

STATE OF
NEW YORK
COUNTY OF WARREN
TOWN OF BOLTON
ORGANIZATIONAL MEETING
MINUTES

January 3, 2017

Organizational Meeting

Supervisor: Ronald Conover
Councilmember: Robert MacEwan
Councilmember: Cheryl Bolton
Councilmember: Susan Wilson
Councilmember: Tim Coon
Town Clerk: Jodi Connally
Counsel: Michael Muller

Supervisor Conover called the organizational meeting to order at 6:30 pm.

Pledge: Cheryl Bolton. Please remain standing for a moment of silence for John Mandinec, Colleen Klass and Loretta Kelly.

RESOLUTION #1

MEETINGS

Councilmember Bolton moved, seconded by Councilmember Coon to approve establishing the regular Town Board meetings be held on the first Tuesday of each month at 6:00 p.m.

All in Favor. Motion Carried.

RESOLUTION #2

Councilmember Wilson moved, seconded by Councilmember MacEwan to approve establishing that Roberts Rules of Order be used as a guideline in conducting meetings of the Bolton Town Board. **All in Favor. Motion Carried**

RESOLUTION #3

OFFICIAL PUBLICATION

Councilmember Coon moved, seconded by Councilmember Bolton to approve designating the Post Star the official publication for the Town of Bolton for 2017. **All in Favor.**

Motion Carried.

RESOLUTION #4

DEPOSITORY FOR FUNDS

Councilmember Wilson moved, seconded by Councilmember Coon to approve designating TD Bank, Bolton Branch, and Glens Falls National Bank & Trust Co. to be the official depositories for all Town funds for 2017. **All in Favor. Motion Carried**

RESOLUTION #5

INVESTMENT POLICY

Councilmember Wilson moved, seconded by Councilmember Coon to approve the continuation of the Town of Bolton investment policy for 2017. **All in Favor. Motion Carried.**

RESOLUTION #6
PROCUREMENT POLICY

Councilmember Coon moved, seconded by Councilmember MacEwan to approve the continuation of the Town of Bolton procurement policy for 2017. **All in Favor. Motion Carried.**

RESOLUTION #7
DRUG FREE WORK PLACE POLICY

Councilmember Coon moved, seconded by Councilmember Bolton to approve the continuation of the Town of Bolton drug free work place policy for 2017. **All in Favor. Motion Carried.**

RESOLUTION #8
WORK PLACE VIOLENCE POLICY

Councilmember Bolton moved, seconded by Councilmember Coon to approve the continuation of the Town of Bolton work place violence policy for 2017. **All in Favor. Motion Carried.**

RESOLUTION #9
SEXUAL HARASSMENT POLICY

Councilmember Bolton moved, seconded by Councilmember Coon to approve the continuation of the Town of Bolton sexual harassment policy for 2017. **All in Favor. Motion Carried.**

RESOLUTION #10
CODE OF ETHICS

Councilmember Bolton moved, seconded Councilmember Coon by to approve the continuation of the Town of Bolton code of ethics for 2017. **All in Favor. Motion Carried.**

RESOLUTION #11
TRAVEL EXPENSE FOR TOWN BUSINESS

Councilmember MacEwan moved, seconded by Councilmember Bolton to approve establishing that upon proper authorization expenses incurred by Town employees and officials for Town business including meals, lodging, parking, highway tolls and use of personal vehicle will be reimbursed. Utilization of personal vehicle for authorized travel during 2017 will be reimbursed at such rate as determined by the Internal Revenue Service (.535 cents per mile for 2017). **All in Favor. Motion Carried.**

RESOLUTION#12
NON-UNION EMPLOYEE POLICIES
VACATIONS, SICK LEAVE, PERSONAL LEAVE, HOLIDAYS

Councilmember Bolton moved, seconded by Councilmember Wilson to approve that an employee must work 32½ hours per week to be considered full time and eligible for the following benefits: Each full time employee shall earn sick leave credit at the rate of one day per month (12 days per year). A maximum of 150 days may be accumulated. At retirement, eligible employees have options on use of accumulated sick time: A cash payment may be made at 1/10th their rate of pay to the extent of their credited sick leave or accumulated sick leave may be applied toward additional service credits for retirement (according to section 41J of New York State Retirement System rules).

Each full time employee shall be granted five days of personal leave per year as of January 1st of each year, or prorated if hired after January 1st. If unused in a calendar year, it shall be converted to sick time. Each full time employee shall be granted 12 paid holidays per calendar year with Lincoln’s Birthday and Election Day being designated as floating holidays. The holidays are: Martin Luther King, Lincoln’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran’s Day, Thanksgiving, Christmas and New Year’s (Holidays that fall on a Saturday are taken on Friday and those that fall on Sunday are taken on Monday). Should a holiday fall on a scheduled day off for the Transfer Station the Transfer Station employee is entitled to float that day off. Such floating holiday must, however, be taken within the pay period that it is accrued. A full-time employee is credited with two floating holidays: one on January 1, and one on July 1. A newly hired full-time employee will be granted two floating holidays if the employee’s date of hire is prior to April 1, or one floating holiday if the date of hire is prior to July 1, or no floating holidays if the date of hire is July 1 or later. Only one floating holiday may be used during the first half of the calendar year, and only one floating holiday may be used during the second half of the calendar year. Unused floating holidays are forfeited. A permanent - part time position that average 20 or more hours per week on a year around basis will be compensated for any paid holiday provided that the holiday is a regularly scheduled work day (excluding floating Holidays). Employees must be employed for one year for vacation purposes.

Vacations to be granted as follows:

- After 1 year - thru 5 years - 10 days vacation
- 6 years - thru 11 years - 15 days vacation
- 12 years - thru 17 years - 20 days vacation
- 18 years and longer - 25 days vacation

Vacations will be credited on anniversary date of employment. All employees shall be allowed to carry over 2 weeks (10 days) vacation time for no more than a 6 month period from their anniversary date. Unused vacation time in excess of 2 weeks (10 days) provided for above shall be automatically forfeited. No more than ten days of continuous vacation time may be taken unless approved by the department head and the Town Supervisor. **All in Favor. Motion Carried.**

RESOLUTION#13

Councilmember Bolton moved, seconded by Councilmember Coon to approve the continuation of our policy to maintain and purchase municipal insurance to defend and indemnify the municipality and its employees and IT IS HEREBY RESOLVED and it is a continuing and stated policy that the Town of Bolton shall to the fullest extent permitted by law legally defend any town board member and every (paid or unpaid)

volunteer member of any town committee, zoning board of appeals, planning board, town agency or town sponsored organization from any and all civil claims, suits and controversies arising from or by virtue of any alleged act or omission arising out of authorized activities undertaken by such person(s) for or on behalf of the Town of Bolton and indemnify such person(s) for the payment of any assessment of monetary damages arising there from. The Town of Bolton's duty to defend and indemnify shall not apply to any alleged intentional tort or criminal activity. **All in Favor. Motion Carried.**

RESOLUTION#14

Councilmember Wilson moved, seconded by Councilmember MacEwan to approve designating the Town Hall meeting room and the court room as the polling places for District #1 and for District #2. **All in Favor. Motion Carried.**

SUPERVISOR'S APPOINTMENTS

Deputy Supervisor 1: Councilmember Susan Wilson
Deputy Supervisor 2: Councilmember Cheryl Bolton
Bookkeeper: Mariann Roberts-Huck

RESOLUTION#15

ELECTED OFFICIALS SALARIES

Councilmember Coon moved, seconded by Councilmember Bolton to approve designating the following salaries for elected officials:

Supervisor: Ronald Conover \$32,500

Councilpersons: Robert MacEwan, Tim Coon, Susan Wilson, Cheryl Bolton at \$5,250 each

Justices: Edward Stewart, Harry Demarest \$12,895 each

Highway Superintendent: William Sherman \$57,338

Town Clerk: Jodi Connally: \$38,859.

All in Favor. Motion Carried.

RESOLUTION #16

SALARIES OF BOARD APPOINTMENTS

Councilmember Bolton moved, seconded by Councilmember Coon to approve authorization of the following appointments and salaries:

Deputy Supervisors: Cheryl Bolton & Susan Wilson at \$1,250 each

Assessor: Based on Town of Horicon 2017

Clerk for the Assessor: \$15.90 per hour

Bookkeeper: \$25.90 per hour

Secretary to the Supervisor: \$22.45 per hour

Counsel: \$60,000

Minute Taker Clerk: \$10,397

Budget Officer: \$3,000

Assistant Budget Officer / Benefits Administrator \$5,319

Tax Collector/Water & Sewer/Registrar of Vital Statistics: \$13,610

Deputy Tax Collector #1/Water & Sewer/Registrar: \$204.58 per PR

Deputy Town Clerk #1 \$20.57 per hour; Deputy Town Clerk #2 \$18.41 per hour; Deputy Town Clerk #3 \$15.00 per hr.
 Water / Sewer Superintendent: \$11,365
 Sewer Plant Lead Operator: \$24.65 per hour
 Assistant Sewer Plant Operator: \$18.03 per hour
 Water Plant Operators: #1 & #2 \$18.41 per hour
 Parks/Bldg./Grounds Foreman: \$23.12 per hour
 Parks/Bldg./Grounds Laborer: #1 \$18.39 per hour; Laborer #2 & #3 \$15.34 per hour;
 Laborer/Cleaner #4: \$15.00 per hour
 Police Officers: Chief: \$30,000 per year; Officer #1 \$19.04 per hour; Officer #2 \$17.91 per hour; Officer #3 \$17.57 per hour; Court Officer \$50.00
 Dog & Animal Control Officer: \$8,029
 Co-Town Historians: \$1,252 Total: Annual one time stipend of \$626.00 each
 Health Officer: \$1,608
 Justice Court Clerk: \$18.07 per hour; Court Clerk #2 15.00 per hour
 Zoning Administrator: \$22.59 per hour
 Code Enforcement Officer: \$19.45 per hour
 Transfer Station: Attendant #1 \$16.35 per hour; Attendant #2 \$15.34 per hour
 Park Attendants: Attendant #1 \$13.66 per hour plus \$300; Attendant: #2 \$12.37 per hour; Attendants: #3 & #4 \$11.00 per hour
 Recreation Director: \$25.94 per hour; Assistant #1 \$14.40 per hour; Assistant #2 \$13.00 per hour
 Engineer: Tom Nace \$70.00 per hour (on an as needed basis)
 Summer Gardener: \$15.00 per hour
 Planning Board/Zoning Board of Appeals Members: \$50 per meeting
 Board of Assessment Review members: \$200 each; Chairman: \$250
 All Temporary Laborers: \$13.00 per hour (excluding Recreation Department Summer Seasonal employees which are determined on an annual basis at time of employment).
All in Favor. Motion Carried.

RESOLUTION #17
ESTABLISHING SWD HOURS FOR NYS RETIREMENT

Councilmember Coon moved, seconded by Councilmember Bolton that the Town of Bolton / 30313 hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Elected Officials:

Title	Standard Work Day	Name
Town Clerk	6.5 hours	Jodi Connally
Highway Superintendent	8.0 hours	William Sherman
Town Justice	6.5 hours	Edward Stewart
Town Board Member	6.5 hours	Cheryl Bolton
Town Board Member	6.5 hours	Robert MacEwan

Appointed Officials

Title	Standard Work Day	Name
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B&G Super/Animal Control 8.0 hours
Deputy Town Clerk 7.5 hours
Secretary/Bookkeeper 6.5 hours
Zoning Administrator 7.5 hours
Deputy Highway Super. 8.0 hours
Court Clerk 6.5 hours
Codes Enforcement Officer 7.5 hours

George Mumblow
Rebecca Coon
Mariann Roberts-Huck
Pamela Kenyon
Matthew Coon
Annette Saris
Mitzi Stogsdill-Nittmann

All in Favor. Motion Carried.

RESOLUTION #18

Councilmember MacEwan moved, seconded by Councilmember Coon to approve authorization for the Supervisor of the Town of Bolton enter into the following contracts and or payments for 2017.

American Legion: \$1,000
Bolton Chamber of Commerce \$20,000
Bolton Emergency Medical Services, Inc.: \$168,500
Bolton Free Library: \$52,500
Bolton Historical Society: \$20,000
Bolton Rural Cemetery: \$5,000
Bolton Senior Citizens: \$12,800
Warren County, Up Yonda Farm: \$20,000

All in Favor. Motion Carried.

LIASONS

Councilman MacEwan: Recreation Commission, Transfer Station, Insurance, Fire, Rescue, Animal/Dog Control & Justice Court
Councilmember Wilson: Planning/Zoning, Zoning Enforcement, Storm Water, Senior Citizens, Health Center, Bolton Library & Conservation Park
Councilmember Bolton: Personnel, Highway, Sewer, Water, Town Clerk & Sergeant at Arms
Councilman Coon: Assessor, Police, Parliamentarian & Parks

INSURANCE COVERAGE

Insurance coverage for the Town of Bolton is with Marshall & Sterling Upstate Inc. and as Officials we must state if we have our insurance with them.

Supervisor Conover: No
Councilman Tim Coon: No
Councilman Rob MacEwan: No
Councilmember Susan Wilson: No
Councilmember Cheryl Bolton: No

RESOLUTION #19

Councilmember Wilson moved, seconded by Councilmember Coon to approve appointing the following individuals to the Conservation Park Advisory Committee for 2017.

Milo Barlow
Barry Kincaid

Ted Caldwell
Kevin Kershaw
Wendy Burkowski
Susan Wilson (Town Board Liaison)
All in Favor. Motion Carried.

RESOLUTION #20
HEALTH INSURANCE

Councilmember Coon moved, seconded by Councilmember Bolton to approve that all eligible full time employees of the Town have paid health insurance under Blue Shield of NENY POS (Platinum or Silver) or MVP EPO Platinum Health Insurance Plan or such other health insurance plan as approved by the Town Board and that all full time employees will be required to pay 25% of the cost of such plan. Employees who work 32½ hours per week and are employed on an annual basis and the Town Supervisor, Town Clerk and Highway Superintendent and any elected official participating in the program prior to January 1, 2010 are eligible for health insurance benefits. Employees that are employed as full time employees for part of a year and employed for the remainder as part time (not seasonal) are eligible to receive the health care benefit on a prorated basis (based on full time employment). In addition, each participating full time employee is eligible to receive a \$1,000 health-care reimbursement account (HRA) per household for reimbursement of medical expenses.

Part time employees that work at least 20 hours per week on an annual basis (not seasonal employees) are eligible to participate in the Town health insurance benefit program provided such employee pays 100% of the cost of the health insurance plan premium. No health care reimbursement account will be provided for medical expense reimbursement for part time employees.

Eligibility for paid benefits commences after a three-month probationary period. Eligible full time employees and elected officials who are not covered by the Town's insurance and have alternate coverage who elect out of such benefit shall receive \$1200 per year, paid in the last payroll of November each year. Full time employees that work part of a year as full time are eligible to receive this payment on a prorated basis.

Only full time employees who work full time on an annual basis (minimum 1690 hours annually) and who retire from the Town of Bolton are eligible to receive retiree health insurance benefits. The employee must have completed ten (10) years of service with the Town and hired prior to December 31, 2008 and retire from the Town to receive this benefit. Employees hired after January 1, 2009 must have completed twenty (20) years of continuous full time service with the Town and retire from the Town of Bolton to receive this health benefit. Retirees will be responsible for 25% of the cost of any employee, employee and dependent or family health insurance premium. In addition, the retiree is eligible to participate in the health care reimbursement program for medical expenses at an amount not to exceed \$1,250 per household for the MVP Gold Anywhere plan and \$1,400 per household for the CDPHP Medicare Choice plan.

Should a retiree predecease their spouse, the health insurance benefit shall be afforded to the surviving spouse providing that the surviving spouse was covered by the health insurance benefit on the retiree's date of retirement and further the spouse continues to be responsible for 25% of the cost of the premium. Any retiree and or spouse that changes

residency outside of the health care service area provided for in the plan is eligible to receive reimbursement for the cost of a comparable health plan provided that the cost of such health plan does not exceed what the Town would otherwise have paid had the retiree remained within the service area. This reimbursement includes health care reimbursements as established and modified from time to time by the Town Board.

All in Favor. Motion Carried.

RESOLUTION #21

PHYSICAL EXAMINATIONS

Councilmember Bolton moved, seconded by Councilmember Coon to approve the following:

It is the policy of the Town of Bolton to require that employees who may operate any municipal motor vehicles, heavy machinery or power equipment as part of their town employment shall undergo a physical examination every two years for purposes of determining their physical capabilities to safely operate Town motor vehicles, heavy machinery and power equipment. The Town of Bolton agrees that medical examinations requested by the town shall be paid by the town. An individual employee may elect to have his / her own physician perform a physical examination, at which case; expenses shall be paid by the employee. Further and notwithstanding any municipal exemption specified in law, rule or regulation, it is the policy of the Town of Bolton that with respect to any town employee who as part of their town employment may operate any motor vehicle that requires the operator of such vehicle to hold a valid class of commercial NYS operator's license (CDL) that such individual shall be required to regularly pass a medical examination and meeting the requirements for operation of such vehicle as a CDL driver for the sole purpose of determining their physical capabilities to safely do so and such examination shall require the licensed medical examiner to issue a certification that the town employee as a CDL driver is physically capable as satisfying all requirements specified in state and federal rule and regulation for such CDL license.

All in Favor. Motion Carried.

RESOLUTION #22

OCCUPANCY TAX ADVISORY COMMITTEE

Councilmember Bolton moved, seconded by Councilmember MacEwan to approve appointing the following individuals to the Occupancy Tax Advisory Committee for 2017.

Willie Bea McDonald, Chairperson

Heidi Hess

Joe DiNapoli

Elaine Brown

John Famosi

Ron Conover, Supervisor

Susan Wilson, Liaison

All in Favor. Motion Carried.

Councilmember Wilson stated that the group worked very well together.

RESOLUTION #23

CELL PHONES

Councilmember Bolton moved, seconded by Councilmember Coon to approve the following:

It is the policy of the Town of Bolton to reimburse quarterly the following positions at a rate of \$75 per month for personal cell phone use relating to the conduct of official Town business: Town Supervisor, Highway Superintendent, Water/Sewer Superintendent, B&G/Parks Foreman and Police Chief. The Town of Bolton also agrees to pay a quarterly cell phone reimbursement in the amount of \$25 per month to the Deputy Highway Superintendent, Police Officers, Town Clerk, Bookkeeper and Secretary to the Supervisor. **All in Favor. Motion Carried.**

RESOLUTION #24

SAFETY EQUIPMENT

Councilmember Bolton moved, seconded by Councilmember Wilson to approve the following:

It is the policy of the Town of Bolton to provide safety equipment to its employees including but not limited to safety boots, gloves, reflective coats, as examples. All safety equipment must be purchased in accordance with Town of Bolton procurement policies. **All in Favor. Motion Carried.**

RESOLUTION #25

FAMILY LEAVE ACT

Councilmember Bolton moved, seconded by Councilmember MacEwan to approve the following:

It shall be the Policy of the Town of Bolton that the Town as an employer shall endeavor in all respects to comply with the requirements imposed by the Family Medical Leave Act (FMLA). Under circumstances where the employee shall fail to make the employee contribution for group health insurance coverage in a timely manner and after demand for contribution by the employer, with written notification of intention to suspend or cancel group health insurance coverage, such employee benefit may be cancelled by the employer. **All in Favor. Motion Carried.**

RESOLUTION #26

Councilmember Coon moved, seconded by Councilmember MacEwan to adjourn the 2017 Organizational Meeting. **All in Favor. Motion Carried.**