

TOWN BOARD ORGANIZATIONAL MEETING

JANUARY 4, 2016

Present: Supervisor Robert Pelham
Councilmen: Wayne Van Valin, Karl Gonzalez, Donald Murray & One Vacancy
Town Clerk: Bonnie Poehmel

Also Present: Highway Superintendent Thomas Hoyt, Police Chief Tor Tryland & Maureen Anshanslin

Absent: Attorney Larry Gardner & Mike Ryan, Windham Journal

The Supervisor called the meeting to order at 7:00 p.m. and Councilman Gonzalez opened with the Pledge of Allegiance to the American Flag.

THE MINUTES OF THE DECEMBER 29, 2015 TOWN BOARD MEETING Supervisor Pelham made mention that one correction needs to be made. With that noted the minutes were approved as typed on a motion by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy.

1. POSITIONS / APPOINTMENTS / WAGE SCHEDULE: Chief of Police **Tor Tryland** was re-appointed; a motion to accept was made by Councilman Gonzalez, 2nd by Councilman Murray, with 4 in favor, one vacancy. **Chief Tor Tryland** gave his recommendations for re-appointing

the following officers on the current roster. The Board approved the following re-appointments: Officer **Jo Anne Rivera** as a full time police. The following part time police officers have been re-appointed **Greg Paspalis, Richard Paolino, William Scarey, David Sherman, David Sherman Jr., Vincent Sirago, Calvin Sirago, Greg Thorp, and Peter Varelas**. **Terry Paspalis** has handed in his resignation dated as of January 2, 2016; due to current medical conditions resulting from an injury while employed with the State of New York Department of Correctional Services has forced him to retire from service. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy.

LIAISON WITH POLICE DEPT & TOWN COURT: Councilman Gonzalez will remain in this position. A motion made by Councilman Murray, 2nd by Councilman Van Valin, with 4 in favor, one vacancy.

POLICE CHAPLAIN: Police Chief Tor Tryland would like to make a recommendation to re-appoint Father Jay Atherton from St. Theresa's Church. And also add Pastor Cliff Cool from Hope Restoration Church and Pastor Ryan Dempsey from Mitchell Hollow Mission Church. A motion to accept was made by Councilman Gonzalez, 2nd by Councilman Murray, with 4 in favor, one vacancy.

TOWN HEALTH OFFICER: Dr. Nikolay Samedov was appointed January 10, 2013 to serve, as he is the local doctor. His term will expire January 11, 2017.

MEDICAL DIRECTOR: Dr. Craig Stanger was re-appointed has this is a yearly term. A motion to accept was made by Councilman Murray, 2nd by Councilman Van Valin, with 4 in favor, one vacancy. His term will expire December 31, 2016.

TOWN HISTORIAN: Patricia Morrow has submitted her yearly report for 2015. It was accepted at the Town Board Meeting on December 29, 2015. Patti will be re-appointment to her position for one year. A motion to accept was made by Councilman Van Valin, 2nd by Councilman Murray, with 4 in favor, one vacancy. Her term will expire December 31, 2016.

TOWN ATTORNEY Larry Gardner will continue in this position on a motion to accept by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy.

DEPUTY SUPERVISOR: Councilman Wayne Van Valin was asked to fill this position on the recommendation of Supervisor Pelham.

DEPUTY HIGHWAY SUPERINTENDENT: Highway Superintendent Thomas Hoyt made a recommendation to re-appoint Gary Thorington as his Deputy. He would also like the Deputy's description to be noted showing a more legal clarification as "work-in-foreman". His title will still remain Deputy Highway Superintendent. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy.

DEPUTY TAX COLLECTOR has been vacant and will remain vacant.

DEPUTY TOWN CLERK: Bonnie Poehmel, Town Clerk has recommended Bette Rhoades. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy.

REPRESENTATIVE TO GREENE COUNTY PLANNING BOARD: Thomas Poelker is the representative and he was re-appointed on March 15, 2015 for 3 years by the County. His position will expire March 15, 2018.

AUDIT COMMITTEE: Councilmen Murray and Van Valin were re-appointed on a motion to accept by Councilman Gonzalez, 2nd by Supervisor Pelham, with 4 in favor, one vacancy.

COMMUNICATIONS COMMITTEE (phone, computer & fax) and WEB PAGE COMMITTEE will become one committee. Councilmen Murray and Gonzalez were re-appointed to continue on. A motion was made to accept by Councilman Van Valin, 2nd Supervisor Pelham, with 4 in favor, one vacancy.

TOWN BANK: Key Bank Windham, National Bank & Trust Co., Greene County Commercial Bank, National Bank of Coxsackie and Bank of Greene County were named as the Town banks. A motion was made to accept by Councilman Gonzalez, 2nd by Councilman Van Valin, with 4 in favor, one vacancy.

TOWN NEWSPAPER: The Windham Journal was named the official paper. A motion was made to accept by Councilman Gonzalez, 2nd by Councilman Murray, with 4 in favor, one vacancy.

BUILDING COMMITTEE & SAFETY COMMITTEE will become one committee. Councilmen Murray and Van Valin were re-appointed. A motion was made to accept by Councilman Gonzalez, 2nd by Supervisor Pelham, with 4 in favor, one vacancy.

POLICE NEGOTIATING COMMITTEE: Councilman Gonzalez, Supervisor Pelham and Chief of Police Tor Tryland were re-appointed. A motion was made to accept by Councilman Murray, 2nd by Councilman Van Valin, with 4 in favor, one vacancy.

GRANT WRITING COMMITTEE: Councilman Murray was re-appointed and Supervisor Pelham was added. A motion was made to accept by Councilman Gonzalez, 2nd by Councilman Van Valin, with 4 in favor, one vacancy.

MILEAGE RATE FOR TRAVEL has been \$0.58 per mile. Tolls and odometer readings for starting and ending mileage are to be submitted on vouchers for reimbursement at a new rate of \$0.54 per mile.

FIREWORKS COMMITTEE: Councilman Gonzalez and Supervisor Pelham were re-appointed. A motion was made to accept by Councilman Van Valin, 2nd by Councilman Murray, with 4 in favor, one vacancy.

HIGHWAY COMMITTEE: Councilman Murray was re-appointed, Supervisor Pelham will remove himself and Councilman Gonzalez was added. A motion was made to accept by Councilman Van Valin, 2nd by Supervisor Pelham, with 4 in favor, one vacancy.

CODE ENFORCEMENT OFFICER: Dominick Caropreso was re-appointed for 1-year. A motion was made to accept by Councilman Gonzalez, 2nd by Councilman Van Valin, with 4 in favor. His term will expire December 31, 2016.

DEPUTY CODE ENFORCEMENT OFFICER has been vacant and is to remain vacant.

CENTRE PROPERTY COMMITTEE will be dissolved. The Committee no longer has a Bank Account or has meetings. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy. Supervisor Pelham would like to contact Larry Tompkins and Carol Spear to be contacts for event entry into the building has they still hold a key. Supervisor Pelham would like to table till he can confirm with Larry & Carol.

REGISTRAR OF VITAL STATISTICS Dawn Hitchcock was re-appointed for the term of 4 years in 2015. Her term will expire December 31, 2018.

DEPUTY REGISTRAR: Councilman Murray was re-appointed for 1-year. A motion was made to accept by Councilman Van Valin, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy. His term will expire December 31, 2016.

AMBULANCE OPERATIONS: Councilman Murray was re-appointed. A motion to accept was made Councilman Van Valin, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy.

PERSONS IN CHARGE OF FIXED ASSETS: Bette Rhoades and Highway Superintendent Thomas Hoyt were re-appointed. A motion was made to accept by Councilman Gonzalez, 2nd by Councilman Van Valin, with 4 in favor, one vacancy.

DOG CONTROL OFFICER: Bruce Femi was re-appointed. A motion was made to accept by Councilman Gonzalez, 2nd by Councilman Murray, with 4 in favor, one vacancy.

WATER SUPERINTENDENT: Thomas Hoyt was re-appointed. A motion was made to accept by Councilman Gonzalez, 2nd by Councilman Murray, with 4 in favor, one vacancy.

DEPUTY WATER SUPERINTENDENT: Water Superintendent Thomas Hoyt made a recommendation to have Donovan Holcomb re-appointed. A motion was made to accept by Councilman Gonzalez, 2nd by Councilman Murray, with 4 in favor, one vacancy.

TOWN OFFICERS IN CHARGE OF PARKS: Councilman Gonzalez was re-appointed. Supervisor Pelham will be taking himself off this committee. Should Councilman Gonzalez need any help Supervisor Pelham will be available. A motion was made to accept by Councilman Murray, 2nd by Councilman Van Valin, with 4 in favor, one vacancy. This will include CD Lane Park, Hensonville Park and Creamery Pond Park as well as any new parks created.

TOWN OFFICER IN CHARGE OF CEMETERIES: Councilman Van Valin was re-appointed. A motion was made to accept by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy.

SOCIAL SERVICES OFFICER/BOOKKEEPER TO THE NEWTON FUND: Bette Rhoades was re-appointed. A motion was made to accept by Councilman Murray, 2nd by Councilman Van Valin, with 4 in favor, one vacancy. Her term will expire December 31, 2016.

YOUTH COMMITTEE: Councilman Van Valin was re-appointed. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy. The Little League Contract Agreement has been sent out today to the Knights of the Road.

AUTHORIZED PETTY CASH FUNDS: Supervisor \$200.00, Town Clerk \$50.00, Town Court \$150.00 and Tax Collector \$250.00. A motion was made to accept by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy. See Town Board Resolution #1 of 2016

HIGHWAY SUPERINTENDENT: permission to buy at state and county bid prices. A motion to accept was made by Councilman Murray, 2nd Councilman Van Valin, with 4 in favor, one vacancy. See Highway Fund Resolution #1 of 2016

TOWN BOARD MEETING NIGHTS: Meetings will be on the 2nd and 4th Thursday of each month at 7:00 p.m., unless it conflicts with National Holidays, then an alternate date is to be selected. A motion to accept was made by Councilman Gonzalez, 2nd by Councilman Murray, with 4 in favor, one vacancy.

WAGE SCHEDULE: The following rates were approved: **Temporary Clerical Help** will be at minimum wage of \$9.00 per hour and **Clerical Help-part time** will be at \$9.00 per hour. A motion to accept was made by Councilman Murray, 2nd by Councilman Van Valin with 4 in favor, one vacancy. **Secretary to the Supervisor/Clerk to Main Office will be vacant at this time.** The **Bookkeeper (Cynthia Nelson)** will increase from \$20.00 per hour to \$20.25 per hour as a full time position-40 hours per week. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy. **Account Clerk/Billing Clerk will be vacant at this time.** **Police Chief Tor Tryland** (part time-20 hours per week) will increase from \$26,750 per year to \$27,250 per year. A motion to accept was made by Councilman Murray, 2nd by Councilman Van Valin, with 4 in favor, one vacancy. **The Police** wages are to be calculated according to the Union Contract for Full time police officer JoAnne Rivera per hour and Part-time police officers per hour. Highway employees **Troy Alpin, Michael Mattice, Edwin Ohl, Mark Smith and Gary Thorington** for MEO will increase from \$19.70 per hour to \$20.10 per hour for each man as a full time position on a recommendation by Highway Superintendent Thomas Hoyt. A motion to accept was made by Councilman Gonzalez, 2nd by Councilman Van Valin, with 4 in favor, one vacancy. **Highway Dept. Labor/Wingman/Sidewalk Maintenance** will increase from \$13.00 per hour to \$13.50 per hour for a part time position as needed to be done by **Adam Vining, Brandon Terrell & Joshua**

Sutton. A motion to accept was made by Councilman Gonzalez, 2nd by Councilman Murray, with 4 in favor, one vacancy. **Board of Assessment Review Members** will remain at \$80.00 per session. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy. **Court Clerk (Susan Krom)** will increase from \$13.75 per hour to \$14.00 per hour as a part time position-20 hours per week. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy. The **Sole Assessor (Robert Rhoades)** will increase from \$21.00 per hour to \$21.50 per hour as a full time position-40 hours per week. A motion to accept was made by Councilman Murray, 2nd by Councilman Van Valin, with 4 in favor, one vacancy. **Code Enforcement Officer (Dominick Caropreso)** will remain the same at an annual salary of \$25,500.00 with no mileage reimbursement. A motion to accept was made by Councilman Gonzalez, 2nd by Councilman Murray, with 4 in favor, one vacancy. **Ambulance Driver On Call** will remain at \$36.00. **Ambulance Driver per Hour** will increase from \$12.25 to \$12.60 per hour. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy. **EMT On Call** will remain at \$46.00. **EMT Per Hour** will increase from \$14.25 per hour to \$14.60 per hour. A motion to accept was made by Councilman Van Valin, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy. **AEMT- Intermediate On Call** will remain at \$46.00. **AEMT- Intermediate Per Hour** will increase from \$16.25 per hour to \$16.60 per hour. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy. **Paramedic On Call** will remain at \$56.00. **Paramedic Per Hour** will increase from \$18.25 to \$18.60 per hour. A motion to accept was made by Councilman Van Valin, 2nd by Councilman Murray, with 4 in favor, one vacancy. **Ambulance Administrator (Jeanie Scotti)** will remain the same at \$21.75 per hour as a part time position-20 hours per week. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy.

EMS REPRESENTATIVE: Supervisor Pelham has appointed himself to this position. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy.

SEWER DISTRICT-GREASE TRAP INSPECTOR: (position created 01/2013) Supervisor Pelham recommends Josh Vital to be appointed. A motion to accept was made by Councilman Gonzalez, 2nd by Councilman Van Valin, with 4 in favor, one vacancy.

EOC COORDINATOR: (position created 01/2013) Councilman Gonzalez was appointed to this position. A motion to accept was made by Councilman Murray, 2nd by Councilman Van Valin, with 4 in favor, one vacancy. (The primary EOC is to be at the WWTP with the Town Hall as the secondary location.)

EOC COMMITTEE: (created 01/05/2015) Supervisor Pelham wants to appoint the Town Board Members and Supervisor only to be on this committee. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy. The prior committee people never meet for any meetings. The Committee is to make recommendations on how to handle emergency situations in the town.

SWAC COMMITTEE: Primary Steve Walker was re-appointed and Secondary Councilman Pelham has removed himself as he is the new elect Supervisor. Councilman Van Valin has been appointed to be the Secondary. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy. This is a two year term limit. The term will expire December 31, 2016.

2.LIST OF PLANNING BOARD MEMBERS was made available for the Board to review. The term for **Edward Shanley** expired December 31, 2015. He was re-appointed to a 7-year term. A motion to accept was made by Councilman Gonzalez, 2nd by Councilman Murray, with 4 in favor, one vacancy. The new term will expire December 31, 2022. Paul Hennessy has verbally expressed he is resigning the Board is waiting for his official written letter. Once Paul's letter has been received Claudia Lane will take over his remaining term time. A motion to accept was made by Councilman Gonzalez, 2nd by Councilman Murray, with 4 in favor, one vacancy.

3. ARCHITECTURAL REVIEW BOARD MEMBERS were made available for the Board to review. The terms for **Thomas Poelker** and **John Garzone** expired December 31, 2015. They were re-appointed for a 3-year term. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy. The new term will expire December 31, 2018.

4. LIST OF LIBRARY TRUSTEES was made available for the Board to review. No one has an expiring term this year.

5. LIST OF BOARD OF APPEALS was made available for the Board to review. The terms for Jerilyn Miltenberger, Sandy Schellhorn, Carol Spear were re-appointed for a 1-year term. Larry Tompkins is no longer a resident of the Town of Windham. A motion to accept was made by Councilman, 2nd by Councilman Murray, with 4 in favor, one vacancy. The new term will expire December 31, 2016. Supervisor Pelham will make some phone calls and will speak to Margy Davis to see if she would like to be on this board.

6. LIST OF BOARD OF ASSESSMENT REVIEW MEMBERS was made available for the Board to review. The term for Peter O'Brien has expired on September 30, 2015. Peter expressed an interest that he would like to be re-appointed for a five year term. A motion to accept was made by Councilman Gonzalez, 2nd by Councilman Van Valin, with 4 in favor, one vacancy. The new term will expire September 30, 2020.

7. WINDHAM LOCAL FLOOD ANALYSIS MEMBERS was made available for the Board to review. This is an in house committee. The work for this committee has been completed. This committee will be dissolved at this time. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy.

8. NEW YORK RISING COMMITTEE was made available for the Board to review. The prior **Planning Committee** members had included various Windham residents and business owners. The committee **has been dissolved** as the projects have been selected. A motion to accept was made by Councilman Gonzalez, 2nd by Councilman Van Valin, with 4 in favor, one vacancy. The following **Committee Members will remain** as the new selected projects go forth: Sarah Crowell NY Dept. of State, Mason McClellan Tetra Tech, Mary Beth Bianconi Delaware Engineering, Town of Windham Councilman Donald Murray, Highway Superintendent Thomas Hoyt, Bookkeeper Cindy Nelson, Town Supervisor Robert Pelham, Michelle Yost & Jeff Flack, GCSWCD. A motion to accept was made by Councilman Gonzalez, 2nd by Councilman Van Valin, with 4 in favor, one vacancy.

9. LTCR (STORM WATER COMMITTEE)TEAM MEMBERS (Established 02/12/15) was made available for the Board to review. Delaware Engineering Staff, Highway Superintendent Thomas Hoyt, Windham Mountain Chip Seamans, Town of Windham Planning Board Maureen Anshanslin and Councilman Pelham. Supervisor Pelham has removed himself from this committee and has re-appointed the above mentioned. Also appointed to this committee are Councilmen Van Valin and Gonzalez. A motion to accept was made by Councilman Murray, 2nd by Supervisor Pelham, with 4 in favor, one vacancy.

10. TOWN CLERK'S MONTHLY REPORT FOR DECEMBER 2015 was made available for the Board to review and was accepted on a motion by Councilman Murray, 2nd by Councilman Van Valin, with 4 in favor, one vacancy. The Town Clerk submitted revenue in the amount of \$1,832.33 to the Supervisor for December.

11. TOWN CLERK'S ANNUAL REPORT WITH SUBMISSION OF BOOKS FOR REVIEW was made available for the Board to review and audit. The Town Clerk collected revenue in the amount of \$47,892.90 for the year 2015. This report was accepted on a motion by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy, **copy attached**. The books are to be reviewed by the Board.

12. TAX COLLECTOR'S ANNUAL REPORT WITH SUBMISSION OF BOOKS were made available for the Board to review and audit. The Tax Collector had a warrant of \$6,274,552.67. She paid \$2,445,812.56 to the Supervisor and collected \$27,192.19 in penalties, turned over to

the Supervisor. The report was accepted on a motion by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy, **copy attached**. The books are to be reviewed by the Board.

13.REGISTRAR'S ANNUAL REPORT was made available for the Board to review and accepted on a motion by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy. The Registrar collected a total of \$400.00 for Birth and Death Certificates for 2015, **copy attached**.

14.DOG CONTROL OFFICER'S ANNUAL REPORT was made available for the Board to review. The report was accepted on a motion by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy, **copy attached**. Also submitted is the New York State Dept. of Agriculture & Markets Dog Control Officer Inspection Report-DL-89 dated March 26, 2015 for the Boards review. The report was accepted on a motion by Councilman Gonzalez, 2nd by Councilman Murray, with 4 in favor, one vacancy, **copy attached**.

15.GREENE COUNTY HUMANE SOCIETY/SPCA CONTRACT Bruce Femi had asked the Town of Windham to hold off signing the contract as he was speaking with Ronald Perez, Jr. President/CEO. There was a clause in the contract that each town would be responsible for "\$35 per dog, per day for the first 10 days"...Bruce was trying to get this altered as this would save the town money that we would not have to pay. Ron Perez will not alter the contract at this time. Bruce has called back to tell us to go ahead and sign the contract. A motion to sign the contract was made by Councilman Gonzalez, 2nd by Councilman Murray, with 4 in favor, one vacancy.

16.JUSTICE'S ANNUAL REPORTS WITH SUBMISSION OF BOOKS were made available for the Board to review and audit. The CPA also conducts an audit on their books. Justice McCarthy collected \$54,943.00 in 2015 and Justice Mattiace collected \$14,382.00 in 2015.

17.LETTER FROM ASSOCIATION OF TOWNS announcing the annual meeting and training school was made available for the Board to review.

18.TOWN BOARD RESOLUTION #1 OF 2016 to authorize the following Petty Cash Funds for each department. A motion to accept was made by Councilman Murray, 2nd by Councilman Van Valin, with 4 in favor, one vacancy, **copy attached**.

19.HIGHWAY FUND RESOLUTION # 1 OF 2016 was adopted to authorize the Highway Superintendent to purchase highway materials at state and county bid prices and use New York State piggyback law when advantageous. A motion to accept was made by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy, **copy attached**.

FULL TIME BENEFIT SCHEDULE The Labor Attorney has recommended to Supervisor Pelham that this is something that should be reviewed and updated. The Councilmen will review and this will be tabled.

The meeting adjourned at 7:58 p.m. on a motion by Councilman Murray, 2nd by Councilman Gonzalez, with 4 in favor, one vacancy.

SUPERVISOR

COUNCILMAN

COUNCILMAN

COUNCILMAN

COUNCILMAN

TOWN CLERK
