Bill Johnson, Robert Riley, Ralph Davis, Dolly Ann Newkirk Briggs, Father Kevin, Cathy Naclerio.

**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. 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 and/or Dean Depew will attend meetings of the Library Board.

Voucher Audit Committee: Michael Putnam and Larry Farrelly 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 2016**

**Resolution #1 Bonding**

\* Councilwoman Delgado made a motion, 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. Seconded by Councilman DePew.  
 On the vote: all ayes.

**Resolution #2 Town Newspaper**

\* Councilwoman Delgado made a motion, 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.  
 Seconded by Councilman Farrelly.  
 On the vote: all ayes.

**Resolution #3 Reimbursement of Training**

\* Councilwoman Delgado made a motion, 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: **.54 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:

<b><u>Meals: Receipt</u></b>	<b><u>Registration: Receipt</u></b>
<b><u>Mileage: Odometer Reading/Map Quest</u></b>	<b><u>Tolls: Receipt</u></b>

Seconded by Councilman Farrelly  
 On the vote: all ayes.  
 . There was a short discussion on starting the mileage count from the person's home or from the Town Hall. It was decided either location was acceptable.

**Resolution #4 Official Town Bulletin Board**

\* Councilwoman Delgado made a motion, 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 in compliance with the open meetings law.  
 Seconded by Councilman DePew.  
 On the vote: all ayes.

**Resolution #5 Meeting Notice**

\* Councilwoman Delgado made a motion, 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 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.

Seconded by Councilman DePew.

On the vote: all ayes.

**Resolution #6 Monthly Meeting Reports**

\* Councilwoman Delgado made a motion, 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.**

Seconded by Councilman Farrelly.

On the vote: all ayes.

**Resolution #7 Emergency Agreement**

\* Councilwoman Delgado made a motion, 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.

Seconded by Councilman DePew.

On the vote: all ayes.

**Resolution #8 Town Board Meetings**

\* Councilwoman Delgado made a motion, 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.

Seconded by Councilman DePew.

On the vote: all ayes.

**Resolution#9 Depositories**

\* Councilwoman Delgado made a motion, 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.

Seconded by Supervisor Croce.

On the vote: all ayes.

**Resolution #10 Returned Checks**

\* Supervisor Croce made a motion, that

**BE IT RESOLVED BY**, the Town Board of the Town of Plattekill that the Town Board imposes a **\$20.00** fee against all checks tendered for payment and returned for insufficient funds.

Seconded by Councilman Farrelly.

On the vote: all ayes.

**Resolution #11 Tax Collection**

\* Supervisor Croce made a motion, 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.

Seconded by Councilman Farrelly.  
On the vote: all ayes.

**Resolution #12 Highway Inspection Fee**

\* Supervisor Croce made a motion, 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.**

Seconded by Councilwoman Delgado.

On the vote: all ayes.

**Resolution #13 Association of Town Meeting**

\* Supervisor Croce made a motion, 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.

Seconded by Councilman DePew.

On the vote: all ayes.

**Resolution #14 Petty Cash**

\* Supervisor Croce made a motion, 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

Seconded by Councilwoman Delgado.

On the vote: all ayes.

**Resolution #15 Pay Schedule**

\* Supervisor Croce made a motion, 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 **2016** be as follows:

<b>Position</b>	<b>Salary</b>		<b>How Paid</b>
Attorney for Town	250.00-275.00	Per Hour	Voucher
Assessor	20.00	Hourly	Bi-Weekly
Board of Review (5)	75.00	Annual	June
Bookkeeper	35,826.00	Annual	Bi-Weekly
Budget Officer	5,600.00	Annual	Bi-Weekly
Building Inspector II	20.40	Per Hour	Bi-Weekly
Deputy Supervisor	1,040.00	Annual	Monthly
Dog Control Officer	12,406.00	Annual	Bi-Weekly
Publicist	2,600.00	Annual	Monthly
Solid Waste Attendant	14.54	Per Hour	Bi-Weekly
Building Inspector I/Fire Inspector	25.34	Per Hour	Bi-Weekly
Engineer for the Town	128.00	Per Hour	Voucher
Registrar of Vital Statistics	1,800.00	Annual	Monthly
Town Clerk	40,800.00	Annual	Bi-Weekly
Town Justice (2)	19,950.00	Annual	Monthly
Town Board (4)	6,120.00	Annual	Monthly
Town Historian	0	Annual	
Town Supervisor	33,072.00	Annual	Bi-Weekly
<b>Clerks</b>			
Assessor Aide/Building Inspector Clerk	18.09	Per Hour	Bi-Weekly
Deputy Town Clerk	14.93	Per Hour	Bi-Weekly
Highway Clerk	15.09	Per Hour	Bi-Weekly
Justice Clerk 1	15.77	Per Hour	Bi-Weekly
Justice Clerk 2	15.77	Per Hour	Bi-Weekly
Planning Board Clerk	14.85	Per Hour	Bi-Weekly
Supervisor Clerk	13.62	Per Hour	Bi-Weekly

Zoning Board Appeal Clerk	14.85	Per Hour	Bi-Weekly
Less Than ½ Time Clerk	78.85	Weekly	Monthly
Buildings & Grounds Clerk	15.09	Per Hour	Bi-Weekly
<b>Highway</b>			
Heavy Equipment Motor Operator	18.50-25.38	Per Hour	Bi-Weekly
Laborer	11.71	Per Hour	Bi-Weekly
Mechanic/Motor Equipment Operator	18.50-23.97	Per Hour	Bi-Weekly
Motor Equipment Operator	18.50-22.89	Per Hour	Bi-Weekly
Highway Superintendent	54,000.00	Annual	Bi-Weekly
Working Supervisor/Forman	26.80	Per Hour	Bi-Weekly
Public Works Officer	8,700.00	Annual	Bi-Weekly
Municipal Worker III	22.42	Per Hour	Bi-Weekly
<b>Planning &amp; Zoning Boards</b>			
Planning Board Chairperson	648.00	Annual	Semi-Annual
Planning Board Members	596.00	Annual	Semi-Annual
Zoning Board Chairperson	451.00	Annual	Semi-Annual
Zoning Board Members	398.00	Annual	Semi-Annual
<b>Police</b>			
Police Chief	30,000.00	Annual	Bi-Weekly
Police Lieutenant	30,000.00	Annual	Bi-Weekly
Police Officer	22.60-24.92	Per Hour	Bi-Weekly
Police Clerk	13.96	Per Hour	Bi-Weekly
DARE Officer	26.23	Per Hour	Bi-Weekly
Police Sergeant	28.98	Per Hour	Bi-Weekly
Detective	26.23	Per Hour	Bi-Weekly
<b>Recreation</b>			
Lifeguard/Water Safety	9.50	Per Hour	Bi-Weekly
Recreation Director	10,000.00	Annual	Monthly
Seasonal Recreation Director	13.00	Per Hour	Bi-Weekly
Summer Program EMT	10.75	Per Hour	Bi-Weekly
Assistant Director	11.00	Per Hour	Bi-Weekly
Counselors	9.00-9.25	Per Hour	Bi-Weekly
<b>Court</b>			
Court Officer	17.80	Per Hour	Bi-Weekly
Court Officer II	17.80	Per Hour	Bi-Weekly

**BE IT FURTHER RESOLVED**, that all pay schedules will be retroactive to the first payroll of **2016**.

Seconded by Councilman Farrelly.

On the vote: all ayes.

**Resolution #16 Purchasing Policy**

\* Supervisor Croce made a motion, that

**BE IT RESOLVED BY**, the Town Board of the Town of Plattekill to adopt the Purchasing Policy attached to these minutes.

Seconded by Councilman DePew.

On the vote: all ayes.

**Resolution #17 Hours of Operation**

\* Supervisor Croce made a motion, 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** 9:00 am to 4:00 pm Monday/Wednesday/Thursday  
9:00 am to 12:00 pm Tuesday

Seconded by Councilman DePew.

On the vote: all ayes.

**Resolution #18 Dog Control Officer**

\* Supervisor Croce made a motion, 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).

Seconded by Councilwoman Delgado.

On the vote: all ayes.

**Resolution #19 Notice of Officials**

\* Supervisor Croce made a motion, that

**BE IT RESOLVED BY**, the Town Board of the Town of Plattekill that on or before **Jan 10<sup>th</sup>**, the Town Clerk is instructed to notify the Department of Audit and Control of the names and addresses of all Town of Plattekill Officials.

Seconded by Councilwoman Delgado.

On the vote: all ayes.

**Resolution #20 Annual Financial Reports**

\* Supervisor Croce made a motion, 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.

Seconded by Councilman DePew.

On the vote: all ayes.

**Resolution #21 Training**

\* Supervisor Croce made a motion, 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 **2016** 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.

Seconded by Councilman DePew.

On the vote: all ayes.

**Resolution #22 Investment Policy**

\* Councilman Depew made a motion, 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.

Seconded by Councilman Farrelly.

On the vote: all ayes.

**Resolution #23 Fees Collected**

\* Councilman DePew made a motion, 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.

Seconded by Councilwoman Delgado.

On the vote: all ayes.

**Resolution #24 Employee Work Hours**

\* Councilman DePew made a motion, 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.

<u>Title</u>	<u>Hours per week</u>
Assessor Aid Clerk/Building Dept	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.  
 Seconded by Councilwoman Delgado.  
 On the vote: all ayes.

**Resolution #25      Records Access**

\* Councilman DePew made a motion, 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.

Seconded by Councilwoman Delgado.  
 On the vote: all ayes.

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

\* Councilman DePew made a motion, 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.  
 Seconded by Supervisor Croce.  
 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.

Supervisor Croce stated that the Reorganization portion of the meeting was over and that he would like to address a short agenda for the rest of the meeting.

Time: 7:40 PM.

**MINUTES**

\* Supervisor Croce made a motion to dispense with the reading of the minutes from the December 30, 2015 Special Settlement Town Board Meeting.  
 Councilman DePew seconded.  
 On the vote: all ayes.

\* Supervisor Croce made a motion to accept the minutes from the December 30, 2015 Special Settlement Town Board Meeting.  
Councilwoman Delgado seconded.  
On the vote: all ayes.

#### PUBLIC INPUT

Mrs. Annette Laskowsky asked if the Town Board was going to consider appointing an Ethics Board for the Town.

Supervisor Croce explained that the Town Board is working on this matter. He stated that the original law, setting up an Ethics Board, was adopted in 1970 and there are some issues with the language in the original code. He stated that the Town Board is currently researching other local Town Codes and speaking to our attorney to try to update the wording. He stated that the Town has not had an Ethics Board since he was elected in 2010 and he would like to do this, he just wants to make sure that we do it properly.

Mrs. Laskowsky stated that it did not appear that some of the Town Hall staff received raises.

Supervisor Croce stated that those employees, that did not receive a raise, are part of the Employee Union Contract and a new contract is being finalized at this time. The Town Board has set aside money for their raises, in the 2016 Budget, so that when the contract is finalized, they will receive their raises at that time.

There were no further comments or questions from the public.

\* Supervisor Croce made a motion to close the Public Input section of the meeting at 7:42 PM.  
Councilwoman Delgado seconded.  
On the vote: all ayes.

#### SECTION 1 – AWARD BID FOR 2004 TAHOE

Supervisor Croce read the legal notice that was put in the local newspaper for the sale of the 2004 Chevy Tahoe. He stated that the Town received one bid that was opened at 10:00 AM on Dec. 30, 2015.

\* Councilman DePew made a motion to award the bid for the sale of the 2004 Chevy Tahoe to David Gerard at a cost of \$250.00.  
Councilwoman Delgado seconded.  
On the vote: all ayes.

#### SECTION 2 – INTERVIEW DATES FOR PLANNING BOARD MEMBER

Supervisor Croce explained that the Town Board has received 4 applications to fill the vacant position on the Town Planning Board. He stated that he would like to set a date to do interviews.

The Town Board decided to meet either Tuesday Jan. 12<sup>th</sup> or Thursday, Jan. 14<sup>th</sup>, at 6:00 PM to do the interviews.

Supervisor Croce stated that he would have his clerk set up the appointments for the candidates.

#### SECTION 3 – MOBILE HOME PARK PERMITS

Supervisor Croce read through the long list of Mobile Home Parks that were receiving their Park renewal permits for 2015.

\* Councilwoman Delgado made a motion to authorize the Supervisor to sign the Mobile Home Park Permits that he had just read and a list of these Mobile Home Parks will be attached to these minutes.  
Councilman DePew seconded.  
On the vote: all ayes.

#### SECTION 4 – UTILITY SUPPLIER

Supervisor Croce stated that the Town Board had authorized him, last February, to obtain electric from a company that was offering a reduced rate on electric usage. He explained that the year was just about over and the Town Board has to decide which company we will use for the next year. He stated that he was still obtaining a new rate from the current company and he would give everyone that information before the next Town Board Meeting so that a decision can be made.

#### SECTION 5 – SOLAR FARM

Supervisor Croce stated that someone came into his office and discussed the possibility of putting in a solar farm on Plattekill-Ardonia Road. He stated that there are no codes that cover this type of industry in our Code Book. He stated that the Building Inspector got a copy of what the Town of Newburgh has on regulating this type of business and we should look at other Towns in the area also.

The Town Board discussed that this should all be researched before trying to draft new codes for our Town. The Town Board will have to decide where to allow these types of “farms”. He stated that he did suggest that this person come to a Town Board meeting to let the Town Board know what he would like to do.

Councilman DePew stated that he would also like to meet with the Building Inspectors to get their opinion on this type of facility.

Supervisor Croce agreed and stated that if there is one person thinking about doing this, then there are probably others. We need to start doing this research so we can be pro-active with this type of industry.

Councilwoman Delgado stated that there are several Solar Farms in Town already. They sell their extra electric directly to Central Hudson.

There was discussion that just about anyone who has solar panels and they don't use all the electric that they make, can sell that electric back to Central Hudson or another company. This business is a little different in that this person wants to set up solar panels to make electric for sale.

Supervisor Croce stated that he was not against this type of industry; he just felt that the Town should do some research on this type of business and make sure that there are regulations, if needed, so that they do not have a negative impact on neighbors or the Town. He stated that he would get the information that he has to the other Town Board members.

#### SECTION 6 – ADJOURNMENT

\* Supervisor Croce made a motion to adjourn the meeting at 8:07 PM.

Councilman DePew seconded.

On the vote: all ayes.