

**TOWN OF WINDHAM
TOWN BOARD ORGANIZATIONAL MEETING
371 State Route 296, Hensonville, NY
Website: www.townofwindhamny.com**

JANUARY 3, 2022

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

Present by Phone: Councilman Kurt Goettsche

Also Present: Police Chief Tor Tryland & Highway Superintendent Gary Thorington

The Supervisor called the meeting to order at 6:30 p.m. and 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 Walker, 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 Marino Romito** as full-time. The following part-time police officers have been re-appointed **Greg Paspalis, James Scarey III, William Scarey, David Sherman, Sergeant David Sherman Jr., Peter Varelas, Thomas Parquez, Cody Rogers, Charles Rion & Greg Thorp.** A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Van Valin, with all in favor.

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

TOWN HEALTH OFFICER: Dr. Nikolay Samedov was re-appointed January 4, 2021 to serve a term of 4 years as the local health doctor. The Board has approved his new term for another 4 years to expire January 11, 2025. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Walker, with all in favor.

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, 2022.

TOWN HISTORIAN: Patricia Morrow has not submitted her yearly historian report for 2021 prior to the Organizational Meeting. Patti Morrow will need to submit her historian report for 2021 prior to receiving her yearly stipend. Patti has been re-appointment to her position for one year, a motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. Her new yearly term will expire December 31, 2022.

TOWN ATTORNEY: Tal Rappleyea has been appointed as our new Town Attorney for 2022. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. His yearly term will expire December 31, 2022.

DEPUTY SUPERVISOR: Supervisor Hoyt would like to re-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 Walker, 2nd by Councilman Peters, with all in favor.

DEPUTY TAX COLLECTOR: will remain vacant.

DEPUTY TOWN CLERK: will remain vacant.

REPRESENTATIVE TO GREENE COUNTY PLANNING BOARD: Thomas Poelker is the representative and he was re-appointed on March 15, 2021 for 3 years by Greene County Planning Board. His position will expire March 15, 2024. (See Town Board Resolution #02 of 2021.)

AUDIT COMMITTEE: Councilmen Van Valin and Goettsche were re-appointed for one year. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Walker, with all in favor.

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

WEB PAGE OFFICERS: Councilmen Goettsche and Peters were re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Walker, 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 Supervisor Hoyt, 2nd by Councilman Walker, with all in favor.

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

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

UNION NEGOTIATING COMMITTEE: Councilman Peters, Supervisor Hoyt and Chief of Police Tor Tryland and Highway Superintendent Gary Thorington were re-appointed. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Walker, with all in favor.

GRANT WRITING COMMITTEE: Supervisor's Office as needed.

MILEAGE RATE FOR TRAVEL has been \$0.56 per mile. Tolls and odometer readings for starting and ending mileage are to be submitted on vouchers for reimbursement at a **new rate of \$0.58.5 per mile.**

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

HIGHWAY COMMITTEE: Councilmen Walker and Van Valin were re-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. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Walker, with all in favor. His term will expire December 31, 2022.

DEPUTY CODE ENFORCEMENT OFFICER: will remain vacant.

CENTRE PROPERTY CONTACT FOR ENTRY/KEY HOLDER: Carol Spear will be a contact person for entry for any event in the building, as she will hold a key. A motion to approve was made by Councilman Walker, 2nd by Councilman Peter. Larry Tompkins is no longer a resident of the Town of Windham.

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.

ORGANIZATIONAL MEETING (CON'T)

JANUARY 3, 2022

DEPUTY REGISTRAR: This position is usually held by a Councilman in the event that the Town Clerk is not available. This position will remain vacant.

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

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

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

WATER SUPERINTENDENT: (General Operations in 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 Van Valin, 2nd by Councilman Peters, with all in favor.

TOWN OFFICER IN CHARGE OF PARKS: Supervisor Hoyt was re-appointed. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Walker, with all in favor. This will include CD Lane Park, Hensonville Park, Creamery Pond Park and Windham Path 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 Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

PLANNING BOARD LIAISON: Councilman Peters was re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Goettsche, with all in favor.

WINDHAM CHAMBER OF COMMERCE LIAISON: Councilman Goettsche was re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Van Valin, 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 Walker, 2nd by Councilman Peters, with all in favor. Her term will expire December 31, 2022.

YOUTH OFFICER: Councilman Van Valin was re-appointed. A motion to approve was made by Councilman Goettsche, 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 Walker, with all in favor. (See Town Board Resolution #1 of 2022)

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 Peters, 2nd by Councilman Van Valin, with all in favor. (See Highway Fund Resolution #1 of 2022)

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 Goettsche, 2nd by Councilman Van Valin, with all in favor.

WAGE SCHEDULE: The following rates were approved: **Temporary Clerical Help** will be at minimum wage of **\$13.20** per hour (as of December 31, 2021) and **Clerical Help**-part time position-20 hours per week will be at a minimum wage of **\$13.20** 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 \$20.50 per hour to **\$21.00**

per hour as a full-time position-40 hours per week. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Van Valin, with all in favor. The **Bookkeeper to the Supervisor (Cynthia Nelson)** pay will increase from \$22.20 per hour to **\$22.70** per hour as a full-time position-40 hours per week. A motion to approve was made by Supervisor Hoyt, 2nd Councilman Walker, with all in favor. **Clerk (Janine Soule)** pay will remain the same **\$16.13** per hour as a part-time position Highway Clerk. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. **Deputy Town Clerk position will remain vacant** and the pay per hour will remain the same as (2019) at \$15.50 per hour, at a starting pay should the position be filled again.

Police Chief Tor Tryland (part time-20 hours per week) will increase from \$35,000 annual salary to **\$37,500** annual salary. 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 officers** per union contract for 2022 is **\$22.35 per hour** and **Part-time police officers** per union contract for 2022 is **\$21.91 per hour**. Police Recruit part-time minimum wage \$13.20 per hour for 2022.

Highway Employees. Supervisor Hoyt stated the **Highway Union Contract salaries will be noted for the Highway Employees hourly rate. The Highway Employee wages are calculated according to the Union Contract.** Highway Employees: **Troy Alpin, Michael Mattice, Edwin Ohl, Scott Schoonmaker and Devin Drum** for MEO are paid **\$22.59 per hour** for each man as a full-time position. 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.

Board of Assessment Review Members will remain at **\$80.00** per session. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. **Planning Board Chairman** pay will remain at **\$65.00** per session. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. **Planning Board Members** pay will remain at **\$40.00** per session. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. **Planning Board Recording Secretary Sandra Allen** will remain at \$20.00 per hour as a part-time position. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Goettsche, with all in favor.

CD Lane Park Laborer -part time -20 hours per week minimum wage **\$13.20** per hour. **John Wolf** (Park part-time seasonal help) pay will increase from \$13.52 per hour to **\$14.00** per hour. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Walker, with all in favor. **Court Clerk (Jessica Braden)** will increase from \$15.05 per hour to **\$16.00** 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.

The **Sole Assessor (Richard Tollner)** 6-year term is effective 10/01/19 and will expire on 09/30/25. His pay is currently at \$24.52 per hour will increase to **\$25.00** 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 8-hour days, with no mileage reimbursement.** A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. **Water Superintendent Kyle Schwarz** pay will remain the same **\$25,000 annual salary.** A motion to approve was made by Supervisor Hoyt, 2nd Councilman Peters, with all in favor.

Ambulance Driver on Call will remain at **\$36.00.** **Ambulance Driver per Hour** will increase from \$13.77 per hour to **\$14.05** per hour. **EMT on Call** will remain at **\$46.00.** **EMT per Hour** will increase from \$16.68 per hour to **\$17.01** per hour. **AEMT- Intermediate on Call** will remain at **\$46.00.** **AEMT- Intermediate per Hour** will increase from \$18.71 per hour to **\$19.08** per hour. **Paramedic on Call** will remain at **\$56.00.** **Paramedic per Hour** will increase from \$22.19 per hour to **\$22.63** 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 Goettsche, with all in favor. **Ambulance Administrator Davia Montie** will increase from \$25.50 per hour to **\$26.00** per hour as a part time position-20 hours per week. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. Full time **Paramedic Daniel Lendin** will increase from \$22.19 per hour to **\$22.63** per hour. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. Full time **EMT James Stone** will increase from \$16.68 per hour to **\$17.01** per hour. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. **Christopher Maeurer** 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 Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

GREENE COUNTY EMS REPRESENTATIVE: Councilman Peters was re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Van Valin, with all in favor.

SEWER DISTRICT-GREASE TRAP INSPECTOR: Josh Vital was re-appointed. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Walker, with all in favor.

EOC COORDINATOR: Supervisor Hoyt. (The primary EOC is to be at the WWTP with the Town Hall as the secondary location.)

EOC COMMITTEE: Supervisor Hoyt and the Town Board Councilmen Van Valin, Walker, Peters and Goettsche. 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, 2022. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

<u>EMPLOYEE YEAR END STIPENDS FOR:</u>	<u>2021</u>	<u>2022</u>
Christopher Maeurer (Ambulance-Quality Improvement Coord.)	\$1,000.00	\$1,000.00
Dr. Craig Stanger (Medical Director-Ambulance)	\$2,000.00	\$2,000.00
Dr. Nikolay Samedov (Town Health Officer)	\$ 250.00	\$ 250.00

Wayne Van Valin (Deputy Town Supervisor) \$1,000.00 \$1,100.00

Supervisor Hoyt would like to increase Wayne Van Valin (Deputy Town Supervisor) to \$1,100.00 in 2022. A motion to approve the above the stipend for Wayne Van Valin for 2022, was approved by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

Troy Aplin (Highway Foreman) \$1,050.00 \$1,090.00

Highway Superintendent Gary Thorington would like to make a recommendation to the Town Board to increase Troy Aplin (Highway Forman) to \$1,090.00 in 2022. A motion to approve the above the stipend for Troy Aplin for 2022, was approved by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

Bette Rhoades (Social Services) \$ 250.00 \$ 250.00

Patricia Morrow (Town Historian) \$3,200.00 \$3,200.00

A motion to approve the above stipends as stated for 2021 and 2022, was approved by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

2.PLANNING BOARD & ARCHITECTURAL REVIEW BOARD MEMBERS: were made available for the Board's review, all members have a 5-year term. **Thomas Poelker, Planning Board Chairman** term will expire December 31, 2025. The current board members/terms are as follows: **Claudia Lane** term expires December 31, 2025; **John O'Grady** term expires December 31, 2024; **Lisa Jaeger** term expires December 31, 2023; **Matthew Jordan** term expires December 31, 2022; and **Recording Secretary Sandra Allen.**

3.MEMBERS OF LIBRARY TRUSTEES were made available for the Board's review; all members have a 5-year term. **Margaret (Mag) Scarey** term expires December 31, 2023; **Cynthia Telles** term expires December 31, 2023; **Danielle Larsen** term expires December 31, 2025; **Peter Peters** term expires December 31, 2024; **Wendy McInerney** term expires December 31, 2021; **Carol Spear, President** term expires December 31, 2022 and **Sandra Schellhorn** term expires December 31, 2022. The Town Board received a letter from the Library Trustees as they have approved the re-appointment of Wendy McInerney as a Library Trustee for another 5-year term. Her new term will expire December 31, 2026. A motion to approve Wendy McInerney was made by Councilman Walker, 2nd by Councilman Van Valin, with all in favor.

4.BOARD OF ASSESSMENT REVIEW MEMBERS was made available for the Board's review; all members have a 5-year term. **Albin Beckmann** term expires September 30, 2024; **Peter O'Brien** term expires September 30, 2025 and **Richard Fournier, Chairman** term expires September 30, 2023.

5.(LTCR) STORM WATER COMMITTEE MEMBERS as noted are: Councilmen Van Valin and Peters; Highway Superintendent Gary Thorington; Planning Board Chairman Thomas Poelker; Delaware Engineering Staff and Windham Mountain Chip Seamans. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Van Valin, 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 \$107,192.36 for the year 2021. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, 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 \$7,209,478.54. She paid \$2,836,437.94 to the Town Supervisor and collected \$28,830.11 in penalties which was turned over to the Town Supervisor. A motion to approve the report was made by Councilman Walker, 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 \$980.00, of which \$40.00 for Certified Birth Transcripts and \$940.00 for Original Death Certificates & Certified Death Transcripts for 2021. A motion to approve was by Councilman Van Valin, 2nd by Councilman Peters, 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 June 8, 2021 for the Board's review. The reports were approved on a motion by Councilman Goettsche, 2nd by Councilman Peters, with all in favor.

10.JUSTICE'S ANNUAL REPORTS Justice McCarthy's files were made available for the Board to review and audit. Justice Stevens report was not submitted at the time for the Organizational Meeting. The CPA also conducts an audit on the Justices' books every year. Justice McCarthy & Stevens collected \$20,327.00 in 2021 per the submitted report. A motion to accept was made by Councilman Goettsche, 2nd by Councilman Peters, with all in favor.

11.TOWN BOARD RESOLUTION #1 OF 2022 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 Walker, with all in favor.

12.HIGHWAY FUND RESOLUTION # 1 OF 2022 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 Peters, 2nd by Councilman Van Valin, with all in favor.

The meeting adjourned at 6:52 p.m. on a motion by Councilman Peters, 2nd by Councilman Walker, with all in favor.

SUPERVISOR

COUNCILMAN

COUNCILMAN

COUNCILMAN

COUNCILMAN

TOWN CLERK

OFFICIAL