

ORGANIZATIONAL MEETING – ATHENS TOWN BOARD – January 4, 2016

The Organizational meeting of the Athens Town Board was called to order by Supervisor Robert F. Butler, Jr. At 7:15 pm with the Pledge of Allegiance to the Flag.

The Following people were present: Councilwoman Mary H. Brandow; Councilman Michael Ragaini; Councilman Anthony Paluch; Councilman Richard M. Surrano, Jr, Highway Superintendent John J. Farrell and Town Clerk Linda M. Stacey.

These people were also present: Attorney Virginia Benedict; Justice Constance Pazin; Justice James H. Robinson, Jr.; Carol Robinson; Court Clerk Vincenzina R. Carl; Code Enforcement Officer George Holsopple; Historian Lynn Brunner; Richard M. Surrano, Sr.; John Brady; Marla Butler; Clare Jane and Tatum Butler; Shannon Spinner; Madelyn Brandow; John p. Farrell, Jr. George F. Stacey; Cheryl and Peter Alberti; Pietrina and Melissa Ragaini; Greg Christy and John Brock of North East Treaters, and Melanie Lekocevic of the Catskill Daily Mail.

The first order of business was the swearing in of the newly elected officials.

Supervisor Robert F. Butler, Jr. was sworn in for a **term of 2 years**, by Town Justice Constance Pazin with his children Clara Jane and Tatum holding the Bible.

Councilman Anthony Paluch was sworn in for a **term of 2 years**, by Town Justice Constance Pazin with is Daughter Shannon Spinner holding the Bible.

Councilman Michael Ragaini was sworn in for a **4 year term**, by Town Justice Constance Pazin with his wife Pietrina and daughter Melissa holding the Bible.

Councilman Richard M. Surrano, Jr. was sworn in for a **4 year term**, by Town Justice Constance Pazin with his father Richard M. Surrano, Sr. holding the Bible.

Highway Superintendent John J. Farrell was sworn in for a **4 year term**, by Town Justice Constance Pazin with his father John P. Farrell, Jr. holding the Bible.

Town Clerk Linda M. Stacey was sworn in for a **4 year term**, by Town Justice Constance Pazin with her daughter holding the Bible.

Town Justice James H. Robinson, Jr. was sworn in for a **4 year term**, by Town Justice Constance Pazin with Court Clerk Vincenzina R. Carl holding the Bible.

The following bills were audited by the Board prior to the meeting and ordered paid.

General Abstract #1, vouchers #1 through #

Highway Abstract #1, vouchers #1 through #

Bookkeeper/ Budget Officer Michael Strenka went over the December Supervisor's Financial Report.

Councilwoman Mary H. Brandow made a motion seconded by Councilman Anthony Paluch *to accept the Supervisor's Financial Report as presented*. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

Code Enforcement Officer George Holsopple reported that he had inspected the 3 resisted Junkyards in the Town. He recommended that the Junkyard licenses of Fischer, Rexford and B&B garage can be renewed.

Councilman Michael Ragaini made a motion seconded by Councilman Richard M. Surrano, Jr. *that the Junkyard Licenses of Richard A. and Lance Richard Fischer; John O. Rexford and Son; and B & B Garage ne renewed for 2016.* This was carried. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

Mr. Holsopple also reported that for 2015 the Codes Department issued building permits in the amount of \$22, 687.14, for a total building cost of \$7,218,160.60.

Other income included Fire inspections of \$150.00; Fireworks Permits-\$200.00; Demolition Permits- \$125.00; Fill Permits- \$50.00; and Junkyard permits-\$30.00.Total= \$23,197.14.

Highway Superintendent John J. Farrell reported that there have been two snow events. Changed the tires on truck #6. They ordered two more loads of salt. Started tree work on Flats Ext Rd. and finished Forest Hills Ave, and High Hill Road. They replaced bearings on chipper drive shaft. Village guys came out to Town Building to work on their truck. Found that two road signs were missing when the roads were checked. They helped pave Town of Catskill's new salt shed, lent 2 trucks for a day. Front wing post on unit #8 had to be rebuilt. New boards had to be replaced in our salt shed.

A Short Term Shared Service Agreement was requested to be signed by the State Dot by our Highway Department. The Amount is up \$10,000. (Short Term Shared Services.) Highway Superintendent Farrell explained.

Greg Christy of North East Treaters came before the Board to see where he stood with his variance, since he dropped off the topographical map.

Attorney Virginia Benedict advised him that the (new) Town Board has to meet with her and go over the map.

The December Town Clerk's Report was reviewed by the Board.

Supervisor Robert F. Butler, Jr. made a motion seconded by Councilwoman Mary H. Brandow *to accept the Town Clerk's Report as presented.* Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

Councilman Richard M. Surrano, Jr. made a motion seconded by Supervisor Robert F. Butler, Jr. *to approve the minutes of December 7, 2015 and December 21, 2015.* Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

Supervisor Butler handed out *Proposal P9901 from Ryan Biggs/Clark Davis Engineering and Surveying for the Highway Department Facility Expansion* to Board member and the Highway Superintendent to review. He said the project will take two years and he would like to get started this week. There will be a startup cost. The overall cost is based on the final design. Discussion followed.

Supervisor Robert F. Butler, Jr. made a motion seconded by Councilman Michael Ragaini to *retain the firm of Ryan Biggs /Clark Davis to do the Design, Bid, and Construction Phase Service fees will be established upon completion of the preliminary phases.* Carried. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

Supervisor Butler informed the Board that they have been requested to write a letter designating that DEC only, should be Lead Agency for the Pilgrim Pipeline. (Not including the NYS Thruway.)

Supervisor Robert F. Butler, Jr. made a motion seconded by Councilwoman Mary H. Brandow to *write a letter designating that DEC be listed as Lead Agency in the Pilgrim Pipeline Project.* (Supervisor Butler will draft.) Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0 (Deadline is 1/21/2016)

2016 RESOLUTIONS

On the motion of Supervisor Robert F. Butler, Jr. seconded by Councilman Richard M. Surrano, Jr. the following **Resolution #2016-1** to adopt the following **Rules of Procedure for a town board** meeting was adopted:

1. Upon entering the site of the Athens Town Board meetings, all cellular phones, non-emergency service pagers and other such electronic devices shall be set to function in a way imperceptible to any other person present.
2. All meetings will begin at the same, routine, and normal time, as legally posted in compliance with the New York State Public Officer's Law, following a routine agenda as adopted both by tradition and vote of the Town Board.
3. No additional matters are to be considered until each matter on the prepared agenda has been acted upon by the Town Board. Therefore, all department heads are encouraged to remain until the adjournment of the meeting.
4. To foster an element of sincere mutual respect, no demonstration, inappropriate applause or verbal support, booing, or any such disruptive response, which would interrupt the civility and formality of a Town Board meeting will be tolerated. Any person or group persisting in such action will be asked to leave the meeting, with the concurrence of a majority vote of the Town Board.
5. Anyone wishing to be placed on the agenda to address the Town Board on a particular issue shall contact the Town Clerk at least two (2) business days prior to the meeting, giving their name, address, and the topic wished to be discussed. Citizens are encouraged to limit their presentations to seven (7) minutes, and to present to the Town Board supporting documentation as deemed appropriate to their position. Not allowing a petitioning citizen to address the Town Board is recognized as a serious matter, and if deemed appropriate, shall only be agreed to by a majority vote of the Town Board.
6. Any person addressing the Town Board shall direct his/her comment to the Supervisor and Town Board, and not engage any Town Board Member, department head, or any other member of the audience in a debate. Questions shall be directed to the Supervisor who may choose to answer or to defer the question to a department head or other Board member. Some questions may be tabled for future research, at which point the Supervisor will answer the citizen with a reasonable time frame for a final response.
7. A time will be allotted at each meeting for the assembled public to comment upon or to ask further questions of the Supervisor regarding any of the discussions which had taken place at this meeting. A 15 minute limit per topic from the floor.
8. At no time may any of these provisions, as adopted, be modified without a majority vote of the Town Board.

Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

On the motion of Councilman Michael Ragaini seconded by Supervisor Robert F. Butler, Jr. the following **RESOLUTION #2016-2** to *accept the proposed 2016 Salary Schedule* was adopted as follows: Ayes-5(Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0

On the motion of Councilman Richard M. Surrano, Jr. seconded by Councilman Michael Ragaini the following **RESOLUTION #2016-3** *authorizing the Highway Superintendent the expenditure of funds as needed on small tools and parts up to \$2,000, without prior Board approval, was adopted.* (Town Law #52 Articles I & II.) Ayes-5 (Butler; Brandow; Ragaini; Paluch Surrano)
Noes-0 Absent-0 Abstentions-0

On the motion of Councilwoman Mary H. Brandow seconded by Supervisor Robert F. Butler, Jr. the following **RESOLUTION #2016-4** *establishing the mileage reimbursement rate at the IRS recommended rate for use one personal vehicles on Town business, was adopted.* Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

On the motion of Councilwoman Mary H. Brandow seconded by Councilman Michael Ragaini the following **RESOLUTION #2016-5** *Authorizing Petty Cash funds for the two Judges, the Town Clerk and the Highway Superintendent at \$100.00 each, was adopted.* Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

On the motion of Councilwoman Mary H. Brandow seconded by Councilman Richard M. Surrano, Jr. the following **RESOLUTION #2016-6** *authorizing cash drawers for the Town Clerk at \$100.00 and Tax Collection at \$125.00 was adopted.* Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

On the motion of Councilman Richard M. Surrano, Jr. seconded by Councilwoman Mary H. Brandow the following **RESOLUTION #2016-7** *establishing the regular meeting dates for 2016 as the First and Third Mondays of each month UNLESS it is a Holiday, then it is Tuesday (the next day) . Meeting start for Board member at 6:45 for signing of bills, and at 7:00PM for the public, was adopted.* Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

On the motion of Councilman Michael Ragaini seconded by Councilwoman Mary H. Brandow the following **RESOLUTION #2016-8** *Designating the National Bank of Coxsackie as our Official Depository was adopted.* Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

On the motion of Councilman Michael Ragaini seconded by Supervisor Robert F. Butler, Jr. the following **RESOLUTION #2016-9** *designating the Daily Mail and the Greene County News as our Official Newspapers was adopted.* Ayes-4 (Butler; Brandow; Ragaini; Paluch) Noes-1 (Surrano) Absent-0 Abstentions-0

On the motion of Supervisor Robert F. Butler, Jr. seconded by Councilwoman Mary H. Brandow the following **RESOLUTION #2016-10** *establishing March 7th as the date to audit the books of the Justices and the Town Clerk's cash book was adopted.* Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

On the motion of Councilman Richard M. Surrano, Jr. seconded by Councilman Anthony Paluch the following **RESOLUTION #2016-11** *designating Town Clerk Linda Stacey as Registrar of Vital Statistic and Deputy Clerk Cathy Lyden as Deputy Registrar was adopted.* Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

On the motion of Councilwoman Mary H. Brandow seconded by Supervisor Robert F. Butler, Jr. the following **RESOLUTION #2016-12** to adopt a sixty (60) day extension to send the annual financial report to the State comptroller was adopted. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

On the motion of Councilwoman Mary H. Brandow seconded by Councilman Richard M. Surrano, Jr. the following **RESOLUTION #2016-13 designating the firm of Pattison, Kosky, Howe & Bucci, CPA, and PCA as our accountants was adopted.** Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

Councilman Richard M. Surrano, Jr. made a motion seconded by Councilwoman Mary H. Brandow to make the following yearly appointments:

Bookkeeper/ Budget Officer	Michael Strenka
Deputy Supervisor	Joseph Iraci
Additional Check signer	Michael Ragaini
Tax Collector	Linda M. Stacey
Deputy Town Clerk	Cathy Lyden
Deputy Tax Collector	Cathy Lyden
Code Enforcement Officer	George Holsopple
Dog Damage Control	George Holsopple
Consolidated Health Secretary	George Holsopple
Consolidated Health Member	Chris Pfister (Village Mayor)
Consolidated Health Chair:	Robert F. Butler, Jr. (Supervisor)
Consolidated Health Officer	on hold
Senior Court Clerk	Marcia R. Puorro
Court Clerk	Vincenzina R. Carl
Interim Assessor	Carol McBride
Assessor's Clerk	Pietrina Ragaini
Historian	Lynn J. Brunner
Dog Control Officer	Sherry Vieta
Planning Board Chairman	Hal Brodie
Zoning Board of Appeals Chair.	Collen Dolan-Van Zandt
Secretary to Zoning & Planning Brds.	On hold

Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

]

Supervisor Robert F. Butler, Jr. made a motion seconded by Councilwoman Mary H. Brandow to appoint Eugene J. Hatton as Trustee to the Athens Community Foundation for a two (2) year term from 1/4/2016 to 12/31/2017. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

Supervisor Robert F. Butler, Jr. made a motion seconded by Councilwoman Mary H. Brandow to re-appoint Colleen Dolan-Van Zandt to the Zoning Board of Appeals as a member for a five (5) year term beginning 1/4/2016 to 12/31/2020. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

Supervisor Robert F. Butler, Jr. made a motion seconded by Councilwoman Mary H. Brandow to re-appoint Scott Fischer to the Planning Board for a seven (7) year term beginning 1/4/2016 to 12/31/2022. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

Councilman Michael Ragaini made a motion seconded by Councilman Richard M. Surrano, Jr. to appoint Robert W. Wager III to the Planning Board as an alternate for a term of one (1) year beginning 1/4/2016 to 12/31/2016. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

2016 Committees:

Joint Landfill	Michael Ragaini	Anthony Paluch
Village / Town Committee	Robert F. Butler, Jr.	Richard M. Surrano, Jr.
Assessor's Office	Robert F. Butler, Jr.	Richard M. Surrano, Jr.
Clean Up Days (1 Spring/1 Fall)	Michael Ragaini	Richard M. Surrano, Jr.
EMS/ ALS Ambulance	Robert F. Butler, Jr.	Phyllis Dinkelacker
Reserve Fund	Mary H. Brandow	Michael Strenka
Negotiations	Robert F. Butler, Jr. (Rick & Tony)	
Insurance/ Medical	Mary H. Brandow	Michael Strenka
Planning & Zoning	Michael Ragaini	Anthony Paluch
Employee Handbook	Mary H. Brandow	Michael Strenka
Employee Committee	Mary H. Brandow	Michael Strenka
Building Committee	Robert F. Butler, Jr.	Michael Ragaini
(After highway garage takes off replace R. F .Butler with Rick Surrano)		
Highway Committee	Robert F. Butler, Jr.	Anthony Paluch

Supervisor Robert F. Butler, Jr. made a motion seconded by Councilman Michael Ragaini to accept Rapport Meyers as our Attorneys with no increase for 2016. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0

Bookkeeper Michael Strenka informed the Board that we saved the Board \$5,000.00 by moving the vehicles to NYS Reciprocal Insurance.

Pine View Apartments have built 3 new stair ways and have called in Pest control.

As there was no further business to come before the meeting a motion to adjourn was made by Supervisor Robert F. Butler, Jr. and seconded by Councilwoman Mary H. Brandow and Councilman Richard M. Surrano, Jr. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Surrano) Noes-0 Absent-0 Abstentions-0 Time:8:45 pm