

**ORGANIZATIONAL MEETING
OF THE TOWN BOARD
OF THE TOWN OF WESTERLO
JANUARY 3, 2013**

The organizational meeting of the Town Board of the Town of Westerlo was held on the 3rd day of January 2013 at 7:30 p.m. in the Westerlo Town Hall located at 933 County Route 401 in Westerlo. The meeting was called to order by Supervisor Richard H. Rapp with the Pledge to the Flag.

PRESENT WERE: Supervisor Richard H. Rapp
Councilman Alfred L. Field
Councilman Anthony W. Sherman
Vacant- Two Council positions

Also present were Town Clerk Kathleen J. Spinnato, Deputy Supervisor/Code Enforcement Officer/Zoning Administrator Edwin H. Lawson several Town officials and approximately nineteen interested residents.

The following resolutions were read by the Town Clerk Kathleen Spinnato with the voting as indicated for each:

RESOLVED: that the Altamont Enterprise, being a newspaper of general circulation in the Town of Westerlo, is hereby designated as official newspaper of the Town of Westerlo and all notices required by law are to be published in said paper. Also, The Greenville Mountain View Pioneer may also be used when necessary.

Motion for adoption was made by Councilman Field, seconded by Councilman Rapp. A Roll call vote followed.

Supervisor Rapp AYE
Councilman Field AYE
Councilman Sherman NAY

Motion not carried.

RESOLVED: that the National Bank of Coxsackie be and is hereby designated as the depository of all Town funds, the maximum amount on deposit at any one time not to exceed \$250,000 per account; and in association with M & T Investment Group, pledges all securities in excess of \$100,000.

Motion for adoption was made by Councilman Sherman, seconded by Councilman Field and passed unanimously.

RESOLVED: that the Town Superintendent of Highways be and is hereby authorized to purchase equipment, materials and tools for Highway Dept. use in an amount not to exceed \$10,000 for each purchase, to purchase Bituminous Road Oils at the State Contract Price and also to purchase shale when needed and where obtainable at a price not to exceed \$6.75 per yard and not to exceed \$20,000 per year; all without prior approval of the Town Board; and be it further

RESOLVED: that the Town Superintendent of Highways be and is hereby authorized to enter into contracts for public works related to the Highway Dept. in an amount not to exceed \$20,000 without prior approval of the Town Board, however at no time shall he cause any appropriation account to be overdrawn.

Motion for adoption was made by Councilman Sherman, seconded by Councilman Field and passed unanimously.

RESOLVED: that any elected or appointed official of the Town of Westerlo shall be reimbursed an amount per mile, matching the current IRS approved rate when using their own vehicle for official Town business.

Motion for adoption was made by Councilman Field, seconded by Councilman Sherman and passed unanimously.

RESOLVED: that the regular meetings of this Board shall be held on the first Tuesday of each month at 7:30 p.m. at the Westerlo Town Hall, except for the November meeting, which shall be held on the Wednesday following the General Election. The Town Planning Board shall meet on the fourth Tuesday of each month at 7:30 p.m. and the Zoning Board of Appeals shall meet on the third Monday of each month at 7:30 p.m.

Motion for adoption was made by Councilman Sherman, seconded by Councilman Field and passed unanimously.

RESOLVED: that the Supervisor shall submit to the Town Clerk within 60 days after the close of the last fiscal year, a copy of the report to the State Comptroller, pursuant to section 30 of the General Municipal Law and the Town Clerk shall thereafter cause summary of said report to be published within ten days after receipt thereof on a form approved by the State Comptroller. This report shall be in lieu of the report required by Section 10 of Town Law.

Motion was made by Councilman Field, seconded by Supervisor Rapp and passed unanimously that this resolution be adopted.

RESOLVED: that the Town of Westerlo does hereby adopt the INVESTMENT POLICY (see attached):

Motion for adoption was made by Councilman Field, seconded by Councilman Sherman and passed unanimously.

RESOLVED: that the Town of Westerlo does hereby adopt the PROCUREMENT POLICIES AND PROCEDURES (see attached).

Motion for adoption was made by Councilman Sherman, seconded by Councilman Field and passed unanimously.

WHEREAS: the Westerlo Town Board wishes to continue its efforts to comply with New York State Statutory and Regulatory requirements, be it

RESOLVED: that it will continue to temporarily retain Robert E. Fisher as consultant to the Town on financial matters through March 1, 2013 involving accounting, reporting and management systems at the rate of \$65.00 per hour or \$300.00 per day (maximum rates), whichever is lessor.

Motion for adoption was made by Councilman Sherman, seconded by Councilman Field. A roll call vote followed.

Supervisor Rapp	AYE
Councilman Field	AYE
Councilman Sherman	AYE

Motion carried.

WHEREAS: Consultant Robert E. Fisher has audited the records of the following and found all to be in order: Town Clerk & Tax Collection Kathleen J. Spinnato, Supervisor Rapp, Judge Robert Carl and Judge Ken Mackey, be it

RESOLVED: that the Town Board of the Town of Westerlo does hereby accept the report of Robert E. Fisher, consultant, that departmental records are in order, and be it further

RESOLVED: that the Town Supervisor may file a copy of his Annual Financial Report with the Town Clerk upon completion and that it will be presented to the Town Board at that time.

Motion for adoption was made by Supervisor Rapp, **no motion to second was made.** Councilman Sherman reported that he had not reviewed the report. **The board did not vote. The resolution not passed.**

RESOLVED: that the Supervisor be hereby authorized to pay Utility and Freight bills, bills with discounts, etc. all without prior approval of the Town Board.

Motion for adoption was made by Supervisor Rapp, seconded by Councilman Sherman and passed unanimously.

RESOLVED: that the following are appointed to the respective offices for the terms indicated:

TITLE	NAME	TERM EXP.
Registrar Vital Stats.	Kathleen J. Spinnato	12/31/2013
Deputy Registrar	Gertrude A. Smith	12/31/2013
Dep.Town Clerk/Tax Coll.	Gertrude A. Smith	12/31/2013
Deputy Code En. Off.	Bruce F. Bunzey	12/31/2013
Zoning Administrator	Edwin H. Lawson	12/31/2013
Clerk to the Justices	Jessica Tronco	12/31/2013
Deputy Supervisor	Edwin H. Lawson	12/31/2013
Town Attorney	Aline D. Galgay	12/31/2013
Town Historian	Dennis Fancher	12/31/2013
Dog Warden	Jody Ostrander	12/31/2013
Deputy Dog Warden	William Scott III	12/31/2013
Zoning Board Clerk	Rita Perciballi	12/31/2013
Planning Board Clerk	Rita Perciballi	12/31/2013
Assessor's Clerk	Claire Marshall	12/31/2013
Youth Council Coord.	VACANT	
Deputy Hwy. Superintendent	Jody Ostrander	12/31/2013

And be it further

RESOLVED: that the salaries of the following Town Officers and frequency of payment thereof are hereby established as follows:

TITLE	SALARY	PAYABLE
Town Supervisor	\$15,000.00 Annual	Weekly
Deputy Supervisor	-0-	N/A
Supt. of Highways	\$54,060.00 Annual	Weekly
Town Justice (2)	\$10,000.00 Annual each	Quarterly
Council members (4)	\$ 3,625.00 Annual each	Quarterly
Town Clerk/Tax Coll.	\$31,400.00 Annual	Weekly
Town Attorney	\$20,000.00 Annual	Monthly
Assessor	\$22,000.00 Annual	Weekly
Assessor's Clerk	\$ 16.58/Hour	Bi-Weekly

Code Enforcement Officer	\$13,500.00 Annual	Quarterly
Dep. Code Enf. Officer	\$ 8,500.00 Annual	Quarterly
Zoning Administrator	\$ 6,000.00 Annual	Quarterly
Deputy Tn. Clerk	\$ 16.58/Hour	Weekly
Court Clerk	\$ 16.58/Hour	Bi-Weekly
Dog Warden	\$ 4,200.00 Annual	Monthly
Deputy Dog Warden	\$ 3,000.00 Annual	Monthly
Planning Board Clerk	\$ 16.58/Hour	Bi-Weekly
Zoning Board Clerk	\$ 16.58/Hour	Bi-Weekly
Town Historian	\$ 1,500.00 Annual	Annually
Youth Council Coord.	\$ 2,000.00 Annual	Annually

Motion for adoption was made by Councilman Field, seconded by Councilman Sherman and passed unanimously.

RESOLVED: that the compensation of highway workers and the Town Administrative Aide be established as follows:

Deputy Hwy. Superintendent	\$20.30/hour
Transfer Sta. Operator	\$19.28/hour
Recreation Maintenance Person/s	\$19.28/hour
Utility Laborer	\$19.28/hour
Sub-Foreman	\$19.78/hour
Laborer C	\$17.60/hour
Laborer B	\$19.23/hour
Laborer A	\$18.74/hour
Administrative Aide	\$21.52/hour

All new employees are hired on a six-month probation and raises are awarded at the discretion of the Highway Superintendent.

Motion for adoption was made by Councilman Sherman, seconded by Councilman Field and passed unanimously.

RESOLVED: that the following are hereby appointed to the designated positions, at the designated salaries and terms office:

NAME	TERM ENDING	SALARY
BOARD OF ASSESSMENT REVIEW		
Dawn Belarge	09/30/2015	\$200.00
Eugene Coogan	09/30/2014	\$200.00
Tracey Lawson	09/30/2016	\$200.00
ZONING BOARD OF APPEALS		
Robert Beck	12/31/2013	\$1,875.00
Virginia Mangold	12/31/2017	\$1,875.00
Gerald Woodruff	12/31/2015	\$1,875.00
William Van Iderstyn	12/31/2016	\$1,875.00
Gail Snyder	12/31/2017	\$1,875.00
PLANNING BOARD		
Edwin C. Stevens	12/31/2017	\$1,875.00

Dorothy Verch, Chairperson**	12/31/2013	\$3,375.00
Gerard Boone	12/31/2014	\$1,875.00
Doyle Shaver	12/31/2015	\$1,875.00
Richard Kurylo	12/31/2016	\$1,875.00

Councilman Sherman made a motion to adopt the following **RESOLUTION, to appoint Dorothy Verch from the position of Planning Board member to the position of Planning Board Chairperson, Councilman Field seconded the motion and a roll call vote resulted as follows: AYES: Councilman Sherman, Councilman Field and Supervisor Rapp. NAYS: None.

RESOLUTION # 1-2013 was thereby duly adopted.

Motion for adoption was made by Councilman Field, seconded by Councilman Rapp and passed unanimously.

RESOLVED: that the following Library workers be compensated as follows:

Manager	\$20.70/hour
Clerk 1	\$11.80/hour
Clerk 2	\$14.40/hour
Clerk 3	\$12.00/hour
Clerk 4	\$11.80/hour
Library Page	\$ 8.50/hour

Motion for adoption was made by Supervisor Rapp, seconded by Councilman Field. A roll call vote followed:

Supervisor Rapp	AYE
Councilman Sherman	NAY
Councilman Field	AYE

Motion not carried.

Councilman Sherman made a motion to adopt the following resolution:

RESOLVED: that the Town retain a Certified Public Accountant or auditing firm to do the annual audit of all of the departments.

Councilman Field seconded the motion and a roll-call vote resulted as follows: AYES: 3, NAYS: 0.

Councilman Sherman made the motion to close the Organizational meeting, whereby Councilman Field seconded and carried unanimously that it be closed. The organizational meeting was closed at 7:55 p.m.

Respectfully submitted,

Kathleen J. Spinnato
Town Clerk

