

ORGANIZATIONAL MEETING – ATHENS TOWN BOARD – January 4, 2021

The Organizational meeting of the Athens Town Board was held electronically via Zoom on January 4, 2021 at 7:00 P.M. with Supervisor Robert F. Butler, presiding.

The following people attended: Supervisor Butler; Town Clerk Linda Stacey; Councilwoman Shannon Spinner; Councilman Anthony Paluch; Councilman Michael Ragaini; Councilwoman Mary Brandow; Highway Superintendent John J. Farrell and Robert Brunner.

The following bill were audited by the Board and ordered paid:

General Abstract #1, vouchers #1 through #16 inclusive for \$42,570.88.
Highway Abstract #1, vouchers #1 through #9 inclusive for \$6,128.82.

RESOLUTIONS

On the motion of Councilman Michael Ragaini seconded by Councilwoman Mary H. Brandow the following RESOLUTION #2021-1 to adopt the **Rules of Procedure for a Town Board Meeting** were adopted as Follows:

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 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.
- This resolution was adopted as follows: Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner)
Noes-0 Absent-0 Abstentions-0

On the motion of Councilwoman Mary H. Brandow seconded by Councilwoman Shannon Spinner the following RESOLUTION # 2021-2 to adopt the Salary Schedule for 2021 was adopted: Please see the next page:

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Mary	Brandow	Town Council	A 1010.1	4,300
Michael	Ragaini	Town Council	A 1010.1	4,300
Michael	Ragaini	Deputy Supervisor	A 1010.1	1,000
Anthony	Paluch	Town Council	A 1010.1	5,800
Shannon	Spinner	Town Council	A 1010.1	5,800
Sub-Total				<u>21,200</u>
Constance	Pazin	Justice	A 1110.1	19,838
Edward	Mercer	Justice	A 1110.1	<u>17,588</u>
Sub-Total				<u>37,426</u>
Marcia	Puorro	Justice Clerk I	A 1110.11	40,046
Vincenzina	Carl	Justice Clerk II	A 1110.11	<u>38,501</u>
Sub-Total				<u>78,547</u>
Robert	Butler, Jr.	Town Supervisor	A 1220.1	13,383
Donald	Pierro	Bookkeeper	A 1220.1	<u>43,000</u>
Sub-Total				<u>56,383</u>
Cheryl	Kaszluga	Assessor	A 1355.1	30,000
Kathy	Sprague	Assessor's Clerk	A 1355.1	<u>26,325</u>
				<u>56,325</u>
Linda	Stacey	Clerk/Collector/Registrar	A 1410.1	54,453
Gail	Stacey	Dep. Clerk/Collector/Registrar	A 1410.1	<u>27,576</u>
Sub-Total				<u>82,029</u>
John	Farrell	Highway Superintendent	A 5010.1	64,433
Albert	Gasparini	Code Enforcement	B 3620.1	19,500
Margaret	Pieruzzi	Code/Assessor Clerk	B 3620.1	<u>10,000</u>
Sub-Total				<u>29,500</u>
Lynn	Brunner	Historian	B 7510.1	320
Peter	Alberti	Highway Crew + OT	DA 5142.1	64,900
Christopher W	Hendricks	Highway Crew + OT	DA 5142.1	55,600
James H	Robinson III	Highway Crew + OT	DA 5142.1	61,200
Fred E	Vail IV	Highway Crew + OT	DA 5142.1	48,000
Sub-Total				<u>55,600</u>
				<u>285,300</u>

This RESOLUTION was adopted as follows: Ayes; 5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilwoman Marv H. Brandow seconded by Councilman Michael Ragaini the following **RESOLUTION #2021-3** to establish *the mileage reimbursement at the IRS recommended rate of use, for the use of employees own vehicle on Town business* Was adopted. (Currently it is S.56.) Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

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On the motion of Councilman Michael Ragaini seconded by Councilwoman Shannon Spinner the following **RESOLUTION #2021-4 authorizing Petty Cash Funds to in the amount of \$100.00 each for: Town Justice Pazin; Town Justice Mercer; Highway Superintendent Farrell and Town Clerk Stacey was adopted.** Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilwoman Mary H. Brandow seconded by Supervisor Robert F. Butler, Jr. the following **RESOLUTION #2021-5 authorizing a cash drawer of \$100.00 for the Town Clerk and a cash drawer of \$125.00 for the Tax Collector was adopted.** Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilwoman Mary H. Brandow seconded by Councilwoman Shannon Spinner the following **RESOLUTION #2021-6** establishing meeting dates for 2021, as the first (1st) and third (3rd) Mondays of each month at 6:45 PM unless otherwise advertised. Except in November when the first meeting is held on the first Thursday after the General Election, was adopted. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilman Michael Ragaini seconded by Councilman Anthony Paluch the following **RESOLUTION #2021-7 designating the National Bank of Coxsackie as the Official Depository was adopted.** Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilman Michael Ragaini seconded by Supervisor Robert F. Butler, Jr. the following **RESOLUTION # 2021-8 designating the Catskill Daily Mail as the Official Newspaper was adopted.** Ayes-4 (Butler; Brandow; Ragaini; Spinner) No-1 (Paluch) Absent-0 Abstentions-0

On the motion of Councilwoman Mary H. Brandow seconded by Councilman Anthony Paluch the following **RESOLUTION #2021-9 establishing March 1st, 2021 as the date to audit the Justices Books and the Books of the Town Clerk.** Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilwoman Shannon Spinner seconded by Councilwoman Mary H. Brandow the following **RESOLUTION #2021-10 designating the Town Clerk as Registrar of Vital Statistics and the Deputy Town Clerk as Deputy Registrar was adopted.** Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilwoman Mary H. Brandow seconded by Supervisor Robert F. Butler, Jr. the following **RESOLUTION #2021-11 to adopt a sixty (60) day extension to send the Annual Financial Report to the State Comptroller, if needed.** Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilman Michael Ragaini seconded by Councilwoman Mary H. Brandow the following **RESOLUTION #2021-12 to hire the CPA Firm of Sickler Torchia Allen & Churchill was adopted.** Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilman Anthony Paluch seconded by Councilman Michael Ragaini the following **RESOLUTION #2021-13 to accept the current Employee Handbook for 2021 with amendments was adopted.** Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilman Anthony Paluch seconded by Councilwoman Shannon Spinner the following **RESOLUTION #2021-14** designating Mary H. Brandow as the Delegate to the Annual Association of Towns Training School and Meeting to be held virtually from February 14-17, 2021 was adopted. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Supervisor Robert F. Butler, Jr. made a motion seconded by Councilman Michael Ragaini to make the following one year appointments:

ONE YEAR APPOINTMENTS

Bookkeeper/Budget Officer	Don Pierro
Deputy Supervisor	Michael Ragaini
Tax Collector	Linda Stacey
Deputy Town Clerk& Dep. Tax Collector	Gail Stacey
Code Enforcement Officer	Albert Gasparini
Dog Damage Control	Albert Gasparini
Consolidated Health Secretary	Albert Gasparini
Consolidated Health Member	Stephan Bradicich (Mayor)
Consolidated Health Chairman	Robert F. Butler, Jr. (Supervisor)
Consolidated Health Officer	Dr. Stephen Hassett
Clerk to Code Enforcement Offer	Margaret (Peggy) Pieruzzi
Senior Court Clerk	Marcia Puorro
Court Clerk	Vincenzina Carl
Historian	Lynn Brunner
Assessor's Clerk	Kathy Sprague
Zoning Board Chair	Kevin Park

This motion was carried as follows: Ayes-5 (Butler, Brandow, Ragaini, Paluch, Spinner) Noes-0 Absent-0 Abstentions-0

Councilwoman Mary H. Brandow made a motion seconded by Councilman Michael Ragaini to appoint Scott Fischer as Chairman of the Planning Board for one (1) year. Ayes-5 (Butler, Brandow, Ragaini, Paluch, Spinner) Noes-0 Abstentions-0

Councilman Ragaini spoke about training for the planning and zoning members.

The Zoning Board is a 5 member Board. There are currently 4 members so they need a member, a secretary and alternates.

The Planning Board is a 7 person Board and they need more alternates and a secretary.

An ad needs to be placed advertising for planning Board, Zoning Board, Members, alternates, and secretaries.

Athens Community Foundation

Tommy Bruno (Supervisor's Appointment) Term expires 12/31/24

Ed Bloomer (Board Appointment) Term expires 12/31/23

Supervisor Butler named the following committees for the year:

COMMITTEES

Joint Landfill	Tony & Mary
Village & Town	Robert & Mike
Special Projects & Building	Shannon & Mike
EMS/ALS Ambulance	Phyllis
Reserves	Mary & Don
Insurance	Mary & Don
Medical Insurance	Robert & Don
Planning	Shannon & Mike
Zoning	Tony & Mary
Employee Handbook	Don & Tony
Employee Committee	Mary & Mike
Highway Committee	Robert & Shannon
Code Enforcement	Mike
Assessor	Shannon
Court	Tony
Fire Contracts	Robert
Collective Bargaining	TBD

As there was no further business to come before the meeting a motion to adjourn was made by

Councilman Michael Ragaini, seconded by Councilwoman Shannon Spinner. Ayes-5 (Butler,

Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Meeting was adjourned at 7:50 P.M.