

## **REORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 10, 2011**

The **reorganization meeting** of the Town Board of the Town of Mount Hope was held at Town Hall on **January 10, 2011** at 7:30pm with the following present: Supervisor William Novak, Councilman Michael Bell, Councilman Greg Stiles, Councilwoman Kathy Russo, Councilman Ed Fairweather and Town Clerk Kathleen Myers.

**OTHERS PRESENT:** D. Hassenmayer/Highway Supt., Chief Rickard, T. Gilmore, D. Loeven, B. Rebman, I. Stiles, M. Stiles, Zachary Kelson/Attorney, L. Fairweather, D. Tripken, J. Litow, T. Damiani, J. Musial, B. Rebman, T. Geiss.

The meeting was called to order by Supervisor Novak following the Pledge of Allegiance at 7:30pm.

### **ACCEPTANCE OF PRIOR MEETING MINUTES:**

**MOTION** by Mr. Bell seconded by Mrs. Russo to approve the minutes from the December 29, 2010 meeting as presented. All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.

### **CORRESPONDENCE:**

1. Building Inspector's report 12-10
2. 2011 Appointment List
3. 2011 Procurement Policy
4. 2011 Salary Schedule
5. 2011 Investment Policy
6. Corres. From Association of Towns re: delegates

### **COMMITTEE REPORTS:**

#### **POLICE DEPARTMENT** by Chief Rickard:

Chief Rickard reported things are going well. Patrols are going well. Walden Federal Bank called with concerns of police presence. There are physical changes around the offices at the station. He would like approval to hire an officer. Councilman Fairweather asked Chief Rickard about the parking law and how far off the road is considered 'off the road'. Mr. Kelson stated that there is a right of way for the town. Typically it's behind the mailbox; 25' off the center of the road. Chief reported that 3 cars have the AVL installed. Supervisor Novak spoke re: external speakers on the cars.

#### **HIGHWAY DEPARTMENT** by J. Musial:

Mrs. Musial stated there really is no report. There is a lot of activity at the skating rink. They've been talking about adding a bench and a light by the rink. She reported the guys did a great job with this last storm.

#### **VILLAGE OF OTISVILLE** by D. Loeven:

Ms. Loeven stated that the increased visibility of the police is great.

## **REORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 10, 2011**

### **HIDDEN VALLEY by Mr. Stiles:**

Mr. Stiles reported that there was another foam-over over this past weekend. Other than that the plant is operating well. A letter will go out this weekend to the residents of Hidden Valley. Supervisor Novak added that this foam is coming into the plant and it is not a problem with the plant itself. Mr. Damiani suggested getting a sample of the foam and having it tested. Supervisor Novak stated we have that and it will be sent out. Mr. Kelson added that Zurich Ins. Co. called him re: OVIVO and when he gets the letter he will see that the board gets it. Supervisor Novak added that Matt Seng (OVIVO) indicated that they want to work with the town to resolve this matter.

### **PLANNING BOARD by Mr. Gilmore:**

Mr. Gilmore reported there will not be a meeting this month. If there is nothing for the agenda next month, then they will cancel again.

### **BILINSKI PROPERTY:**

Supervisor Novak reported that they are still awaiting a closing date. Mr. Kelson added that the environmental study was done and the title insurance is done.

### **LAKE LINDA PROPERTY:**

Supervisor Novak reported that he was contacted by Mr. McCarey from the County. The County listed the lots between \$1000-\$3000. If we want the 3 contiguous lots, the cost would be between \$3000-\$4500. The wetland maps are here. These lots could possibly be used for additional parking. Lee Runnalls did a study of the Town and Village parks and there is a copy here for everyone to see. The study indicates possibly joining them. The County needs an answer if we are interested. Price for all 10 lots is \$5,000.00. If we only want the 3 lots - \$4,000.00.

### **AUTHORIZATION TO PURCHASE 10 LOTS IN LAKE LINDA:**

**MOTION** by Mr. Fairweather seconded by Mr. Bell to accept the offer from Orange County for the purchase of ten parcels in Lake Linda for \$5,000.00; more than ½ of these lots are contiguous to the Bilinski property. All in favor – Bell, Fairweather, Novak. NAY – Stiles, Russo. Carried.

### **RECEIPT BOOKS:**

Supervisor Novak reported that the receipt books were audited on January 8. Everything was good.

### **PINE HILL ESTATES:**

Supervisor Novak reported that the parkland fees were paid for the Pine Hill Estates by Equity Homes in the amount of \$18,749.00 and the maps need to be signed.

### **RENUMBERING OF LOCAL LAWS:**

Supervisor Novak reported that due to the date received by the Department of State for the local laws passed at the last meeting, the laws dates need to reflect 2011 not 2010.

## **REORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 10, 2011**

### **LIBRARY:**

Supervisor Novak reported that Mr. Bell went to the library meeting. The rate will be the same as last year effective 2-1-2011. We need a resolution to extend the contract.

### **AUTHORIZATION TO EXTEND LIBRARY CONTRACT:**

**MOTION** by Mr. Bell seconded by Mr. Fairweather to authorize the Town Supervisor to sign the library contract extension for 2-1-2011 through 1-31-2012. All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.  
(Limit to 2 cards per family.)

### **GARBAGE LAW:**

Town Clerk reported that she spoke with County Waste again. They were notified that before they raise the rates they need to notify the town.

### **PILOT AGREEMENT FOR DEVAN'S GATE:**

Supervisor Novak reported that the PILOT agreement for Devan's Gate will be renegotiated this year with Horizon Heights.

### **90 DAY CALENDAR FOR ELECTED OFFICIALS:**

Supervisor Novak stated that a 90 day work calendar has to be completed for all elected officials for the retirement system.

### **BUILDING INSPECTOR CLASS APPROVAL:**

**MOTION** by Mr. Fairweather seconded by Mr. Bell to approve the request by the building inspector to attend a class called "Why Public Officials Get Sued and How To Avoid the Ordeal"; \$25.00 per person on January 26<sup>th</sup> from 9-4, for Peter, Albert and Angela. All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.

### **At this time, Mr. Novak read the appointment list into the minutes.**

Councilman Stiles would like to discuss the list as he does not think the sole source of legal counsel for the town should be one attorney. Zack is the attorney for the Town Board, Planning Board and Zoning Board. Councilman Fairweather stated it is the up to the board chair person who they use for the attorney. Mr. Kelson stated to Mr. Gilmore that it has been a pleasure to serve his board for the 17 years he has been appointed.

### **2011 APPOINTMENT LIST:**

**MOTION** by Mr. Bell seconded by Mr. Fairweather to approve the 2011 Appointment List as presented (see attached). All in favor – Bell, Novak, Russo, Fairweather. NAY - Stiles. Carried.

### **2011 PROCUREMENT POLICY:**

**MOTION** by Mr. Fairweather seconded by Mr. Bell to approve the 2011 Procurement Policy as presented (see attached). All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.

**2011 INVESTMENT POLICY:**

**MOTION** by Mr. Fairweather seconded by Mr. Bell to approve the 2010 Investment Policy as presented. (see attached) All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.

**HIDDEN VALLEY RESOLUTION:**

Supervisor Novak reported on the Hidden Valley budgeted amount for the BAN principal. The budget was not changed after the public hearing to reflect the reduction from \$100,000.00 to \$50,000.00. He contacted the County who contacted the escrow banks and the tax collector. New bills will be prepared to go out but an amendment needs to be made via a resolution.

**HIDDEN VALLEY RESOLUTION:**

**MOTION** by Mr. Bell seconded by Mrs. Russo to correct a mathematical error in the computation of the Hidden Valley Sewer District tax levy. An incorrect amount of the \$100,000.00 payment on the principal was reflected on the bills. The correct payment amount should be \$50,000.00; changing the Hidden Valley Sewer District Tax Levy for the 98 homes from \$194,687.00 to the correct amount of \$144,687.00. (See resolution at end of minutes). All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.

**POLICE NEW HIRE RESOLUTION:**

**MOTION** by Mr. Bell seconded by Mr. Stiles to approve to hire Anna Briceno; background check is complete, she is certified, tri-lingual (Spanish, Russian, English). All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.

**APPROVAL TO CREATE CAPITAL RESERVE OFFICE EQUIPMENT**

**ACCOUNT:**

**MOTION** by Mr. Fairweather seconded by Mr. Bell for the supervisor to create a capital reserve office equipment account. All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.

**AMEND PERSONNEL MANUAL RE: NEW HIRE SINGLE HEALTH PLAN:**

**MOTION** by Mr. Stiles seconded by Mrs. Russo to amend the personnel manual with regard to the section of new hires and single plan health care by amending the date to reflect effective January 1, 2011 new hires. All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.

**AUDIT OF CLAIMS:**

**MOTION** by Mr. Fairweather seconded by Mr. Bell to approve the following bills:

GENERAL A	#1-27	\$39,789.60
GENERAL B	#1-3	\$ 2,389.03
HIGHWAY	#1-3	\$19,844.18
SEWER	#1-4	\$ 3,783.52

All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.

## **REORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 10, 2011**

### **PUBLIC PARTICIPATION:**

Mrs. Stiles asked when Spruce Road is going back to court. Per Mr. Kelson - hopefully in the next month or so as they have to go back to the board of health. Mr. Damiano thanked the highway guys and Dean for helping with the resurrecting of the Hidden Valley entrance sign.

Ms. Loeven spoke re: Village Hall being closed tomorrow, clarification of single health plan, and no services being offered for the residents at Devan's gate (PILOT Agreement) ie: transportation.

### **BOARD COMMENTS:**

Mr. Fairweather spoke re: past Council member Frank Ketcham's dad passed away. Services will be held at the Presbyterian Church this Saturday. Supervisor Novak asked for a round of applause for Mrs. Russo's son went into the Air Force.

### **ADJOURNMENT:**

**MOTION by Mr. Bell seconded by Mr. Fairweather to adjourn the meeting at 8:35pm. All in favor – Bell, Stiles, Novak, Russo, Fairweather. Carried.**

**The next meeting is scheduled for January 24, 2011 at 7:30pm.**

Respectfully submitted,

  
Kathleen A. Myers, Town Clerk

# **TOWN OF MOUNT HOPE 2011 APPOINTMENT LIST**

**DEPUTY SUPERVISOR** – Ed Fairweather  
**COURT CLERK** – Linda Zgrodek (for Hosking & Goldsmith)  
**ASST. CLERK** – Lisa Bacigalupo  
**ACCOUNTANT** – Kelli Walsh  
**BOOKKEEPER** – Angela Cangialosi  
**DEPUTY TAX COLLECTOR** – JoAnne Ketcham  
**ASSESSMENT REVIEW BOARD CLERK** – Laura Sedita  
**DEPUTY TOWN CLERK** – Amy Hassenmayer  
**REGISTRAR OF VITAL STATISTICS** – Kathleen Myers  
**DEPUTY REGISTRAR OF VITAL STATISTICS** – Amy Hassenmayer  
**TOWN ATTORNEY** – Zachary Kelson  
**SPECIAL PROSECUTOR (for conflict cases)** – Scott Russell  
**TOWN ENGINEER** – Clark Patterson & Assoc. Eng. P.C. & DeWinter Engineering P.C.  
**POLICE CHIEF** – Paul Rickard  
**CIVIL DEFENSE OFFICER** – Paul Rickard  
**POLICE CLERK** – Sherri Clarke  
**ANIMAL CONTROL OFFICER** – Rick Baker  
**ASST. ANIMAL CONTROL OFFICER** – Thomas Yonskie  
**DEPUTY HIGHWAY SUPT.** – Joseph E. Myers Jr.  
**HIGHWAY CLERK** – Julie Musial  
**BUILDING INSPECTOR** – Peter Ackerson  
**CODE ENFORCEMENT OFFICER** – Albert Dodd  
**FIRE INSPECTOR** – Albert Dodd  
**CLERK** – Angela Cangialosi  
**PLANNING BOARD MEMBER** – Cindy Dodd (term to expire 1-2018)  
**PLANNING BOARD CLERK** – Linda Franck  
**ASST. CLERK** – Angela Cangialosi  
**PLANNING BOARD ENGINEER** – DeWinter Engineering P.C.  
**PLANNING BOARD ATTORNEY** – Zachary Kelson  
**ZONING BOARD ATTORNEY** – Zachary Kelson  
**DATA COLLECTOR** – Cindy Dodd  
**HIDDEN VALLEY PLANT OPERATOR** – Michael Brock  
**ASST. PLANT OPERATOR** – Jack Cassel  
**BUDGET OFFICER** – William Novak Jr.  
**HISTORIAN** – Anita Goldsmith & Nancy Craig  
**PARKS & RECREATION COORDINATOR** – Dean Hassenmayer  
**ZONING BOARD OF APPEALS MEMBER** – Robert A. Wheeling (term expires 1-2016)  
**DESIGNATED BANKS** – Citizens Bank, Walden Federal Bank, Orange County Trust, Provident, First National Bank of Jeffersonville, JPMorgan Chase Bank  
**POSTAGE & UTILITIES PAID PRIOR TO AUDIT**  
**MEETING NIGHTS** – 2<sup>ND</sup> AND 4<sup>TH</sup> Monday Nights - unless otherwise posted  
**DESIGNATED NEWSPAPER** – Times Herald Record  
**PROCUREMENT POLICY** – Reviewed with no changes  
**INVESTMENT POLICY** – Reviewed with changes  
**DELEGATE /ASSOC. OF TOWNS MTG.** – Delegate – William Novak / (alternate – Mike Bell)  
  
**SALARY SCHEDULE FOR 2011 AS APPROVED PER BUDGET**  
**MILEAGE** – .51 cents per mile/rate established by the I.R.S. to be examined quarterly

## PROCUREMENT POLICY

WHEREAS, comments have been solicited from those officers of the Town involved with Procurement; NOW

THEREFORE, BE IT RESOLVED, That the Town of Mount Hope does hereby adopt the following procurement policies and procedures:

GUIDELINE 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

GUIDELINE 2. All purchasers of a.) supplies or equipment which will exceed \$10,000 in the fiscal year or b.) public works contracts over \$20,000 shall be formally bid pursuant to General Municipal Law 103.

GUIDELINE 3. All estimated purchases of:

- \*Less than \$10,000 but greater than \$5,000 require a written request for a proposal (RFP) and written/fax/email quotes from 3 vendors.
- \*Less than \$5,000 but greater than \$2,500 require an oral request for the goods and oral/fax/email quotes from 2 vendors.
- \*Less than \$2,500 but greater than \$250 are left to the discretion of the purchaser.

All estimated public works contracts of:

- \*Less than \$20,000 but greater than \$10,000 require a written RFP and RFP and fax/email/proposals from 3 contractors.
- \*Less than \$10,000 but greater than \$3,000 require a written RFP and fax/email/proposals from 2 contractors.
- \*Less than \$3,000 but greater than \$500 are left to the discretion of the purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of vendors from who written/fax/oral/email quotes have been requested and the written/fax/oral/email quotes offered.

All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentations supporting the subsequent purchase of public works contract.

GUIDELINE 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

GUIDELINE 5. A good faith effort shall be made to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

GUIDELINE 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a. Acquisition of professional services;
- b. Emergencies;
- c. Sole source situations;
- d. Goods purchased from agencies for the blind or severely handicapped;
- e. Goods purchased from correctional facilities;
- f. Goods purchased from another governmental agency;
- g. Goods purchased at auctions;
- h. Goods purchased for less than \$250;
- i. Public works contracts for less than \$500.

GUIDELINE 7. This policy shall be reviewed annually by the Town Board at its reorganizational meeting or as soon thereafter as is reasonably practicable.

**TOWN OF MOUNT HOPE**  
**2011 INVESTMENT POLICY**

**Motion** by Councilman Fairweather

The Town Supervisor is designated to make all investment transactions for the Town. The Town of Mount Hope investment policies are governed by the statutes of the State of New York, however, the Town must have a stated and approved investment policy. The Town funds are deposited in F.D.I.C. insured banks located within the State. The Town uses demand accounts and may use Certificates of Deposit. Collateral is required for all funds on deposit not covered by Federal deposit insurance. Obligations that are pledged as collateral shall be obligations of the U.S., its agencies, New York State, its municipalities and school districts. The collateral should be placed in a third party bank and the third party bank is to give the Town notification of possession, the depositories for the Town investments shall be First National Bank of Jeffersonville\*, JPMorgan Chase Bank, Citizen Bank, Walden Federal Bank, Orange County Trust Company and Provident Bank. The investment policy of the Town shall be in accordance with the statutes of New York State and be periodically reviewed and revised as necessary to reflect changes in available investment opportunities and market conditions. Investment records and controls should be within the guidelines of policies and procedures set forth by the Office of the State Comptroller.

**Seconded** by Councilman Bell

	<b>AYE</b>	<b>NAY</b>
<b>Supervisor</b> William Novak	X	
<b>Councilman</b> Michael Bell	X	
<b>Councilman</b> Greg Stiles	X	
<b>Councilwoman</b> Kathy Russo	X	
<b>Councilman</b> Ed Fairweather	X	



Motioned by: Councilman Mike Bell

Second by: Councilwoman Kathy Russo

To: Approved at the Town Board Meeting held on January  
10, 2011.

Amend the Hidden Valley Sewer District 2011 Budget.

To correct a mathematical error in the computation of the Hidden Valley Sewer District tax levy. An incorrect amount of the \$100,000.00 payment on the principal was reflected on the bills. The correct payment amount should be \$50,000.00; changing the Hidden Valley Sewer District tax levy for the 98 homes from \$194,687.00 to the correct amount of \$144,687.00. The Town has submitted form RP-556-b to the Orange County Real Property tax service agency for the 98 parcels and new corrected tax bills will be issued immediately upon passage of this resolution.

This is to certify that this is a true and accurate  
copy of the information on the original local  
record on file with the Town Clerk's office of  
the Town of Mount Hope, N.Y.

  
Signature

7-11-2011  
Date

Do not accept this document unless the raised  
Seal of the issuing locality is affixed thereon.

## **2011 SALARY SCHEDULE**

<b>TOWN BOARD</b> (Bell, Stiles, Russo, Fairweather) 4 @ \$5,672.00	\$22,688.00
<b>TOWN SUPERVISOR</b> (Novak)	\$17,510.00
<b>BOOKKEEPER</b> (Cangialosi – 20 hrs/wk. @ \$11.94/hr. @1040 hrs.)	\$12,418.00
<b>BUDGET OFFICER</b> (Novak)	\$ 2,000.00
<b>TOWN CLERK</b> (Myers)	\$37,383.00
<b>DEPUTY CLERK</b> (Hassenmayer \$11.87/hr @ 1040 hrs.)	\$12,345.00
<b>ASSESSOR</b> (D. Ketcham)	\$25,856.00
<b>DATA COLLECTOR</b> (Dodd, 12.65/hour @ 300 hours)	\$ 3,795.00
<b>911 COORDINATOR</b> (D. Ketcham)	\$ 2,897.00
<b>CLERK</b> @ 520 hrs. @ 11.94/hr.	\$ 6,209.00
<b>TAX COLLECTOR</b> (Ketcham)	\$ 6,871.00
<b>JUSTICES</b> (Goldsmith, Hosking) 2 @ \$16,480.00	\$32,960.00
<b>COURT CLERK</b> (Zgroddek – 1110 hrs. @ \$15.91 hrs.)	\$17,660.00
<b>ASST. COURT CLERK</b> (370 hrs. @ \$11.50/hr.)	\$ 4,255.00
<b>ASST. COURT CLERK</b> (Bacigalupo @ 600 hrs. @ \$10.00/hr.)	\$ 6,000.00
<b>COURT OFFICER</b> (390 hrs @ \$13.36/hr)	\$ 5,210.00
<b>ATTORNEY</b> \$150.00/hour (Zachary Kelson)	\$40,000.00
<b>ELECTIONS:</b> (WILL BE BILLED BY BOARD OF ELECTIONS)	\$19,000.00
<b>BUILDING CUSTODIANS</b> (2 @ \$4,031.00)	\$ 8,062.00
<b>ANIMAL CONTROL</b> (Baker)	\$ 4,668.00
<b>POLICE DEPARTMENT:</b>	
<b>OFFICER IN CHARGE</b> – (Rickard - \$25.67/hr. @ 1040 hrs)	\$26,697.00
<b>LIEUTENANT</b> – (Freeman - \$25.66/hr. @ 1040 hrs.)	\$26,686.00
<b>CLERK</b> – (Clarke 18.68/hr @ 1040hrs.)	\$19,427.00
<b>NEW OFFICERS</b> - STARTING @ \$15.78/hr.	

## **2011 SALARY SCHEDULE – CONT.**

### **HIDDEN VALLEY SEWER TREATMENT PLANT:**

Brock	\$14,564.00
Cassel	\$ 5,959.00

### **HIGHWAY:**

SUPERINTENDENT - Hassenmayer	\$57,373.00
DEPUTY SUPT.	\$ 4,000.00
CLERK – 1040 hrs. @ \$10.30/hr.	\$10,712.00

#### **HIGHWAY EMPLOYEES:**

CROMIE - \$23.26/hr.  
 FOX - \$23.19/hr.  
 BAKKER - \$23.18/hr.  
 VANLEUVAN - \$23.07/hr.  
 GEISS - \$23.07/hr.  
 JASHEMOWSKI – \$21.84/hr.  
 SOUTHWAY - \$17.51  
 SEASONAL/SNOW REMOVAL - \$15.00/hr.  
 ENTRY LEVEL - \$15.00/hr.

### **BUILDING DEPARTMENT:**

SAFETY INSPECTOR – Ackerson	\$21,471.00
ASST. SAFETY & FIRE INSPECTOR – Dodd	\$18,571.00
CLERK (520 hrs @ \$11.94/hr.)	\$ 6,209.00

PUBLIC SAFETY ADMINISTRATOR – Hassenmayer	\$ 2,525.00
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PLAYGROUNDS – Hassenmayer	\$ 4,413.00
ONE MAN (mowing) @ \$10.00/hr. for 6 months @ 1040 hrs.	\$10,400.00

PLANNING BOARD CHAIRMAN – Gilmore	\$ 3,069.00
CLERK – Franck – 520 hrs. @ \$12.48/hr.	\$ 6,490.00
ASST. CLERK - 520 hrs. @ \$11.94/hr.	\$ 6,209.00

CENTRAL GARAGE	\$ 4,000.00
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YOUTH RECREATION	\$18,000.00
(\$2,000.00 Little League / \$16,000.00 Summer Recreation Program)	