

**ORGANIZATIONAL MEETING  
TOWN OF WESTERLO  
TOWN BOARD  
THURSDAY, JANUARY 21, 2016**

The Organizational meeting of the Town of Westerlo Town Board was held on Thursday, January 21, 2016 in the Westerlo Town Hall located at 933 CR 401, Westerlo, NY. The meeting was opened at 7:10 PM by Supervisor Richard H. Rapp with the Pledge to the Flag.

PRESENT WERE: Supervisor Richard H. Rapp  
Councilman Anthony W. Sherman  
Councilman Theodore S. Lounsbury III  
Councilwoman Amie L. Burnside  
Councilman William F. Bichteman Jr.

Also present were: Town Clerk Kathleen Spinnato, Highway Superintendent Keith Wright Sr., Deputy Highway Superintendent Jody Ostrander, Zoning Board of Appeals member John Sefcik, Planning Board member Doyle Shaver, Town Historian Dennis Fancher, Clerk to the Assessor Claire Marshall, Clerk to the Supervisor Patricia Boice and approximately six residents.

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

RESOLVE: 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 published in said newspaper. The Greenville Mountain View Pioneer may also be used when necessary.

Motion for adoption was made by Councilman Bichteman, second by Councilman Lounsbury, a roll call vote followed:

AYES: Supervisor Rapp, Councilman Bichteman, Councilman Lounsbury and Councilwoman Burnside  
NAYS: 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 \$250,00.00 per account; and in association with Wilmington Trust, pledges all securities in excess of \$100,000.

Motion for adoption was made by Supervisor Rapp, second 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 Sherman, second by Councilman Lounsbury, 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 Councilman Sherman, second by Councilman Bichteman, 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 Board Workshop meetings shall be held on the third Tuesday of each month at 7:00 PM. 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 7:00 PM.

Motion for adoption was made by Councilman Bichteman, second by Councilwoman Burnside, 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 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, second by Councilman Bichteman, motion unanimously carried.

RESOLVED: that the Town of Westerlo does hereby adopt the INVESTMENT POLICY (see attached and which were read aloud by Councilman Bichteman).

Motion for adoption was made by Supervisor Rapp, second by Councilman Lounsbury, motion unanimously carried.

RESOLVED: that the Town of Westerlo does hereby adopt the PROCUREMENT POLICIES AND PROCEDURES (see attached and which were read aloud by Councilman Sherman).

Motion for adoption was made by Councilman Bichteman, second 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, as consultant to the Town on financial matters involving accounting, reporting and management systems.

AND

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 the Westerlo Water District No. 1, be it hereby

RESOLVED: the Town Board awaits the 2015 reports of Pattison, Koskey, Howe, & Bucci.

Motions for adoption were made by Councilman Bichteman, second by Supervisor Rapp, motion unanimously carried.

RESOLVED: that the 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 Supervisor Rapp, second 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.

Motion for adoption was made by Supervisor Rapp, second 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 J. Spinnato	12/31/2019
Deputy Registrar	Gertrude A. Smith	12/31/2016
Deputy Town Clerk/Dep. Tax Coll.	Gertrude A. Smith	12/31/2016
Deputy Town Clerk II/ Dep. Tax Coll. II	Karla Weaver	12/31/2016

Motion made by Councilman Bichteman, second by Councilman Lounsbury, motion unanimously carried.

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

TITLE	NAME	TERM EXP.
Clerk to the Justices	Patricia Thompson	12/31/2016
Deputy Supervisor	Edwin H. Lawson	12/31/2016
Town Attorney	Aline D. Galgay	12/31/2016
Town Historian	Dennis Fancher	12/31/2016
Dog Warden	Jody Ostrander	12/31/2016
Deputy Dog Warden	Salvatore Spinnato IV	12/31/2016
Zoning Board Clerk	Jennifer Bungay	12/31/2016
Planning Board Clerk	Jennifer Bungay	12/31/2016
Water Board Clerk	Jennifer Bungay	12/31/2016
Assessor's Clerk	Claire Marshall	12/31/2016
Deputy Highway Superintendent	Jody Ostrander	12/31/2016

Motion made by Councilman Lounsbury, second by Councilman Bichteman, motion unanimously carried.

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 Highways	\$58,281.60 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	\$18.58 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	Weekly
Deputy Town Clerk/Dep Tax Coll.	\$18.08 Hour	Weekly
Deputy Town Clerk II/Dep. Tax Coll. II	\$15.75 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	\$ 18.08 Hour	Quarterly
Zoning Board Clerk	\$ 18.08 Hour	Quarterly
Water Board Clerk	\$ 18.08 Hour	Quarterly
Town Historian	\$ 1,500.00 Annual	Annually
Cleaning Person	\$ 12.00 Hour (Payroll)	Monthly

Motion to approve was made by Councilman Bichteman, second by Councilman Sherman, motion unanimously carried.

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

Deputy Highway Superintendent	\$21.80 Hour
Transfer Station Operator	\$20.78 Hour
Recreation Maintenance Person/s	\$20.78 Hour
Utility Laborer	\$20.03 Hour
Laborer A (CDL required)	\$19.23 Hour
Laborer B (CDL not required)	\$18.23 Hour
Clerk to the Supervisor	\$19.81 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 Bichteman, second by Councilman Lounsbury, motion unanimously 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	12/31/2020	\$1,875.00
William Van Iderstine	12/31/2016	\$1,875.00
Vacant position (formerly Amie Burnside)	12/31/2017	\$1,875.00
PLANNING BOARD		
Edwin C. Stevens	12/31/2017	\$1,875.00
Doyle Shaver	12/31/2020	\$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, second by Councilman Bichteman, motion unanimously carried.

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

Library Director	\$22.00 Hour
Clerk 1	\$15.25 Hour
Clerk 2	\$12.75 Hour
Clerk 3	\$12.75 Hour
Clerk 4	\$12.75 Hour
Library Page (Vacant)	\$ 9.00 Hour

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

Councilman Sherman made a motion to close the Organizational meeting, second by Councilman Bichteman, motion unanimously carried. Meeting closed at approximately 7:47 PM.

Respectfully submitted,

Kathleen Spinnato  
Town Clerk