

STATE OF NEW YORK
COUNTY OF WARREN
TOWN OF BOLTON

January 3, 2012

Pledge: Councilman Owen Maranville

Organizational Meeting

Supervisor: Ronald Conover
Councilman Robert MacEwan
Councilman: Owen Maranville
Councilmember: Cheryl Bolton
Councilmember: Susan Wilson
Town Clerk: Patricia Steele
Counsel: Michael Muller

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

RESOLUTION#1

MEETINGS

Councilman MacEwan moved, seconded by Councilman Maranville to establish the regular Town Board meetings be held on the first Tuesday of each month at 7:00 p.m., except November which will be held on Wednesday, November 7, 2012 at 7:00pm due to Election Day taking place on Tuesday, November 6, 2012. All in Favor. Motion Carried.

RESOLUTION#2

Councilman Maranville moved, seconded by Councilmember Wilson to establish that Roberts Rules of Order be used as a guideline in conducting meetings of the Town Board. All in Favor. Motion Carried.

RESOLUTION#3

OFFICIAL PUBLICATION

Councilman MacEwan moved, seconded by Councilman Maranville to designate the Post Star the official publication for the Town of Bolton for 2012. All in Favor. Motion Carried.

RESOLUTION #4

DEPOSITORY FOR FUNDS

Councilman Maranville moved, seconded by Councilman MacEwan to designate TD Bank, Bolton Branch, and Glens Falls National Bank & Trust Co. be the official depositories for all Town funds for 2012. All in Favor. Motion Carried.

RESOLUTION#5

INVESTMENT POLICY

Councilmember Wilson moved, seconded by Councilman Maranville to continue the

Town of Bolton investment policy for 2012. All in Favor. Motion Carried.

RESOLUTION #6

PROCUREMENT POLICY

Councilman Maranville moved, seconded by Councilman Macewan to continue the Town of Bolton procurement policy for 2012. All in Favor. Motion Carried.

RESOLUTION #7

TRAVEL EXPENSE FOR TOWN BUSINESS

Councilman Maranville moved, seconded by Councilmember Bolton to establish 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 2012 will be reimbursed at such rate as determined by the Internal Revenue Service (presently .555 cents per mile). All in Favor. Motion Carried.

RESOLUTION#8

NON-UNION EMPLOYEE POLICIES

VACATIONS, SICK LEAVE, PERSONAL LEAVE, HOLIDAYS

Councilman MacEwan moved, seconded by Councilman Maranville than 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. The holidays are: Martin Luther King, Lincoln's Birthday; President's Day; Memorial Day, Independence Day, Labor Day; Columbus Day; Elections Day, Veteran's Day, Thanksgiving, Christmas; New Years (holidays that fall on a Saturday are taken on Friday and those that fall on Sunday are taken on Monday).

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.

Councilman Maranville stated he'd like to amend the **unusual circumstances** part and have the sentence read as: **No accrual or carryover of vacation time to the following year will be permitted unless the Town Board approves the extension.** All in Favor. Motion Carried.

RESOLUTION#9

Councilman Maranville moved, seconded by Councilmember Bolton to continue the Town of Bolton policy on the prohibition of sexual harassment in the workplace. All in Favor. Motion Carried.

RESOLUTION#10

Councilman MacEwan moved, seconded by Councilmember Wilson to continue the Town of Bolton Drug and Alcohol Testing policy. All in Favor. Motion Carried.

RESOLUTION#11

Councilman Maranville moved, seconded by Councilmember Wilson 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 in Favor. Motion Carried.

RESOLUTION#12

Councilman MacEwan moved, seconded by Councilmember Bolton 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 in Favor. Motion Carried.

SUPERVISOR'S APPOINTMENTS

Deputy Supervisor: Councilman Robert MacEwan

Secretary to Supervisor: Donna Boggs

RESOLUTION #13

ELECTED OFFICIALS SALARIES

Councilman MacEwan moved, seconded by Councilman Maranville to designate the following salaries for elected officials:

- Supervisor: Ronald Conover \$27,730
 - Councilpersons: Robert MacEwan, Owen Maranville, Susan Wilson, Cheryl Bolton at \$4,199 each
 - Justices: Edward Stewart, Harry Demarest \$11,515 each
 - Highway Superintendent: Timothy Coon \$51,201
 - Town Clerk: Patricia Steele \$34,700
- All in Favor. Motion Carried.

RESOLUTION #14

SALARIES OF BOARD APPOINTMENTS

Councilman MacEwan moved, seconded by Councilman Maranville to authorize the following appointments and salaries:

- Deputy Supervisor: Robert MacEwan \$825
- Assessor: David Rosebrook \$33,347
- Assessor Clerk & Deputy Town Clerk: Deborah MacEwan \$14.20 per hour
- Secretary/Bookkeeper: Donna Boggs \$38,337
- Counsel: Michael Muller \$53,321
- Budget Officer: Ronald Conover Unpaid
- Tax Collector/Water & Sewer/ Registrar: Patricia Steele \$9,297
- Deputy Town Clerk/Tax Collector: Wanda Cleavland \$31,044
- Sewer Plant Operator: Chester Dagle \$21.78 per hour
- Assistant Sewer Plant Operators: Thomas French II \$17.68 per hour, Luke Dague \$14.20 per hour
- Water Plant Operator: John Perry \$22.51 per hour
- Assistant Water Plant Operator: Thomas Torebka \$17.68 per hour
- Parks/Bldg/Grounds Foreman: George Mumblow \$19.43 per hour
- Parks/Bldg/Grounds Laborers: Bernard French \$14.69 per hour, Raymond Chamberlain \$12.11 per hour.
- Police Officers: James Neumann: \$30,000 per year, Mortimer Keane \$17.00 and Thomas Varney \$18.82 per hour
- Dog & Animal Control Officer: George Schuster: \$6,649
- Town Historian: Edgar Caldwell \$1,118
- Health Officer: Dr. Smead \$1435
- Justice Court Clerk: Annette Saris \$27,271
- Zoning Administrator: Pamela Kenyon \$39,327 plus \$20.16 per hour for meetings
- Code Enforcement Officer: Mitzi Nittmann: \$33,864 plus \$17.36 per hour for meetings
- Zoning Assistant/Justice Court Clerk: Catherine Persons \$14.79 per hour
- School Crossing Guards: Kathleen Hannon, Patricia Cushing \$16.57 per hour

- Transfer Station: Lisa French, Supervisor \$14.20 per hour, Attendants: Al Dague \$12.11 per hour, Susan Lamb \$11.10
 - Park Attendants: Mary Owens \$12.20 per hour plus \$250, Park Attendants: Wendy Burkowski \$11.04 per hour
 - Recreation Director: Michelle Huck \$22,504, Assistants: Victoria O'Donnell, Elaine Chiovarou-Brown \$12.86 per hour
 - Engineer: Tom Nace \$70.00hr. (on an as needed basis)
 - Summer Gardners: 3 @ \$11.79
 - Planning Board/Zoning Board of Appeals Members \$50 per meeting
 - Board of Assessment Review members: \$200 each, Chairman \$250
 - All Temporary Employees: \$10.82 per hour.
- All in Favor. Motion Carried.

RESOLUTION#15

Councilmember Wilson moved, seconded by Councilmember Bolton to authorize the Supervisor of the Town of Bolton enter into the following contracts for 2011.

- Bolton Free Library \$40,800
 - Bolton Chamber of Commerce \$20,000
 - American Legion \$1000
 - Bolton Emergency Medical Services, Inc. \$111,400 plus \$10,000 for equipment fund
 - Bolton Senior Citizens: \$11,800
 - Bolton Historical Society \$12,675
 - Up Yonda Farm \$20,000
 - Minute Taker: Kristen MacEwan \$9,284
 - Adirondack Dust Busters: \$14,352
- All in Favor. Motion Carried.

LIAISONS

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

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 Owen Maranville: No

Councilman Rob MacEwan: No

Councilmember Susan Wilson: No

Councilmember Cheryl Bolton: No

RESOLUTION #16

Councilmember Bolton moved, seconded by Councilman MacEwan to appoint the following individuals to the Conservation Park Advisory Committee for 2012.

- Milo Barlow
- Barry Kincaid
- Ted Caldwell
- Kevin Kershaw
- Deanne Rehm
- Susan Wilson (Town Board Liaison)

All in Favor. Motion Carried.

RESOLUTION #17

HEALTH INSURANCE

Councilman Maranville moved, seconded by Councilman MacEwan to approve the Health Insurance Policy as follows:

That all eligible full time employees of the Town have paid health insurance under MVP Health Care Inc. or such other health insurance policy as approved by the Town Board and that all employees will be required to pay 25% of the cost. Employees who work 32½ hours per week and Town Supervisor are eligible for the health insurance benefits. Eligibility for paid benefits commences after a three-month probationary period. Eligible employees 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 first payroll of December each 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 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 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. All in Favor. Motion Carried.

RESOLUTION #18

PHYSICAL EXAMINATIONS

Councilmember Bolton moved, seconded by Councilmember Wilson to approve the Physical Examinations Policy as follows:

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. At the sole discretion of each employee, employees shall have the right to decide whether to use his/her own personal physician to conduct

the physical examination or to have the physical exam performed by a Town selected physician or qualified medical professional. In either instance the Town will pay for the cost of the examination. 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 #19

OCCUPANCY TAX ADVISORY COMMITTEE

Councilman Maranville moved, seconded by Councilmember Bolton to appoint the following members to the Occupancy Tax Advisory Committee:

Willie Bea McDonald, Chairperson

Heidi Hess

Joe DiNapoli

Elaine Brown

Ron Conover, Supervisor

All in Favor. Motion Carried.

RESOLUTION #20

Councilman Maranville moved, seconded by Councilmember Wilson to adjourn the 2012 organizational meeting at 7:25pm. All in Favor. Motion Carried.