



**HILLSDALE TOWN BOARD  
ORGANIZATIONAL MEETING  
HELD AT TOWN HALL  
January 3, 2013**

The meeting was called to order at 3:02PM by Supervisor Baer.

Pledge of Allegiance.

Present: Supervisor Arthur Baer, Councilpersons Jill Sims-Elster, August Sena, and Steven Tiger; Robina Ward, Richard Briggs

Excused: Peter Cipkowski

Mr. Baer introduced the handout and asked that everyone read it to become familiar with the resolutions. He then said that the only change is the Highway Foreman's wage. It's in the contract that the current rate was only for David Hall. So this is not a change in the contract.

Mr. Tiger. So we're keeping the position but changing the salary. Mr. Baer said yes, and that it's not mandatory to fill the position, so this is just the recommended salary going forward if the position is filled. Also, Mr. Tiger asked if the rent for the Sheriff's building goes up each year, and Mr. Baer read the part of the contract that describes that the CPI adjustment happens each November.

Ms. Sims-Elster asked about the Register-Star being the paper of record, and Mr. Baer said the Columbia Paper in the past didn't have sufficient circulation to be the paper of record. There was discussion as to whether we can put notices in the Columbia Paper in time for a 10-day deadline of notice, since they only publish on Thursdays, and if there can be two papers of record. We will get more information from Mr. Alford about this.

**Resolution #1.** *Resolved to make the following appointments for 2013:*

|                                       |                                  |
|---------------------------------------|----------------------------------|
| Deputy Supervisor                     | Peter Cipkowski                  |
| Budget Officer                        | Arthur Baer                      |
| Town Attorney                         | Nelson Alford, Jr.               |
| Accountant                            | Mark Fitzgerald                  |
| <b>Building Inspector/CEO</b>         | Lee Heim                         |
| Town Historian                        | Jeremy Dodds                     |
| Dog Control Officer                   | Wes Powell                       |
| Town Kennels                          | Columbia - Greene Humane Society |
| <b>Registrar of Vital Statistics</b>  | Ruth Dodds                       |
| Chair Highway Committee               | Steven Tiger                     |
| 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               |

**Resolution #2:** *Resolved to authorize the Town Supervisor to sign an annual contract with the Roe Jan Area Young at Hearters.*

**Resolution #3:** *Resolved to establish a reimbursement rate of \$0.55 per mile for all official town business.*

**Resolution #4:** *Resolved to give the Highway Superintendent authority to purchase up to \$1,500 in new equipment without the authorization of the Town Board.*

**Resolution #5:** *Resolved to give the Highway Superintendent permission to bid, as necessary, for materials such as calcium chloride and gravel.*

**Resolution #6:** *Resolved to allow the Highway Superintendent to share equipment with other municipalities as necessary.*

**Resolution #7:** *Resolved that bills must be presented no later than two (2) working days before the regular monthly business meeting.*

**Resolution #8:** *Resolved that all accounts must be submitted to the Board on a monthly basis.*

**Resolution #9:** *Resolved that regular Town Board meetings will be scheduled for the third Tuesday of every month at 7:00 p.m.*

**Resolution #10:** *Resolved to approve the 5-year extension of the contract with the Sheriff's Department of Columbia County for the lease of the former Town Hall.*

(Contract attached)

**ORGANIZATIONAL MEETING  
January 3, 2013 (cont'd)**

**Resolution #11:** *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  | \$ 17.25/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  | \$ 13.26/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                               | Jeremy Dodds   |  |                                       |
| Dog Control Officer                     | Wes Powell   | \$ 3,152/annum   | Monthly                               |
| Planning Secretary                      | Vivian deGeorges   | \$ 3,000/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<br>\$ 175/hour, non-litigation | Monthly                               |
| Town Clerk                              | Ruth Dodds   | \$ 16,471/annum  | Monthly                               |
| Deputy Town Clerk                       | Vivian deGeorges   | \$6,000/annum  | Bi-weekly                             |
| Councilperson                           | Steve Tiger  | \$ 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                            | Mark Cawley  | \$ 9,195/annum   | Quarterly                             |
| Town Justice                            | Russ Immarigeon  | \$ 9,195/annum   | Quarterly                             |
| Youth Director                          | TBD  | \$ 5,763/annum   | Bi-weekly                             |
| Budget Officer                          | Arthur Baer  | \$ 500/annum   | Annually                              |
| Registrar of Vital Records              | Ruth Dodds   | \$ 290/annum   | Annually                              |
| Health Insurance                        | CD PHP   |  | When due                              |
| Board of Assessment Review              | Craig Norton<br>Mary Ann Foote<br>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                              |

**ORGANIZATIONAL MEETING  
January 3, 2013 (cont'd)**

*On a motion by Mr. Sena, seconded by Ms. Sims-Elster, 2013 Resolutions #1 – 11 were:*

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

Mr. Baer then spoke about the new health insurance, saying that the CD/PHP policy has been in effect since Jan 1<sup>st</sup>. CD/PHP picked up all cancelled Blue Cross/Blue Shield municipalities and was overwhelmed so that's why the insurance cards didn't come on time. He then gave the phone number of the CD/PHP agent to be contacted if there is anyone who needs his/her card number before they come in the mail.

Mr. Baer next talked about being in touch with accounting firms and he proposes that we spend \$5,000-10,000 to have a complete Town audit. Last time we had an audit was 2008. He sent a copy of the last audit to the Bonadio Group so that they could give us an idea of the price. He recommends that Ms. Sims-Elster and he work with the auditing firm to see the scope of what we need and what they can do for us. The group is familiar with working for municipalities, knowing municipal and county law, etc. Since there is more than one fund, it's a little more complicated. He said he'd like to get this into the 2012 budget, and for the Town Clerk to ask Mr. Fitzgerald how to word this.

Mr. Baer asked for a motion on this proposal.

*On a motion by Ms. Sims-Elster and seconded by Mr. Tiger, the proposal to reserve money from the 2012 Contingency Fund for a single-purpose audit of the town's finances was:*

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

Next, sealed bids for the Fuel Master System for the Highway Garage were opened. There were bids from:

1. Cortland Pump and Equipment, Albany, NY for \$15,914.29.
2. Shaker Flats Equipment and Installation Services W. Lebanon, NY \$14,260

Mr. Briggs said they are not a distributor of Fuel Master Systems. They would have to purchase it from a distributor, but are not a distributor themselves.

3. E&FS Troy, NY for \$11,790.

Mr. Briggs said that this is the original company he spoke with to learn about this system, and that Copake uses this system.

*On a motion by Mr. Tiger and seconded by Ms. Sims-Elster, the motion to accept the proposal for a Fuel Master System from the lowest bidder, E&FS, was:*

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

**ORGANIZATIONAL MEETING  
January 3, 2013 (cont'd)**

Mr. Baer asked for a motion to adjourn.

*A motion to adjourn made by Mr. Sena and seconded by Ms. Sims-Elster was:*

**Adopted by a vote of all ayes.**

Mr. Baer adjourned the meeting at 3:37PM.