

STATE OF NEW YORK
COUNTY OF WARREN
TOWN OF BOLTON

January 6, 2009

Pledge: Supervisor Simmes

Organizational Meeting

Supervisor: Kathleen Simmes

Councilman: Jason Saris

Councilman Robert MacEwan

Councilman: Owen Maranville

Councilmember: Deanne Rehm

Town Clerk: Patricia Steele

Supervisor Simmes called the organizational meeting to order at 7:00 pm.

RESOLUTION#1

MEETINGS

Councilmember Rehm moved seconded by Councilman MacEwan that the regular Town Board meetings be held on the first Tuesday of each month at 7:00 p.m. except November's meeting will be Wednesday, November 4th. All Favorable. Motion Carried.

RESOLUTION#2

Councilman Maranville moved seconded by Councilman Saris that Roberts Rules of Order be used as a guideline in conducting meetings of the board. All Favorable. Motion Carried.

RESOLUTION#3

OFFICIAL PUBLICATION

Councilman MacEwan moved seconded by Councilmember Rehm that the Post Star be designated as the official publication for the Town of Bolton for 2009. All Favorable. Motion Carried.

RESOLUTION #4

DEPOSITORY FOR FUNDS

Councilman Saris moved seconded by Councilman Maranville that TD Banknorth, Bolton Branch, and Glens Falls National Bank & Trust Co. be designated as the official

depositories for all Town funds for 2009. All Favorable. Motion Carried.

RESOLUTION#5

INVESTMENT POLICY

Councilmember Rehm moved seconded by Councilman MacEwan to continue our investment policy for 2009. All Favorable. Motion Carried.

RESOLUTION #6

PROCUREMENT POLICY

Councilman Maranville moved seconded by Councilman Saris to continue our procurement policy for 2009. All Favorable. Motion Carried.

RESOLUTION #7

TRAVEL EXPENSE FOR TOWN BUSINESS

Councilman MacEwan moved seconded by Councilmember Rehm that expenses incurred for Town business travel by car during 2009 be reimbursed at 55 cents per mile to Town employees and officials. All Favorable. Motion Carried.

RESOLUTION #8

HEALTH INSURANCE

Councilman Saris moved seconded by Councilman Maranville that all eligible full time employees of the Town have paid health insurance under the Blue Cross of Northeastern NY, and that all new employees will be required to pay 25% of the cost. Employees who work 32½ hours per week and elected officials are eligible. Eligibility for paid benefits commences after a three-month probationary period, except for elected officials. Eligible employees who are not covered by the Town's insurance and have alternate coverage shall receive \$1200 per year. Full time employees who retire from the Town of Bolton may be eligible to receive health insurance benefits. The employee must have completed ten (10) years of service with the Town prior to December 31, 2008. New employees hired after January 1, 2009 must have completed twenty (20) years of service with the Town. The employee must be qualified for retirement as a member of NYS Retirement System administered by the State. Retirees will be responsible for 25% of their own health insurance payment and 25% of their spouses. All Favorable. Motion Carried.

RESOLUTION#9

NON-UNION EMPLOYEE POLICIES

VACATIONS, SICK LEAVE, PERSONAL LEAVE, HOLIDAYS

Councilman Maranville moved seconded by Councilman MacEwan 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, there shall be no accrual to the following year.

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. A full-time employee is credited with two floating holidays each January 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. 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. No accrual or carryover of vacation time to the following year will be permitted unless there are unusual circumstances and the Town Board approves the extension. No more than ten days of continuous vacation time may be taken unless approved by the department head and the Town Board. Any employee may request annually a maximum of two (2) weeks pay in lieu of 10 days vacation time subject to Town Board approval. Supervisor Simmes Aye, Councilman MacEwan Aye, Councilman Maranville Aye, Councilmember Rehm No, Councilman Saris Aye. Motion Carried.

RESOLUTION#10

Councilman Maranville moved seconded by Councilman Saris to continue our policy on the prohibition of sexual harassment in the workplace. All Favorable. Motion Carried.

RESOLUTION#11

Councilman MacEwan moved seconded by Councilmember Rehm to continue the Town of Bolton Drug and Alcohol Testing policy. All Favorable. Motion Carried.

RESOLUTION#12

Councilman Saris moved seconded by Councilman Maranville to continue 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, local development corporation, 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 Favorable. Motion Carried.

RESOLUTION#13

Councilmember Rehm moved seconded by Councilman MacEwan to designate the Town Hall meeting room as the polling place for District #1 and to designate the Town Hall Court Room as the polling place for District #2. All Favorable. Motion Carried.

SUPERVISOR'S APPOINTMENTS

Deputy Supervisor: Councilman Saris

Secretary to Supervisor: Donna Boggs

SALARIES OF ELECTED OFFICIALS AND BOARD APPOINTMENTS ARE AVAILABLE UPON REQUEST FROM THE SUPERVISOR'S OFFICE.

***RESOLUTION#14

BOARD APPOINTMENTS

Councilman Saris moved seconded by Councilman Maranville that the following

appointments be made:

Recreation: Cheryl Snyder term expires 12/31/2013

Planning Board: Sandi Aldrich term expires 12/31/2015

Zoning Board of Appeals: William Pfau term expires 12/31/2013

Meredith McComb term expires 12/31/2013

BLDC: Alexander Gabriels expires 12/31/2011

Supervisor Simmes Abstained, Councilman MacEwan Aye, Councilman Maranville Aye, Councilmember Rehm Aye, Councilman Saris Aye. Motion Carried.

***REFER TO REGULAR MEETING MINUTES: Resolution #34

Motion made by Councilman Saris seconded by Councilman Maranville to recind Resolution #14. Supervisor Simmes Abstained, Councilman MacEwan Aye, Councilman Maranville Aye, Councilmember Rehm Aye, Councilman Saris Aye. Motion Carried.

Motion by Councilman Saris seconded by Councilman Maranville to appoint David Ray to the Zoning Board of Appeals term to expire 12/31/2013. All Favorable. Motion Carried.

RESOLUTION#15

Councilman MacEwan moved seconded by Councilmember Rehm that the Town of Bolton enter into the following contracts for 2009. Payments will be made 50% in January and the other 50% in July.

Bolton Free Library \$35,000

Bolton Chamber of Commerce \$20,000

American Legion \$1000

Bolton Rescue Squad \$49,200 plus \$10,000 for equipment

Bolton Senior Citizens: \$10,000

Bolton Historical Society \$12,675

All Favorable. Motion Carried.

RESOLUTION #16

Councilmember Rehm moved seconded by Councilman Maranville to approve the contract for \$8663.00 with Kristen MacEwan as minute taker to be paid on a monthly basis. Roll Call Vote: Supervisor Simmes Aye, Councilman MacEwan Abstained, Councilman Maranville Aye, Councilmember Rehm Aye, Councilman Saris Aye. Motion Carried.

LIASONS

Councilman MacEwan: Planning/Zoning, Water, Zoning Enforcement, Transfer Station Health Center, Animal/Dog Control

Councilmember Rehm: Senior Citizens, Fire/Rescue, and Recreation Commission

Councilman Saris: Town Clerk, Sewer, Highway, Insurance, and Parliamentarian,
Stormwater

Councilman Maranville: Assessor, Police, Justice Court, and Personnel

Supervisor Simmes: Monthly Statement, Parks/Bldgs & Grounds, and Warren County

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 Simmes: No

Councilman Maranville: No

Councilman MacEwan: No

Councilmember Rehm: No

Councilman Saris No

RESOLUTION #17

Councilman Maranville moved seconded by Councilman Saris to adjourn the
organizational meeting. All Favorable. Motion Carried.