

STATE OF NEW YORK

COUNTY OF WARREN

TOWN OF BOLTON

Organizational Meeting

January 8, 2008

Supervisor: Kathleen Simmes

Councilman: Jason Saris

Councilman Robert MacEwan

Councilman: Owen Maranville

Councilwoman: Deanne Rehm

Clerk: Patricia Steele

Absent : Councilman Jason Saris

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

RESOLUTION#1

MEETINGS

Councilwoman 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 5th. All Favorable. Motion Carried.

RESOLUTION#2

Councilman Maranville moved seconded by Councilwoman Rehm 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 Councilwoman Rehm that the Post Star be designated as the official publication for the Town of Bolton for 2008. All Favorable. Motion Carried.

RESOLUTION #4

DEPOSITORY FOR FUNDS

Councilwoman Rehm moved seconded by Councilman Maranville that TD Banknorth, Bolton Branch, and Glens Falls National Bank & Trust Co. and be designated as the official depositories for all Town funds for 2008. All Favorable. Motion Carried.

RESOLUTION#5

INVESTMENT POLICY

Councilwoman Rehm moved seconded by Councilman MacEwan to continue our investment policy for 2008. All Favorable. Motion Carried.

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RESOLUTION #6

PROCUREMENT POLICY

Councilman Maranville moved seconded by Councilwoman Rehm to continue our procurement policy for 2008. All Favorable. Motion Carried.

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RESOLUTION #7

TRAVEL EXPENSE FOR TOWN BUSINESS

Councilman MacEwan moved seconded by Councilwoman Rehm that expenses incurred for business travel by car during 2008 be reimbursed at 50.5 cents per mile to Town employees and officials. All Favorable. Motion Carried.

RESOLUTION #8

HEALTH INSURANCE

Councilman MacEwan 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

Councilwoman 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. 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 - thru 5 years - 10 days vacation
- After 6 years - thru 11 years - 15 days vacation

After 12 years - thru 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 Councilwoman Rehm to continue our policy on the prohibition of sexual harassment in the workplace. All Favorable. Motion Carried.

RESOLUTION#11

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

RESOLUTION#12

Councilwoman Rehm moved seconded by Councilman Maranville to continue our policy to maintain and purchase municipal insurance to defend and indemnify municipal and its employees and IT IS HEREBY RESOLVED and it is a continuing and state 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

Councilwoman 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

RESOLUTION#14

SALARIES OF ELECTED OFFICIALS

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

Supervisor: Kathleen Simmes \$25,750

Councilpersons: J. Saris, R. MacEwan, O. Maranville, D. Rehm \$3900 each

Town Justices. E. Stewart, H. Demarest \$10,432 each

Town Clerk: Patricia Steele \$31,437

Highway Superintendent: Timothy Coon \$45,504

All Favorable. Motion Carried.

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RESOLUTION#15

SALARIES OF BOARD APPOINTMENTS

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

Assessor: David Rosebrook \$30,359

Assessor Clerk: Deborah MacEwan \$12.63 per hour

Secretary/Bookkeeper: Donna Boggs \$33,362

Counsel: Michael Muller \$46,000

Budget Officer: Supervisor Simmes unpaid

Tax Collector/Water & Sewer Clerk/Registrar: \$8420

Sewer Plant Operator: Chester Dagles \$19 per hour

Water Plant Operator: John Perry \$20.00 per hour

Assistant Water Plant Operator: Thomas Torebka \$15.00 per hour

Water & Sewer Laborers: Thomas French II \$15.00 per hour

Laborer: Luke Dague \$12.50 per hour.

Parks/Bldg/Grounds Foreman: George Mumblow: \$16.90 per hour

Parks/Bldg/grounds Laborers: Bernard French \$13.06 per hour

Justin Harvanek: \$12.36 per hour Harold Brown \$10.76

Police Officers: James Neumann \$30,000, James Galante & Tom Varney \$17 per hour

Dog & Animal Control Officer: Harry Simmes \$6145

Deputy Town Clerk/Deputy Tax Collector: Wanda Cleavland \$28,682

Town Historian: Edgar Caldwell \$1013

Health Officer: Dr. Smead \$1400

Town Clerk Office Assistant: \$10.76 per hour

Justice Court Clerk: Annette Saris \$24,000

Zoning Administrator: Pamela Kenyon \$34,938 plus 17.78 for meetings

Code Enforcement Officer: Mitzi Nittman \$15.57 per hour

Zoning Clerk: Catherine Persons \$13.41 per hour

School Crossing Guard: Patricia Cushing & Kathleen Hannon \$15.45 per hour

All Temporary Employees \$10.30 per hour

Landfill Attendants: Lisa French \$12.23 per hour

Dan Hayes \$11.04 per hour

Al Dague \$10.76 per hour

Park Attendants: Mary Owens \$11.06 per hour plus \$250

Return Park Attendants \$10.76 per hour

Deputy Supervisor: Jason Saris \$766

Recreation Director: Michelle Cushing \$18,000

Recreation Assistants: Heather Sepe \$11 Per Hour & Elaine Chiovarou Brown \$12 per hour

Planning Board/Zoning Board of Appeals Members: \$50 per meeting

Board of Assessment Review members: \$200 each Chairman \$250

Kathleen Simmes Marriage Officer No Salary Term ending 12/31/20091

All Favorable. Motion Carried.

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RESOLUTION#16

BOARD APPOINTMENTS

Supervisor Simmes moved seconded by Councilman Maranville that the following appointments be made:

Recreation Commission: Joan Baldwin & Don Russell Term to expire 12-31-2012

New appointment to Recreation commission Cheryl Snyder Term to expire 12-31-2008

Planning Board: John Gaddy Term to expire 12-31-2014

Zoning Board of Appeals: Jeff Anthony Term to expire 12-31-2012

Board of Assessment Review: Susan Heusner Term expires 9-30-2012

All Favorable. Motion Carried.

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RESOLUTION#17

Councilman MacEwan seconded by Councilwoman Rehm that the Town of Bolton enter into the following contracts for 2008. 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 \$42,400 plus a payment of 10,000 for capital
Equipment fund.

Bolton Senior Citizens: \$10,000

Bolton Historical Society \$12,675

Kristen MacEwan as minute taker annual salary \$8250.00 to be paid on a monthly basis

Roll Call Vote: All Favorable. Motion Carried.

LIASONS

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

Councilwoman 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

Councilwoman Rehm: No

Councilman Saris No

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