

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

JANUARY 2, 2026

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

Also Present: Highway Superintendent Robert Murray & Mike Ryan Mountain Eagle

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 Richard Selner** has recommended in a memo to the Board the following officers to be reinstated for the 2026 calendar year: **Officer Stephen Bence** full-time. The following listed officers are part-time: **Sgt David Sherman Jr, David Sherman Sr, Investigator James Fitzmaurice, Officer James Scarey III, Officer Peter Varelas, Officer William Scarey, Officer Greg Thorp & Administration & Special Patrol Officer Michael Harte.** 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 has been re-appointed to this position.

POLICE CHAPLAIN: The following Police Chaplains were re-appointed Pastor Cliff Cool from Hope Restoration Church and Pastor Ryan Dempsey from Mitchell Hollow Mission Church.

TOWN HEALTH OFFICER: Dr. Nikolay Samedov has been re-appointed on January 11, 2025 to serve a term of 4 years as the local health doctor. The Board has approved his new term to expire on January 11, 2029.

MEDICAL DIRECTOR: Dr. Craig Stanger has been re-appointed for this yearly term. His term will expire December 31, 2026.

TOWN HISTORIAN: Patricia Morrow has not submitted her yearly historian reports for the years ending 2022, 2023, 2024 and 2025 prior to the Organizational Meeting. Patti has been temporarily 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 temporary term will expire December 31, 2026.

TOWN ATTORNEY: Tal Rappleyea has submitted a general retainer letter to the Board for the calendar year of 2026 to remain as the Town Attorney. A motion to approve the retainer to be signed by Supervisor Hoyt was made by Councilman Walker, 2nd by Councilman Peters, with all in favor. His yearly term will expire December 31, 2026.

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

WORKING FORMAN: Highway Superintendent Robert Murray would like to recommend the re-appointment of Troy Aplin.

DEPUTY TAX COLLECTOR: will remain vacant.

DEPUTY TOWN CLERK: Town Clerk Bonnie Poehmel would like to recommend this position to remain vacant for the calendar year of 2026.

ORGANIZATIONAL MEETING (CON'T)

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AUDIT COMMITTEE: Councilmen Van Valin and Goettsche will remain in their position for another year.

COMMUNICATIONS COMMITTEE (phone, computer & fax): Councilmen Goettsche and Peters were re-appointed.

WEB PAGE OFFICERS: Councilmen Goettsche and Peters were re-appointed.

TOWN BANK: Key Bank Windham, Greene County Commercial Bank, National Bank of Cossackie, the Bank of Greene County and NBT Bank of Windham were named as the town banks. Attorney Tal Rappleyea will hold all the Escrow Accounts for the planning board projects.

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: Councilmen Van Valin and Walker were re-appointed.

UNION NEGOTIATING COMMITTEE: Councilman Peters, Supervisor Hoyt and Chief of Police Richard Selner for Police Union Contract; and Councilman Peters, Supervisor Hoyt and Highway Superintendent Robert Murray for the Highway Union Contract.

GRANT WRITING COMMITTEE: Supervisor's Office as needed.

MILEAGE RATE FOR TRAVEL Tolls and odometer readings for starting and ending mileage are to be submitted on vouchers for reimbursement at a new **rate of \$0.72.5 cents per mile.**

FIREWORKS COMMITTEE: Supervisor Hoyt and Councilman Walker will remain. Town Clerk Bonnie Poehmel helps the committee with the emails and the event contracts with Young Explosives Fireworks Display Company.

HIGHWAY COMMITTEE: Councilmen Walker and Van Valin were re-appointed.

CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR: Dominick Caropreso will remain for 1-year. His term will expire December 31, 2026.

DEPUTY CODE ENFORCEMENT OFFICER: will remain vacant.

CENTRE PROPERTY & AMBULANCE COMMUNITY CENTER CONTACT FOR ENTRY/KEY HOLDER: Carol Spear will be a contact person for entry of an event in the Centre Property building (only). Account Clerk Jessica Leto will be the contact person for entry of an event in the Centre Property and Ambulance/Senior Community Center.

REGISTRAR OF VITAL STATISTICS: Town Clerk Bonnie Poehmel was re-appointed for another 4-year term. Her term will expire December 31, 2026.

DEPUTY REGISTRAR: Town Clerk Bonnie Poehmel would like to recommend Account Clerk Jessica Leto for a one-year term position. The term will expire on December 31, 2026.

AMBULANCE OPERATIONS LIAISON: Supervisor Hoyt was appointed, as he has been attending all the past and will continue with all the future meetings.

PERSON IN CHARGE OF FIXED ASSETS: Account Clerk Jessica Leto and Supervisor Hoyt were re-appointed.

DOG CONTROL OFFICER: Bruce Feml was re-appointed.

ORGANIZATIONAL MEETING (CON'T)

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WATER SUPERINTENDENT: Daily Operations in Windham & Hensonville will be Cedarwood Environmental Services. Any repair work will be done by the Town of Windham Highway Department.

TOWN OFFICER IN CHARGE OF PARKS: Supervisor Hoyt was re-appointed. 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.

PLANNING BOARD LIAISON: Councilman Peters was re-appointed.

WINDHAM CHAMBER OF COMMERCE LIAISON: Councilman Goettsche was re-appointed.

FIRE COMMISSIONER LIAISON: Councilman Goettsche was re-appointed.

SOCIAL SERVICES OFFICER/BOOKKEEPER TO THE NEWTON FUND: Account Clerk Jessica Leto was appointed. Her term will expire December 31, 2026.

YOUTH OFFICER: Councilman Goettsche would like to be appointed. A motion to approve was made by Councilman Van Valin, 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 adopt was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. (See Town Board Resolution #1 of 2026)

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 adopt was made by Councilman Walker, 2nd by Councilman Peters, with all in favor. (See Highway Fund Resolution #1 of 2026)

SECTION 2019-a OF THE UNIFORM JUSTICE COURT ACT: requires that town and village justices annually provide their court records and documents to the auditing board of the town, and that such records then be examined, and that fact be entered into the minutes of the board's proceedings. A motion to adopt was made by Councilman Peters, 2nd Councilman Goettsche, with all in favor. (See Town Board Resolution #2 of 2026)

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.

WAGE SCHEDULE FOR POSTION/APPOINTMENT: The following wages were approved: **Temporary Clerical Help** will be at minimum wage of **\$16.00 per hour**. **Clerical Help**-part time position-20 hours per week will be at a minimum wage of **\$16.00 per hour**.

Account Clerk/Clerk to Main Office (Jessica Leto) pay will increase from \$20.48 per hour to **\$21.48 per hour** (with a \$1.00 raise increase) as a full-time position-40 hours per week. A motion to approve the \$1.00 raise per hour was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

Bookkeeper to the Supervisor (Cynthia Nelson) pay will increase from \$24.92 per hour to **\$25.92 per hour** (with a \$1.00 raise increase) as a full-time position-40 hours per week. A motion to approve the \$1.00 raise per hour was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

Senior Clerk Typist (Amanda Jones) pay will increase from \$20.99 per hour to **\$21.99 per hour** (with a \$1.00 raise increase) as a full-time position-40 hours per week. A motion to

approve the \$1.00 raise per hour was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

Part Time Clerk (Janine Soule) pay will increase from \$17.76 per hour to **\$18.76 per hour** (with a \$1.00 raise increase) as a **part-time position Highway Clerk**. A motion to approve the \$1.00 raise per hour was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

Full Time Clerk (Sandra Allen) pay will increase from \$20.00 per hour to **\$21.00 per hour** (with a \$1.00 raise increase) as a full-time position-40 hours per week. A motion to approve the \$1.00 raise per hour was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

Police Chief Richard Selner (part time-20 hours per week) will be paid **\$35,000 annual salary**. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

Police Employees: 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 2026 is **\$29.06 per hour** and **Part-time police officers** per union contract for 2026 is **\$28.70 per hour**. **Police Recruits part-time** minimum wage **\$16.00 per hour** for 2026. **Officer Stephen Bence** is full time per union contract will be earning **\$29.06 per hour**. All other **part-time Officers** per union contract will be earning **\$28.70 per hour**.

Highway Employees: Highway Union Contract salaries will be noted for the Highway Employees hourly rate. The Highway Employee wages are calculated according to the Union Contract (January 1, 2024 to December 31, 2026). Highway Employees: **Troy Alpin, Michael Mattice, Edwin Ohl, Sam Bruck, Steven Jacobs** for MEO are paid **\$25.17 per hour** for each man has a full-time position. Stephen Honeywell is a full-time laborer employee currently working on obtaining his CDL License and he is paid **\$22.01 per hour**. The Highway Dept. Labor/Wingman/Sidewalk Maintenance will be paid \$16.00 per hour for a part time-20 hours per week position as needed work to be done.

Board of Assessment Review Members will remain at **\$80.00 per session**.

Planning Board Chairman pay will remain at **\$65.00 per session**.

Planning Board Members pay will increase to **\$50.00 per session**.

Planning Board Recording Secretary Sandra Allen pay will increase from \$20.00 per hour to **\$21.00 per hour** (with a \$1.00 raise increase) as a part-time position. A motion to approve the \$1.00 raise per hour was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

CD Lane Park Laborer part time -20 hours per week minimum wage **\$16.00 per hour**. **Life Guards** (Park part-time seasonal help) will remain at **\$16.00 per hour**.

Court Clerk (Karen Matteo) will increase from \$20.00 per hour to **\$21.00 per hour** (with a \$1.00 raise increase) as a part-time position-20 hours per week. A motion to approve the \$1.00 raise per hour was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

The **Sole Assessor (Richard Tollner)** 6-year term is effective 10/01/19 and will expire on 09/30/25. Richard has been re-appointed for another 6-year term effective 10/01/25 and will expire on 09/30/30. His pay is currently at \$27.45 per hour will increase to **\$28.45 per hour** (with a \$1.00 raise increase) as a full-time position-40 hours per week. A motion to approve the \$1.00 raise per hour was made by Councilman Goettsche, 2nd by Councilman Peters, with all in favor.

Code Enforcement Officer/Building Inspector (Dominick Caropreso) pay will remain the same **\$29,000 annual salary, with no mileage reimbursement**.

Dog Control Officer-Bruce Feml pay will remain the same **\$2,700 annual salary**.

Ambulance Driver on Call will increase \$1.00 to **\$37.00**. **Ambulance Driver per Hour** will increase from \$16.15 per hour to **\$17.15 per hour**.

EMT on Call will increase \$1.00 to **\$47.00**. **EMT per Hour** will increase from \$22.00 per hour to **\$23.00 per hour**.

Paramedic on Call will increase \$1.00 to **\$57.00**. **Paramedic per Hour** will increase from \$27.00 per hour to **\$28.00 per hour**.

A motion to approve the above Ambulance wages for **“on call”** with a \$1.00 raise was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. A motion to approve the above Ambulance wages for **“per hour”** with a \$1.00 raise was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

Ambulance Administrator Davia Montie was re-appointed to her full-time position as a **Paramedic** with the Ambulance Administrator responsibilities; and she will need to cover two 12-hour shifts as a Paramedic on the ambulance. Her annual salary is currently \$57,000.00 and she will receive a salary increase to **\$58,750.00**. 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 \$27.00 per hour to **\$28.00 per hour**.

Full time EMT-James Stone will increase from \$22.00 per hour to **\$23.00 per hour**.

Full time Paramedic-Ryan Hejnal will increase from \$27.00 per hour to **\$28.00 per hour**.

Full time Paramedic-Christopher Maeurer will increase from \$27.00 per hour to **\$28.00 per hour**. **Full time EMT-Kimberly Langdon** will be starting 01/01/2026 at **\$28.00 per hour**.

A motion to approve the above Ambulance wages for **“full-time per hour”** with a \$1.00 raise was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

Quality Improvement Coordinator - Christopher Maeurer (position created 1/01/18) to assist Ambulance Administrator Davia Montie. His pay will be **\$1,000 stipend at the end of the year**.

GREENE COUNTY EMS REPRESENTATIVE: Councilman Peters was re-appointed.

SEWER DISTRICT-GREASE TRAP INSPECTOR: Cedarwood Environmental Services Josh Vital was re-appointed.

EOC COORDINATOR: Supervisor Hoyt was re-appointed. (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 as needed.

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, 2026.

EMPLOYEE YEAR END STIPENDS for 2026 to be carried forward as follows:

Christopher Maeurer (Ambulance-Quality Improvement Coord.)	\$1,000.00
Dr. Craig Stanger (Medical Director-Ambulance)	\$2,000.00
Dr. Nikolay Samedov (Town Health Officer)	\$ 250.00
Wayne Van Valin (Deputy Town Supervisor)	\$1,200.00
Troy Aplin (Highway Foreman)	\$1,100.00
Jessica Letto (Social Services)	\$ 250.00

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, 2026. The current board members/terms are as follows: **Claudia Lane** term will expire December 31, 2025; Town Clerk Bonnie Poehmel has reached out to Claudia Lane and she is interested in another 5-year term. With this recommendation, the Board has **re-appointed Claudia for a new 5-year term expiring December 31, 2030**. A motion to approve was made by Councilman Walker, 2nd by Councilman Van Valin, with 3 in favor, two Councilmen Peters and Goettsche have to abstain. **Michael Triccoli** term will expire December 31, 2029; **Lisa Jaeger** term will expire December 31, 2028; **Nathan Holdridge** term will expire on December 31, 2027. **Recording Secretary is Sandra Allen**.

3.MEMBERS OF LIBRARY TRUSTEES were made available for the Board's review; all members have a 5-year term. **Carol Spear, President** term will expire December 31, 2027 and **Sandra Schellhorn** term will expire December 31, 2027. **Margaret (Mag) Scarey** term will expire December 31, 2028; **Cynthia Telles** term will expire December 31, 2028; **Peter Peters** term will expire December 31, 2024; **Danielle (Larsen) Gardinier's** term will expire December 31, 2025; **Wendy McInerney** has retired. Her seat is currently vacant and will expire December 31, 2026. The Town Board has received a letter from the Library Trustees as they have approved the **re-appointment of Danielle Gardinier as Library Trustees for another 5-year term**. Her new term will expire December 31, 2030. A motion to approve was made by Councilman Walker, 2nd by Councilman Goettsche, 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 will expire September 30, 2029; Peter O'Brien term has expired September 30, 2025 and he has retired. **Laura Chase** has filled his seat and her 5-year term will expire September 30, 2030 and **Richard Fournier, Chairman's** term will expire September 30, 2028. Eric Goettsche will be a temporary substitute member for a 5-year period. His term is from November 25, 2025 to September 30, 2030 (see Town Board Resolution #162 of 2025).

5.(LTCR) STORM WATER COMMITTEE MEMBERS as noted are: Councilmen Van Valin and Peters; Highway Superintendent Robert Murray and Delaware Engineering Staff.

6.TOWN ATTORNEY General Retainer for 2026: Tal Rappleyea has submitted a general retainer letter to the Board for the calendar year of 2026 to remain as the Town Attorney. A motion to approve the retainer to be signed by Supervisor Hoyt was made by Councilman Walker, 2nd by Councilman Peters, 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 \$7,922,481.27. She paid \$3,483,917.55 to the Town Supervisor and collected \$34,397.93 in penalties; less \$381.48 for bank fees; netting \$34,016.45 which was given to the Town Supervisor. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, 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 \$30.00 for Certified Death Transcripts and \$950.00 for Original Death Certificates for 2025. A motion to approve was by Councilman Peters, 2nd by Councilman Van Valin, with all in favor.

9.COLUMBIA-GREENE COUNTY HUMANE SOCIETY/SPCA: contract renewal for 2026. This is an annual contract January 1, 2026 through December 31, 2026; between Columbia-Greene SPCA and the Town of Windham. A motion to approve the contract renewal and allow the Supervisor to execute was made by Councilman Goettsche, 2nd by Councilman Peters, with all in favor.

10.DOG CONTROL OFFICER'S ANNUAL REPORT 2025 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-89 dated June 11, 2025; and Municipal Shelter Inspection Report DL-90 dated June 11, 2025 for the Board's review.

11. JUSTICE’S ANNUAL REPORT Justice McCarthy and Justice Carreras files were made available for the Board to review and audit. Justice McCarthy & Justice Carreras, note: “dollars calculated for fines assessed, not amount collected” in the amount of \$47,081.00 together for 2025 as per the submitted report.

11. TOWN BOARD RESOLUTION #1 OF 2026 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 Goettsche, with all in favor.

12. TOWN BOARD RESOLUTION #2 OF 2026: Section 2019-a of the Uniform Justice Court Act; requires that town and village justices annually provide their court records and documents to the auditing board of the town, and that such records then be examined, and that fact be entered into the minutes of the board’s proceedings. A motion to adopt was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

13. HIGHWAY FUND RESOLUTION # 1 OF 2026 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 Walker, 2nd by Councilman Peters, with all in favor.

Supervisor Hoyt would like to address part-time Court Clerk and Library Staff. All part-time will need to work January – July for 6-months to occur 12 hours to receive one day off to be used as vacation time, personal time or sick time. Every 12 hours after working for 6 months; the part time staff can receive 12 hours. These hours are non-bankable. If the holiday falls on their work scheduled day; the work day has to be made up for that pay schedule period. They may choose to get paid for the holiday or not to get paid for it. A motion to approve this will apply only to part time clerks, court clerk and library staff was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

The meeting adjourned at 7:13 p.m. on a motion by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

SUPERVISOR

COUNCILMAN

COUNCILMAN

COUNCILMAN

COUNCILMAN

TOWN CLERK
