

MINUTES of the Reorganizational Meeting for the Town of Shawangunk held by the Town Board of the Town of Shawangunk, County of Ulster, State of New York at the Town Office Building in Wallkill, New York on the 6<sup>th</sup> day of January 2011 at 7 pm.

Present were Supervisor John Valk Jr., Councilmen Matthew Watkins, Adrian DeWitt, Robert Miller and Brian Amthor, Town Clerk Margaret Tremper and Supt. of Highways Michael Eggelton.

The manager of the Shawangunk Journal spoke to the Board to request the Shawangunk Journal be named the official newspaper for the Town. He said that all legal notices published in the Shawangunk Journal are also posted on their web site.

Supervisor Valk made the following recommendations:

The schedule of the year 2011 meetings is: There will be two regular meetings, the first and third Thursdays of each month with the exception of July when there will be one meeting on Thursday July 14, 2011. Work sessions and special meetings will schedule as needed. All Meetings will be at Town Hall in the main meeting room (unless otherwise noted) and begin at 6:30 PM with 30 minutes for Board audit of bills with the business meeting being call to order at 7 PM.

Deputy Supervisor – Adrian DeWitt  
Budget Officer - John Valk Jr.  
Official Newspaper -  
Authorized Signatures of Town Checks - John Valk Jr. and Adrian DeWitt  
Attorney for the Town - Richard Hoyt  
Auditors for 2010 records of the Town - Cooper & Niemann  
Engineer for the Town - Brinnier & Larios  
Tax Collector - Margaret Tremper  
Building Inspector/Code Enforcement Office – George Sawyer  
Deputy Building Inspector – Lisa Magliano  
Deputy fire inspector- Craig Ross  
Town Historian – Barbara Palinkas  
Welfare Officer - John Valk Jr.  
Attorney Wallkill Sewer & Water District - Richard Hoyt  
Engineer Wallkill Sewer & Water District - Brinnier & Larios  
Planner for Planning Board -Tim Miller Associates  
Operations of Water and Sewer -  
Registrar of Vital Statistics - Margaret Tremper  
Public Access Officer - Margaret Tremper  
Minority Business Officer - John Valk Jr.  
5 Year term Planning Board – Mark Watkins  
5 Year term ZBA –Roger Rascoe  
5 Year term Assessment Bd. Review – John Jarer  
Environmental Management Commission – (2 year terms)

Barbara Kidney, Dave Haldeman, Judith Powell, and Patty Parmalee  
Chairman Zoning Board – Archibald Reid  
Chairman Planning Board - Kristine Pedersen  
Chairperson for Environmental Management Commission- Angela Sisson  
Representatives on UC Planning Board-Mark Watkins, Roger Rascoe as an alternate  
Representative on UC Environmental Management Commission- Dave Haldeman  
Director of Civil Defense - John Valk Jr.  
Director of Purchasing and Personnel - John Valk Jr.  
911 Coordinator - Curtis Schoeberl  
Police Chief - Frank Petrone  
Dog Control Officer - Tom Grossi  
Web Page Director - Angelo Ruggiero  
Recreation Events Coordinator- Gary Macentee  
Recreation- Basketball Program- G. Frank Traore  
Designee Representative to Wallkill Ambulance Board of Directors - John Valk  
Clerk for Justice McAdams-Kerry Konopka  
Clerk for Justice Hunt- Kathleen Ebbrell  
Revolving Loan Committee -  
Robert Overfield, Gail Swalm, Antoinette Gagan, Bruce Lott, Curtis Schoeberl and  
Albert Meyer

A motion was made by Councilman Watkins and seconded by Councilman Amthor that the appointments be made as recommended.

VOTE: ALL AYE.

A motion was made by Councilman Miller and seconded by Councilman Watkins that the Supervisor be authorized to invest funds of the Town for the year 2011 under the following guidelines:

There will be a third party agreement with all banks where Town moneys are involved for deposit.

Sufficient investments will come due prior to audit meeting to insure sufficient amounts of money to cover all accounts payable that are due.

All designated banks will be contacted for competitive rates when investments are renewed.

Town funds can only be placed in investments approved by the State Comptroller.

Key Bank, Citizens Bank and Provident Bank will be contacted for competitive rates.

VOTE: ALL AYE.

A motion was made by Councilman Amthor and seconded by Councilman Miller that Key Bank will handle the regular savings account and the payroll and accounts payable accounts for 2011.

VOTE: ALL AYE.

A motion was made by Councilman Miller and seconded by Councilman Watkins that the Supervisor be authorized to pay all claims in advance of audit, such as: rent, payrolls, electric, telephone, postage, freight charges, petty cash, insurance billings, discounted invoices, and recreation expenses etc. as allowed by law for the year 2011 if needed.

VOTE: ALL AYE.

A motion was made by Councilman DeWitt and seconded by Councilman Miller that the Supervisor be authorized to make administrative decisions for the daily operations of the day-to-day business of the Town.

VOTE: ALL AYE.

A motion was made by Councilman Miller and seconded by Councilman Amthor that a per diem rate of \$50.00 per day is reimbursed for meals while attending out of town conferences for dated billhead receipts submitted.

VOTE: ALL AYE.

A motion was made by Councilman Watkins and seconded by Councilman DeWitt that all contractors doing work with the Town sign a hold harmless agreement and provide a certificate of proof of one million dollars per occurrence liability insurance additionally insuring the Town as well proof that their employees are covered by Workmen's Compensation insurance before any work commences.

VOTE: ALL AYE.

A motion was made by Councilman Amthor and seconded by Councilman Miller to set \$.40 per mile as the reimbursement rate for use of personal vehicles while conducting official Town business when town supplied vehicles are not available and with prior approval.

VOTE: ALL AYE.

A motion was made by Councilman Watkins and seconded by Councilman DeWitt to adopt the following policy for paying vouchers:

VOTE: ALL AYE.

Vouchers and bills will be audited at the beginning of the regular scheduled meetings twice every month, for all vouchers submitted by the end of the Monday prior to the meeting.

The Business Office will screen all vouchers prior to Board review for accuracy. All vouchers require a minimum of 3 Board members initials prior to payment.

Set Salaries and Rates of Pay for Non-Contractual Staff and Officials

A motion was made by Councilman DeWitt and seconded by Councilman Amthor that the following salaries and rates of pay be set for 2011:

VOTE: ALL AYE.

Council Members(4)	\$	11,914.00	yr
Judges (2)	\$	14,490.00	yr
Clerk for Judge (f/t)	\$	16.83	hr
Clerk for Judge (p/t)	\$	14.91	hr
Court Bailiff(s) (2)	\$	14.97	hr
	\$	13.97	hr
Supervisor	\$	33,208.00	yr
Supervisor's Secretary	\$	15.05	hr
Supervisor's Bookkeeper	\$	20.08	hr
Tax Collector	\$	10,241.00	yr
Asst. to Tax Collector	\$	14.91	hr
Budget Officer	\$	6,427.35	yr
Assessor	\$	50,551.20	yr
Assessor's Field Assistant	\$	14.91	hr
Assessor's Field Assistant (p/t)	\$	14.91	hr
Assessment Board of Review Chairperson	\$	154.00	mtg
Assessment Board of Review members (4)	\$	77.00	mtg
Town Clerk	\$	39,377.00	yr
Deputy Town Clerk	\$	15.94	hr
Deputy Town Clerk (p/t)	\$	14.91	hr
Web Page Director	\$	14.61	hr
911 Coordinator	\$	1,370.34	yr
Dog Control Officer 1	\$	11.70	call
Dog Control Officer 2			
Deputy Building Inspector	\$	18.64	hr
Building Dept. Clerk	\$	14.91	hr

Crossing Guards (1)	\$	16.64	hr
Crossing Guards (2)	\$	15.50	hr
Supt. of Highways	\$	52,110.00	yr
Highway Clerk	\$	14.91	hr
Welfare Officer	\$	3,213.68	yr
Basketball Director	\$	2,090.00	yr
Rec. Events Coordinator	\$	4,180.00	yr
Summer Rec. Director	\$	2,435.00	yr
Historian	\$	652.05	yr
Zoning Board Chairperson	\$	154.00	mtg
Zoning Board Members (4)	\$	77.00	mtg
Zoning Board Secretary (p/t)	\$	14.91	hr
Planning Board Chairperson	\$	154.00	mtg
Planning Board Members (4)	\$	77.00	mtg
PB Secretary(p/t)	\$	14.91	hr
Police Chief	\$	62,234.00	yr
Municipal Worker II (5)	\$	13.08	hr
Municipal Worker 1 (1)	\$	10.69	hr

\*In addition, all non-elected and non-contractual employees receive the following longevity after the following consecutive years of completed service:

5yrs to end of 9th year	\$	0.30	hr
10 years to end of 14th year	\$	0.44	hr
15 years to end of 19th year	\$	0.59	hr
20 years and over	\$	0.75	hr

\*Excludes Highway and Police contracted employees

Supervisor Valk appointed the following Town Board Committees for 2011:

Personnel	Valk-Amthor
Recreation	DeWitt-Watkins
Solid Waste & Recycling	Valk-Watkins
Water/Sewer	Valk – Miller
Sidewalk/Lighting	Amthor-Watkins
Liaison to Highway Supt	DeWitt – Valk
Buildings/Parks & Grounds	DeWitt – Watkins
Liaison to Police Chief	Miller - Amthor
Liaison Planning & Zoning	Valk – Watkins
Cable TV	Valk – Watkins
Galeville Park Development	Miller – Valk
Verkeerderkill - Greer Parks	Miller – DeWitt
Community Enhancement (East)	Amthor-Valk
Community Enhancement (West)	Watkins-Valk
Web Site	Amthor-Watkins
Buildings Capital Planning	Watkins-Valk

The Board discussed requiring all members of the governing boards of the Town to dress in business attire at the meetings and refrain from using cell phones or other electric devices during the meeting.

There was also a discussion on requiring all office employees to adhere to a dress code.

The Board discussed the naming of the official newspaper. Supervisor Valk will get more information and the Board will make the decision at a later meeting.

A motion was made by Councilman Miller and seconded by Councilman DeWitt that the meeting be adjourned.

VOTE: ALL AYE.

The meeting was adjourned at 8 pm.

MARGARET Y. TREMPER  
TOWN CLERK