

STATE OF NEW YORK
COUNTY OF WARREN
TOWN OF BOLTON

Organizational Meeting
January 3, 2006

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 MacEwan moved seconded by Councilman Maranville that the regular Town Board meetings be held on the first Tuesday of each month at 7:00 p.m. except July's meeting will be Wednesday July 5th and November's meeting will Wednesday, November 8th. All Favorable. Motion Carried.

RESOLUTION#2

Councilman Saris moved seconded by Councilman MacEwan 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 Andersen moved seconded by Councilman Saris that the Post Star be designated as the official publication for the Town of Bolton for 2006. All Favorable. Motion Carried.

RESOLUTION #4

DEPOSITORY FOR FUNDS

Councilman Maranville moved seconded by Councilman Andersen 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 2006. All Favorable. Motion Carried.

RESOLUTION#5

INVESTMENT POLICY

Councilman MacEwan moved seconded by Councilman Maranville to continue our investment policy for 2006. All Favorable. Motion Carried.

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RESOLUTION #6

PROCUREMENT POLICY

Councilman Saris moved seconded by Councilman MacEwan to continue our procurement policy for 2006. All Favorable. Motion Carried.

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RESOLUTION #7

TRAVEL EXPENSE FOR TOWN BUSINESS

Councilman Andersen moved seconded by Councilman Saris that expenses incurred for business travel by car during 2006 be reimbursed at 44.5 cents per mile to Town employees and officials. All Favorable. Motion Carried.

RESOLUTION #8

HEALTH INSURANCE

Councilman Andersen moved seconded by Councilman Maranville 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 \$1200 per year. Retires 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 MacEwan moved seconded by Councilman Maranville 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 Saris moved seconded by Councilman MacEwan to continue our policy on the prohibition of sexual harassment in the workplace. All Favorable. Motion Carried.

RESOLUTION#11

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

RESOLUTION#12

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

Supervisor: Alexander G. Gabriels III \$16,059
Councilman: J. Saris, S. Andersen, R. MacEwan, O. Maranville \$3502 each
Town Justices. E. Stewart, H. Demarest \$9645 each
Town Clerk: Kathleen Simmes \$29,066
Highway Superintendent: Timothy Coon \$42,075
All Favorable. Motion Carried.

RESOLUTION#15

SALARIES OF BOARD APPOINTMENTS

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

Assessor: David Rosebrook \$28,070
Assessor Clerk: Joann Burgess \$10.43 per hour
Secretary/Bookkeeper: Donna Boggs \$30,848
Budget Officer: Alexander Gabriels III unpaid
Tax Collector/Water & Sewer Clerk/Registrar: Kathleen Simmes \$7783
Sewer Plant Operator: Chester Dagles \$15.91 per hour plus \$157.50 per month for mileage
Water Plant Operator: John Perry \$17.50 per hour
Assistant Water Plant Operator: Thomas Torebka \$12.29 per hour
Water & Sewer Laborers: Thomas French II \$11.42 per hour, Luke Dague \$10.46 per hour.
Parks/Bldg/Grounds Foreman: George Mumblow: \$15.63 per hour
Parks/Bldg/grounds Laborers: Bernard French \$12.08 per hour
Justin Harvanek: \$11.43 per hour Harold Brown \$9.95
Peace Officer: James White \$26,335, Rick Schroeder \$17.11 per hr with time sheet
Policeman: Gilbert Howse \$24,241,
Dog & Animal Control Officer: Harry Simmes \$5682
Deputy Town Clerk/Deputy Tax Collector: Patricia Steele \$27,316
Town Historian: Patricia Steele \$936
Health Officer: Dr. Smead \$1200
Deputy Town Clerk/Collector/Registrar: Donna Boggs \$100
Town Clerk Office Assistant: \$9.95 per hour
Justice Court Clerk: Annette Saris \$22,191
Zoning Administrator: Pamela Kenyon \$32,066 plus \$16.44 per hour for meetings
Code Enforcement Officer: Mitzi Nittman \$14.40 per hour
Zoning Clerk: Catherine Persons \$12.40 per hour

School Crossing Guard: Mark Curri & Kathleen Hannon \$15 per hour
All Temporary Employees \$9.95 per hour
Landfill Attendants: Lisa French \$11.30 per hour
Henry Nittmann \$10.21 per hour
Dan Hayes \$10.21 per hour
Park Attendants: Mary Owens \$10.23 per hour plus \$250
Return Park Attendants \$9.95 per hour
Deputy Supervisor: Scott Andersen \$743
Recreation Director: Steve Preuss \$16,710
Recreation Assistants: Michelle Cushing & Elaine Chiovarou Brown & \$12.00 per hour
Election Inspectors & Custodians \$9.95 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 Maranville moved seconded by Councilman MacEwan that the following appointments be made:

Recreation Commission: Steve Moffitt & Don Volkmann Term to expire 12-31-2010
Planning Board: Herbert Koster Term to expire 12-31-2012
Zoning Board of Appeals: Greg Smith Term to expire 12-31-2010
Board of Assessment Review: Sally Swetland Term expires 9-30-2010
All Favorable. Motion Carried.

RESOLUTION#17

Councilman MacEwan moved seconded by Councilman Maranville that the Town of Bolton enter into the following contracts for 2006. 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 \$33,400 plus a payment of \$10,000 for capital
Equipment fund.
Bolton Senior Citizens: \$9000
Bolton Historical Society \$12,675

Roll Call Vote: All Favorable. Motion Carried.

LIASONS

Councilman MacEwan: Planning/Zoning, Water, Health Center
Councilman Andersen: Senior Citizens, Fire/Rescue, Buildings & Grounds, Recreation
Councilman Saris: Transfer Station, Town Clerk, Sewer, Highway, Insurance, Parliamentarian
Councilman Maranville: Assessor, Police, Justice Court, Personnel
Supervisor Gabriels: Monthly Statement, Stormwater, Warren County

Insurance Coverage for the Town of Bolton is with TD Banknorth Insurance Co. 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: No
Councilman Saris Yes

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