

# TOWN OF SHAWANGUNK ORGANIZATIONAL MEETING JANUARY 2, 2025

Resolution to set the schedule for the year 2025 Town Board meetings is:

There will be two regular meetings, the first and third Thursdays of each month. Work sessions and special meetings will be scheduled as needed. All Meetings will be at Town Hall (14 Central Avenue, Wallkill, NY 12589) in the main meeting room (unless otherwise noted) and begin at 6:30 PM with 30 minutes work session for Board members to audit bills with the business meeting being called to order at 7 PM.

A motion was made by Councilman Danon and seconded by Councilman Amthor that the resolution be accepted

**VOTE: ALL AYE.**

Appointments:

Deputy Supervisor – Alex Danon  
Budget Officer – Kenneth J. Ronk Jr.  
Official Newspaper – Wallkill Valley Times, Times Herald Record  
Authorized Signatures of Town Checks – Kenneth J. Ronk and Alex Danon  
Attorney for the Town - Richard Hoyt  
Special Counsel for Labor issues-Roemer, Wallens, Gold & Mineaux,  
Thomas, Drohan, Waxman, Petigrow & Mayle, LLP.  
Auditors for 2024 records of the Town - Accounting firm of Cooper & Arias  
Engineer for the Town - MHE  
Tax Collector – Jane Rascoe  
Building Inspector/Code Enforcement Officer /Stormwater Officer– John Calaca  
Part time Fire Inspector – Craig Ross  
Town Historian – Kyle Willams  
Water & Sewer Administration – Kenneth J. Ronk Jr.  
Attorney Wallkill Sewer & Water District - Richard Hoyt  
Engineer Wallkill Sewer & Water District - Brinnier & Larios  
Planner for Planning Board – Bonnie Franson-Nelson, Pope and Voorhis  
Operations of Water and Sewer – H2O Innovations  
Registrar of Vital Statistics – Jane Rascoe  
Public Access Officer – Jane Rascoe  
Handicapped Parking Permit Issuing Agent –Jane Rascoe  
Minority Business Officer – Kenneth J. Ronk Jr.  
3 Year term Planning Board – TBD  
3 Year term Planning Board – TBD  
3 Year term Zoning Board of Appeals – TBD  
5 Year term Assessment Bd. Review – Paul Mader  
Chairman Zoning Board – Dennis Arluck  
Chairman Planning Board – TBD  
Chairperson for Environmental Management Commission- Dave Haldeman  
Representative on UC Environmental Management Commission- Dave Haldeman  
Representative on UC Planning Board-Mark Watkins, Alternate-Richard Barnhart

Director of Civil Defense –Kenneth J. Ronk Jr.  
Director of Purchasing and Personnel – Kenneth J. Ronk Jr.  
911 Information Coordinator - Curtis Schoeberl  
Dog Control Officer- Kaitlyn Judson  
Summer Recreation Director- To be announced later  
Confidential Clerk to Justice Voss-Kathleen Ebbrell  
Confidential Clerk To Justice Davis- Kathleen Ebbrell  
Assessment Board Secretary – Kathleen Ebbrell

A motion was made by Councilman LoCicero and seconded by Councilman that the appointments be made for 2025 as recommended.

**VOTE: ALL AYE.**

A motion was made by Councilman LoCicero and seconded by Councilman Danon that the Supervisor be authorized to invest funds of the Town for the year 2025 under the following guidelines:

There will be a third-party collateral agreement with all banks where Town moneys are involved for deposit cumulatively over \$250,000

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

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

Town funds can only be placed in investments approved by the State Comptroller which would also include treasury bills.

M&T Bank, Webster Bank and Greene County Bank will be contacted for competitive rates.

NYCLASS will also be contacted as an alternative.

**VOTE: ALL AYE.**

A motion was made by Councilman Danon and seconded by Councilman DeWitt that M&T Bank will handle the regular savings account and the payroll and accounts payable accounts for 2025.

**VOTE: ALL AYE.**

A motion was made by Councilman Danon and seconded by Councilman DeWitt 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 2025 if needed.

**VOTE: ALL AYE.**

A motion was made by Councilman LoCicero and seconded by Councilman Danon that pursuant to town law sec 29(16) the Town Board of Shawangunk hereby authorizes and delegates to the Supervisor (or his designee) the authority to make administrative decisions for the daily operations of the day-to-day business of the Town including the special districts.

**VOTE: ALL AYE.**

A motion was made by Councilman LoCicero and seconded by Councilman Danon that a per diem rate of \$75.00 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 DeWitt and seconded by Councilman Amthor 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 LoCicero and seconded by Councilman Amthor to set \$.55 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. (Town Law sec 116)

**VOTE: ALL AYE.**

A motion was made by Councilman Danon and seconded by Councilman LoCicero 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 (with the exception of July and August), 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 three Board members' initials prior to payment.

A motion was made by Councilman LoCicero and seconded by Councilman Amthor that all Revolving loans recommended by the Revolving Loan Committee must be submitted to the Town Board for their approval at least 5 days before the next scheduled meeting.

**VOTE: ALL AYE.**