



TOWN OF AMENIA

4988 Route 22, AMENIA, NY 12501
(845) 373-8118, ext. 105 Fax (845) 373-9147

REORGANIZATIONAL MEETING January 4, 2018 – 6:00 P.M.

1. *Oaths of Office*
2. *Salute to Flag*
3. *Emergency Exits*
4. *Roll Call*
5. *Motion to accept Town of Amenia Rules of Procedure, Committee Guidelines and Procurement Policy*

SECOND

ROLL CALL: S/Perotti	YES	NO	C/Morris	YES	NO
C/Doyle	YES	NO	C/Somogyi	YES	NO
C/Gutierrez	YES	NO			

6. *Motion to establish Date/Time/Place for Scheduled Town Board Meetings:*

Business Workshop	1st Thursday of the month	7:00 P.M.
Regular Meeting	3rd Thursday of the month	7:00 P.M.
Place: Town Hall	4988 Route 22, Amenia, New York 12501	

SECOND

ROLL CALL: S/Perotti	YES	NO	C/Morris	YES	NO
C/Doyle	YES	NO	C/Somogyi	YES	NO
C/Gutierrez	YES	NO			

7. *Motion to establish elected officials' salaries as noted:*

Supervisor	\$ 23,776.00
Councilman/woman (4)	\$ 5,873.00
Sole Assessor	\$ 29,984.00
Justices (2)	\$ 17,755.00
Town Clerk	\$ 29,851.00
Highway Superintendent	\$ 59,366.00

SECOND

ROLL CALL: S/Perotti	YES	NO	C/Morris	YES	NO
C/Doyle	YES	NO	C/Somogyi	YES	NO
C/Gutierrez	YES	NO			

8. Motion to appoint Scott Volkman, Esq. as town attorney.

Scott Volkman, Esq. Attorney to the Town – General	\$200.00/hour
Litigation	\$245.00/hour
Paralegals	\$125.00/hour
Legal Assistants	\$85.00/hour

SECOND

ROLL CALL: S/Perotti	YES	NO	C/Morris	YES	NO
C/Doyle	YES	NO	C/Somogyi	YES	NO
C/Gutierrez	YES	NO			

9. Motion to accept appointments and salaries as noted:

A. Appointments with Salaries

Bookkeeper – Marge Arnold, 22 hours/week	\$16.32/hour
Alternate Per Diem Bookkeeper – Lorna Sherman	\$25.00/hour
Bank Reconciliation Clerk (Bookkeeper) - Diana McPadden, 2hrs/month	\$15.60/hour
Treasurer to Water District - Katrina Gore-Alexander	\$3,927 (salaried)
Clerk to Water District – Tara Morey	\$3,927 (salaried)
Town Court Special Prosecutor, Hilarie Thomas	\$145.00/hour
Attorney for Old Amenia Landfill – per contract Kimberlea Rea, Esq.	\$200.00/hour
Budget Officer – Supervisor	\$5,101.00 (salaried)
Secretary to Supervisor – Annette Culligan	\$15.76/hour
Typist – Claudia Rinaldi	\$15.45/hour
Code Enforcement Officer – Michael Segelken, 32hrs/week	\$26.73/hour
Bldg. Admin. Assistant (PM) – Katrina Gore-Alexander, 16hrs/week	\$17.87/hour
Bldg. Admin. Assistant (AM) – Judy Westfall, 16hrs/week	\$15.60/hour
Registrar of Vital Statistics - Dawn Marie Klingner	\$10.00 per transaction
Tax Collector – Dawn Marie Klingner	\$ 4,965 (salaried)
Bank Reconciliation Clerk (Town Clerk) – Judy Westfall, 5hrs/month	\$15.60/hour
Planning Board Secretary – Judy Westfall, 24hrs/week	\$15.60/hour
Zoning Board of Appeals Secretary – Susan Metcalfe, 15hrs/week	\$17.31/hour
Alternate Zoning Board of Appeals Secretary	\$15.45/hour
Planning Board Chairman – Robert Boyles Jr	\$2,628 (stipend)
Planning Board and ZBA Attorney - Dave Everett, Esq.	\$225.00/hour
First Deputy Town Clerk – Nancy Luther	\$15.76/hour
Second Deputy Town Clerk – Robin Shultz	\$15.45/hour
Records Management Clerk – Robin Shultz	\$15.45/hour
Assessor’s Clerk – Donna Morrison	\$15,584 (salaried)
Data Collector – John Lloyd	\$17.77/hour
Chief Police Constable – Christopher Klingner	\$17.32/hour
Police Constables – Jason Dean, Duesdayne Jackson, Francis Lansing	\$15.92/hour \$15.45/hour
Abdur Muhammad	\$15.00/hour
Justice Clerk – Maureen Moore for Honorable Moore	\$16,760 (salaried)
Justice Clerk - Dawn Marie Klingner for Honorable Devine	\$16,760 (salaried)

Highway Foreman – Andy Wheeler	\$23.81/hour
Highway Laborers – Darren Peterson	\$23.31/hour
Highway Laborers - Paul Voorhees	\$22.78/hour
John Williams	\$22.27/hour
Driver/Laborer -	\$21.80/hour
Highway Office Manager – Judith Carlson, 15hrs/week	\$16.24/hour
Maintenance Mechanic – John Scott	\$25.25/hour
Recreation Groundskeeper – Shawn Howard	\$18.57/hour
Assistant Recreation Groundskeeper – Charles Mayville	\$15.76/hour
Videographer – Public Access – Mike Flint	\$6,133 (salaried)
Animal Control Officer – Anthony DeBonis	\$9,597.00 (salaried)
Grant Writer – Michael Hagerty	\$28.00/hour
Summer Recreation Director – Kathleen Howard	\$18.73/hour

SECOND

ROLL CALL: S/Perotti	YES	NO	C/Morris	YES	NO
C/Doyle	YES	NO	C/Somogyi	YES	NO
C/Gutierrez	YES	NO			

10. Motion to execute agreement to spend highway funds in 2018

SECOND

ROLL CALL: S/Perotti	YES	NO	C/Morris	YES	NO
C/Doyle	YES	NO	C/Somogyi	YES	NO
C/Gutierrez	YES	NO			

11. Motion to make the following appointments without salaries:

- A. Deputy Supervisor Vicki Doyle
- B. Town Historian
- C. Deputy Highway Supt. Andy Wheeler
- D. ZBA Chairman Jeff Barnett-Winsby
- E. All Hazard Mitigation Victoria Perotti
- F. Records Management Officer Dawn Marie Klingner
- G. Deputy Tax Collector Nancy Luther
- H. Deputy Registrar of Vital Statistics Nancy Luther, Robin Shultz

SECOND

ROLL CALL S/Perotti	YES	NO	C/Morris	YES	NO
C/Doyle	YES	NO	C/Somogyi	YES	NO
C/Gutierrez	YES	NO			

12. Motion to approve One Million Dollar Bonding for Town Officials:

- Supervisor
- Deputy Supervisor
- Secretary to Town Supervisor
- Bookkeeper and Alternate Bookkeeper (each)
- Town Clerk and Deputy Town Clerk (each)

Tax Collector and Deputy Tax Collector (each)
 Code Enforcement Officer and Administrative Assistant (each)
 Justices (2) each
 Court Clerks (2) each
 Constables (4) each
 Highway Superintendent and Deputy (each)

SECOND
 ROLL CALL S/Perotti YES NO C/Morris YES NO
 C/Doyle YES NO C/Somogyi YES NO
 C/Gutierrez YES NO

13. Motion to establish mileage reimbursement at federal rate of \$0.545

SECOND
 ROLL CALL S/Perotti YES NO C/Morris YES NO
 C/Doyle YES NO C/Somogyi YES NO
 C/Gutierrez YES NO

14. Motion to renew contract SEBI Environmental Services Inc. for water treatment to the Water District \$34,200 (contractual)

SECOND
 ROLL CALL S/Perotti YES NO C/Morris YES NO
 C/Doyle YES NO C/Somogyi YES NO
 C/Gutierrez YES NO

15. Motion to pay bills by resolution: Utilities, Postage Meter, Copy Machine Maintenance, Rents, Debt Service, Credit Card, Employee Benefits, and NDP EMS (ambulance service).

SECOND
 ROLL CALL S/Perotti YES NO C/Morris YES NO
 C/Doyle YES NO C/Somogyi YES NO
 C/Gutierrez YES NO

16. Motion to Name M & T Bank Corp., Bank of Millbrook and Salisbury Bank and Trust Co. the official depositories for Town Funds.

SECOND
 ROLL CALL S/Perotti YES NO C/Morris YES NO
 C/Doyle YES NO C/Somogyi YES NO
 C/Gutierrez YES NO

17. Motion to designate the Millerton News as the official Town Newspaper

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

18. **Motion to authorize all boards to use tape recorders for aid with minutes with the understanding that the tape does not replace typed and accepted minutes.**

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

19. **Motion to accept Town Board Auditors as noted:**

General Fund - C/Doyle; C/Gutierrez
 Highway Fund- C/Morris; C/Somogyi
 Water District- C/Gutierrez; C/Doyle

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

20. **Motion to accept Town Board appointments to standing committees and Boards as noted:**

Recreation Commission	C/Somogyi & C/Doyle
Amenia Housing Commission	C/Morris & C/Gutierrez
Enhancement	C/Morris & C/Doyle
Conservation Advisory Council	C/Doyle & C/Somogyi
Emergency Response/Safety	C/Gutierrez & C/Somogyi
Board of Ethics	C/Morris & C/Gutierrez
Kitchen	C/Somogyi & C/Doyle
Water District	C/Morris & C/Gutierrez
Trail to Train	C/Somogyi & C/Gutierrez

Alternate to all standing Committees – Supervisor Perotti

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

21. **Motion to designate Emergency Interim Successors (3) for Dutchess County Emergency Response:**

Council Members: Vicki Doyle, P. Damian Gutierrez, James Morris

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO

C/Gutierrez YES NO

22. *Motion to appoint Deputy Supervisor Vicki Doyle to represent the Town of Amenia at the 2018 Association of Towns Meeting in NYC with Supervisor Perotti as Alternate.*

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

23. *Motion to authorize the Supervisor's Bookkeeper to do pre-audit functions of vouchers including math accuracy, checking for sales slips delivery slips, and paid bills by municipal employee receiving goods.*

SECOND

ROLL CALL:	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

24. *Motion to authorize a charge of \$20.00 on each check tendered as payment and returned for insufficient funds, including lost payroll checks.*

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

25. *Motion to authorize the Supervisor's Bookkeeper to make certificate of deposit and money market investments of available funds.*

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

26. *Motion that RBT will perform the annual cash audit procedures as required in Town Law Section 123 and the Uniform Justice Court Act Section 2019-a and as described in the Fiscal Oversight Responsibilities of the Governing Board published by the NYS Comptroller's Office. These procedures will be applied to the offices of the Supervisor, Town Clerk/Tax Collector, Justice Courts and Water Department for the year ended December 31, 2017.*

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

27. *Motion that all monthly bank reconciliations of Town Clerk and Town Bookkeeper be made by an outside party.*

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

28. *Motion that monthly budget reports are distributed to all department heads and the complete monthly budget report is distributed to the Town Clerk for public viewing by Town Bookkeeper.*

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

29. *Motion that the Town Board has the responsibility to authorize the attendance of all officers and employees at conferences and training sessions as required per General Municipal Law 77-b.*

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

30. *Motion to accept 2018 schedules for the Zoning Board of Appeals and the Planning Board.*

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

31. *Motion to appoint/re-appoint the following members to committees/boards:*

Planning Board: Robert Boyles Jr.; (Chair); Anthony Robustelli; Peter Clair; Erich McEnroe; John Stefanopoulos; David Rosenberg; Matt Deister

Zoning Board of Appeals: Jeff Barnett-Winsby (Chair); David Menegat; John (Terry) Metcalfe; Paula Pelosi; Mike Chamberlain

Zoning Review Committee: Leo Blackman; Walter Brett; Peter Conte; Genaro (Jim) DeSimone; Andrew Durbridge; John (Terry) Metcalfe; Nina Peek; Anthony Robustelli; Joseph (Norm) Fontaine

Board of Assessment Review: Anthony Robert (Chair); Winifred Couture; Vern Fish; Herbert Schwager; Steven Bernardete

Recreation Commission: Christopher Klingner; Linda Gregory; Chip Watt; Peter McCaffrey; Scott Russo

Board of Ethics: Jeanne Thornton Schwager; Caroline McEnroe; Charlotte Murphy, Evelyn O'Connell; Lorenzo Siconolfi

Conservation Advisory Council: Dave Reagon (Chair); Mark Doyle; Michael Peek; Maria Genovese; Lorenzo Soconolfi

Emergency Response Committee: Dawn Marie Klingner (Chair); Victoria Perotti; Megan Chamberlin; Mark Christiansen; Aaron Howard, Jr.

Enhancement Committee: Toni Castro; Eric Eschbach; Herb Eschbach

Trail to Train Committee: Dave Reagon; Martin Grossman

Water District Committee: May Jones (Chair); Martin Grossman; Marco D'Antonio; Norm Cayea

Kitchen Committee: Linda Gregory; Evelyn O'Connell; Charlene Pollinger; Alan Gamble

Workforce Housing Board: Sue Gregory; Sallie Cavallo; Joy Johnson, Lorenzo Soconolfi

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

32. Motion that the Town Clerk maintains custody of all original records, minutes, contracts, grants and documents from the Committees, Boards and Vendors.

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

33. Motion to appoint RBT as Municipal CPA Support.

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

34. Motion to adopt fee schedules for the Town Clerk's Office and Building Department.

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
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C/Doyle	YES	NO	C/Somogyi	YES	NO
C/Gutierrez	YES	NO			

35. Motion to execute Resolution #1 of 2018 Constables Authorized to Carry Firearms.

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

36. Motion to execute Resolution #2 of 2018 Adoption of Investment Policy.

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

37. Motion to execute Resolution #3 of 2018 Appointment of Assessor

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

38. Motion to execute Resolution #4 of 2018 Change Recreation Commission from 7 members to 5 members

SECOND

ROLL CALL	S/Perotti	YES	NO	C/Morris	YES	NO
	C/Doyle	YES	NO	C/Somogyi	YES	NO
	C/Gutierrez	YES	NO			

39. Other Matters

40. Supervisor's 2018 Goals

41. Town Board Comments

42. Adjourn