

**ORGANIZATIONAL MEETING  
TOWN OF WESTERLO  
TOWN BOARD  
TUESDAY, JANUARY 6, 2015**

The Organizational meeting of the Town Board of the Town of Westerlo was held on Tuesday the 6<sup>th</sup> of January 2015 in the Westerlo Town Hall located at 933 County Route 401 in Westerlo, NY. The meeting immediately followed a Town Board Public Hearing of the same date and was called to order at 7:33 PM by Supervisor Richard H. Rapp.

PRESENT WERE: Supervisor Richard H. Rapp  
Councilman Theodore S. Lounsbury III  
Councilman William F. Bichteman Jr.  
Councilman Alfred L. Field

ABSENT: Councilman Anthony W. Sherman

Also present were: Deputy Supervisor Edwin H. Lawson, Highway Superintendent Keith Wright Sr., Planning Board Chairwoman Dorothy Verch, Planning Board members Gerry Boone & Edwin Stevens, Town Clerk Kathleen Spinnato, several Highway Dept. employees and approximately ten interested persons.

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

RESOLVED that the Altamont Enterprise, being the 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 Field, seconded by Councilman Lounsbury, a roll call vote followed:

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

NAYS: None.

Motion unanimously 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 \$250,000.00 per account; and in association with Wilmington Trust, pledges all securities in excess of \$100,000.

Motion for adoption was made by Supervisor Rapp, seconded by Councilman Bichteman, motion unanimously carried.

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

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 Field, motion unanimously carried.

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 Supervisor Rapp, seconded by Councilman Lounsbury, motion 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 first 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 Lounsbury, seconded by Councilman Field, motion 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 Supervisor Rapp, seconded by Councilman Field, motion unanimously carried.

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

Motion for adoption was made by Supervisor Rapp, seconded by Councilman Bichteman, motion unanimously carried.

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

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

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

RESOLVED: that it will continue to retain the firm Pattison, Koskey, Howe, & Bucci, on an interim basis, as consultant to the Town on financial matters involving accounting, reporting and management systems.

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

WHEREAS: the firm Pattison, Koskey, Howe & Bucci will audit the records of the following: Town Clerk & Tax Collector Kathleen Spinnato, Supervisor Richard H. Rapp, Town Justice Robert Carl and Town Justice Kenneth Mackey, and Westerlo Water District No. 1, be it hereby

RESOLVED: the Town Board awaits the 2014 report of Pattison, Koskey, Howe & Bucci.

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

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 Lounsbury, seconded by Councilman Bichteman, motion 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.

Supervisor Rapp said there is something he wants to add: that the Town Board needs to have a meeting to discuss Quickbooks and the way the payroll was set up “he has never seen such a screwed up mess before in his life.” Councilman Lounsbury suggested the Town Board invite a representative from Pattison, Koskey, Howe & Bucci to a workshop meeting, the Board agreed to discuss during the regular meeting following the Organizational meeting. Councilman Field thought the Town had a company that does payroll. Supervisor Rapp advised him it is done at the Town by Patricia Boice.

Motion for adoption was made by Supervisor Rapp, seconded by Councilman Bichteman, motion unanimously carried.

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

TITLE	NAME	TERM EXP.
Registrar of Vital Statistics	Kathleen Spinnato	12/21/2015
Deputy Registrar	Gertrude A. Smith	12/31/2015
Deputy Town Clerk/ Dep. Tax Coll.	Gertrude A. Smith	12/31/2015
Deputy Town Clerk II/ Dep. Tax Coll. II	Karla Weaver	12/31/2015
Zoning Administrator	Edwin H. Lawson	12/31/2015

Councilman Field made a motion to abolish the positions of: Deputy Code Enforcement Officer (vacant) and Zoning Administrator. The Board members agreed unanimously to the abolishment of the vacant position of Deputy Code Enforcement Officer. The Board discussed the duties of the Zoning Administrator; Councilman Bichteman stating the position provides a valuable service for those individuals going through the Planning & Zoning Board process and the position of Zoning Administrator should remain. A roll call vote for retention of the position of Zoning Administrator resulted as follows:

AYES: Councilman Bichteman, Councilman Lounsbury and Supervisor Rapp

NAY: Councilman Field.

Motion carried by those attending.

TITLE	NAME	TERM EXP.
Clerk to the Justices	Sue Gruss	12/31/2015
Deputy Supervisor	Edwin H. Lawson	12/31/2015
Town Attorney	Aline D. Galgay	12/31/2015
Town Historian	Dennis Fancher	12/31/2015
Dog Warden	Jody Ostrander	12/31/2015
Deputy Dog Warden	Salvatore Spinnato IV	12/31/2015
Zoning Board Clerk	Jennifer Bungay	12/31/2015
Planning Board Clerk	Jennifer Bungay	12/31/2015
Water Board Clerk	Jennifer Bungay	12/31/2015
Assessor’s Clerk	Claire Marshall	12/31/2015
Deputy Highway Superintendent	Jody Ostrander	12/31/2015

Councilman Lounsbury asked about the appointment of the Town Attorney. Discussion followed regarding an RFP for the position of Town Attorney. After discussion ended the Town Board approved the appointment and term of Town Attorney Aline D. Galgay.

**AND BE IT FURTHER**

RESOLVED: that the salaries of the following Town Officers (EXCLUDING TOWN CLERK & DEPUTY TOWN CLERK) 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 Highways	\$56,560.00 Annual	Weekly
Town Justices (2)	\$10,000.00 Annual each	Quarterly
Council Members***	\$ 3,625.00 Annual each	Quarterly
Town Attorney	\$20,000.00 Annual	Monthly
Assessor	\$22,000.00 Annual	Weekly
Assessor's Clerk	\$17.83 Hour	Bi-Weekly
Code Enforcement Officer	\$13,500.00 Annual	Quarterly
Zoning Administrator	\$6,000.00 Annual	Quarterly
Town Clerk/Tax Collector	\$40,700.00 Annual (proposed)	Weekly
Deputy TownClerk/Dep.Tax Col	\$17.83 Hour (proposed)	Weekly
Deputy TownClerkII/Dep. Tax Col. II	\$15.00 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	Quarterly
Zoning Board Clerk	\$17.33 Hour	Quarterly
Water Board Clerk	\$17.33 Hour	Quarterly
Town Historian	\$1,500.00 Annual	Annually
Cleaning Person	\$12.00 Hour (Payroll)	Monthly

\*\*\*Councilman Field stated for the record the Altamont Enterprise reported the Councilman were receiving a raise he wanted it made clear that they did not receive a raise.

Councilman Field did not approve of a salary increase for Town Clerk/Tax Collector. Discussion followed regarding the salary for Town Clerk/Tax Collector. Councilmen Bichteman and Lounsbury were not in favor of a salary increase for Deputy Town Clerk as this had been discussed previously by the Town Board before the adoption of the 2015 Budget. The Board agreed to vote on the salaries for Town Clerk/Tax Collector and Deputy Town Clerk separately from list above. Councilman Bichteman made a motion to adopt the salaries with the exclusion of Town Clerk/Tax Collector and Deputy Town Clerk, seconded by Councilman Lounsbury to include the abolishment of vacant positions of Youth Council Coordinator and Deputy Code Enforcement Officer. A roll call vote followed:

AYES: Supervisor Rapp, Councilman Bichteman, Councilman Lounsbury  
 NAY: Councilman Field.  
 MOTION CARRIED.

Councilman Bichteman made a motion that the salary of Deputy Town Clerk remain at \$17.33 Hour, seconded by Councilman Lounsbury, a roll call vote resulted as follows:

AYES: Supervisor Rapp, Councilman Bichteman, Councilman Lounsbury,  
 Councilman Field.  
 NAYS: None.  
 MOTION CARRIED.

RESOLVED that the salary of Deputy Town Clerk and frequency of payment thereof is hereby established:

TITLE	SALARY	PAYABLE
Deputy Town Clerk/Dep. Tax Coll	\$17.33 Hour (ADOPTED)	Weekly.

Councilman Bichteman made a motion to increase salary of Town Clerk/Tax Collector to \$40,700 Annual, seconded by Councilman Lounsbury as this was based on budget, a roll call vote resulted as follows:

AYES: Supervisor Rapp, Councilman Bichteman, and Councilman Lounsbury  
 NAY: Councilman Field.  
 MOTION CARRIED.

RESOLVED: that the salary of Town Clerk/Tax Collector and frequency of payment thereof is hereby established:

TITLE	SALARY	PAYABLE
Town Clerk/Tax Collector	\$40,700.00 Annual (ADOPTED)	Weekly.

RESOLVED: that the compensation of Highway employees and the Clerk to the Supervisor be established as follows:

Deputy Highway Superintendent	\$21.05 Hour
Transfer Station Operator	\$20.03 Hour
Recreation Maintenance Person/s	\$20.03 Hour
Utility Laborer	\$20.03 Hour
Laborer A (CDL required)	\$19.23 Hour
Laborer B (CDL not required)	\$18.23 Hour
Clerk to Supervisor	\$19.06 Hour

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

Supervisor Rapp was in favor of giving a pay increases to each, he wanted to discuss with Town Board. Clerk to Supervisor salary increased to \$19.06 per Hour per evaluation. No Highway employee salaries were increased. Motion for adoption was made by Councilman Field, seconded by Councilman Lounsbury and a roll call vote resulted as follows:

AYES: Supervisor Rapp, Councilman Field, Councilman Lounsbury, and Councilman Bichteman.  
 NAYS: None.  
 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
Sara Statham	09/30/2016	\$200.00
Susan Cunningham	09/30/2018	\$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 Iderstine	12/31/2016	\$1,875.00

ZONING BOARD OF APPEALS(cont'd)

Amie Burnside 12/31/2017 \$1,875.00

NAME TERM ENDING SALARY

PLANNING BOARD

Edwin C. Stevens 12/31/2017 \$1,875.00  
Doyle Shaver 12/31/2015 \$1,875.00  
Dorothy Verch, Chairperson 12/31/2018 \$3,375.00  
Gerard Boone 12/31/2019 \$1,875.00  
Richard Kurylo 12/31/2016 \$1,875.00

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: None.  
MOTION CARRIED.

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

Library Director \$21.70 Hour  
Clerk 1 \$15.00 Hour  
Clerk 2 \$12.50 Hour  
Clerk 3 \$12.50 Hour  
Clerk 4 \$12.50 Hour  
Library Page (Vacant) \$8.90 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: None.  
MOTION CARRIED.

Councilman Lounsbury made a motion to close the Organizational meeting, seconded by Councilman Bichteman, motion unanimously carried. The Organizational meeting closed at 8:26 PM

Respectfully submitted,

Kathleen Spinnato

