

**Town of Plattekill**  
**REORGANIZATIONAL MEETING**  
**JANUARY 3, 2018**

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 Farrelly  
Councilman Matthews  
Councilman DePew*

*Councilman Putnam was absent.*

**SECTION 1. APPOINTMENTS**

\* *Supervisor Croce made a motion to appoint **RBT CPAs LLC** as **Accountants** for the Town.  
Councilman Farrelly 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.**  
Councilman Matthews seconded.  
On the vote: all ayes.*

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

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

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

\* *Supervisor Croce made a motion to appoint **Scott Mandoske and Daniel Kelly** 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 **Volunteer Assistant.**  
Councilman DePew seconded.  
On the vote: all ayes.*

\* *Supervisor Croce made a motion to appoint **Barton and Loguidice** as **Engineer** for the Town.  
Councilman DePew seconded.  
On the vote: all ayes.*

\* *Supervisor Croce made a motion to appoint **Willingham Engineering** as **Engineer** for the Highway Department.  
Councilman Farrelly 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 Farrelly seconded.  
On the vote: all ayes.
- \* Supervisor Croce made a motion to appoint Lori Scarano as the Clerk to the Police Chief.  
Councilman Matthews 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 made a motion to reappoint Cindy Hilbert to the Planning Board with a term to expire December 31, 2024.  
Councilman Matthews seconded.  
On the vote: all ayes.
- \* Supervisor Croce made a motion to reappoint Cindy Hilbert as Chairperson to the Planning Board.  
Councilman Farrelly seconded.  
On the vote: all ayes.
- \* Supervisor Croce made a motion to appoint Michelle Carballo to the Planning Board, with a term to expire December 31, 2019.  
Councilman DePew seconded.  
On the vote: all ayes.
- \* Supervisor Croce appointed Joseph G. Croce as Liaison to the Planning Board.
- \* Supervisor Croce appointed Michael Putnam as Liaison to the Zoning Board of Appeals.
- \* Supervisor Croce made a motion to appoint Janice Stryker as Zoning Board Clerk and Planning Board Clerk and Dawn Maresca as Assessor Aide/Building Inspector Clerk.  
Councilman Matthews 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.
- \* Councilman Farrelly made a motion to appoint Joseph Croce as Purchasing Officer.  
Councilman Matthews 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.  
Councilman DePew 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.

Councilman Matthews seconded.  
On the vote: all ayes.

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

Supervisor Croce appoints **Linda Byrnes, as Clerk to the Highway Dept.**

Supervisor Croce appoints **Linda Byrnes, as Less than ½ 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.**

Councilman Matthews seconded.  
On the vote: all ayes.

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

\* Supervisor Croce made a motion to reappoint **April Colombo as Town Publicist**

Councilman Farrelly 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, Town Supervisor, Police Chief, Highway Superintendent. 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:**

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, Dean Depew, William Jesse, Gina Cappola, Joe Egan, Mike Putman, Nathaniel Dawes, Carol Peets, Larry Newkirk Sr, Michelle Carballo, Gary Garrett, Nelson Rivera, Lillian Rivera, Annette Laskowsky, Robert Ruger, Louise Schmitz, Matthew Schmitz, Frances Woodruff, Marge Gardner, Lorraine Morano, Larry Farrelly, Helen Dawes, Charles Spada, Robert Wager Sr., Dustin Colombo(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.

Councilman DePew stated that he thought Jenna O’Jea was also a youth member of the Veterans Committee.

Supervisor Croce stated that he would speak to Mrs. Morse to see if her name should be added.

### **Citizen of the Year Committee:**

Chairperson, Esther Coppola

Dot Longbard, Cindy Delgado, Jose Delgado, Joe Egan, Flossie Jesse, Robert Wager, Valerie Smith, Marge Gardner, Bill Johnson, Robert Riley, Cathy Naclerio, Representative Plattekill Girl Scouts,

Chief/Representative Plattekill/Modena/Clintondale Fire Departments, Pastor/Representative Clintondale Friends/Modena Methodist/Our Lady of Fatima/Pentecostal Holy Joy Churches

**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: Darryl Matthews/Dean Depew will attend meetings of the Library Board.

Voucher Audit Committee: Dean Depew and Darryl Matthews 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: Larry Farrelly

Veterans Committee: Joseph Croce

**SECTION 3 RESOLUTIONS FOR 2018**

**Resolution #1 Bonding**

\* Supervisor Croce 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**

\* Supervisor Croce 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 Matthews.  
 On the vote: all ayes.

**Resolution #3 Reimbursement of Training**

\* Supervisor Croce 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: 54.5 **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**  
**Mileage: Odometer Reading/Map Quest**

**Registration: Receipt**  
**Tolls: Receipt**

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

**Resolution #4 Official Town Bulletin Board**

\* Supervisor Croce 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 Matthews.  
On the vote: all ayes.

**Resolution #5 Meeting Notice**

\* Supervisor Croce 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 Farrelly.  
On the vote: all ayes.

**Resolution #6 Monthly Meeting Reports**

\* Supervisor Croce 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, Recreation, Building Department, Assessors, Building And Grounds, Town Clerk and Supervisor.**

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

**Resolution #7 Emergency Agreement**

\* Supervisor Croce 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 Matthews.  
On the vote: all ayes.

**Resolution #8 Town Board Meetings**

\* Supervisor Croce 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 1915 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 Farrelly.  
On the vote: all ayes.

**Resolution#9    Depositories**

\* Supervisor Croce 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 Councilman Farrelly.  
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 Matthews.  
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 Matthews.  
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 Councilman DePew.  
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 Matthews.  
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 Councilman Matthews.  
On the vote: all ayes.

**Resolution #15    Pay Schedule**

\* Councilman DePew 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 **2018** be as follows:

<b>Position</b>	<b>Salary</b>		<b>How Paid</b>
Attorney for Town	250.00-275.00	Per Hour	Voucher
Assessor	21.23	Hourly	Bi-Weekly
Board of Review (5)	75.00	Annual	Voucher
Bookkeeper	37,273.86	Annual	Bi-Weekly
Budget Officer	5,600.00	Annual	Bi-Weekly
Building Inspector II	21.42	Per Hour	Bi-Weekly
Deputy Supervisor	1060.80	Annual	Monthly
Dog Control Officer	12,405.00	Annual	Bi-Weekly
Publicist	2,705.00	Annual	Monthly
Solid Waste Attendant (2)	15.13	Per Hour	Bi-Weekly
Building Inspector I/Fire Inspector	23.97	Per Hour	Bi-Weekly
Engineer for the Town	109.00-170.00	Per Hour	Voucher
Registrar of Vital Statistics	2000.00	Annual	Monthly
Town Clerk	42,453.42	Annual	Bi-Weekly
Town Justice (2)	20,500.00	Annual	Monthly
Town Board (4)	6,242.00	Annual	Monthly
Town Historian	0	Annual	
Town Supervisor	33,733.00	Annual	Bi-Weekly
<b>Clerks</b>			
Assessor Aide/Building Inspector Clerk	19.20	Per Hour	Bi-Weekly
Deputy Town Clerk	15.53	Per Hour	Bi-Weekly
Highway Clerk	15.70	Per Hour	Bi-Weekly
Justice Clerk 1	16.74	Per Hour	Bi-Weekly
Justice Clerk 2	16.74	Per Hour	Bi-Weekly
Planning Board Clerk	14.23	Per Hour	Bi-Weekly
Supervisor Clerk	14.31	Per Hour	Bi-Weekly
Zoning Board Appeal Clerk	14.23	Per Hour	Bi-Weekly
Less Than ½ Time Clerk	355.48	Per Month	Monthly
Buildings & Grounds Clerk	15.70	Per Hour	Bi-Weekly
<b>Highway</b>			
Heavy Equipment Motor Operator	21.86-25.70	Per Hour	Bi-Weekly
Laborer	12.17	Per Hour	Bi-Weekly
Mechanic/Motor Equipment Operator	22.40	Per Hour	Bi-Weekly
Motor Equipment Operator	21.43-22.84	Per Hour	Bi-Weekly
Highway Superintendent	55,000.00	Annual	Bi-Weekly
Working Supervisor/Forman	27.89	Per Hour	Bi-Weekly
Public Works Officer	9,000.00	Annual	Bi-Weekly
Municipal Worker III	23.33	Per Hour	Bi-Weekly
<b>Planning &amp; Zoning Boards</b>			
Planning Board Chairperson	674.22	Annual	Semi-Annual
Planning Board Members	619.14	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	14.52	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	11.50	Per Hour	Bi-Weekly
Recreation Director	10,200.00	Annual	Monthly
Seasonal Recreation Director	13.25	Per Hour	Bi-Weekly
Summer Program EMT	11.50	Per Hour	Bi-Weekly
Assistant Director	11.50	Per Hour	Bi-Weekly
Counselors	10.40	Per Hour	Bi-Weekly
<b>Court</b>			
Court Officer	18.89	Per Hour	Bi-Weekly
Court Officer II	18.89	Per Hour	Bi-Weekly

**BE IT FURTHER RESOLVED**, that all pay schedules will be retroactive to the first payroll of **2018**.  
Seconded by Councilman Matthews.  
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 Matthews.  
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** Between the hours of 9:00 am to 5:00 pm Monday-Friday

Seconded by Councilman Farrelly.  
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 Councilman Matthews.  
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 Councilman Farrelly.  
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 Matthews.  
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 **2018** 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**

\* Supervisor Croce 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**

\* Supervisor Croce 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 Councilman Matthews.  
 On the vote: all ayes.

**Resolution #24      Employee Work Hours**

\* Supervisor Croce 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 Councilman Farrelly.  
 On the vote: all ayes.

**Resolution #25      Records Access**

\* Supervisor Croce 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 Councilman Matthews.  
 On the vote: all ayes.

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

\* Supervisor Croce 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 Councilman Farrelly.

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.

At this time, Councilman DePew stated that he had agreed to help Councilwoman Delgado with the census project this year. Since she is no longer an Councilperson, he will step up and take over to lead person on this project, but would like to have someone else volunteer to help him is needed.

Supervisor Croce stated that he was also listed on the original paperwork as someone to help with the census project, as well as the Town Clerk and the Assessor and his Clerk. If he were to need some help, there will be someone that can help him.

**SECTION 6                                      VOUCHERS**

\* Councilman DePew made a motion to pay the Voucher Detail Report dated 1/3/2018, which includes the General Fund amount of \$4,118.07, the Highway Fund amount of \$530.34, the Clintondale Light District amount of \$828.03, the Modena Light District amount of \$1,326.34 for a total amount of \$6,702.78 recognizing that the Audit Committee has reviewed the claims and found them acceptable for payment.

Councilman Matthews seconded.

On the vote: all ayes.

**SECTION 7                                      ADJOURNMENT**

\* Supervisor Croce made a motion to adjourn the meeting at 7:39 PM.

Councilman DePew seconded.

On the vote: all ayes.