

**TOWN OF WINDHAM
TOWN BOARD ORGANIZATIONAL MEETING
371 State Route 296, Hensonville, NY**

JANUARY 2, 2020

Present: Supervisor Thomas Hoyt
Councilmen: Wayne Van Valin, Ian Peters, Stephen Walker & Kurt Goettsche
Town Clerk: Bonnie Poehmel

Also Present: Highway Superintendent Gary Thorington, Police Chief Tor Tryland, Ambulance Director Davia Montie, Town Attorney Larry Gardner & Mike Ryan Mountain Eagle

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

1.POSITIONS / APPOINTMENTS / WAGE SCHEDULE: **Chief of Police Tor Tryland** was re-appointed, a motion to approve was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor. **Chief Tryland** gave his recommendations for re-appointing the following officers on the current roster. The Board approved the following re-appointments: **Officer Cody Rogers** as full-time. The following part-time police officers have been re-appointed **Greg Paspalis, JoAnne Rivera, James Scarey III, William Scarey, David Sherman, Sergeant David Sherman Jr., Vincent Sirago and Peter Varelas**. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor.

LIAISON WITH POLICE DEPT & TOWN COURT: Councilman Walker was re-appointed to this position. A motion to approve made by Councilman Peters, 2nd by Van Valin, with all in favor.

POLICE CHAPLAIN: The following Police Chaplains were re-appointed Father Jay Atherton from St. Theresa's Church, Pastor Cliff Cool from Hope Restoration Church and Pastor Ryan Dempsey from Mitchell Hollow Church. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Peters, with all in favor.

TOWN HEALTH OFFICER: Dr. Nikolay Samedov was re-appointed January 11, 2017 to serve a term of 4 years as the local health doctor. His new term will expire January 11, 2021.

MEDICAL DIRECTOR: Dr. Craig Stanger was re-appointed has this is a yearly term. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. His term will expire December 31, 2020.

TOWN HISTORIAN: Patricia Morrow has submitted her yearly report for 2019. The report has been submitted to the Board for their review. A motion to approve the Historian's Report was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor. Patti will be re-appointment to her position for one year. A motion to approve re-appointment was made by Councilman Van Valin, 2nd by Councilman Goettsche, with all in favor. Her term will expire December 31, 2020.

TOWN ATTORNEY: Larry Gardner will continue in this position. A motion to approve was made by Councilman Walker, 2nd by Supervisor Hoyt, with all in favor.

DEPUTY SUPERVISOR: Supervisor Hoyt would like to appoint Councilman Wayne Van Valin has his Deputy.

WORKING FORMAN: Highway Superintendent Gary Thorington recommends the re-appointment of Troy Aplin. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

DEPUTY TAX COLLECTOR: will remain vacant.

DEPUTY TOWN CLERK: is vacant.

REPRESENTATIVE TO GREENE COUNTY PLANNING BOARD: Thomas Poelker is the representative and he was re-appointed on March 15, 2018 for 3 years by Greene County Planning Board. His position will expire March 15, 2021. (See Town Board Resolution #06 of 2018.)

AUDIT COMMITTEE: Supervisor Hoyt would like to recommend Councilmen Goettsche and Van Valin to be appointed for one year. A motion to approve was made by Councilman Peters, 2nd by Walker, with all in favor.

COMMUNICATIONS COMMITTEE (phone, computer & fax): Councilmen Goettsche and Peters were appointed. A motion to approve was made by Councilman Walker, 2nd by Councilman Van Valin, with all in favor.

WEB PAGE OFFICERS: Councilman Peters was re-appointed. Councilman Peters would like to make a recommendation that a second Web Page Officer Councilman Goettsche be appointed. A motion to approve was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor.

TOWN BANK: Key Bank Windham, Greene County Commercial Bank, National Bank of Cossackie, Bank of Greene County and NBT Bank for Escrow Accounts were named as the town banks. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Peters, with all in favor.

TOWN NEWSPAPER: The Mountain Eagle was named the official paper. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

BUILDING & SAFETY COMMITTEE: Supervisor Hoyt would like to recommend Councilmen Van Valin & Walker be appointed. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

POLICE NEGOTIATING COMMITTEE: Supervisor Hoyt would like to recommend re-appointing Councilman Peters and Chief of Police Tor Tryland, along with appointing Supervisor Hoyt to the Police Negotiating Committee. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Walker, with all in favor.

HIGHWAY NEGOTIATING COMMITTEE: Supervisor Hoyt would also like to recommend the appointment of Councilman Peters, Highway Superintendent Gary Thorington & Supervisor Hoyt to the Highway Negotiating Committee. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Walker, with all in favor.

GRANT WRITING COMMITTEE: Supervisor Hoyt was needed.

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 \$.57.5 per mile.**

FIREWORKS COMMITTEE: Councilman Walker was re-appointed. Supervisor Hoyt to be appointed. A motion to approve was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor.

HIGHWAY COMMITTEE: Councilman Van Valin was re-appointed and Councilman Walker was appointed. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR: Dominick Caropreso was re-appointed for 1-year. He is required to work three full days, as he is no longer working for other towns. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. His term will expire December 31, 2020.

DEPUTY CODE ENFORCEMENT OFFICER: will remain vacant.

CENTRE PROPERTY CONTACT FOR ENTRY/KEY HOLDER: Larry Tompkins and Carol Spear will be the contact people of entry for any event in the building; as they will hold a key each.

REGISTRAR OF VITAL STATISTICS: Town Clerk Bonnie Poehmel was appointed for the new term of 4 years in 2018. Her term will expire December 31, 2022.

DEPUTY REGISTRAR: is vacant.

AMBULANCE OPERATIONS LIAISON: Supervisor Hoyt would like to recommend Councilman Peters to be appointed. A motion to approve was made by Councilman Walker, 2nd by Supervisor Hoyt, with all in favor.

PERSON IN CHARGE OF FIXED ASSETS: Bette Rhoades was re-appointed and Supervisor Hoyt was appointed. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor.

DOG CONTROL OFFICER: Bruce Feml was re-appointed. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor.

PLANNING BOARD LIAISON: Supervisor Hoyt would like to recommend Councilman Peters to be appointed. A motion to approve was made by Councilman Walker, 2nd by Supervisor Hoyt, with all in favor.

CHAMBER OF COMMERCE LIAISON: Supervisor Hoyt would like to recommend Councilman Goettsche to be appointed. A motion to approve was made by Councilman Peters, 2nd by Supervisor Hoyt, with all in favor.

WATER SUPERINTENDENT: (Windham) Kyle Schwarz was re-appointed and a contract with Cedarwood Environmental Services (Hensonville) Joshua Vital was re-appointed. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor.

TOWN OFFICER IN CHARGE OF PARKS: Supervisor Hoyt was appointed. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. 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 to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor.

SOCIAL SERVICES OFFICER/BOOKKEEPER TO THE NEWTON FUND: Bette Rhoades was re-appointed. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. Her term will expire December 31, 2020.

YOUTH OFFICER: Councilman Van Valin was re-appointed. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor.

AUTHORIZED PETTY CASH FUNDS: Supervisor \$300.00, Town Clerk \$100.00, Town Court \$150.00 and Tax Collector \$250.00 will all remain the same. A motion to approve was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor. (See Town Board Resolution #1 of 2020)

HIGHWAY SUPERINTENDENT: to authorize permission to purchase highway materials at State and County bid prices and use New York piggyback law when it is advantageous to the Town of Windham. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Walker, with all in favor. (See Highway Fund Resolution #1 of 2020)

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 approve was made by Councilman Van Valin, 2nd by Councilman Peters, with all in favor.

WAGE SCHEDULE: The following rates were approved: **Temporary Clerical Help** will be at minimum wage of **\$11.80** per hour (as of December 31, 2019) and **Clerical Help**-part time position-20 hours per week will be at a minimum wage of **\$11.80** per hour. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. **Account Clerk/Clerk to Main Office (Bette Rhoades)** pay will increase from \$19.15 per hour to **\$19.55** per hour as a full-time position-40 hours per week. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. The **Bookkeeper to the Supervisor (Cynthia Nelson)** pay will increase from \$21.30 per hour to **\$21.75** per hour as a full-time position-40 hours per week. A motion to approve was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor. **Vacant Deputy Town Clerk** will remain the same as last year (2019) at \$15.50 per hour, at a starting pay should the position be filled again. A motion to approve the pay recommendation was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor.

Police Chief Tor Tryland (part time-20 hours per week) will increase from \$30,000 annual salary to **\$31,000** annual salary. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. **Training Officer/Creation of Policy (Tor Tryland)**, Councilman Peters would like to propose **\$20.00 per hour with flexible hours**. A motion to approve was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor. **Supervisor Hoyt stated the Police Union Contract salaries will be noted for the Police Officers hourly rate. The Police wages are calculated according to the Union Contract.** Full time police officer per union contract for 2019 is \$21.48 per hour and Part-time police officers per union contract for 2019 is \$17.99 per hour. Police Recruit part time minimum wage \$11.80 per hour for 2020.

Highway employees **Troy Alpin, Michael Mattice, Edwin Ohl, Mark Smith and Scott Schoonmaker** for MEO are paid \$21.30 per hour for each man as a full-time position and **Devin Drum** (General/Highway) is paid \$14.30 per hour. The **Highway Dept. Labor/Wingman/Sidewalk Maintenance** are paid \$14.30 per hour for a part time-20 hours per week position as needed to be done by **Tyler Hoyt & John MacDonald**. **Supervisor Hoyt per the Taylor Law; the highway employees raise per hour are frozen until we get a contract from the Union which they are currently under negotiations with.** The current noted above employee rate for the highway stands the same.

Board of Assessment Review Members will remain at **\$80.00** per session. **Planning Board Members** will remain at **\$25.00** per session. **Planning Board Chairman** will remain at **\$50.00** per session. **Planning Board Recording Secretary** will remain at **\$40.00** per session. A motion to approve the above was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor.

CD Lane Park Laborer -part time -20 hours per week minimum wage **\$11.80** per hour. **John Wolf** (Park part-time seasonal help) pay will increase from \$12.50 per hour to **\$12.75** per hour. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. **Court Clerk (Jessica Braden)** will increase from \$14.55 per hour to **\$14.75** per hour as a part-time position-20 hours per week. A motion to approve was made by Councilman Walker, 2nd by Councilman Peters, with all in favor.

The **Sole Assessor (Richard Tollner)** is the newly appointed Assessor; his 6-year term is effective 10/01/19 and will expire on 09/30/25. His pay is currently at \$23.30 per hour will increase to **\$23.75** per hour as a full-time position-40 hours per week. A motion to approve was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor. **Code Enforcement Officer/Building Inspector (Dominick Caropreso)** pay will remain the same **\$29,000 annual salary based on three (3) full working days, with no mileage reimbursement.** A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. **Water Superintendent Kyle Schwarz** will increase from \$22,000

annual salary to **\$25,000 annual salary**. A motion to approve was made by Councilman Peters, 2nd by Van Valin, with all in favor.

Ambulance Driver on Call will remain at **\$36.00**. **Ambulance Driver per Hour** will increase from \$13.25 per hour to **\$13.50** per hour. **EMT on Call** will remain at **\$46.00**. **EMT per Hour** will increase from \$16.00 per hour to **\$16.35** per hour. **AEMT- Intermediate on Call** will remain at **\$46.00**. **AEMT- Intermediate per Hour** will increase from \$18.00 per hour to **\$18.35** per hour. **Paramedic on Call** will remain at **\$56.00**. **Paramedic per Hour** will increase from \$20.75 per hour to **\$21.75** per hour. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. **Ambulance Administrator Davia Montie was re-appointed**. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. **Ambulance Administrator** will increase from \$24.00 per hour to **\$25.00** per hour as a part time position-20 hours per week. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. **Christopher Maurer as Quality Improvement Coordinator** (position created 1/01/18) to assist Ambulance Administrator Davia Montie. His pay will be **\$1,000 stipend at the end of the year**. A motion to approve stipend to stay the same was made by Councilman Peters, 2nd by Councilman Walker, with all in favor.

GREENE COUNTY EMS REPRESENTATIVE: Supervisor Hoyt would like to recommend Councilman Peters be appointed. A motion to approve was made by Councilman Walker, 2nd by Councilman Van Valin, with all in favor.

SEWER DISTRICT-GREASE TRAP INSPECTOR: (position created 01/2013) Supervisor Hoyt recommends Josh Vital to be re-appointed. A motion to approve was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor.

EOC COORDINATOR: (position created 01/2013) Supervisor Hoyt (The primary EOC is to be at the WWTP with the Town Hall as the secondary location)

EOC COMMITTEE: (created 01/05/2015) Supervisor Hoyt and the Town Board Councilmen Van Valin, Walker, Peters and Goettsche only to be on this committee. A motion to accept was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. This Committee will make recommendations on how to handle emergency situations in the town.

SWAC COMMITTEE: Primary Councilman Walker and Secondary Councilman Van Valin were re-appointed. This is a two-year term limit. The term will expire December 31, 2020.

2.LIST OF PLANNING BOARD MEMBERS were made available for the Board's review. David Weiman would like to remain in as the Planning Board Chairman. His new term as the Chairman will expire December 31, 2020. A motion to re-appoint David Weiman was made by Councilman Walker, 2nd by Councilman Peters, with all in favor. John Garzone's term has expired December 31, 2019. The Town Clerk will write a thank you note to John for his years of service. Sandra Allen will remain the recording secretary and will be an alternate member as needed. The current board members/terms are as follows: **Thomas Poelker** term expires December 31, 2020; **Edward Shanley** term expires December 31, 2022; **Lisa Jaeger** term expires December 31, 2023; **David Weiman** term (excluding Chairman) expires December 31, 2024 and **Claudia Lane** term expires December 31, 2025. The new board will be of the 5 noted members above effectively January 1, 2020. See Local Law #1 of 2019.

ARCHITECTURAL REVIEW BOARD MEMBERS are the same named members/terms as above for the Planning Board members.

3.LIST OF LIBRARY TRUSTEES was made available for the Board's review. The terms for Margaret Mulford, President and Peter Peters have expired on December 31, 2019. The Library Trustees in a letter made a recommendation to **re-appoint both Margaret Mulford and Peter Peters for a five-year term**. A motion to re-appoint Margaret Mulford was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. A motion to approve Peter

Peters was made by Councilman Walker, 2nd by Councilman Goettsche, with 4 in favor, Councilman Peters has to abstain. Their new terms will expire December 31, 2024.

4.LIST OF BOARD OF ASSESSMENT REVIEW MEMBERS was made available for the Board's review. Peter O'Brien his term will expire September 30, 2020. The Board will revisit closer to the expiration date.

5.(LTCR) STORM WATER COMMITTEE (Established 02/12/15) Committee Members as noted are: Councilmen Van Valin and Peters, Highway Superintendent Gary Thorington, Delaware Engineering Staff, Windham Mountain Chip Seamans and Planning Board Chairman David Weiman. A motion to approve was made by Councilman Walker, 2nd by Councilman Goettsche, with all in favor.

6.TOWN CLERK'S ANNUAL REPORT was made available for the Board to review and audit. The Town Clerk collected revenue in the amount of \$55,294.50 for the year 2019. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor.

7.TAX COLLECTOR'S ANNUAL REPORT was made available for the Board to review and audit. The Tax Collector had a total warrant of \$7,126,165.33. She paid \$2,702,142.68 to the Town Supervisor and collected \$25,647.25 in penalties which was turned over to the Town Supervisor. A motion to approve the report was made by Councilman Van Valin, 2nd by Councilman Peters, with all in favor.

8.REGISTRAR'S ANNUAL REPORT was made available for the Board's review. The Registrar collected a total of \$450.00, of which \$20.00 for Birth and \$430.00 Death Certificates for 2019. A motion to approve was by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

9.DOG CONTROL OFFICER'S ANNUAL REPORT was made available for the Board's review. Also submitted is the New York State Dept. of Agriculture & Markets Dog Control Officer Inspection Report-DL-90 dated April 19, 2019 for the Board's review. The reports were approved on a motion by Councilman Van Valin, 2nd by Councilman Peters, with all in favor.

10.JUSTICE'S ANNUAL REPORTS were made available for the Board to review and audit. The CPA also conducts an audit on the Justices' books every year. Justice McCarthy collected \$18,482.00 in 2019 and Justice Stevens collected \$25,325.00 in 2019. A motion to accept was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor.

11.LETTER FROM ASSOCIATION OF TOWNS announcing a reminder for all newly elected officials in conjunction with the Office of the State Comptroller and the Association of Towns "New Town Official School", January 15-17, 2020 in Albany, NY and the 2020 Annual Meeting & Training School, February 16-19, 2020 at the New York Marriott Marquis, New York, NY.

12.TOWN BOARD RESOLUTION #1 OF 2020 to authorize the following Petty Cash Funds for each department listed Supervisor \$300.00, Town Clerk \$100.00, Town Court \$150.00 and Tax Collector \$250.00 will remain the same. A motion to approve was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor.

13.HIGHWAY FUND RESOLUTION # 1 OF 2020 to authorize the Highway Superintendent to purchase highway materials at State and County bid prices and use New York piggyback law when it is advantageous to the Town of Windham. A motion to approve was made by Councilman Van Valin, 2nd Councilman Walker, with all in favor.

STIPENDS: Supervisor Hoyt would like to increase the stipend for his Deputy Supervisor Wayne Van Valin from \$800.00 to \$1,000.00. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

14.OTHER BUSINESS: Councilman Van Valin would like to address that something be paid to Chief Tor Tryland for the 2019 Training/Procedures he provided to the Town employees. It was discussed during the year but nothing was actual discussed on as a stipend or hourly rate. Councilman Peters agrees it was discussed but nothing was ever paid out. Per Town Attorney Larry Gardner, this will need to be discussed at a regular town board meeting. Supervisor Hoyt's agenda will have the Board address this discussion at the next board meeting.

Highway Superintendent Gary Thorington would like clarification on the stipend for the Working Forman and the Highway Superintendent salary. Councilman Peters the Highway Superintendent salary is set at the time the budget is approved and the Working Forman stipend is \$1,000. Highway Superintendent Gary Thorington has asked for the stipend to be raised but never got clarification if it was approved. He is asking for \$1,050.00. A **motion to approve the stipend of \$1,050.00 for the Working Forman** was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor.

The meeting adjourned at 7:35 p.m. on a motion by Councilman Peters, 2nd by Councilman Van Valin, with all in favor.

SUPERVISOR

COUNCILMAN

COUNCILMAN

COUNCILMAN

COUNCILMAN

TOWN CLERK

