

STATE OF NEW YORK
COUNTY OF WARREN
TOWN OF BOLTON

Organizational Meeting

January 4, 2005

Supervisor: Alexander G. Gabriels III
Councilman: Scott P. Andersen
Councilman: Jason N. Saris
Councilman: Edward G. White
Councilman: Robert G. MacEwan
Clerk: Kathleen Simmes

RESOLUTION #1

MEETINGS

Councilman White 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. Public hearings will begin at 6:30 p.m. when necessary. All Favorable. Motion Carried.

RESOLUTION #2

ROBERTS RULES OF ORDER

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

RESOLUTION #3

OFFICIAL PUBLICATION

Councilman Saris moved seconded by Councilman Andersen that the Post Star be designated as the official publication for the Town of Bolton for 2005. All Favorable. Motion Carried.

RESOLUTION #4

DEPOSITORY FOR FUNDS

Councilman Andersen moved seconded by Councilman White that Banknorth N.A. d/b/a Evergreen Bank, Bolton Branch, and Glens Falls National Bank & Trust Co. be designated as the official depositories for all Town funds for 2005. All Favorable. Motion Carried.

RESOLUTION #5

INVESTMENT POLICY

Councilman White moved seconded by Councilman MacEwan to re-adopt the Investment Policy for 2005. All Favorable. Motion Carried.

RESOLUTION #6

PROCUREMENT POLICY

Councilman MacEwan moved seconded by Councilman Saris to re-adopt the Procurement Policy for 2005. All Favorable. Motion Carried.

RESOLUTION #7

TRAVEL EXPENSE FOR TOWN BUSINESS

Councilman Saris moved seconded by Councilman Andersen that expenses incurred for business travel by car during 2005 be reimbursed at the IRS standard mileage rate for 2005 of \$0.405 cents per mile to Town employees and officials. All Favorable. Motion Carried.

RESOLUTION #8

HEALTH INSURANCE

Councilman Andersen moved seconded by Councilman White that all eligible full time employees of the Town have paid health insurance under the Blue Shield Northeastern NY, Community Blue HMO 202 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 \$1,200 per year. Retirees will be responsible for 25% of their own health insurance payment and 25% of their spouses upon retirement. All Favorable. Motion Carried.

RESOLUTION #9

NON-UNION EMPLOYEE POLICIES

VACATIONS, SICK LEAVE, PERSONAL LEAVE, HOLIDAYS

Councilman White 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 leave: 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. Holidays to be consistent with Warren County. Employees must be employed for one year for vacation purposes. Vacations to be granted as follows:

After 1 year - After 5 years - 10 days vacation
After 6 years - After 11 years - 15 days vacation
After 12 years - After 17 years - 20 days vacation
After 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) week's pay in lieu of 10 days vacation time subject to Town Board approval. All Favorable. Motion Carried.

RESOLUTION #10

PROHIBITION OF SEXUAL HARASSMENT IN THE WORKPLACE

Councilman MacEwan moved seconded by Councilman Saris to re-adopt a policy on the prohibition of sexual harassment in the workplace. All Favorable. Motion Carried.

RESOLUTION #11

DRUG AND ALCOHOL TESTING POLICY

Councilman Saris moved seconded by Councilman Andersen to re-adopt the Town of Bolton Drug and Alcohol Testing policy. All Favorable. Motion Carried.

RESOLUTION #12

MUNICIPAL INSURANCE TO DEFEND AND INDEMNIFY MUNICIPAL EMPLOYEES

Councilman Andersen moved seconded by Councilman White to re-adopt a policy to maintain and purchase municipal insurance to defend and indemnify municipal employees. All Favorable. Motion Carried.

RESOLUTION #13

ESTABLISHMENT OF POLLING PLACES

Councilman White 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

Supervisor Gabriels made the following appointments:

Deputy Supervisor: Scott Andersen

Secretary to Supervisor: Donna Boggs

RESOLUTION #14

SALARIES OF ELECTED OFFICIALS

Councilman MacEwan moved seconded by Councilman Saris that the salaries of elected officials are as follows:

Supervisor: Alexander G. Gabriels III \$15,383

Councilman: J. Saris, S. Andersen, E. White, R. MacEwan \$3,502 each

Town Justices: E. Stewart, H. Demarest \$9,307 each

Town Clerk: Kathleen Simmes \$28,390

Highway Superintendent: Timothy Coon \$41,243

All Favorable. Motion Carried.

RESOLUTION #15

SALARIES OF BOARD APPOINTMENTS

Councilman Saris moved seconded by Councilman Andersen that the following appointments and salaries be authorized:

Assessor: David Rosebrook \$27,654

Assessor Clerk: JoAnn Burgess \$10.03 per hour Total hours 932

Secretary/Bookkeeper: Donna Boggs \$30,172

Budget Officer: Alexander Gabriels III unpaid

Tax Collector/Water & Sewer Clerk/Registrar: Kathleen Simmes \$7,783

Sewer Plant Operator: Chester Dagles \$32,267 plus \$157.50 per month for mileage

Water Plant Operator: John Perry \$35,572

Assistant Water Plant Operator: Thomas Torebka \$11.89 per hour

Water & Sewer Laborers: Thomas French II \$10.30 per hour,

Luke Dague \$10.06 per hour.

Parks/Bldg/Grounds Foreman: George Mumblow: \$15.23 per hour

Parks/Bldg/grounds Laborers: Bernard French \$11.68 per hour

Justin Harvanek \$11.03 per hour

Harold Brown \$9.55 per hour

Peace Officer: James White \$25,750, Rick Schroeder \$16.71 per hour with time sheet Total 1205 hours

Policeman: Gilbert Howse \$23,690

Dog Control & Animal Control Officer: \$5,517

Deputy Town Clerk/Deputy Tax Collector: Patricia Steele \$26,640

Town Historian: Patricia Steele \$936

Health Officer: Dr. Smead \$1,200

Deputy Town Clerk/Collector/Registrar: Donna Boggs unpaid

Town Clerk Office Assistant: \$9.55 per hour Total hours 324

Justice Court Clerk: Annette Saris \$21,515 Cate Persons \$10.03 per hour Total hours 460

Zoning Administrator: Pamela Kenyon \$32,066 plus \$16.44 per hour for meetings

Code Enforcement Officer: Mitzi Nittmann \$26,325

Zoning Clerk: Melanie Quigan \$24,826

School Crossing Guard: Heather Chenier & Kathleen Hannon \$15 per hour

All Temporary Employees \$9.55 per hour

Landfill Attendants: Lisa French \$10.90 per hour
Henry Nittmann \$9.81 per hour Dan Hayes \$9.81 per hour
Park Attendants: Mary Owens \$9.83 per hour plus \$250
Return Park Attendants \$9.55 per hour
Deputy Supervisor: Scott Andersen \$743
Recreation Director: Steve Preuss \$16,710
Recreation Assistant: Lara Mazzeo \$10.61 per hour Total hours 1100
Election Inspectors & Custodians \$9.55 per hour
Planning Board/Zoning Board of Appeals Members: \$25 per meeting
Board of Assessment Review members: \$200 each Chairman \$250
Contract for minute taking and transcription: \$8000
All Favorable. Motion Carried.

RESOLUTION #16

BOARD APPOINTMENTS

Councilman White moved seconded by Councilman MacEwan that the following appointments be made:

Recreation Commission:	Patricia Cushing	Term to expire 12-31-2009
Planning Board:	Susan Wilson	Term to expire 12-31-2011
Zoning Board of Appeals:	Tom D. McGurl	Term to expire 12-31-2009
Board of Assessment Review:	Andrew Roden	Term expires 9-30-2009 Retro-active to 10/1/04

All Favorable. Motion Carried.

RESOLUTION #17

CONTRACTS FOR 2005

Councilman MacEwan moved seconded by Councilman Saris that the Town of Bolton enter into the following contracts for 2005. Payments will be made ½ in January and the other ½ in July.

Bolton Free Library \$27,500

Bolton Chamber of Commerce \$20,000

American Legion \$1,000

Bolton Rescue Squad \$29,100 plus a payment of \$10,000 for Capital Equipment Fund.

Bolton Senior Citizens: \$9,000

Bolton Historical Society \$12,675

Roll Call Vote: All Favorable. Motion Carried.

LIAISONS

Supervisor Gabriels made the following to liaisons with Municipal Functions:

Councilman White	Water, Assessor, Police, Justice Court, Personnel,
Councilman MacEwan	Transfer Sta., Senior Citizens, Fire /Rescue, Health Center
Councilman Andersen	Planning/Zoning, Buildings & Grounds, Recreation Comm.
Councilman Saris	Highway, Sewer, Town Clerk, Insurance, Parliamentarian
Supervisor Gabriels	Monthly Statement of Rev. & Exp., Stormwater, Warren County

Supervisor Gabriels: Insurance Coverage for the Town of Bolton is with Community Insurance and as officials we must state if we have our insurance with Community Insurance.

Supervisor Gabriels: No

Councilman White: No

Councilman MacEwan: No

Councilman Andersen: No

Councilman Saris Yes

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