

STATE OF NEW YORK
COUNTY OF WARREN
TOWN OF BOLTON

Organizational Meeting January 2, 2007

Supervisor: Alexander Gabriels III

Councilman: Scott Andersen

Councilman: Jason Saris

Councilman Robert MacEwan

Councilman: Owen Maranville

Clerk: Kathleen Simmes

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

RESOLUTION#1

MEETINGS

Councilman Andersen 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 7th. All Favorable. Motion Carried.

RESOLUTION#2

Councilman Maranville 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 MacEwan moved seconded by Councilman Andersen that the Post Star be designated as the official publication for the Town of Bolton for 2007. 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. and Citizens Bank be designated as the official depositories for all Town funds for 2007. All Favorable. Motion Carried.

RESOLUTION#5

INVESTMENT POLICY

Councilman Andersen moved seconded by Councilman MacEwan to continue our investment policy for 2007. All Favorable. Motion Carried.

RESOLUTION #6

PROCUREMENT POLICY

Councilman Maranville moved seconded by Councilman Saris to continue our procurement policy for 2007. All Favorable. Motion Carried.

RESOLUTION #7

TRAVEL EXPENSE FOR TOWN BUSINESS

Councilman MacEwan moved seconded by Councilman Andersen that expenses incurred for business

travel by car during 2007 be reimbursed at 48.5 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 at least ten (10) 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 Andersen 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. 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

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 Councilman Andersen 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 municipal employees. All Favorable. Motion Carried.

RESOLUTION#13

Councilman Andersen 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 Andersen

Secretary to Supervisor: Donna Boggs

RESOLUTION#14

SALARIES OF ELECTED OFFICIALS

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

Supervisor: Alexander G. Gabriels III \$25,000

Councilman: J. Saris, S. Andersen, R. MacEwan, O. Maranville \$3502 each

Town Justices. E. Stewart, H. Demarest \$10,128 each

Town Clerk: Kathleen Simmes \$30,521

Highway Superintendent: Timothy Coon \$44,179

All Favorable. Motion Carried.

RESOLUTION#15

SALARIES OF BOARD APPOINTMENTS

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

Assessor: David Rosebrook \$29,474

Assessor Clerk: Joann Burgess \$12.27 per hour

Secretary/Bookkeeper: Donna Boggs \$32,390

Counsel: Michael Muller \$36,000

Budget Officer: Alexander Gabriels III unpaid

Tax Collector/Water & Sewer Clerk/Registrar: Kathleen Simmes \$8173

Sewer Plant Operator: Chester Dagle \$16.91 per hour plus \$2000 for mileage

Water Plant Operator: John Perry \$18.50 per hour

Assistant Water Plant Operator: Thomas Torebka \$13.29 per hour

Water & Sewer Laborers: Thomas French II \$12.42 per hour

Laborer: Luke Dague \$11.24 per hour.

Parks/Bldg/Grounds Foreman: George Mumblow: \$16.41 per hour

Parks/Bldg/grounds Laborers: Bernard French \$12.68 per hour

Justin Harvanek: \$12.00 per hour Harold Brown \$10.45

Police Officers: James Neumann \$18.90 per hour & John Gilbride \$18.50 per hour to a max of \$30,000 each

Dog & Animal Control Officer: Harry Simmes \$5966

Deputy Town Clerk/Deputy Tax Collector: Patricia Steele \$28,682

Town Historian: Patricia Steele \$983

Health Officer: Dr. Smead \$1260

Deputy Town Clerk/Collector/Registrar: Donna Boggs \$100

Town Clerk Office Assistant: \$10.45 per hour

Justice Court Clerk: Annette Saris \$23,301

Zoning Administrator: Pamela Kenyon \$33,669 plus \$17.26 per hour for meetings

Code Enforcement Officer: Mitzi Nittman \$15.12 per hour
Zoning Clerk: Catherine Persons \$13.02 per hour
School Crossing Guard: Mark Curri & Kathleen Hannon \$15 per hour
All Temporary Employees \$10.00 per hour
Landfill Attendants: Lisa French \$11.87 per hour
Henry Nittmann \$10.72 per hour
Dan Hayes \$10.72 per hour
Al Dague \$10.45 per hour
Park Attendants: Mary Owens \$10.74 per hour plus \$250
Return Park Attendants \$10.45 per hour
Deputy Supervisor: Scott Andersen \$743
Recreation Director: Steve Preuss \$17,546
Recreation Assistants: Heather Sepe \$11 per hour & Elaine Chiovarou Brown & \$12 per hour
Planning Board/Zoning Board of Appeals Members: \$25 per meeting
Board of Assessment Review members: \$200 each Chairman \$250
All Favorable. Motion Carried.

RESOLUTION#16

BOARD APPOINTMENTS

Councilman Saris moved seconded by Councilman Maranville that the following appointments be made:
Recreation Commission: Susan Huck Term to expire 12-31-2011
Planning Board: Chauncey Mason Term to expire 12-31-2013
Zoning Board of Appeals: Kam Hoopes Term to expire 12-31-2011
Board of Assessment Review: Albert Riccardi Term expires 9-30-2011
All Favorable. Motion Carried.

RESOLUTION#17

Councilman MacEwan seconded by Councilman Andersen that the Town of Bolton enter into the following contracts for 2007. Payments will be made ½ in January and the other ½ in July.
Bolton Free Library \$30,000
Bolton Chamber of Commerce \$20,000
American Legion \$1000
Bolton Rescue Squad \$37,400 plus a payment of 10,000 for capital Equipment fund.
Bolton Senior Citizens: \$10,000
Bolton Historical Society \$12.675
Roll Call Vote: All Favorable. Motion Carried.

LIASONS

Councilman MacEwan: Planning/Zoning, Water, Code Enforcement, Transfer Station
Health Center, Animal/Dog Control
Councilman Andersen: Senior Citizens, Fire/Rescue, Buildings & Grounds, and Recreation Commission
Councilman Saris: Town Clerk, Sewer, Highway, Insurance, and Parliamentarian
Councilman Maranville: Assessor, Police, Justice Court, and Personnel
Supervisor Gabriels: Monthly Statement, Storm Water, 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 Gabriels: No
Councilman Maranville: No
Councilman MacEwan: No
Councilman Andersen: Yes
Councilman Saris No

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