

**TOWN OF HILLSDALE
ORGANIZATIONAL MEETING
January 4, 2016**

An organizational meeting of the Hillsdale Town Board was held on January 4, 2016 at the Town Hall at 7:04 pm with the following members present:

PRESENT:	Supervisor	Peter Cipkowski
	Councilperson	Carmen Barbato
	Councilperson	Jill Sims-Elster
	Councilperson	Steven Tiger
	Councilperson	Robina Ward

OTHERS PRESENT: Kathi Doolan, Town Clerk, Nelson Alford, Jr., Town Attorney, Joe Hanselman, Jr., Tax Collector, Richard Briggs, Highway Superintendent, Bob Kessler, Tom Carty, Bud Atwood, Steve and Barbara Smith, Andrew Appel, Meg Wormley, Michael Chesloff and five other members of the public.

The meeting began with the Pledge of Allegiance.

Oaths of Office were then presented by Nelson (Dick) Alford, Jr., Town Attorney, to newly elected officials Peter Cipkowski, Town Supervisor; Steven Tiger, Councilperson; Robina Ward, Councilperson; Mark Cawley, Town Justice; Russ Immarigeon, Town Justice; and Richard Briggs, Highway Superintendent. All were sworn in.

PROPOSED RESOLUTIONS 2016. All seven Resolutions were passed unanimously by the Board.

- 1. Legal Representation: Resolved** that the Town of Hillsdale make arrangements with Nelson Alford, Jr. to provide legal services for the Town of Hillsdale during 2016. If Nelson (Dick) is not available, another representative from Guterman, Shallo & Alford, PLLC is to be there. Services will be provided as requested by the Town Board, and by Town departments with prior approval of the Town Supervisor, at agreed upon hourly rates.

On a motion by Councilperson Sims-Elster, seconded by Councilperson Barbato.

Adopted Vote Ayes – 5 Nays - 0

- 2. Appointments and Designations: Resolved** that the Town Board of the Town of Hillsdale does hereby make or reaffirm the following official appointments and designations for the year 2016, with all appointments to continue at the pleasure of the Board, except as otherwise noted:

Appointments

Budget Officer: Peter Cipkowski
Legal Representation: Guterman, Shallo & Alford, PLLC
Town Accountant: Furlano & Arace, PC
Town Assessor: Pam Cook
Assessor's Assistant: Jan Keefner
Building Inspector, Zoning Enforcement and Code Enforcement Officer: Lee Heim
Animal Control Officer: Wes Powell
Registrar of Vital Statistics: Kathi Doolan
Records Management Officer: Kathi Doolan
Clerk of the Town Court: Jan Keefner
Planning Board Secretary: Vivian deGeorges
Zoning Board of Appeals Clerk: Cathy Lyden
Deputy Town Clerk: Vivian deGeorges
Payroll: Adirondack Payroll Services
Deputy Tax Collector: Carol Hanselman
Deputy Town Supervisor: Jill Sims-Elster
Summer Youth Program Director: John Rocco
Town Historian: Jay Rohrlich
Town Photographer/Videographer: Jeff Paige
Kennels: Columbia-Greene Humane Society
Webmaster: Peter Cipkowski

Designations

Official Town Bank/Depository: First Niagara Commercial Bank
Town Justices Depository: First Niagara Commercial Bank
Town Clerk Depository: First Niagara Commercial Bank
Town Engineer: Clark Engineering & Surveying, P.C.
Official Newspaper: Register Star and Columbia Paper

Discussion regarding the official newspapers. Richard Briggs asked how many days must a "Legal Notice" appear. Attorney Dick Alford responded it is a matter of timing. Jeff Paige indicated it should be published in both papers. Supervisor Cipkowski replied that typically we would choose just the Register Star because of the paper's publishing schedule. Public Notices can be posted on the town website.

On a motion by Councilperson Sims-Elster and seconded by Councilperson Barbato.

Adopted Vote Ayes – 5 Nays - 0

3. Salary Schedule: Resolved that the Town Board of Hillsdale does hereby authorize the Town Supervisor to compensate employees of the Town for duties performed as follows:

SALARY SCHEDULE 2016			
Position	Incumbent	Salary/Rate of Pay	Pay Frequency
Highway Superintendent	Richard Briggs	\$ 54,754.00/annum	Bi-weekly
Highway Employees	Foreman	\$.50 above hrly rate	Bi-weekly
	Deputy Hwy. Supt.	\$ 1.68 above hrly rate	Bi-weekly
	MEO	\$ 17.60/hour	Bi-weekly
	Qualified Laborer	\$ 15.00/hour	Bi-weekly
	PT Laborer	\$ 13.26/hour	Bi-weekly
	Mechanic	\$ 18.10/hour	
	Welder	\$ 17.95/hour	
Prbtrny Employees	All Classes	\$ 17.00/hour	
Court Clerk & Assistant to the Assessor	Jan Keefner	\$ 29,471/annum	Bi-weekly
Accountant	Nelson E. Furlano, CPA	\$ 15,000/annum	Monthly
Assessor	Pamela Cook	\$ 27,800/annum	Monthly
Dog Control Officer	Wes Powell	\$ 3,152/annum	Monthly
Planning Secretary	Vivian deGeorges	\$3,060/annum	Monthly
ZBA Secretary	Cathy Lyden	\$ 1,326 /annum	Monthly
Supervisor	Peter Cipkowski	\$11,367/annum	Monthly
Tax Collector	Joseph Hanselman, Jr.	\$ 4,344/annum	Monthly
Building Inspector	Lee Heim	\$1,250	Monthly
Town Attorney	Nelson R. Alford, Jr.	\$200/hour, litigation \$195/hour, non-litigation	Monthly
Town Clerk	Kathi Doolan	\$16,800/annum	Monthly
Deputy Town Clerk	Vivian DeGeorges	\$6,120/annum	Bi-weekly
Sewer Bookkeeper	Vivian DeGeorges	\$3,000/annum	Bi-weekly
Councilperson	Steven Tiger	\$4,102.50/annum	Quarterly
Councilperson	Jill Sims-Elster	\$4,102.50/annum	Quarterly
Councilperson	Carmen Barbato	\$4,102.50/annum	Quarterly
Councilperson	Robina Ward	\$4,102.50/annum	Quarterly
Town Justice	Mark Cawley	\$9,378.50/annum	Quarterly
Town Justice	Russ Immarigeon	\$9,378.50/annum	Quarterly
Youth Director	John Rocco	\$15.30/hour/+\$3000	Bi-weekly
Budget Officer	Peter Cipkowski	\$500/annum	Annually
Registrar of Vital Records	Kathi Doolan	\$200/annum	Annually
Board of Assessment Review	Craig Norton, MaryAnn Foote Howard VanLenten William Sullivan Tom Carty	\$60/meeting	After grievance
Town Maintenance	Victor Amendola	\$15.75/Hour	Bi-weekly

Sewer Maintenance	Patrick Nolan	\$1,000	Monthly
Roe Jan Park Events Manager	TBH	\$550 per \$2000 event	Paid when due
Bills Telephone Electric Health Insurance			Paid when due

Correction on John Rocco’s salary to \$15.30 an hour rather than a lump sum, plus an additional \$3000 to be paid with \$1000 up front, and \$2000 following. Clarification. Distinction based on experience. A qualified part time laborer makes \$13.26 per hour; a qualified full time laborer, \$15 an hour.

On a motion by Councilperson Sims-Elster, seconded by Councilperson Ward
Adopted Vote Ayes – 5 Nayes - 0

4. Authorizations, Policies & Procedures: Resolved that the Town Board of the Town of Hillsdale approves the following authorizations, policies & procedures:

4.1. The Highway Superintendent is authorized to spend up to \$3000 for an expenditure without prior Town Board approval, and is authorized to spend up to the budgeted amount per line item for routine highway repairs & maintenance outlined in the annual 284 agreement, for snow control activities, and for routine repairs and maintenance on vehicles and equipment without prior Town Board approval.

4.2. The Highway Superintendent is authorized to bid, as necessary, materials such as calcium chloride and gravel.

4.3. Mileage reimbursement for Town employees and officials performing their duties on Official Town Business will be set at the IRS rate, 55 cents per mile.

4.4. Salaries and per hour pay rates for elected and appointed officials and employees for the year 2016 will be in accordance with the approved 2016 budget, unless modified by the Town Board after the budget was approved.

4.5. The official meeting of the Hillsdale Town Board will be the second Tuesday of each month, beginning at 7:00 pm at the Hillsdale Town Hall, with informational meetings and public hearings to be scheduled at the discretion of the Board. Anyone attending a Hillsdale Town Board meeting may ask questions about or comment on any matter before the Board during the deliberations of the Board, and will be given an opportunity to be heard prior to any vote taken on any matter.

4.6. Salaries for appointed clerks will be recommended by department heads and approved by the Town Board as part of the budget process.

4.7. The Town Clerk is authorized to advertise for, accept and open all bids presented before this Board, with such bids in sealed envelopes, marked "sealed bids".

4.8. The Town Clerk and Court Clerk are authorized to purchase all necessary supplies, stationery and dockets not to exceed total budgeted amounts included in the budget.

4.9. The Town Supervisor is authorized to sign Town checks up to \$10,000 to pay unapproved vouchers; checks in excess of \$10,000 to pay unapproved vouchers must be countersigned. The Town Supervisor is further authorized to sign all checks in excess of \$10,000 without a second signature to pay approved vouchers only.

4.10. Removed.

4.11. Town will follow NYS FOIA LAW.

4.12. The Hillsdale Town Board will hold a public hearing on the Tentative Budget prior to the September Town Board meeting, a second public hearing on the Preliminary Budget prior to the October Town Board meeting, and will adopt the annual Budget at the November Town Board meeting following a third public hearing.

4.13. The Hillsdale Town Board will revisit this at a later date: The Hillsdale Town Board will annually review and revise, as necessary, the Town Employee Manual, the Town Purchasing Policy, the Town Financial Process Manual and other written Town policies and procedures.

4.14. Whereas Town Law requires the Town Board to audit the Town's financial records before January 20 of each year, and whereas prior year financial reports and the Annual Update Report (AUD) are not usually available by January 20, therefore it is the policy of the Hillsdale Town Board that, annually, the Town Board will review and audit, or have reviewed and audited by a qualified outside auditor, the books and records of the Town Supervisor, Town Clerk and Town Tax Collector and the books and records of the Building Department and Town Court prior the end of May each year, and make comments regarding the quality of the Town's financial management process and underlying books and records, and suggest ways to improve the financial management process of the Town.

4.15. Invoices must be presented to the Town Clerk two business days before the Town Board meeting.

4.16. An abstract of monthly invoices must be presented to the Board 24 hours before the Town Board meeting.

4.17. Removed.

4.18. The Highway Superintendent is authorized to enter into written and verbal mutual aid agreements with NYS, counties, towns and villages, school districts and fire districts to provide support for and to receive support from these governmental entities; the Highway Superintendent shall notify the Town Board of all mutual aid agreements, and file a copy of each agreement with the Town Clerk.

4.19. The disposal of Town-owned property or equipment of significant value requires the prior approval of the Town Board.

4.20. The Highway Superintendent will submit the proposed annual 284 Contract to the Town Board for review and approval at or before the January Town Board Meeting.

On a motion by Councilperson Tiger and seconded by Councilperson Sims-Elster
Adopted **Vote** Ayes – 5 Nays - 0

5. Planning Board Fees: Resolved that the Town Board of the Town of Hillsdale approves the following fees for 2016.

Lot Line Adjustment: \$165

Minor Subdivision Fees

Planning Board fee: \$500 plus \$185 for each new lot created

Park and Rec fee: \$825 for each new lot created

Major Subdivision Fees

Planning Board fee: \$725 plus \$300 for each new lot created

Park and Rec fee: \$825 for each new lot created

Site Plan Review: \$500 plus \$9.50 per acre

Plan Re-Stamping: \$155

On a motion by Councilperson Ward and seconded by Councilperson Tiger
Adopted **Vote** Ayes – 5 Nays - 0

6. Appointments, Reappointments and Reaffirmations: Resolved that the Town Board of the Town of Hillsdale does hereby approve or reaffirm the following boards, committees, appointments, reappointments, and reaffirmations of earlier appointments of Chairpersons and members as indicated. All appointments are at the pleasure of the Board unless otherwise noted or governed by applicable law:

Zoning Board of Appeals (ZBA): 7-year terms expiring 12/31 of year listed

Appointment:

Alternate, Steve Smith, 2022

Continuing ZBA Members:

Craig Norton, 2019, Chair

Bill Sullivan, 2018

Jeff Sills, 2019

Barbara Barrantes, 2022

Cathy Ann Lyden, ZBA Secretary

Board of Assessment Review (BAR): 7-year terms expiring 12/31 of year listed (Verify)

Appointment:

TBD, 2022

Continuing BAR Members:

Tom Carty, 2019

Craig Norton, 2018

Bill Sullivan, 2016

Howard Van Lenten, 2019

Planning Board (PB): 7 year terms expiring 12/31 of the year listed

Reappointment:

Richard Freiman, 2022

Charles (Bud) Gardner III, 2023

Continuing members:

Hank Henward, Chair, 2019

Mark Barbato, 2017

Deborah Bowen, 2021

Ellen Levy, 2020

Patti Rohrlach, 2018

Secretary, Vivian deGeorges

Economic Development

To ensure that the entire Town of Hillsdale is a great place to live, work, and play, supports economic growth, attracts new businesses, homeowners and visitors. Areas of focus:

- Broadband
- Tourism
- Liaison to Harlem Valley Rail Trail
- Liaison to Hillsdale Business community
- PPS

- Anthony Street
- Hamlet Park
- Roeliff Jansen Park

Jill Sims-Elster, Chair

Financial Advisory Committee

The Hillsdale Financial Advisory Committee (FAC) provides financial analytic support for the Town Supervisor, Town Board, and provides independent public oversight of the Town's financial management process. The FAC also participates in the preparation of the annual budget, annually reviews the Town's insurance policies, reviews the Town's financial reports on a monthly basis, conducts an annual review of the Town's financial books and records, and creates a multi-year plan. The FAC normally meets once a month a few days prior to the Town's board meeting, and more frequently during periods of budget preparation and audit review. Anyone interested in joining the FAC should contact Peter Cipkowski by email or by phone.

Members:

Peter Cipkowski, Chair
 Hank Henward
 Jim Lapenn

Human Resources

The mission of this committee is to support employee relations, review policies and practices, and make changes as needed. Areas of focus:

- Ensure that all employees have been informed of and have an understanding of the Town's Workplace Violence Policy.
- Review all Hiring Practices and update as needed
- Serve as the primary contact for all Union relations
- Review the Town's Ethics Policy and if necessary recommend changes and enforcement to the Town Board
- Whenever possible will be part of potential employee interviews

Steve Tiger, Chair

Infrastructure / Public Works

To oversee the maintenance, planning and development of all municipal- owned property.

Areas of focus:

- Buildings
- Hamlet Park, Cullen Park, Veterans Memorial, Town Hall Park
- Sidewalks
- Lighting
- Signage
- Sewer district

- Snow removal

Robina Ward, Chair

Highway Committee

To provide support to the Highway Superintendent as needed.

Carmen Barbato, Chair

Conservation Advisory Council (CAC)

The CAC's mission is to gather and disseminate information, conduct research, and advise other town agencies in matters related to the conservation of natural resources. The basic tasks of the Hillsdale CAC are: 1) advise Town Board, Planning Board, and the Zoning Board of Appeals; 2) assist the Planning Board in reviews of land use proposals; 3) gathering and providing natural resource information to town agencies, land use applicants, and the general public; 4) conducting a town-wide natural resource inventory and open space inventory; and 5) provide recommendations for local policies, procedures, and legislation related to natural resource uses and conservation.

Continuing members:

Ruth Default, Chair
Gretchen Stevens
Guy Winig
David Lewis
Suzanne Werner

Communications

To ensure that the activities, news, and successes in and around the Town of Hillsdale community are represented in local press and through social media channels. Areas of focus:

- Town website
- Town newsletter
- Press releases
- Town branding

Members:

Peter Cipkowski, Chair
Joanna Virello
Tod Wohfarth

Summer Youth Program

Hillsdale's groundbreaking outdoor summer youth program, based in the Roeliff Jansen Park, is

committed to providing a safe, fun-filled, nature-oriented learning experience for up to 60 local youths.

Members:

Jill Sims-Elster, Chair
Joe Rocco, Program Director

Comprehensive Plan Committees

Tom Carty, Chair

Affordable Housing

Ellen Levy, Chair

Green Solutions

Bob Kessler, Chair

Hamlet Committee

Bart Zeigler, Chair

Historic Hillsdale

Lex Lalli, Chair

On a motion by Councilperson Ward and seconded by Councilperson Tiger

Adopted Vote Ayes – 5 Nays - 0

7. Guidelines for Comprehensive Plan Committees: Resolved that Town Board of the Town of Hillsdale does hereby require Town's Comprehensive Plan Committees consisting of but not limited to the Hamlet, Historic Hillsdale, Housing, and Green Solutions committees to adopt the following procedural guidelines:

- Review and if necessary revise each mission statement and submit to the Town Board by the end of February of each calendar year.
- Provide a list of each committee's specific goals for the current calendar year and broad goals for following three years and submit to the Town Board by the end of February.
- Provide the Town Board with a list of each committee's active membership by the end of the first month of the calendar year.
- Meeting Notes should be provided to the Town Board within 14 days after a formal meeting for their review and for posting on the Town's web site.

- Committees must seek approval from the Town Board to initiate any project that will impact the Town and its budget in any way.
- A Project Proposal Form should be completed 60 days before project launch and presented to Town Board. Proposal will include project description, team leaders, project's relevance to the comprehensive plan, its timeline, budget, proposed funding sources and need for vendor or town support.
- The Comprehensive Committee chair and/or committee chair or a suitable representative should meet with Town Board to present and discuss the Project Proposal Form at the Town Board meeting that follows submission of the form.

On a motion by Councilperson Sims-Elster, and Seconded by Councilperson Tiger,
Adopted Vote Ayes – 5 Nays – 0.

Meeting adjourned, 8:05 pm.

Respectfully submitted,

Kathi Doolan
Town Clerk