

**ORGANIZATIONAL MEETING
TOWN OF WESTERLO
TOWN BOARD
TUESDAY, JANUARY 7, 2014**

The Organizational meeting of the Town Board Town of Westerlo was held on Tue. the 7th of January 2014 at 7:30 PM in the Westerlo Town Hall 933 County Route 401 in Westerlo. The meeting was called to order by Supervisor Richard H. Rapp with the Pledge of Allegiance to the Flag.

PRESENT WERE: Supervisor Richard H. Rapp
Councilman Anthony W. Sherman
Councilman Theodore S. Lounsbury II
Councilman William F. Bichteman Jr.
Councilman Alfred L. Field

Also present were Town Clerk Kathleen Spinnato, Deputy Supervisor Edwin H. Lawson, several Town Officials and employees, and approximately twenty three individuals.

The following resolutions were read by the Town Clerk 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 newspaper. The Greenville Mountain View Pioneer may also be used when necessary.

Motion for adoption was made by Councilman Bichteman, seconded by Councilman Lounsbury a roll call vote followed.

AYES: Supervisor Rapp
Councilman Bichteman
Councilman Lounsbury
Councilman Field
NAY: Councilman Sherman

Motion 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 \$250,00 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 Field, seconded by Councilman Sherman, motion carried unanimously.

RESOLVED: that the 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 Bichteman, seconded by Councilman Lounsbury and carried 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 Bichteman and unanimously carried.

RESOLVED: that the regular meetings of the Town Board shall be held on the first Tuesday of each month at 7:30 PM 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 PM, and the Zoning Board of Appeals shall meet on the fourth Monday of each month at 7:30 PM.

Motion for adoption was made by Councilman Sherman, seconded by Councilman Bichteman and unanimously carried.

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 for adoption was made by Councilman Lounsbury, seconded by Councilman Field and unanimously carried.

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

Motion for adoption was made by Councilman Sherman, seconded by Councilman Bichteman and unanimously carried.

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 unanimously carried.

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 retain the firm Pattison Koskey Howe & Bucci as consultant to the Town on financial matters involving accounting, reporting and management systems.

Motion for adoption was made Councilman Lounsbury, seconded By Councilman Field and unanimously carried.

WHEREAS: the firm Pattison Koskey Howe & Bucci will audit the records of the following: Town Clerk & Tax Collector Kathleen J. Spinnato, Supervisor Richard H. Rapp. Town Justice Robert Carl and Town Justice Kenneth Mackey, be it hereby

RESOLVED: the Town Board awaits the report of Pattison Koskey Howe & Bucci.

The Town Board, awaiting the report, made no motion.

RESOLVED: that the Town Supervisor shall file a copy of the 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 Councilman Sherman, seconded by Councilman Field and unanimously carried.

RESOLVED: the Town retain Pattison Koskey Howe & Bucci to do an annual audit of all departments.

Motion for adoption was made by Councilman Bichteman, seconded by Councilman Field and unanimously carried.

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 unanimously carried.

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

TITLE	NAME	TERM EXP.
Registrar Vital Statistics	Kathleen J. Spinnato	12/31/2014
Deputy Registrar	Gertrude A. Smith	12/31/2014
Dep. Town Clerk/Dep. Tax Coll.	Gertrude A. Smith	12/31/2014
Dep. Code Enforcement Officer	VACANT	12/31/2014
Zoning Administrator	Edwin H. Lawson	12/31/2014
Clerk to the Justices	Jessica Tronco (resigning 1/23/14)	12/31/2014
Deputy Supervisor	Edwin H. Lawson	12/31/2014
Town Attorney	Aline D. Galgay	12/31/2014
Town Historian	Dennis Fancher	12/31/2014
Dog Warden	Jody Ostrander	12/31/2014
Deputy Dog Warden	William Scott III	12/31/2014
Zoning Board Clerk	Rita Perciballi	12/31/2014
Planning Board Clerk	Rita Perciballi	12/31/2014
Assessor's Clerk	Claire Marshall	12/31/2014
Youth Council Coordinator	VACANT	12/31/2014
Deputy Highway Superintendent	Jody Ostrander	12/31/2014

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
Superintendent of Hwys.	\$56,560.00 Annual	Weekly
Town Justices (2)	\$10,000.00 Annual each	Quarterly
Council Members	\$ 3,625.00 Annual each	Quarterly
Town Clerk/Tax Collector	\$ 34,500.00 Annual	Weekly
Town Attorney	\$ 20,000.00 Annual	Monthly
Assessor	\$22,000.00 Annual	Weekly
Assessor's Clerk	\$ 17.33/Hour	Bi-Weekly
Code Enforcement Officer	\$13,500.00 Annual	Quarterly
Dep. Code Enfor. Officer	\$ 8,500.00 Annual	Quarterly
Zoning Administrator	\$ 6,000.00 Annual	Quarterly
Deputy Town Clerk	\$ 17.33/Hour	Weekly
Clerk to the Justices	\$ 17.33/Hour	Bi-Weekly
Dog Warden	\$ 4,200.00 Annual	Monthly
Deputy Dog Warden	\$ 3,000.00 Annual	Monthly
Planning Board Clerk	\$ 17.33/Hour	Bi-Weekly
Zoning Board Clerk	\$ 17.33/Hour	Bi-Weekly
Town Historian	\$ 1,500.00 Annual	Annually
Youth Council Coordinator	\$ 2,000.00 Annual	Annually

Motion for adoption was made by Supervisor Rapp, seconded by Councilman Bichteman with a roll call vote as follows:

AYES: Supervisor Rapp, Councilman Bichteman, Councilman Sherman,
and Councilman Lounsbury

NAYS: Councilman Field

Motion Carried.

RESOLVED: that the compensation of Highway Employees and the Town Administrative Aide be established as follows:

Deputy Hwy. Superintendent	\$21.05/Hour
Transfer Station Operator	\$20.03/Hour
Recreation Maintenance Person/s	\$20.03/Hour
Utility Laborer	\$20.03/Hour
Sub-Foreman	\$20.53/Hour
Laborer A (CDL required)	\$19.23/Hour
Laborer B (CDL not required)	\$18.23/Hour
Administrative Aide	\$18.06/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 with revisions as discussed by the Town Board was made by Councilman Bichteman, seconded by Councilman Sherman and a roll call vote resulted as follows:

AYES: Supervisor Rapp	NAYS: Councilman Lounsbury
Councilman Bichteman	Councilman Field
Councilman Sherman	

Motion Carried.

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

NAME	TERM ENDING	SALARY
BOARD OF ASSESSMENT REVIEW		
Dawn Belarge	09/30/2017	\$200.00
VACANT (E. Coogan resigned)	09/30/2014	\$200.00
VACANT (T. Lawson resigned)	09/30/2016	\$200.00
ZONING BOARD OF APPEALS		
Robert Beck	12/31/2018	\$1,875.00
Virginia Mangold, Chairperson	12/31/2017	\$3,375.00
John Sefcik	12/31/2015	\$1,875.00
William Van Iderstyne	12/31/2016	\$1,875.00
Amie Burnside	12/31/2017	\$1,875.00
PLANNING BOARD		
Edwin C. Stevens	12/31/2017	\$1,875.00
Doyle Shaver, Chairperson	12/31/2015	\$3,375.00
Dorothy Verch	12/31/2018	\$1,875.00
Gerard Boone	12/31/2014	\$1,875.00

Richard Kurylo

12/31/2016

\$1,875.00

Motion for adoption was made by Councilman Bichteman, seconded by Councilman Lounsbury and a roll call vote resulted as follows:

AYES: Supervisor Rapp, Councilman Bichteman and Councilman Lounsbury

NAYS: Councilman Sherman, Councilman Field.

Motion Carried.

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

Library Director	\$21.20/Hour
Clerk 1	\$14.75/Hour
Clerk 2	\$12.30/Hour
Clerk 3	\$12.10/Hour
Clerk 4	\$12.10/Hour
Library Page (Vacant)	\$ 8.70/Hour

Motion for adoption was made by Supervisor Rapp, seconded by Councilman Bichteman and a roll call vote resulted as follows:

AYES: Supervisor Rapp, Councilman Bichteman, Councilman Lounsbury and Councilman Field

NAYS: Councilman Sherman.

Motion carried.

Councilman Sherman made a motion to close the Organizational meeting, seconded by Councilman Lounsbury, motion unanimously carried. The Organizational meeting closed at 8:07 PM.

Respectfully Submitted,

Kathleen J. Spinnato