

Town Of Austerlitz
Organizational Meeting
January 2, 2014

Present: Robert Lagonia, Supervisor, Bryan Geel, Matthew Verenazi, Greg Vogler, Town Board Members, Robert Meehan, and Susan Haag, Town Clerk.

Town Board Member Jon Mesick late due to work. Arrived at 7:00 p.m.

Robert Meehan absent due to snow storm.

Meeting called to order at 6:00 p.m.

Moment of Silence, followed by the pledge of Allegiance.

2014 Organizational Resolutions

RESOLUTIONS 1-2014

Be it resolved that the Town Board hereby appoints Joseph Catalano as Attorney for the Town for a term beginning January 2, 2014 and ending December 31, 2014 on a time and materials basis at a rate of \$150 per hour.

Town Board Member Geel noted that he was happy with previous Attorney Tal Rappleyea, but is willing to work with a new one to which Town Board Member Verenazi concurred. Member Geel would like the record to show that Attorney Rappleyea had performed his duties in a professional and satisfactory manner. Supervisor Lagonia advised that Attorney Rappleyea has been very helpful with the transition to a new attorney.

A motion to adopt Resolution 1-2014 was made by R. Lagonia and seconded by G. Vogler.

R. Lagonia: yes

J. Mesick: absent

G. Vogler: yes

M. Verenazi: yes

B. Geel: yes

Motion carried.

RESOLUTION 2-2014

Be it resolved that Kinderhook Bank is hereby designated as the primary official depository for all town funds for the year 2014 and other secondary financial institutions for investment purposes may be chosen at the discretion of the Supervisor. The Town Supervisor and the Deputy Supervisor will be designated as signatories for Supervisor's Accounts.

A motion to adopt Resolution 2-2014 was made by R. Lagonia and seconded by B. Geel.

R. Lagonia: yes
J. Mesick: absent
G. Vogler: yes
M. Verenazi: yes
B. Geel: yes
Motion carried.

RESOLUTION 3-2014

Be it resolved that the Register Star newspaper, having circulation in the Town of Austerlitz, is hereby designated as the official newspaper of the Town of Austerlitz for the year 2014.

A motion to adopt Resolution 3-2014 was made R. Lagonia and seconded by M. Verenazi.

R. Lagonia: yes
J. Mesick: absent
G. Vogler: yes
M. Verenazi: yes
B. Geel: yes
Motion carried.

RESOLUTION 4-2014

Be it resolved that the Town Board hereby appoints the Town Supervisor as the budget officer and is hereby authorized to invest idle funds of the Town of Austerlitz in those investments as approved by law, the State Comptroller, and the Investment Policy of the Town of Austerlitz as it becomes apparent that such funds will not be required to meet immediate commitments of the Town.

A motion to adopt Resolution 4-2014 was made by R. Lagonia and seconded by B. Geel.

R. Lagonia: yes
J. Mesick: absent
G. Vogler: yes
M. Verenazi: yes
B. Geel: yes
Motion carried.

RESOLUTION 5-2014

Be it resolved that after the audit of properly submitted claims to the Supervisor, the Supervisor, the Town Clerk/Tax Collector, Assessor, Election Inspectors, Justices, Justice's Clerk, Councilpersons, Planning Board, Assessor's Clerk, Zoning Board of Appeals, Animal Control Officer and Code Enforcement Officer, may request mileage and tolls reimbursement for the use of privately owned vehicles on official town business, such expenses, will be made at the rate that is promulgated by the Federal Government and provided that funds are available in the budget. Be it further resolved that with the exception for the Code Enforcement Officer, Assessor, and Animal Control Officer, mileage shall not be paid for normal travel within the Town of Austerlitz in ordinary

performances of duties of the office held or for the travel to and from meetings of the Town Board, Planning Board, Zoning Board of Appeals or committees thereof. Daily automotive log to be submitted with vouchers and substantiated.

A motion to adopt Resolution 5-2014 was made by R. Lagonia and seconded by G. Vogler.

R. Lagonia: yes

J. Mesick: yes

G. Vogler: yes

M. Verenazi: yes

B. Geel: yes

Motion carried.

RESOLUTION 6-2014

Be it resolved that the Superintendent of Highways is authorized to advertise for sealed bids for the furnishing of Calcium Chloride, culvert pipe and banding, sand, gravel, shale, salt, crushed stone, fuel oil, diesel fuel, and gasoline, and such other road materials and highway supplies that may be required for the year 2014. Be it further resolved that if a state or county bid for the foregoing materials is available to the town, the Superintendent of Highways may elect to purchase such supplies and/or materials under such contract rather than by competitive bidding, pursuant to State Law. All purchases shall be made in accordance with the Town Procurement Policy.

A motion to adopt Resolution 6-2014 was made by R. Lagonia and seconded by M. Verenazi.

R. Lagonia: yes

J. Mesick: absent

G. Vogler: yes

M. Verenazi: yes

B. Geel: yes

Motion carried.

RESOLUTION 7-2014

Be it resolved that the Town Board of the Town of Austerlitz shall meet on the third Thursday of each month for its regular monthly meetings and said Board meetings will be held at the Town Hall, 812 Route 203, Spencertown, NY. All meetings will commence at 7:00 p.m.

Be it further resolved that the regular monthly meetings of the Town of Austerlitz Planning Board is hereby designated to be held on the first of each month in 2014 and the Zoning Board of Appeals regular monthly meetings is hereby designated to be held on the second of each month in 2014 with all meetings to be held at the Town Hall, 812 Route 203, Spencertown, NY. All meetings will commence at 7:00 p.m.

A motion to adopt Resolution 7-2014 was made by R. Lagonia and seconded by G. Vogler.

R. Lagonia: yes
J. Mesick: absent
G. Vogler: yes
M. Verenazi: yes
B. Geel: yes
Motion carried.

RESOLUTION 8-2014

Be it resolved that pursuant to section 29, subdivision 10a of Town Law that the Supervisor is directed to submit to the Town Clerk within sixty days after the close of the fiscal year, a copy of the report sent to the State Comptroller which is required by section 30 of the General Municipal Law, and the Town Clerk shall cause a summary of such report to be published in the Town's official newspaper within ten days after receipt thereof; this shall be in lieu of preparation of the report required by subdivision 10, section 20 of Town Law.

A motion to adopt Resolution 8-2014 was made by R. Lagonia and seconded by B. Geel.
R. Lagonia: yes
J. Mesick: absent
G. Vogler: yes
M. Verenazi: yes
B. Geel: yes
Motion carried.

RESOLUTION 9-2014

Be it resolved that the Town Board hereby affirms the following Planning Board members with term dates expiring December 31st of each respected year and hereby appoints James Engel to a term ending December 31, 2018.

Richard Madonia: 2014
Charles Lawson: 2015
Susan Geel: 2016
Marie Meehan: 2017

A motion to adopt Resolution 9-2014 was made by R. Lagonia and seconded by G. Vogler.
R. Lagonia: yes
J. Mesick: absent
G. Vogler: yes
M. Verenazi: yes
B. Geel: yes
Motion carried.

RESOLUTION 10-2014

Be it resolved that Charles Lawson, a member of the Planning Board, is hereby designated as Chairman of the Town of Austerlitz Planning Board for the 2014 year.

A motion to adopt Resolution 10-2014 was made by R. Lagonia and seconded by G. Vogler.

R. Lagonia: yes
J. Mesick: absent
G. Vogler: yes
M. Verenazi: yes
B. Geel: yes
Motion carried.

RESOLUTION 11-2014

Be it resolved that the Town Board hereby appoints to the Comprehensive Plan Oversight Committee the following members with term dates expiring December 31, 2014.

Barbara Smith
Edwin Barden
Timothy Stalker
Constance Mondel

A motion to adopt Resolution 11-2014 was made by R. Lagonia and seconded by M. Verenazi.

R. Lagonia: yes
J. Mesick: absent
G. Vogler: yes
M. Verenazi: yes
B. Geel: yes
Motion carried.

RESOLUTION 12-2014

Be it resolved that Timothy Stalker, a member of the Comprehensive Plan Oversight Committee, is hereby designated as Chairman of the Town of Austerlitz Comprehensive Plan Oversight Committee for the 2014 year.

A motion to adopt Resolution 12-2014 was made by R. Lagonia and seconded by B. Geel.

R. Lagonia: yes
J. Mesick: absent
G. Vogler: yes
M. Verenazi: yes
B. Geel: yes
Motion carried.

RESOLUTION 13-2014

Be it resolved that the Town Board hereby affirms the following Zoning Board of Appeals members with term dates expiring as of December 31st of each respected year.

N. Kern: 2014
P. Rubin: 2015
Michael Fabiano: 2016

William Simmons: 2017

A motion to adopt Resolution 13-2014 was made by R. Lagonia and seconded by G. Vogler.

R. Lagonia: yes
J. Mesick: absent
G. Vogler: yes
M. Verenazi: yes
B. Geel: yes
Motion carried.

The Town Board will be looking for someone to fill the vacant seat on the Zoning Board of Appeals.

RESOLUTION 14-2014

Be it resolved that _____, a member of the Zoning Board of Appeals, is hereby designated as Chairman of the Town of Austerlitz Zoning Board of Appeals, and _____, a member of the Zoning Board of Appeals, is hereby designated as the Deputy Chairman of the Town of Austerlitz Zoning Board of Appeals for the 2014 year.

Resolution 14-2014 tabled till vacant Zoning Board of Appeals seat is filled.

RESOLUTION 15-2014

Be it resolved that the 2014 salaries for the following elected officials and appointees, and the schedule of payment of such salaries, shall be as follows:

Supervisor	\$ 7075.00 per year payable monthly
Councilpersons (4 each)	\$ 2317.50 per year payable monthly
Town Clerk/Tax Collector	\$ 26826.00 per year payable bi-weekly
Registrar of Vital Stats	\$ 450.00 per year payable annually
Deputy Town Clerk	\$ 11.50 per hour payable biweekly
Superintendent of Highways	\$ 49995.00 per year payable bi-weekly
Highway Superintendent Clerk	\$ 14.91 per hour payable bi-weekly
Justices (2 each)	\$ 11255.00 per year payable monthly
Justice's Clerk	\$ 9020.27 per year payable monthly
Justice's Deputy Clerk	\$ 14.91 per hour payable monthly
Town Assessor	\$ 19075.00 per year payable monthly
Assessor Assistant	\$ 14.91 per hour payable monthly
Town Accountant	\$ 11705.00 per year payable monthly
Code Enforcement Officer	\$ 13242.00 per year payable monthly
Hstorian	\$ 1850.00 per year payable monthly
Planning Board Chairman	\$ 2800.00 per year payable monthly
Planning Board Members (4 each)	\$ 915.00 per year payable monthly
Clerk/Typist (Taker of the Minutes)	\$ 50.00 per meeting payable monthly
Animal Control	\$ 2000.00 per year payable monthly
Clerk/Typist (Blding Insp/Plan Bd/ZBA)	\$ 14.91 per hour payable bi-weekly

Custodian \$ 2184.84 per year payable bi-weekly

New Clerk hires shall start at \$11.50 per hour with a \$.50 per hour increase after six (6) months upon approval of associated department head.

A motion to adopt Resolution 15-2014 was made by R. Lagonia and seconded by B. Geel.

Supervisor Lagonia advised that outside elected positions as already noticed during the budget process, most positions received a 2% increase and the highway crew received a 4% increase.

R. Lagonia: yes
J. Mesick: absent
G. Vogler: yes
M. Verenazi: yes
B. Geel: yes
Motion carried.

RESOLUTION 16-2014

Be it resolved that the wage scale and fringe benefits for highway employees for the year 2014 shall be as follows:

For new hires the starting rates are as follows:

Motor Equipment Operator	\$13.50 per hour payable bi-weekly
Skilled Laborer #2	12.50 per hour payable bi-weekly
Laborer	10.50 per hour payable bi-weekly

An increase of 4% shall be added to all current Highway Employees wages for the year 2014 with the exception of probationary employees.

Vacation

-Completion of one year	-----	one week
-Completion of two years	-----	two weeks
-Completion of seven years	-----	three weeks + 1 day every year after
-Completion of fourteenth year	-----	four weeks

Paid Holidays

- New Years Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day

- Thanksgiving Day
- Christmas Day

*To entitle employees to receive holiday pay they must work the day prior to and the day after the holiday.

Sick Days

- Five days per year/may accumulate sick days up to 80 maximum

*More than 3 consecutive sick days require a Doctor's note.

Personal Days

- Five days per year

Medical Insurance

-100% paid by the Town for grandfathered Town employee and family. Single full time new hires, 75% paid by the Town. Full time new hires with family, 75% paid by the Town for employee and employee will pay twenty-five (25) percent of the difference between cost of family insurance and single coverage.

Retirement

- Mandatory immediate enrollment for all fulltime employees into the New York State Retirement System.
- Part-time employees have optional enrollment.

Bereavement

- Three days paid for immediate family members only.

Clothing Allowance

\$300.00 per year.

A motion to adopt Resolution 16-2014 was made by R. Lagonia and seconded by B. Geel.

The Town Board discussed at length the parameters of benefits for the Highway Department. The consensus of the Town Board was to clarify all aspects of work by compiling an employee manual.

- R. Lagonia: yes
 - G. Vogler: yes
 - J. Mesick: yes
 - M. Verenazi: yes
 - B. Geel: yes
- Motion carried.

RESOLUTION 17-2014

Be it resolved that Susan A. Haag, as Town Clerk, is hereby appointed Registrar of Vital Statistics for a term beginning January 1, 2014 and ending December 31, 2017.

A motion to adopt Resolution 17-2014 was made by R. Lagonia and seconded by J. Mesick

R. Lagonia: yes

G. Vogler: yes

J. Mesick: yes

M. Verenazi: yes

B. Geel: yes

Motion carried.

RESOLUTION 18-2014

Be it resolved that the Supervisor is authorized to pay certain regularly occurring invoices, such as utility, telephone, health insurance premiums, and postage, without prior audit.

A motion to adopt Resolution 18-2014 was made by R. Lagonia and seconded by M. Verenazi.

R. Lagonia: yes

G. Vogler: yes

J. Mesick: yes

M. Verenazi: yes

B. Geel: yes

Motion carried.

RESOLUTION 19-2014

Be it resolved that the Town Clerk is hereby appointed to the position of Records Access Officer for a term beginning January 1, 2014 and ending December 31, 2014.

A motion to adopt Resolution 19-2014 was made by R. Lagonia and seconded by J. Mesick.

R. Lagonia: yes

G. Vogler: yes

M. Verenazi: yes

J. Mesick: yes

B. Geel: yes

Motion carried.

RESOLUTION 20-2014

Be it resolved that all diesel fuel, heating oil, and furnace maintenance will be purchased under state and/or county contract for the period of January 1, 2014 and ending December 31, 2014.

A motion to adopt Resolution 20-2014 was made by R. Lagonia and seconded by G. Vogler.

R. Lagonia: yes
G. Vogler: yes
M. Verenazi: yes
J. Mesick: yes
B. Geel: yes
Motion carried.

RESOLUTION 21-2014

Be it resolved that the Town Board of the Town of Austerlitz hereby authorizes attendance for schooling and annual conferences for officials and/or employees of the Town – the specific individuals so authorized will be designated by the Town Board at a later date. Be it further resolved that the Town Board hereby authorizes the payment of said officials or employees' actual and necessary expenses incurred at each school or conference in so much as said expenses have been included in the annual budget.

A motion to adopt Resolution 21-2014 was made by R. Lagonia and seconded by J. Mesick.

R. Lagonia: yes
G. Vogler: yes
M. Verenazi: yes
J. Mesick: yes
B. Geel: yes
Motion carried.

RESOLUTION 22-2014

Be it resolved that the Town Board of the Town of Austerlitz hereby appoints Deborah Welch as Assessor Assistant for a period of one year beginning January 1, 2014 and ending December 31, 2014.

A motion to adopt Resolution 22-2014 was made by R. Lagonia and seconded by B. Geel.

R. Lagonia: yes
G. Vogler: yes
M. Verenazi: yes
J. Mesick: yes
B. Geel: yes
Motion carried.

RESOLUTION 23-2014

Be it resolved that the Town Board of the Town of Austerlitz hereby appoints Steve Aciani as Broker for the Town's Health Insurance beginning January 1, 2014 and ending December 31, 2014.

A motion to adopt Resolution 23-2014 was made by R. Lagonia and seconded by M. Verenazi.

R. Lagonia: yes

G. Vogler: yes
M. Verenazi: yes
J. Mesick: yes
B. Geel: yes
Motion carried.

RESOLUTION 24-2014

Be it resolved that the Town Board of the Town of Austerlitz hereby appoints Mary Davis as a clerk/typist for the Planning Board, Code Enforcement, and the Zoning Board of Appeals beginning January 1, 2014 and ending December 31, 2014.

A motion to adopt Resolution 24-2014 was made by R. Lagonia and seconded by G. Vogler.

R. Lagonia: yes
G. Vogler: yes
M. Verenazi: yes
J. Mesick: yes
B. Geel: yes
Motion carried.

RESOLUTION 25-2014

Be it resolved that the Town Board of the Town of Austerlitz hereby appoints Heather Tompkins as minute taker for the Planning Board, Zoning Board of Appeals and at the absence of the Town Clerk, the Town Board for the 2014 year. Rate of pay will be \$50.00 per meeting.

A motion to adopt Resolution 25-2014 was made by R. Lagonia and seconded by J. Mesick.

R. Lagonia: yes
G. Vogler: yes
M. Verenazi: yes
J. Mesick: yes
B. Geel: yes
Motion carried.

RESOLUTION 26-2014

Be it resolved that the Town Board hereby appoints Brian Fitzgerald as Accountant for the Town to perform accounting services beginning January 2, 2014 and ending June 30, 2014.

A motion to adopt Resolution 26-2014 was made by R. Lagonia and seconded by B. Geel.

R. Lagonia: yes
G. Vogler: yes
M. Verenazi: yes
J. Mesick: yes

B. Geel: yes
Motion carried.

RESOLUTION 27-2014

Be it resolved that the Town Board hereby appoints Morris Associates, as Civil Engineer for the Town, to provide engineering services as authorized by the Town Board beginning January 1, 2014 and ending December 31, 2014.

A motion to adopt Resolution 27-2014 was made by R. Lagonia and seconded by M. Verenazi.

R. Lagonia: yes
G. Vogler: yes
M. Verenazi: yes
J. Mesick: yes
B. Geel: yes
Motion carried.

RESOLUTION 28-2014

Be it resolved that the Town Board hereby appoints Wes Powell, as Dog Control Officer to perform those duties as outlined in Article 7 of the Ag and Market Law, beginning January 1, 2014 and ending December 31, 2014.

A motion to adopt Resolution 28-2014 was made by R. Lagonia and seconded by M. Verenazi.

R. Lagonia: yes
G. Vogler: yes
M. Verenazi: yes
J. Mesick: yes
B. Geel: yes
Motion carried.

RESOLUTION 29-2014

Be it resolved that the Town Board hereby appoints Lee Heim, as the Code Enforcement Officer, beginning January 1, 2014 and ending December 31, 2014.

A motion to adopt Resolution 29-2014 was made by R. Lagonia and seconded by B. Geel.

R. Lagonia: yes
G. Vogler: yes
M. Verenazi: yes
J. Mesick: yes
B. Geel: yes
Motion carried.

RESOLUTION 30-2014

The Town Board hereby consents and authorizes the following Department Head appointments:

Supervisors Appointments

The Supervisor hereby appoints Bryan Geel to serve as Deputy Supervisor without pay for a period of one year beginning January 2, 2014 and ending December 31, 2014. In the position of Deputy Supervisor, Bryan Geel can act as Supervisor when the incumbent Supervisor is unavailable or not capable of performing the duties of Supervisor. Be it noted that said Deputy Supervisor can attend Columbia County Board of Supervisors meetings in the absence of the Supervisor or as his designee but does not have voting power on Columbia County affairs.

Town Historian

The Supervisor hereby appoints Sarah Light, as Town Historian, beginning January 1, 2014 and ending December 31, 2014.

Highway Superintendent Appointment

The Highway Superintendent hereby appoints Shawn Williams to serve as Deputy Highway Superintendent without pay beginning January 1, 2014 and ending December 31, 2014. In the position of Deputy Supervisor, Shawn Williams can act as Highway Superintendent when the incumbent Highway Superintendent is unavailable or not capable of performing the duties of Highway Superintendent.

The Highway Superintendent hereby appoints Mary Davis as highway clerk for the Highway Superintendent beginning January 1, 2014 and December 31, 2014.

Court Clerk Appointment

The Town hereby appoints Eileen Olson, as Court Clerk beginning January 1, 2014 and ending December 31, 2014, and Arlene Newton, as Deputy Court Clerk beginning January 1, 2014 and ending December 31, 2014.

A motion to adopt Resolution 30-2014 was made by R. Lagonia and seconded by G. Vogler.

R. Lagonia: yes

G. Vogler: yes

M. Verenazi: yes

J. Mesick: yes

B. Geel: yes

Motion carried.

2014 Policies

Supervisor R. Lagonia noted that these policies are currently in place and asks the Town Board Members to review. Once these are clarified, the Town Board will move forward with any new policies or procedures.

2014 Shared Service Agreement Code Enforcement

Supervisor Lagonia is concerned because the revised Shared Service Agreement does not reflect current information and numbers. In addition, Supervisor Lagonia would like to better acquaint himself with the parameters of this agreement and speak with the Supervisors of the Towns of Hillsdale and Canaan. Once this is done, Supervisor Lagonia will update the Town Board as to the status of this agreement.

Town Board Member Geel advised that contractors seem to like this arrangement because of the flexibility it allows the Code Enforcement Officer to move between the three Towns not delaying inspections that need to be done. Town Board Member Verenazi agrees.

Town Board Member Vogler would like clarification on liability issues.

Dog Control Shelter Agreement

Supervisor Lagonia presented the Town Board with a new Shelter Agreement with Pondview Country Kennels since the Town was in non-compliance as of December of 2013. Pondview Country Kennels is an approved sight by the NYS Department of Ag and Markets, a number of other Towns are using this facility, and Dog Control Officer Wes Powell likes working with this company.

Resolution 31-2014

The Town Board hereby approves the agreement with Pondview Country Kennels for the year 2014 and authorizes the Town Supervisor to execute said agreement upon review and approval of the Attorney for the Town.

A motion to adopt Resolution 31-2014 was made by R. Lagonia and seconded by B. Geel

R. Lagonia: yes

G. Vogler: yes

M. Verenazi: yes

J. Mesick: yes

B. Geel: yes

Motion carried.

Town Accountant Contract

Supervisor Lagonia presented the Town Board with a contract with Accountant for the Town, Brian Fitzgerald, noting there is a slight increase in cost due to the extra reporting work and responsibilities that was asked to be included for the 2014 year. Supervisor Lagonia asked that the Town Board review this contract which will be considered at the next Town Board Meeting.

Town Contracts

Town Clerk S. Haag provided the Town Board with the current status of Town Contracts, Leases, Planning Board Escrow Accounts and Bonds. Supervisor Lagonia noted that some of these contracts will be addressed as time goes on.

Public Officer Training

Town Clerk S. Haag provided the Town Board with the 2013 record of public officer training showing all education classes taken during the 2013 year by public official. Education is required under law for some of the Officers of a Town.

Highway Department Update

Supervisor Lagonia advised the Town Board that he will be meeting with Highway Superintendent Meehan and Highway Clerk Mary Davis on Tuesday to start setting up a highway inventory list, a project list complete with associated costs, a highway equipment replacement plan, formulating a 284 form, looking into available grants the Town may be eligible for, etc.

Adjournment

A motion to adjourn was made by R. Lagonia and seconded by B. Geel.

R. Lagonia: yes

G. Vogler: yes

M. Verenazi: yes

J. Mesick: yes

B. Geel: yes

Motion carried. Meeting adjourned at 8:05 p.m.

Respectfully Submitted,
Susan A. Haag, Town Clerk