

**Town of Plattekill  
REORGANIZATIONAL MEETING  
JANUARY 2, 2019**

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
- Councilman
- Councilman
- Councilman

**SECTION 1. APPOINTMENTS**

\* \_\_\_\_\_ made a motion to appoint **RBT CPAs LLC** as **Accountants** for the Town.  
Councilman \_\_\_\_\_ seconded.  
On the vote:

\* \_\_\_\_\_ made a motion to appoint, as **Attorneys** for the Town, **Kellar, Kellar & Jaiven, Jacobowitz and Gubits & Roemer, Wallens, Gold and Mineaux.**  
Councilman \_\_\_\_\_ seconded.  
On the vote:

\_\_\_\_\_ appoints **Monique Morano** as **Bookkeeper to the Supervisor.**

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

\_\_\_\_\_ appoints **Tiffany Galligan** as **Clerk to the Supervisor.**

\* \_\_\_\_\_ made a motion to appoint **Scott Mandoske and Daniel Kelly** as **Zoning Officer/Building Inspector I&II/Fire Safety Inspector.**  
\_\_\_\_\_ seconded.  
On the vote:

\* \_\_\_\_\_ made a motion to appoint **Andrew McKee** as **Dog Control Officer and Bethany Odell** as his **Volunteer Assistant.**  
\_\_\_\_\_ seconded.  
On the vote:

\* \_\_\_\_\_ made a motion to appoint **Barton and Loguidice** as **Engineer** for the Town.  
\_\_\_\_\_ seconded.  
On the vote:

\* \_\_\_\_\_ made a motion to appoint **Willingham Engineering** as **Engineer** for the Highway Department.  
\_\_\_\_\_ seconded.  
On the vote:

\* \_\_\_\_\_ made a motion to appoint **Joseph Ryan** to the Towns designated position of **Chief of Police.**  
\_\_\_\_\_ seconded.  
On the vote:

\* \_\_\_\_\_ made a motion to appoint **William Smith** to the Towns designated position of **Police Lieutenant.**

\_\_\_\_\_seconded.

On the Vote:

\* \_\_\_\_\_ made a motion to appoint **Lori Scarano** as the **Clerk to the Police Chief.**

\_\_\_\_\_seconded.

On the vote:

\* \_\_\_\_\_ made a motion to reappoint **Wilfredo Castillo** as **Chairperson** to the **Zoning Board of Appeals.**

\_\_\_\_\_seconded.

On the vote:

\* \_\_\_\_\_ made a motion to reappoint **Nathaniel Baum** to the **Planning Board** with a term to expire December 31, 2026.

\* \_\_\_\_\_ made a motion to reappoint **Cindy Hilbert** as **Chairperson to the Planning Board.**

\_\_\_\_\_seconded.

On the vote:

\* \_\_\_\_\_ appointed **Joseph G. Croce** as **Liaison to the Planning Board.**

\* \_\_\_\_\_ appointed **Michael Putnam** as **Liaison to the Zoning Board of Appeals.**

\* \_\_\_\_\_ made a motion to appoint **Janice Stryker** as **Zoning Board Clerk and Planning Board Clerk** and **Dawn Maresca** as **Assessor Aide/Building Inspector Clerk.**

\_\_\_\_\_seconded.

On the vote:

\* \_\_\_\_\_ made a motion to appoint, the Highway Superintendent, **Robert Wager,** as **Public Works Officer.**

\_\_\_\_\_seconded.

On the vote:

\* \_\_\_\_\_ made a motion to appoint **Joseph Croce** as **Purchasing Officer.**

\_\_\_\_\_seconded.

On the vote:

\* \_\_\_\_\_ made a motion to appoint, the Town Clerk, **Barbara Dawes,** as **Records Access Officer.**

\_\_\_\_\_seconded.

On the vote:

\* \_\_\_\_\_ made a motion to appoint, the Town Clerk, **Barbara Dawes** as **Registrar of Vital Statistics.**

\_\_\_\_\_seconded.

On the vote:

\_\_\_\_\_appoints **Larry Farrelly** as **Deputy Supervisor.**

\* \_\_\_\_\_ 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.**

\_\_\_\_\_seconded.

On the vote:

**Town Clerk, Barbara Dawes, appoints as Deputy Town Clerk, Donna Hedrick.**

\_\_\_\_\_, appoints Linda Byrnes, as Clerk to the Highway Dept.

\_\_\_\_\_, appoints Linda Byrnes, as Less than 1/2 Time Clerk.

\_\_\_\_\_, appoints Linda Byrnes, as Buildings & Grounds Clerk.

\* \_\_\_\_\_ made a motion to appoint as Court Clerks, Donna Fuentes and April Colombo.

\_\_\_\_\_ seconded.

On the vote:

\_\_\_\_\_ reappoints Libbie Werlau as Town Historian.

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

\_\_\_\_\_ seconded.

On the vote:

## **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, April Colombo, Patrick Leonard*

### **Veterans Committee:**

*Chairperson, Sis Morse*

*Esther Coppola, Dorcas Arocho, Carlos Arranz, Michael Fowler, 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, Gavin Walters, Nelson Rivera, Lillian Rivera, Annette Laskowsky, Robert Ruger, Louise Schmitz, Matthew Schmitz, Frances Woodruff, 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.*

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

*Chairperson, Esther Coppola*

*Cindy Delgado, Jose Delgado, Joe Egan, Flossie Jesse, Robert Wager, Valerie Smith, Bill Johnson, Robert Riley, Cathy Naclerio, Representative Plattekill Boy & Girl Scouts, Chief/Representative Plattekill/Modena/Clintondale Fire Departments, Pastor/Representative Clintondale Friends/Modena Methodist/Our Lady of Fatima/Pentecostal Holy Joy/New Day Tabernacle/New Hurley Reform/The Christian Deliverance Center/The Way Family Christian Churches, Knights of Columbus, Plattekill Highway, Plattekill PBA/Dare, Plattekill Historian, Plattekill Veterans Committee, Plattekill Golden Seniors, Plattekill Senior Housing (Aloha), Plattekill Library, Plattekill Grange, Plattekill Historical Society, Plattekill Latino Association*

**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 2019**

**Resolution #1     Bonding**

\* \_\_\_\_\_ 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 \_\_\_\_\_  
On the vote:

**Resolution #2     Town Newspaper**

\* \_\_\_\_\_ 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 \_\_\_\_\_  
On the vote:

**Resolution #3     Reimbursement of Training**

\* \_\_\_\_\_ 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: .58 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 _____	

On the vote:

**Resolution #4 Official Town Bulletin Board**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution #5 Meeting Notice**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution #6 Monthly Meeting Reports**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:.

**Resolution #7 Emergency Agreement**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution #8 Town Board Meetings**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution#9    Depositories**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution #10    Returned Checks**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution #11    Tax Collection**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution #12    Highway Inspection Fee**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution #13    Association of Town Meeting**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution #14    Petty Cash**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution #15    Pay Schedule**

\* \_\_\_\_\_ 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 **2019** be as follows:

<b>Position</b>	<b>Salary</b>		<b>How Paid</b>
Attorney for Town	250.00-275.00	Per Hour	Voucher
Assessor	30.60	Hourly	Bi-Weekly
Board of Review (5)	75.00	Annual	Voucher
Bookkeeper	38019.34	Annual	Bi-Weekly
Budget Officer	5,600.00	Annual	Bi-Weekly
Building Inspector II	21.85	Per Hour	Bi-Weekly
Deputy Supervisor	1082.07	Annual	Monthly
Dog Control Officer	12,653.10	Annual	Bi-Weekly
Publicist	2,759.10	Annual	Monthly
Solid Waste Attendant (2)	15.43	Per Hour	Bi-Weekly
Building Inspector I/Fire Inspector	24.45	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	43,302.49	Annual	Bi-Weekly
Town Justice (2)	21,000.00	Annual	Monthly
Town Board (4)	6,368.00	Annual	Monthly
Town Historian	0	Annual	
Town Supervisor	34408.07	Annual	Bi-Weekly
<b>Clerks</b>			
Assessor Aide/Building Inspector Clerk	19.58	Per Hour	Bi-Weekly
Deputy Town Clerk	15.84	Per Hour	Bi-Weekly
Highway Clerk	16.01	Per Hour	Bi-Weekly
Justice Clerk 1	17.07	Per Hour	Bi-Weekly
Justice Clerk 2	17.07	Per Hour	Bi-Weekly
Planning Board Clerk	14.66	Per Hour	Bi-Weekly
Supervisor Clerk	14.60	Per Hour	Bi-Weekly
Zoning Board Appeal Clerk	14.66	Per Hour	Bi-Weekly
Less Than ½ Time Clerk	362.59	Per Month	Monthly
Buildings & Grounds Clerk	16.01	Per Hour	Bi-Weekly
<b>Highway</b>			
Heavy Equipment Motor Operator	22.30-26.22	Per Hour	Bi-Weekly
Laborer	12.41	Per Hour	Bi-Weekly
Mechanic/Motor Equipment Operator	22.85	Per Hour	Bi-Weekly
Motor Equipment Operator	21.86-23.30	Per Hour	Bi-Weekly
Highway Superintendent	56,100.00	Annual	Bi-Weekly
Working Supervisor/Forman	28.45	Per Hour	Bi-Weekly
Public Works Officer	9,180.00	Annual	Bi-Weekly
Municipal Worker III	23.80	Per Hour	Bi-Weekly
<b>Planning &amp; Zoning Boards</b>			
Planning Board Chairperson	687.00	Annual	Semi-Annual
Planning Board Members	631.00	Annual	Semi-Annual
Zoning Board Chairperson	460.02	Annual	Semi-Annual
Zoning Board Members	406.00	Annual	Semi-Annual
<b>Police</b>			
Police Chief	30,000.00	Annual	Bi-Weekly
Police Lieutenant	30,000.00	Annual	Bi-Weekly
Police Officer	24.03-27.00	Per Hour	Bi-Weekly
Police Clerk	14.81	Per Hour	Bi-Weekly
DARE Officer	28.46	Per Hour	Bi-Weekly
Police Sergeant	31.47	Per Hour	Bi-Weekly
Detective	28.46	Per Hour	Bi-Weekly
<b>Recreation</b>			
Lifeguard/Water Safety	12.00	Per Hour	Bi-Weekly
Recreation Director	10,200.00	Annual	Monthly
Seasonal Recreation Director	13.52	Per Hour	Bi-Weekly
Summer Program EMT	12.00	Per Hour	Bi-Weekly
Assistant Director	12.00	Per Hour	Bi-Weekly
Counselors	11.10	Per Hour	Bi-Weekly

<b>Court</b>			
Court Officer	19.27	Per Hour	Bi-Weekly
Court Officer II	19.27	Per Hour	Bi-Weekly

**BE IT FURTHER RESOLVED**, that all pay schedules will be retroactive to the first payroll of **2019**, seconded by \_\_\_\_\_  
 On the vote:

**Resolution #16 Purchasing Policy**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution #17 Hours of Operation**

\* \_\_\_\_\_ 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** 3:30pm - 8:00 pm Tuesday & Thursday (By appointment After 4:00 pm) Weekends by Appointment

seconded by \_\_\_\_\_

On the vote:

**Resolution #18 Dog Control Officer**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution #19 Notice of Officials**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution #20 Annual Financial Reports**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:.

**Resolution #21 Training**

\* \_\_\_\_\_ 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 **2019** 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 \_\_\_\_\_

On the vote:

**Resolution #22      Investment Policy**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution #23      Fees Collected**

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**Resolution #24      Employee Work Hours**

\* \_\_\_\_\_ 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.

<b><u>Title</u></b>	<b><u>Hours per week</u></b>
Assessor Aid Clerk/Building Dept	40
Deputy Town Clerk	30
Highway/Buildings & Grounds Clerk	40
Justice Clerk	40
Planning Board Clerk	22
Police Clerk	20
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 \_\_\_\_\_

On the vote:

**Resolution #25      Records Access**

\* \_\_\_\_\_ 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 \_\_\_\_\_  
On the vote:

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

\* \_\_\_\_\_ 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 \_\_\_\_\_

On the vote:

**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.

**SECTION 6**

**EXECUTIVE SESSION**

**SECTION 7**

**ADJOURNMENT**

\* \_\_\_\_\_ made a motion to adjourn the meeting.

\_\_\_\_\_seconded.

On the vote: all ayes.

Time: \_\_\_\_\_ PM.