

TOWN OF ULSTER
2017 ORGANIZATIONAL MEETING

Thursday, January 5, 2017
7:00 p.m.

AGENDA

- **CALL TO ORDER BY THE CHAIRMAN**
- **SALUTE TO OUR FLAG**
- **ROLL CALL BY THE CLERK**

WHEREAS, the Town Board of the Town of Ulster convened an organizational meeting for the year 2017 on January 5, 2017; and

WHEREAS, the Town is required by Town Law to make certain designations and appointments, establish salaries, paydays, schedule meetings and determine certain other matters;

NOW, THEREFORE BE IT RESOLVED:

The Town Board makes the following designations:

1. Depositories for Town Funds:

Bank of Greene County, JP Morgan Chase

2. Official Newspapers:

The Daily and Sunday Freeman, Kingston Times

3. Pay Days:

Elected and appointed Employees - monthly
Part-time employees - bi-weekly
Full-time employees – bi-weekly

4. Salaries of Elected Officials:

Supervisor	\$44,000.00
Deputy Supervisor	\$ 1,500.00
Town Clerk	\$50,938.00
Town Justice (2 each)	\$42,448.00
Council Member (4 each)	\$10,000.00
Superintendent of Highways	\$ 63,672.00

5. Appointments:

Secretary to the Supervisor – Peggy King
Deputy Supervisor – John Morrow
Attorney to the Town of Ulster and Special Prosecutor: Jason J. Kovacs, Esq.
Assistant Special Prosecutors- Catherine Stefanik, Esq.
Special Attorney to the Town – Rebecca Milouras-Lettre, Esq.
Bond Counsel – Thomas E. Myers, Esq. of Orrick, Herrington & Sutcliff LLP
PILOT Counsel – John N. Vagianelis, Esq. of Mazzotia, Siegel & Vagianelis, PC
Financial Advisor – Michael J. Loguerico of Munistat Services, Inc.
Director of Emergency Management – TBD
Director of Recreation – Jeffrey Hayner
Confidential Bookkeeper - Ann Mitchell
Registrar of Vital Statistics – Suzanne Reavy
Deputy Registrar of Vital Statistics – Lauren Hommel
FOIL Officer –Suzanne Reavy
Deputy Town Clerk – Lauren Hommel
Clerk to Justice Weiss – Patti Ilgner
Clerk to Justice Kesick - Ann Raskoskie
Building Inspector – Kathryn Moniz
Animal Control Officer – Jennifer Dunlap
GIS Coordinator - James Maloney
Ulster County Planning Board Member – Frank Almquist, Anna Hayner (alternate)
Ulster County Transportation Council – Joel B. Brink (voting member)
Empire Zone Council Member – Joel B. Brink
Public Access Cable Commission – TBD
Assistant Superintendent of Water – Ryan Weishaupt
Assistant Superintendent of Wastewater Treatment – Josh Brink
Assistant Superintendent of Highways – Charles Freer

6. Town Board:

Workshop Meetings: First Thursday of each month at 7:00 p.m.

Regular Monthly Meetings: Third Thursday of each month at 7:00 p.m.

Any meeting on a holiday will be rescheduled by the Town Supervisor

7. Town Board Agenda:

The Monday prior to the meeting at 4 pm is the deadline for submitting agenda items.

8. Mileage:

Mileage will be reimbursed at the rate of Federal Mileage Rate of \$.535 per mile (or as adjusted by the IRS) for use of personal vehicle for town business.

9. Legal Holidays:

New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving Day and Christmas Day

10. Work Days:

Monday through Friday or per negotiated contracts

11. Vacation:

As per negotiated contracts
All non-union employees per town code

12. Insurance Buyout:

Appointed Officials and non-union employees \$1,000.00 per year
All others per negotiated contracts.
Elected Officials are not eligible for the Insurance Buyout

13. Petty Cash:

Supervisor	\$ 100.00
Town Clerk	100.00
Tax Collector	100.00
Highway Department	100.00
Police Department	100.00
Water Department	50.00
Water Dept. Cash Drawer	25.00
Court	75.00
Sewer Department	50.00
Whittier Sewer	25.00
Assessor	50.00
Building Department	50.00
Rider Park	50.00

14. Highway Budget:

\$2,969,840.00

15. Appointment of Town Planner:

Alan Sorensen, Planit Main Street

16. Planning Board Meeting:

Second Tuesday of each month at 7:00 pm

17. Zoning Board of Appeals Meeting:

First Wednesday of each month at 7:00 pm

18. Police Matters Meeting:

First Thursday of each month at 4:00 pm

19. All Authority for the daily operations of the Town and its districts:

Is hereby delegated to Town Supervisor James (Jim) E. Quigley 3rd, per Town Law Section 29 (16)

The following appointment will be voted on individually:

Planning Board Members:

<u>Name</u>	<u>Term Ends</u>
Lawrence Decker	2017
Karl Allison	2018
Gary Mulligan	2019
Anna Hayner	2020
Frank Almquist	2021*

Alternates:

Troy Ashdown	2017*
Andrew Stavropoulos	2017*

*current appointments

Appointment of Chair of the Planning Board:

Gary Mulligan

Zoning Board of Appeals Members:

<u>Name</u>	<u>Term Ends</u>
George Carlson	2017
Fredrick Wadnola	2018
Brian Ilgner	2019
Geoffrey Ring	2020
Renato DiBella	2021*

*Current appointment

Appointment of Chair of the Zoning Board of Appeals:

Geoffrey Ring

Assessment Board of Review:

<u>Name</u>	<u>Term Ends</u>
John Crispell	2017
Anna Hayner	2018
Larry Decker	2019

Town Historian:

Robert Sweeney

Police Matters Members:

Town Board

Recreation Committee Members:

Erma Francello
John Niles
Andrew Stavropoulos
Rory Lee
Aimee Sember

Economic Development Committee:

Michael Berardi
Clayton VanKleeck
John Iannotti
James F. Maloney
Patrick Sheehan

Board of Ethics:

Joel B. Brink – Chairman
Bryan Ilgner
John Iannotti

Association of Town's Annual Meeting:

Delegate – James F. Maloney
Alternate Delegate – Eric Kitchen

Committee Assignments:

Building and Grounds – Eric Kitchen (M), John Morrow (C)
Recreation – Joel B. Brink (C), Eric Kitchen (M)
Highway – John Morrow (M), Rocco Secreto (C)
Finance – Rocco Secreto (C), Joel B. Brink (M)
Water and Waste Water Treatment – Rocco Secreto (M), Eric Kitchen (C)
Personnel – John Morrow (M), Joel B. Brink (C)
Planning, Assessor and Building Dept. – Eric Kitchen (C), Joel B. Brink (M)
Constituent Services – Rocco Secreto (M) John Morrow (C)

THE SUPERVISOR IS AN EX OFFICIO MEMBER OF ALL COMMITTEES

Resolution Regarding Overtime Pay to Town Employees

Motion to adopt Policy Regarding Adoption of Local Laws

Resolution Adopting Rules of Conduct for Town Board Meetings and Public Hearings per Town Law Section 63

Resolution Authorizing the Town Supervisor to Submit to the Town Clerk a Copy of the Report to the State Comptroller Required by General Municipal Law § 30

Resolution Authorizing Supervisor to Sign Checks Using Facsimile Signature for Payroll Account

Motion to adopt Procurement Policy for 2017

Motion to adopt Investment Policy for 2017

Motion to adopt FOIL Policy for 2017

Motion to adopt Fund Balance Policy for 2017