

Organizational Meeting, Hillsdale Town Board  
Monday, January 3, 2011 at 7:00 pm

**I. Call to order**

**Supervisor Art Baer** called to order the organizational meeting of the **Hillsdale Town Board** at **7:00 pm** on **January 3, 2011**, in the **Hillsdale Town Hall**. The meeting began with the Pledge of Allegiance.

**II. Attending**

The following persons were present: Supervisor Baer, Board Members Peter Cipkowski, Gillian Sims-Elster and Augie Sena; Justice Russ Immarigeon, Highway Superintendent Richard Briggs, Tax Collector Joe Hanselman, Jr., and Town Clerk Julie Kane.

**III. Oath of Office**

Town Justice Russ Immarigeon administered an oath of office to newly appointed Town Board member Gillian Sims-Elster. This oath was signed and will be retained in a file in the Town Records

**IV. Annual Resolutions**

Mr. Baer introduces the annual resolutions. On a Motion by Mr. Sena, seconded by Mr. Cipkowski,

**Adopted by a vote of a vote of 4 ayes and 0 nays,**

the Board:

1. *Resolved* to make the following appointments for 2011:

Deputy Supervisor	Peter Cipkowski
Budget Officer	Arthur Baer
Town Attorney	Nelson Alford, Jr.
Accountant	Mark Fitzgerald
Building Inspector/CEO	Glenn Smith
Town Historian	Jay Rohrlich
Dog Control Officer	Daniel Reed
Town Kennels	Columbia – Greene Humane Society
Registrar of Vital Statistics	Julie Kane
Chair, Highway Committee	Carmen Barbato
Chair, Sewer Committee	August Sena
Chair, Parks and Recreation Committee	Jill Sims-Elster
Chair, Communications Committee	Peter Cipkowski
Designated Official Newspaper	The Register-Star
Designated Bank Depository	First Niagara Bank

2. *Resolved* to establish a reimbursement rate of \$0.50 per mile for all official town business.

3. *Resolved* to give the Highway Superintendent authority to purchase up to \$1,500 in new equipment without the authorization of the Town Board.
4. *Resolved* to give the Highway Superintendent permission to bid, as necessary, materials such as calcium chloride and gravel.
5. *Resolved* to allow the Highway Superintendent to share equipment with other municipalities as necessary.
6. *Resolved* to fix salaries and pay intervals for town employees and pay frequency for utility vendors as follows:

Position	Incumbent	Salary / Rate of Pay	Pay Frequency
Highway Superintendent	Richard Briggs	\$ 53,681.00/annum	Bi-weekly
Highway Employees	Foreman	\$ 19.47/hour	Bi-weekly
	Deputy Hwy. Supt.	\$ 18.43/hour	Bi-weekly
	MEO	\$ 16.75/hour	Bi-weekly
	Laborer	\$ 15.95/hour	Bi-weekly
	Part-time Laborer	\$ 12.06/hour	Bi-weekly
Court Clerk & Assistant to the Assessor	Jan Keefner	\$ 28,893/annum	Bi-weekly
Accountant	Mark Fitzgerald	\$ 14,708/annum	Monthly
Assessor	Pamela Cook	\$ 27,758/annum	Monthly
Historian	Jay Rohrlich	\$200/year	Annually
CEO Clerk	Ruth Dodds	\$9360/annum	Monthly
Dog Control Officer	Daniel Reed	\$ 3,152/annum	Monthly
Planning Secretary	Vivian deGeorges	\$ 4,893/annum	Monthly
ZBA Secretary	Ruth Dodds	\$ 1,261/annum	Monthly
Supervisor	Arthur Baer	\$ 11,367/annum	Monthly
Tax Collector	Joseph Hanselman, Jr.	\$ 4,259/annum	Monthly: Jan., Feb., Mar., Apr., Dec.
Town Attorney	Nelson R. Alford, Jr.	\$ 185/hour, litigation \$ 175/hour, non-litigation	Monthly
Town Clerk	Julie Kane	\$ 16,471/annum	Monthly
Councilperson	Carmen Barbato	\$ 4,102.50/annum	Quarterly
Councilperson	Jill Sims-Elster	\$ 4,102.50/annum	Quarterly
Councilperson	Peter Cipkowski	\$ 4,102.50/annum	Quarterly
Councilperson	August Sena	\$ 4,102.50/annum	Quarterly
Town Justice	Juliette Crill	\$ 9,195/annum	Quarterly
Town Justice	Russ Immarigeon	\$ 9,195/annum	Quarterly
Youth Director	Sharon Foster	\$ 5,763/annum	Bi-weekly
Budget Officer	Arthur Baer	\$ 500/annum	Annually
Registrar of Vital Records	Julie Kane	\$ 290/annum	Annually
Historian	Jay Rohrlich	\$ 200/annum	Annually
Board of Assessment Review	Craig Norton Mary Ann Foote Frederick Laing	\$ 60/meeting	After grievance

Telephone	Town Hall, Garage, Justices, Emergency Line, Roe-Jan Park, Sewer District		When due
Electric	Town Hall, Garage, Street Lights, Ball Field, Roe-Jan Park, Sewer District		When due

7. *Resolved* that all accounts must be submitted to the Board on a monthly basis.
8. *Resolved* that bills must be presented no later than two (2) working days before the regular monthly business meeting.
9. *Resolved* that regular Town Board meetings will be scheduled for the third Tuesday of every month at 7:30 pm.

**V. Other Business**

- a) On a motion by Mr. Baer, seconded by Mr. Sena,

**Adopted by a vote of a vote of 4 ayes and 0 nays,**

the Board resolved to authorize the Highway Superintendent to purchase a sander for the lowest bid of \$4200.

**VI. Adjournment**

- On a motion of **Mr. Sena**, seconded by **Ms. Sims-Elster**,

**Adopted by a vote of a vote of 4 ayes and 0 nays:**

**Supervisor Baer** adjourned the meeting at **7:30 pm**.

Minutes submitted by: Julie Kane, Hillsdale Town Clerk

*Minutes submitted by: Julie Kane, Hillsdale Town Clerk, to be accepted by the Hillsdale Town Board at the April, 2011, Regular Board Meeting.*