

**TOWN OF HILLSDALE  
ORGANIZATIONAL MEETING  
January 2, 2018**

An organizational meeting of the Hillsdale Town Board was held on January 2, 2018 in the Town Hall at 6:00 pm with the following members present:

**PRESENT:** Supervisor Peter Cipkowski  
Councilperson Tom Carty  
Councilperson Jill Sims-Elster  
Councilperson Steven Tiger  
Councilperson Robina Ward

**OTHERS PRESENT:** Insert to come.

The meeting began with the Pledge of Allegiance.

1. **Legal Representation: Resolved** that the Town of Hillsdale continues current arrangements with Nelson Alford, Jr. to provide legal services for the Town of Hillsdale during 2018. 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.
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 2018, with all appointments to continue at the pleasure of the Board, except as otherwise noted:

**Appointments**

Budget Officer: Peter Cipkowski  
Deputy Supervisor: Steve Tiger  
Legal Representation: Guterman, Shallo & Alford, PLLC  
Town Accountant: Furlano & Arace, PC  
Town Assessor: Pam Cook  
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  
Acting Court Clerk: Carla Ingersoll  
Clerk of the Town Court: TBD  
Planning Board Secretary: Veronique Fabio

Zoning Board of Appeals Clerk: Cathy Ann Lyden  
 Deputy Town Clerk: Veronique Fabio  
 Payroll: Adirondack Payroll Services  
 Deputy Tax Collector: Carol Hanselman  
 Summer Youth Program Director: Joe Raco  
 Town Historians: Lauren Letellier and Chris Atkins  
 Grants Administrator: Tom Carty  
 Town Photographer: Jeff Paige  
 Kennels: Columbia-Greene Humane Society  
 Webmaster: Square Candy/Peter Wise  
 Marriage Officer: Peter Cipkowski  
 Roe Jan Park Events Coordinator: Meghan McCann  
 Parks Lead: Jill Sims-Elster  
 Infrastructure Lead: Robina Ward  
 Human Resources Lead: Steve Tiger  
 Planning and Zoning Board Liaison: Tom Carty  
 Building Dept Clerk: TBD  
 Town Publicist: Howard Van Lenten

**Designations**

Official Town Bank/Depository: Bank of Greene County  
 Secondary Bank: Key Bank  
 Town Justices Depository: Bank of Greene County  
 Town Clerk Depository: Bank of Greene County  
 Town Engineer: Clark Engineering & Surveying, P.C.  
 Official Newspaper: Register Star

**Town Representatives to Columbia County**

Representatives to the Advisory Council to the Office of the Aging:  
 Tina Sharpe, Joyce Lapenn

**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:

<b>SALARY SCHEDULE 2018</b>			
<b>Position</b>	<b>Incumbent</b>	<b>Salary/Rate of Pay</b>	<b>Pay Frequency</b>
Highway Superintendent	Richard Briggs	\$57,524.55/annum	Bi-weekly
Highway Employees	Foreman	\$ .50 over hrly rate	Bi-weekly
	Deputy Hwy. Supt.	\$ 1.68 over hrly rate	Bi-weekly
	MEO	\$ 18.31/hour	Bi-weekly
	Laborer	\$ 15.60/hour	Bi-weekly

	Part-time Laborer	\$ 13.77/hour	Bi-weekly
	Mechanic	\$ 18.82/hour	
	Welder	\$ 18.67/hour	
Prbtnty Employees	All Classes	\$ 17.00/hour	
Court Clerk	TBH	\$15.00	Bi-weekly
Accountant	Nelson E. Furlano, CPA	\$ 16,800 annum	Monthly
Assessor	Pamela Cook	\$ 28,634/annum	Monthly
Animal Control Officer	Wes Powell	\$ 3,152/annum	Monthly
Planning Secretary	Veronique Fabio	\$ 3,151.80/annum	Monthly
ZBA Secretary	Cathy Ann Lyden	\$ 1,365.78 /annum	Monthly
Supervisor	Peter Cipkowski	\$ 11,367/annum	Monthly
Tax Collector	Joseph Hanselman, Jr.	\$ 4,474.32/annum	Monthly
Building Inspector	Lee Heim	\$15,450	Monthly
Building Department Clerk	TBD	\$15/hour	Monthly
Town Attorney	Nelson R. Alford, Jr.	\$200/hour, litigation \$195/hour, non-litigation	Monthly
Town Clerk	Kathi Doolan	\$17,304/annum	Monthly
Deputy Town Clerk	Veronique Fabio	\$6,303.60/annum	Bi-weekly
Sewer Bookkeeper	Kathi Doolan	\$3,000/annum	Bi-weekly
Councilperson	Steven Tiger	\$4,102.50/annum	Quarterly
Councilperson	Jill Sims-Elster	\$4,102.50/annum	Quarterly
Councilperson	Tom Carty	\$4,102.50/annum	Quarterly
Councilperson	Robina Ward	\$4,102.50/annum	Quarterly
Town Justice	Mark Cawley	\$9,470.85./annum	Quarterly
Town Justice	Russ Immarigeon	\$9,470.85/annum	Quarterly
Youth Director	Joe Raco	\$15.30/hour/+\$3000	Bi-weekly
Park Event	Meghan McCann	Commission-based	
Budget Officer	Peter Cipkowski	\$500/annum	Annually
Registrar of Vital Records	Kathi Doolan	\$1000/annum	Annually
Board of Assessment Review	Craig Norton Augie Sena Howard Van Lenten William Sullivan TBD	\$60/meeting	After grievance
Maintenance	Victor Amendola	\$16.25/Hour	Bi-weekly
Sewer Oversight	Patrick Nolan	\$1,100	Monthly
Bills Telephone Electric Health Insurance			Paid when due

**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 \$5,000 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 and 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.

4.4. Salaries and per hour pay rates for elected and appointed officials and employees for the year 2018 will be in accordance with the approved 2018 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 Public Comments or at the discretion of the Board.

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. If the Town Supervisor is unavailable, the Deputy Supervisor is authorized to sign Town checks to pay approved vouchers.

4.11. All conferences and training that will be attended by any Town official or employee and paid for by the Town in excess of \$100 must be approved, in advance, by the Town Board. Training and conferences that will be attended by the Town Supervisor or any Town Board member or Town employee and paid for by the Town of Hillsdale in excess of \$200 must be approved, in advance, by the Town Board.

4.12. Town will follow NYS and Town of Hillsdale FOIL laws, and will respond to FOIL requests within 20 business days, except in situations where the amount of information requested is significant enough to make the 20 business day turnaround impractical. There will be a 25 cent per page fee for all documents requested.

4.13. 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.

4.14. 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. 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.

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

4.19. 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.

4.20. Mandatory Training for Planning and Zoning board members. All members and alternate members of the Planning and Zoning boards shall comply with the requirements of New York State Town Law Section 271 that require all board members and alternate members to complete a minimum of four (4) hours of training each year. No member shall be eligible for reappointment if they have not completed this training as required unless a special waiver is provided by the Town Board. Board secretaries should provide training reports to board chairs and the Town Board by October 15.

4.21. Removal from Planning and Zoning boards. The Town Board shall have the power to remove, after public hearing, any member for cause. Any member may be removed for non-compliance with minimum requirements relating to meeting attendance and training. Cause for removal of a member may include one (1) or more of the following:

1. Any undisclosed or unlawful conflict of interest.
2. Failure to attend 66% of the meetings during the course of one (1) calendar year.
3. Failure to attend four (4) consecutive meetings.
4. Failure to complete their mandatory training requirements.

No member who has been removed for cause shall be reappointed.

**5. Planning Board Fees: Resolved** that the Town Board of the Town of Hillsdale approves the following fees for 2018.

**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: \$775 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

**6. Building Inspector Fees: Resolved** that the Town Board of the Town of Hillsdale approves the following fees for 2018.

**Residential Permit Fees**

\$4/\$1,000

**Commercial Permit Fees**

\$5/\$1,000

**Late Fees**

For any work obtained prior to obtaining a building permit

Residential: \$8/\$1,000

Commercial: \$10/\$1,000

**C/O Fees**

\$75

**Driveway Permits**

\$25

**7. 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):** 5-year terms expiring 12/31 of year listed

Continuing ZBA Members:

Craig Norton, 2019, Chair

Barbara Barrantes, 2021

Jeff Sills, 2020

Steve Smith, 2022

Bill Sullivan, 2018

Cathy Ann Lyden, ZBA Secretary

Alternate: TBD

**Board of Assessment Review (BAR):** The Town Board appoints members for five-year term of office. 5-year terms expiring 12/31 of year listed.

Appointment:

TBD, (2018)

Re-appointment:

Bill Sullivan, 2022

Continuing BAR Members:

Howard Van Lenten, 2021

Craig Norton, 2019

Augie Senna, 2020

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

Re-appointment:

Mark Barbato, 2024

Continuing members:

Charles (Bud) Gardner III, 2023  
Patti Rohrlich, 2018  
Hank Henward, Chair, 2019  
Ellen Levy, 2020  
Deborah Bowen, 2021  
Richard Freiman, 2022  
Secretary: Veronique Fabio  
Alternate: Barbara Olsen Pascale

**Conservation Advisory Council (CAC):** 2-year terms expiring 12/31 of 2019

Continuing members:

Ruth Default  
Mary King  
David Lewis, Chair  
Gretchen Stevens  
Suzanne Werner

**Comprehensive Plan Committees: Climate Smart, Hamlet, Historic Hillsdale, Housing**

Co-chairs: Tom Carty and Peter Cipkowski

**Climate Smart Task Force**

Chair: Tom Carty

**Hamlet Committee**

Chair: Bart Zeigler

**Historic Hillsdale**

Chair: Jamie Johnson

**Housing**

Co-chairs: Ellen Levy and Tina Shape

**OTHER TOWN COMMITTEES**

**Broadband**

Continuing members:



Andrew Dash, Chair  
Jay DeDapper  
Howard Lieberman  
Sandy Krieger  
Tod Wohlfarth

**Development and Marketing - TBD**

Co-Chairs: Jill Sims-Elster and Peter Cipkowski

**Design Committee - TBD**

Members:

Robina Ward  
Matthew White  
Tod Wolfarth