

Minutes of the Organizational and Workshop Meeting of the Town Board of the Town of Durham held January 2, 2007 at the Town Building in Oak Hill, NY.

**Present:**

- Gary Hulbert - Supervisor**
- Robert Elpel – Councilman**
- Jodi Wood – Councilwoman**
- Linda Sutton – Councilwoman**
- William Carr – Councilman**

**Recording Secretary**                      **Chris Kohrs –Deputy Clerk**  
**Others Present:**                              **Wesley Moore – Highway Superintendent**  
     **Tal Rappleyea – Town Attorney**  
     **Charles Soderblom – Town Clerk**

Supervisor Hulbert called the meeting to order at 7:33 PM. There were eighteen people present.

**Councilman Carr then offered the following resolution and moved its adoption:**

**BE IT RESOLVED by the Town Board of the Town of Durham as follows:**

**That the Town procures a blanket bond covering all officers, clerks, and employees of the Town,**

**That the Town Supervisor is authorized to appoint a bookkeeper for the Town,**

**Mileage Policy**

**Mileage will be reimbursed at a per mile rate if the duties require travel more than 10 miles from the employees' official work site or place of residence as established by the Town Board. A written statement detailing odometer readings and destination to and from must be provided with a voucher. The following positions are exempt from the 10-mile limit if a town vehicle is not available: Building Inspector, Code Enforcement, Data Collection and Dog Control Officer. The Town Board will determine the mileage rate periodically,**

**Travel and Lodging Policy**

**If the duties require travel, the employee must obtain authorization for such travel in advance from the Town Board. Only one multi-day training or seminar will be paid per year. Every effort should be made to attend training classes or seminars closest to the employees' official work site or place of residence,**

**Travel between residence and official work site is not reimbursable,**

**Receipts must be obtained for all services paid in cash (e.g., taxi, train or bus charges); they are required for all payments, and they must be attached to the travel voucher. Meals and lodging will not be reimbursed for any employee while within 35 miles of the employees' official work site or place of residence. A meal allowance of \$35.00 a day (\$10.00 breakfast/\$25.00 dinner) will be allowed for overnight travel. Expenses for meals are reimbursable with the following schedule:**

**Breakfast:** A breakfast reimbursement is allowed if departure occurs at least one (1) hour prior to the traveler's normal work starting time.

**Dinner:** A dinner reimbursement is allowed if the traveler returns at least two (2) hours after his or her normal work ending time.

**Lunch:** No reimbursement for lunch is allowed.

**Original lodging receipts are required as evidence of an overnight stay. If more than one lodging accommodation is offered, the lowest rate will be paid.**

### **Memberships**

**One State and one County Membership may be joined yearly for each Department. All other memberships must be approved by the Town Board each year.**

**All vouchers received for reimbursement of expenses must have receipts attached.**

**Sales tax is not reimbursable due to our tax-exempt status.**

**That the regular Town Board meetings throughout 2007 will be held at 7:30 P.M. on the first Tuesday (work session and subdivisions) and third Tuesday (Regular Session) each month at the Town Building in Oak Hill,**

**That the Catskill Daily Mail and the Greenville Press be the official newspapers of the Town,**

**That The Bank of Greene County, Bank of America and the National Bank of Coxsackie be designated for deposit of Town funds, and authorized for direct deposit of payroll pursuant to Town direction, on direction of respective employees (Banking Law, 96-b; General Municipal Law 93-d; Town Law 29 (3),**

**That the Highway Superintendent is authorized to purchase equipment tools and implements not to exceed \$2000.00, and on the recommendation of the Highway Superintendent, Cindy Moore be appointed Clerk to the Highway Superintendent,**

**That the Town participate in the purchase of materials, equipment, supplies, etc. bid and contracted for by Greene County, subject to the rules adopted by the County pursuant to Section 408 -A of the County Law, the Highway Superintendent is also authorized to purchase materials, equipment, supplies, etc. bid and contracted for by other towns or counties if it is to the advantage of the Town of Durham,**

**That since the State is contracting for certain highway materials, equipment and supplies; that the Town of Durham Highway Superintendent is authorized to participate in such purchases during the year 2007,**

**That in lieu of the annual financial report to be filed by January 30th, the Supervisor shall submit to the Town Clerk a copy of his report to the State Comptroller within 60 days after the close of the fiscal year,**

**That any item exceeding \$200.00 in cost to be purchased by the Town Justices and Town Code Enforcement Office be approved in advance by the Town Board,**

**That the Town Board authorizes the Clerk/Collector to hire up to two deputies to work no longer than a combined total of 20 hours per week.**

**That Tal Rappleyea be appointed Attorney for the Town at \$85.00/hour,**

**That the annual salaries of all elective and appointive officers and the rates of hourly employees, including overtime and regular pay be established as follows:**

<b>Employee salaries 2007</b>			<b>Pay</b>
<b>Position</b>	<b>Salary</b>		<b>Frequency</b>
Councilperson	\$3,819.00	per year	Monthly
Court	Justices \$8,437.00	"	"
	Clerk 1 \$9,976.00	"	"
	Clerk 2 \$9.00	per hour	"
Supervisor	Supervisor \$10,205.00	per year	"
	Bookkeeper \$14,000.00	"	Bi-weekly
Assessor	Sole Assessor \$27,120.00	"	"
	Clerk \$14,000.00	"	"
Town Clerk/Collector	\$20,008.00	"	"
	Deputy 1 \$5,530.00	"	Monthly

	Deputy 2	\$5,530.00		“
	Deputy 2A	\$378.00	per year	“
Board of Assessment Review	Chairman	\$350.00		Annually
	Members	\$250.00		Annually
Election Officials		\$8.00	per hour	Monthly
Election Machine Custodians		\$250.00	per election	“
Police	Chief/Acting	\$12,730.00	per year	Monthly
Patrolmen:	Marchesani	\$12.75	per hour	“
	Van Fleet	\$12.13	"	“
	M Scarey	\$12.75	"	“
	Shauger	\$12.75	“	"
	Miller	\$12.13	"	"
Peace Officers:	Tripp	\$10.00	"	"
	HB Scarey	\$10.00	"	"
	Dispatcher	\$1,220.00	per year	"
Dog Control Officer		\$3,639.00	per year	Monthly
Buildings	Inspector	\$12,000.00	per year	"
	CEO	\$8,000.00	“	“
	Clerk	\$4,326.00	“	"
Health Officer		\$1,200.00	“	Quarterly
Vital Statistics	Registrar	\$401.00	“	Bi-weekly
	Deputy's-Two	\$247.00	“ each	Monthly
Highway Superintendent	Super	\$46,500.00	“	Bi-weekly
	Secretary	\$2,120.00	“	"
Youth Program	Director	\$2,100.00	“	Monthly
Others	Minimum	\$7.25	per hour	Annually
	Maximum	\$9.00	"	“
Historian		\$250.00	per year	Quarterly
Highway Employees	Minimum	\$9.00	per hour	Bi-weekly
	Maximum	\$18.00	"	“
	Laborer	\$10.00	"	“
Overtime=One and one half per hour				
Recycling		\$10.60	per hour	"
Building Custodian		\$55.00	per week	Monthly

**That David Cunningham be appointed Building Inspector and Allen Schmidt be appointed Code Enforcement Officer, and Lois Rockefeller, Code Enforcement Clerk**

**That Merton Tripp be appointed Dog Control Officer for the year,**

**That Roger Vaughn be appointed Chairman of the Board of Assessment Review.**

**That the following Police appointments be made:**

<b>Sergeant</b>	<b>Thomas Sutton</b>
<b>Patrolman</b>	<b>Michael Scarey</b>
<b>Patrolman</b>	<b>T. Albert Marchesani, Jr.</b>
<b>Dispatcher</b>	<b>Linda Sutton</b>
<b>Patrolman</b>	<b>Nathan Van Fleet</b>
<b>Patrolman</b>	<b>John Shauger</b>
<b>Patrolman</b>	<b>Raymond Miller</b>
<b>Peace Officer</b>	<b>Merton Tripp</b>
<b>Peace Officer</b>	<b>H B Scarey</b>

**On the recommendation of Mr. Hulbert, Cindy Moore was appointed bookkeeper.**

**On the recommendation of the Sole Assessor, Cindy Moore was appointed Assessor's Clerk.**

**On the recommendation of Mr. Hulbert, William A. Carr, Jr. was appointed Deputy Supervisor.**

**On the recommendation of Mr. Hulbert, Dan Clifton was appointed Historian.**

**On the recommendation of Mr. Moore, Alan Beechert was appointed Deputy Highway Superintendent.**

**On the recommendation of the Justices, Theresa Brett was appointed Court Clerk by the Board and Charlene Hull 2<sup>nd</sup> Court Clerk**

**Ruth Fishman was appointed as Youth Program Director.**

**Dr. Goldstein was appointed Health Officer.**

**Mrs. Sutton seconded the motion.**

**Voting was as follows;**

<b>Hulbert</b>	<b>Aye</b>
<b>Sutton</b>	<b>Aye</b>
<b>Elpel</b>	<b>Aye</b>
<b>Carr</b>	<b>Aye</b>
<b>Wood</b>	<b>Aye</b>

The Justice and Clerk are permitted to attend the training of their choosing in NYC in accordance with the Travel and Lodging Policy.

Patterson, Kosky, and Rath will prepare the annual statement.

The court clerk will present her books for review by the Board January 16, 2007.

The Town Clerk will present his books for review by the Board on January 16, 2007.

**Proof of Notice having been furnished, the Public Hearing on the Beury subdivision was called to order at 7:48 p.m. by Gary Hulbert, Supervisor.**

**All persons desiring to be heard, having been heard, the Hearing was terminated at 7:55 p.m.**

**Mr. Carr made the motion to approve the Beury subdivision once the application is signed, seconded by Ms. Wood. All were in favor motion carried.**

**Proof of Notice having been furnished, the Public Hearing on the Firenze subdivision was called to order at 7:55 p.m. by Gary Hulbert, Supervisor.**

**A letter from the Firenze's attorney was received, stating that the living trust allows the property to be subdivided.**

**All persons desiring to be heard, having been heard, the Hearing was terminated at 8:00 p.m.**

**Mr. Carr made the motion to approve the Firenze subdivision, seconded by Ms. Sutton. All were in favor motion carried.**

**Mr. Elpel made the motion seconded by Ms. Wood to renew the contract with the Mohawk-Hudson Humane Society. All were in favor the motion carried.**

**Mrs. Sutton motioned to approve the following transfers seconded by Mr. Elpel. All were in favor motion carried.**

<b>FROM:</b>	A1110.400	Court, Contractual	\$	1,040.75
<b>TO:</b>	A1110.104	Court, Per Ser (New Clerk)		
<b>FROM:</b>	A1990.400	Contingent	\$	120.00
<b>TO:</b>	A5010.136	Hwy Clerk, Per Ser (Semo Reimb)		
<b>FROM:</b>	A8160.400	Refuse, Contratual	\$	413.00
<b>TO:</b>	A8160.150	Refuse, Per Service		
<b>FROM:</b>	A1355.400	Assessment, Contractual	\$	101.25
<b>TO:</b>	A1355.114	Assessment, Per Ser (Data Collector)		

<b>FROM:</b>	General Surplus	\$ 1,250.00
<b>TO:</b>	A9030.8 Social Security	

Supervisor Hulbert stated that the proposed pellet factory has vacated the Becker site leaving the premises broom clean. If the code issues are corrected and a letter is received from the D.E.C. authorizing operation on a brown site, the Site Plan Application will be revisited.

Mrs. Allan asked for clarification on the recent grant application for Open Space and Agricultural Development. It was explained that should the town receive funding it is the intent to contact a consulting firm, which specializes in Agricultural Development to develop a plan for the town, which will compliment our Comprehensive Plan.

Highway Superintendent Moore announced he has received the Tractor and mower from Keil equipment. A voucher has been submitted for payment.

Mr. Moore is extremely frustrated with Robert Greene Truck Service. They have not delivered the snowplow and are currently two months past the delivery commitment. Mr. Moore has contacted another dealer from Liverpool, NY who can get us the truck without the plow with in a few days. Attorney Rappleyea advised Mr. Moore to send a letter canceling the truck with Robert Greene Truck Service. To contact the second bidder and if they are unable to meet the contract he could then proceed with the dealer in Liverpool, NY.

**Mr. Elpel made the motion seconded by Ms. Wood to notify Robert Greene and the second bidder, if they cannot supply the truck as specified with in 30 days we would cancel the contract. Mr. Moore would be authorized to contact the Dealer in Liverpool for the truck and arrange with Arrowhead to install the plow. All were in favor motion carried.**

In the interim, Mr. Moore requested permission to purchase a Fisher plow for \$4,000 and install it on the fire truck donated by the East Durham Vol. Fire Co. It has been outfitted with a sander and would aide in road maintenance until the new truck is received and put into service. **Mr. Elpel made the motion to authorize the purchase of a Fisher Plow for \$4,000 for the adapted fire truck, seconded by Mr. Carr. All were in favor, motion carried.**

The board reviewed and signed the emergency contracts for the Town of Durham Rescue Squad, East Durham Fire Co. and Oak Hill-Durham Fire Co.

Mr. Soderblom announced that the tax bills were received from the county and will be mailed to the residents January 3, 2007.

There will be a Town of Durham Emergency Preparedness meeting at the town hall January 23, 2007 at 7:30 p.m.

There will be a Comprehensive Plan Committee Meeting at the town hall January 8, 2007 at 7:30 p.m.

**Ms. Wood made the motion to adjourn seconded by Mrs. Sutton at 8:30 p.m.**

**Minutes approved:**

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Chris Kohrs, Deputy Town Clerk