

Minutes of the meeting of the Town Board of the Town of Durham held January 2, 2018 at the Town Hall commencing at 7:30 pm.

Present: Shawn Marriott, Supervisor
Nick Nahas, Deputy Supervisor
Joan Breslin, Council Member
Jerry Cunningham, Council Member
Linda Sutton, Council Member

Recording Secretary: Janet Partridge, Town Clerk

Others Present: Aidan O'Connor Jr, Durham Legislator
Patti Fetty, Deputy Town Clerk
Thomas Sutton, Police Sergeant
Tal Rappleyea, Attorney
David Cunningham, Building Inspector
Lois Rockefeller, Building Dept Clerk
John David Van Tassel, Animal Control Officer
Chris Kohrs, Court Clerk
Karen Tirpak, Bookkeeper
Maryellen Brooks, Assessor Clerk

20 community members

Supervisor Marriott called the meeting to order at 7:30 pm with the Pledge to the Flag.

Chris Kohrs, notary, swore in the newly elected officials: Shawn Marriott – Supervisor; Janet Partridge – Clerk/Collector; Nick Nahas – Council Member; Linda Sutton – Council Member; and Karen Tirpak – Town Justice.

Supervisor Marriott thanked the highway department for their work during the snow storms over the holidays, the town appreciates their dedication.

SUPERVISOR MARRIOTT proposed the following Resolution on January 2, 2018:

2018-01 Organizational Resolution

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,

That the Town Board authorizes the Town Supervisor to conduct day to day business of the town,

Whereas the Town Board acknowledges its responsibility to review and accept the procurement policy, and all employee policies and shall do so as soon as possible,

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 Animal Control Officer. The Town Board set the mileage rate at **50 cents per mile.**

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 /yr. 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 2018 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** be designated as the **official newspaper** of the Town,

That **The Bank of Greene County** 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 \$5,000.00**, and on the recommendation of the Highway Superintendent, **Karen Tirpak** is 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, the Highway Superintendent is also authorized to purchase materials, equipment, supplies, etc. under the "Piggybacking Law" under General Municipal Law (GM) ss103, subdivision 16. That the Highway Superintendent be permitted to participate in NYS Auctions, NYS Thruway Auctions and Auctions International.

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 2018,

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 not exceeding \$200.00** in cost to be purchased by the **Town Justices and Building & Code Enforcement Department** is **approved in advance by the Town Board**,

That the Town Board **authorizes the Clerk/Collector to hire two deputies** to work no more than a total of **25 hours per week**,

That the Town Board **authorizes Court Clerk 2 to not exceed 50 hours** annually,

That **Tal Rappleyea** be appointed **Attorney for the Town** at \$120/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:

Position		Salary		Frequency
Councilperson		\$ 4,886.00	/yr	Monthly
Court	Justices	\$ 11,798.00	/yr	Monthly
	Clerk 1	\$ 18,358.00	/yr	Bi-weekly
	Clerk 2	\$ 20.00	/hr	Monthly
Supervisor	Supervisor	\$ 13,050.00	/yr	Monthly
	Bookkeeper	\$ 30,140.50	/yr	Bi-weekly
Assessor	Sole Assessor	\$ 29,500.00	/yr	Bi-weekly
	Clerk 1	\$ 14.61	/hr	Monthly
	Data Clerk	\$ 14.00	/hr	Monthly
Town Clerk/Collector	Clerk/Collector	\$ 30,143.00	/yr	Bi-Weekly
	Deputy 1	\$ 10,455.00	/yr	Monthly
Board of Assessment Review	Chairman	\$ 375.00	/yr	Annually
	Members	\$ 275.00	/yr	Annually
Police	Sgt. Sutton	\$ 26,675.00	/yr	Monthly
Police Officers:	Scarey, M	\$ 17.87	/hr	Monthly
	Busch, R	\$ 16.90	/hr	Monthly
	Shauger	\$ 17.87	/hr	Monthly
	Miller, R	\$ 17.87	/hr	Monthly
Peace Officers:	Van Tassel	\$ 14.68	/hr	Bi-Weekly
	Miller, M	\$ 15.52	/hr	Monthly
	Dispatcher	\$ 1,705.00	/yr	Monthly
Animal Control Officer		\$ 7,695.00	/yr	Bi-Weekly
Buildings	Inspector	\$ 17,910.00	/yr	Monthly

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	CEO	\$ 12,360.00	/yr	Bi-Weekly
	Clerk	\$ 6,640.00	/yr	Monthly
Health Officer		\$ 1,200.00	/yr	Quarterly
Vital Statistics	Registrar	\$ 579.00	/yr	Bi-weekly
	Deputy	\$ 366.00	/yr	Monthly
Hwy Superintendent	Super	\$ 60,871.20	/yr	Bi-weekly
	Secretary	\$ 8,743.80	/yr	Bi-weekly
Youth Program	Director	\$ 3,500.00	/yr	Annually
Youth Counselors	Minimum	\$ 10.40	/hr	Annually
	Maximum	\$ 12.40	/hr	Annually
Historian		\$ 300.00	/yr	Quarterly
Highway Employees	Minimum	\$ 14.00	/hr	Bi-weekly
	Maximum	\$ 30.00	/hr	Bi-weekly
	Laborer	\$ 14.00	/hr	Bi-weekly
Overtime=One and one half per hour				
Recycling		\$ 14.18	/hr	Bi-weekly
Building Custodian		\$ 100.00	/wk	Monthly
	Semi Annual Cleaning	\$ 100.00	2x/yr	Monthly

That **Katie Tomlin** is to be appointed custodian for the town.

That **Judith Barra** is to be appointed recycling custodian for the town,

That **David Cunningham** is appointed **Building Inspector** and **Mark Overbaugh** is appointed **Code Enforcement Officer**, and **Lois Rockefeller**, is appointed **Clerk for the Building and Code Enforcement Department**.

That **John Van Tassel** is appointed **Animal Control Officer**.

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

That **Janet Partridge, Town Clerk/Collector** is appointed **Registrar of Vital Statistics**.
Patricia Fetty is appointed **Deputy Registrar of Vital Statistics**.

That **Amanda Kosich** is appointed **Health Officer**.

That **Ruth Fishman** is appointed as **Youth Program Director**.

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

Sergeant	Thomas Sutton
Commissioner	Shawn Marriott
Dispatcher	Linda Sutton
Police Officer	Raymond Miller
Police Officer	Michael Scarey
Police Officer	John Shauger
Police Officer	Richard Busch
Peace Officer	Matthew Miller
Peace Officer	John Van Tassel

On the recommendation of Supervisor Marriott, **Karen Tirpak** is appointed **bookkeeper**.

On the recommendation of Gordon Bennett, Sole Assessor, **Maryellen Brooks** is appointed **Assessor's Clerk** and **Christian Larsen, Michael Guedko, and Stephen Pellicano** as **Data Collectors**.

On the recommendation of Supervisor Marriott, **Nick Nahas** is appointed **Town Historian**.

On the recommendation of Superintendent van Holsteyn, **Paul Capulli** is appointed **Deputy Highway Superintendent**.

On the recommendation of the Justices, **Chris Kohrs and Charlene Hull** are appointed **Court Clerks**.

On the recommendation of the Town Clerk, **Patricia Fetty** is appointed **Deputy Town Clerk/Collector**.

On the recommendation of the Historic Preservation Commission, **Naida Jackson** is appointed to the four year term starting January 1, 2018 completing December 31, 2022.

On the recommendation of the Historic Preservation Commission, **Claudia Every** is appointed to fill out the last year of Ken Dean's term.

On the recommendation of Supervisor Marriott, **Councilmember Nahas** is appointed as **Deputy Supervisor**.

Councilmember Nahas seconded the motion, all in favor, motion carried. (5 Yeas – Marriott, Nahas, Breslin, Cunningham, Sutton)

Attorney Rappleyea arrived at the meeting, 7:45pm.

Supervisor Marriott presented a proposed new Procurement Policy to the Board. The Office of the State Comptroller recommends looking over town procurement policies on a yearly basis and Supervisor Marriott discovered that our town policy was last updated in 1995. The board members will review the proposed policy created by Attorney Rappleyea and vote on it at the next meeting.

The board members signed the 2018 contracts with the two fire companies and the ambulance squad.

Supervisor Marriott shared a memo with the town board members from Assessor Bennett on the change the county legislature has made on the maximum limits for the senior citizens and disabled tax exemptions. The county has raised their maximum income limit of \$27,500 with a full sliding scale for 2018. In an effort to maintain continuity, Bennett explained it has always been town policy to have the same limits in our Town as the County has. He asked if the Board continues this policy, he would like the resolution to be passed before the March 1, 2018. The Board will address this resolution at the next scheduled regular meeting.

Supervisor Marriott shared the proposed Resolution of the Town of Durham Authorizing the Adoption of the Greene County Hazard Mitigation and Resilience Plan. The Board will review the Resolution between now and the next meeting.

Supervisor Marriott presented the engagement letters from Pattison, Kosey, Howe & Bucci for the Town Clerk, Tax Collector and Town Justice Court audits. Also there is an engagement letter to prepare the annual financial statements for the Office of State Comptroller.

A motion was made by Council Member Breslin to approve signing the four engagement letters with PKHB, seconded by Deputy Supervisor Nahas, all in favor, motion carried. (5 Yeas – Marriott, Nahas, Breslin, Cunningham, Sutton)

Supervisor Marriott suggested having quarterly audits done, discussion followed.

A motion was made by Deputy Supervisor Nahas to approve signing an engagement letter with PKHB to have quarterly audits done, seconded by Council Member Breslin, all in favor, motion carried. (5 Yeas – Marriott, Nahas, Breslin, Cunningham, Sutton)

When a new elected Supervisor comes into office, the Office of the State Comptroller suggests a full audit of the books be done. Attorney Rappleyea agrees that it is common practice to have a full audit done when there is a change in administration and believes it is a good idea.

Discussion followed and the cost was quoted at \$8,000-\$9,000.

A motion was made by Deputy Supervisor Nahas to sign an engagement letter with PKHB to have a full audit of the town books be done, seconded by Council Member Breslin, all in favor, motion carried. (5 Yeas – Marriott, Nahas, Breslin, Cunningham, Sutton)

Supervisor Marriott received a quote from BAS of \$600 for bookkeeper training and would like the Board to approve payment of that bill.

A motion was made by Council Member Breslin to approve the payment of \$600 to BAS for bookkeeper program training, seconded by Deputy Supervisor Nahas, all in favor, motion carried. (5 Yeas – Marriott, Nahas, Breslin, Cunningham, Sutton)

The County Planning Board had 30 days to act on the Camp Gavoah Site Plan Review, and since they did not have a quorum at their last meeting to vote, the Town can move forward with their process. Attorney Rappleyea recommended to the board to approve the Site Plan Review.

A motion was made by Council Member Cunningham to approve application # SPR2017-01, submitted by Peak Land Partners, seconded by Deputy Supervisor Nahas, all in favor, motion carried. (5 Yeas – Marriott, Nahas, Breslin, Cunningham, Sutton)

Questions or Comments from the floor:

Due to the number of changes in employees for the Town, it was suggested that the locks on the buildings be changed. Supervisor Marriott agrees and suggested we look into the cost and extensiveness of the work that would have to be done.

A community member asked if the bookkeeper training and town audit was budgeted for. Supervisor Marriott explained that it was not put in the budget and would have to come out of the contingent fund.

Council Member Cunningham would like to have a committee set up to look into updating our Comprehensive Plan. With the growth of Solar Farms in our area and those looking to change the use of their land, now is the time to work at updating it. The Plan is a working document and shouldn't sit still. It was created in 2008, so now would be a good time to set up a committee to go over it and make updates. A committee will be appointed at the next Board meeting. If you are interested in being on the committee, please contact Supervisor Marriott before the next meeting. Deputy Supervisor Nahas volunteered to sit on the committee.

Attorney Rappleyea explained the Comprehensive Plan is the outline and study of where we want to go as a town and the laws are passed to be compliant with the Plan.

Two community members expressed their support in updating the Comprehensive Plan and how it would be a positive step forward for the community.

Supervisor Marriott asked for a motion to approve the December pre-paid bills.

A motion was made by Deputy Supervisor Nahas to approve the December pre-paid bills, seconded by Council Member Breslin, all in favor, motion carried. (5 Yeas – Marriott, Nahas, Breslin, Cunningham, Sutton)

01/02/18	Abstract #	24	consisting of 2017 Vouchers #	1211	through #	1233	for	\$ 449,016.48
	broken down as follows:							
			General Funds					\$379,834.58
			Highway Funds					\$ 15,342.40
			Safety & Fire					
			Trust & Agency					\$ 53,839.50
			Street Lighting					

A motion was made by Council Member Cunningham to adjourn at 8:18pm, seconded by Deputy Supervisor Nahas.

Respectfully submitted,

Janet Partridge
Town Clerk/Collector