

TOWN BOARD

The Town Board, Town of Highlands, held their Regular Meeting and Re-Organization Meeting on Monday, January 25, 2010 at Town Hall, 254 Main Street, Highland Falls, NY at 7:00pm.

PRESENT:	Edward Magryta	----	Supervisor
	Holly Gokey	----	Council Member
	William Edsall	----	Council Member
	Laurie R. Tautel	----	Council Member
	Mervin R. Livsey, Jr.	----	Council Member

Supervisor Magryta opened the Regular Meeting at 7:00pm.

Supervisor Magryta welcomed everyone to the first official Town Board meeting.

Council Member Tautel clarified that there is a section in the Grant, that was discussed at the last workshop, which provides for implementing a plan and putting pipes in the ground, but the Town is not at that point yet.

Supervisor Magryta said at this point he would like to see how far the Town can go with the Village.

PUBLIC COMMENT

Victor Crapanzano asked the Board to put the residents before the employees.

Erik Smith asked the Board to consider re-appointing him as Chair to the Planning Board.

Supervisor Magryta said that the Board has discussed this and he doesn't believe that Mr. Smith has anything to worry about.

MINUTES

Council Member Livsey made a motion seconded by Council Member Gokey to approve the minutes from the January 7 and January 11 workshops.

MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays

AUDIT OF ACCOUNTS PAYABLE

Council Member Tautel made a motion seconded by Council Member Gokey to approve the AP (Accounts Payable) register dated January 18, 2010.

**MOTION CARRIED: 5-eyes (Magryta, Gokey, Tautel, Livsey)
1-absention (Edsall)
0-nays**

RESOLUTIONS

Council Member Tautel made a motion seconded by Council Member Gokey to adopt the Resolution to Authorize Submission of a Grant Application to New York State for a Grant Under the 2009-2010 Local Government Efficiency Grant Program.

**RESOLUTION ADOPTED: 5-eyes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

******RESOLUTION ATTACHED******

Council Member Tautel made a motion seconded by Council Member Livsey to adopt the Resolution of the Town Board Amending the Employee Handbook of the Town of Highlands: Meal Breaks.

**RESOLUTION ADOPTED: 5-eyes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

******RESOLUTION ATTACHED******

Council Member Gokey made a motion seconded by Council Member Edsall to adopt the Resolution of the Town Board Amending the Employee Handbook of the Town of Highlands: Medical Insurance.

**RESOLUTION ADOPTED: 5-eyes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

******RESOLUTION ATTACHED******

IT REQUEST

Supervisor Magryta said that Roger Reynolds has requested permission to upgrade the Town server's bandwidth. The cost would be approximately \$94-109.95 per month.

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Council Member Livsey made a motion seconded by Council Member Tautel to allow Mr. Reynolds to proceed with the upgrade at a cost not to exceed \$250.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

BUDGET LINE ITEMS

Supervisor Magryta said these issues were discussed in detail during an Executive Session.

Unused Vacation

Council Member Tautel made a motion seconded by Council Member Edsall to freeze the unused vacation funds totaling \$11,500 and make a case by case determination for each request for payment.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Star Program

Supervisor Magryta has a memo from 1998, which states that when the Assistant Assessor position was established, the Star Program was built in to the salary. Years later there was a stipend added on to that and the Supervisor believes that the Town is double paying and not receiving any money from the State.

Council Member Edsall would like to table this for now.

Supervisor Magryta tabled this matter until the next workshop.

Election Expense

Supervisor Magryta believes there is too much budgeted in the Election budget and he would like to reset the amount or monitor it closely.

Council Member Tautel would like to monitor it closely because there will be new machines for voting and the inspectors and custodians will be attending more classes than usual.

Supervisor Magryta asked the Town Clerk to provide him with expenditures AS they occur.

Council Member Gokey said that because Orange County owns the voting machines, the Town Clerk no longer needs an equipment line in the Elections budget.

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Council Member Edsall made a motion seconded by Council Member Livsey to eliminate the \$1,500 from the Elections Equipment budget.

MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays

Part-town Transfer

Supervisor Magryta is still unsure about the \$70,000 transfer from the Part-Town fund to the Part-town Highway fund and he would like to suspend the transfer until further information is obtained.

Council Member Gokey made a motion seconded by Council Member Tautel to suspend the \$70,000 transfer from Part-Town fund to Part-Town Highway fund until further information is obtained.

MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays

Disaster Preparedness

Supervisor Magryta would like to put a hold on this position and asked Council Member Livsey to investigate if the Town needs the position, why the Town needs the position and how much it will cost.

Council Member Livsey will have a meeting with the Highland Falls/Fort Montgomery Fire Chiefs, Highland Falls Police Chief, Town Police OIC, Ambulance, Patty Pfeister and others from Orange County.

Council Member Edsall made a motion seconded by Council Member Livsey to suspend the program disbursements until more information is obtained.

MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays

Raises

Supervisor Magryta would like to revisit the issue of the 2% raise because of the state of the economy. The Supervisor believes a 0% raise is better for the taxpayers.

Council Member Edsall is in favor of the 2% raise and stated that the Board worked very hard to come up with that number.

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Council Member Livsey is in favor of the 2% raise and stated that the Board worked very hard on the 2010 budget which came in at under 0%.

Council Member Tautel is in favor of the 2% raise and also stated that the Board worked hard to get the budget down low.

Council Member Gokey said that the employees are valuable and work hard, but doesn't think a 2% raise is possible.

Council Member Gokey made a motion seconded by Supervisor Magryta to suspend the raise for this year for the non-contractual employees.

**MOTION DEFEATED: 2-ayes (Magryta, Gokey)
3-nays (Edsall, Tautel, Livsey)**

Supervisor Magryta would like to entertain the idea of curtailing the raises for the Department Heads. The Supervisor stated that this decision is not personal, but a reality of the economy.

Council Member Livsey said the Board needs to be fair to all the employees.

Purchasing Manager

Supervisor Magryta was informed that neither the Supervisor nor the Comptroller can be the Purchasing Manager and he would like to freeze that position until it can be reassigned to someone else.

Council Member Tautel made a motion seconded by Council Member Livsey to freeze the Purchasing Manager position until it can be reassigned.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

ZONING PUBLIC HEARING

Supervisor Magryta received a letter from Greg Miller requesting the Board to schedule a Public Hearing for his re-zoning on March 8, 2010. This was originally Local Law #6 of 2009, but will be re-numbered for the current year.

Council Member Livsey made a motion seconded by Council Member Tautel to schedule a public hearing on Local Law #6 of 2009 on March 8, 2010 at Town Hall at 7:00pm.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

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Council Member Gokey made a motion seconded by Council Member Edsall to close the Regular Meeting. Meeting closed at 8:35pm.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

RE-ORGANIZATION MEETING

Supervisor Magryta opened the Re-organization Meeting at 8:36pm.

INSURANCE BOND

Council Member Tautel made a motion seconded by Council Member Gokey to approve the General Insurance Bond to cover Officers, Clerks and Employees of the Town of Highlands.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

APPOINTMENTS

1 YEAR APPOINTMENTS:

Council Member Tautel made a motion seconded by Council Member Livsey to appoint McGoey, Edsall & Hauser as the Engineers for the Town. The Town reserves the right to use other firms as the need arises.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Council Member Tautel made a motion seconded by Council Member Gokey to appoint Rider, Weiner & Frankel as Attorneys for the Town.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Council Member Edsall made a motion seconded by Council Member Tautel to appoint John Hager as Sewer Inspector.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Council Member Livsey made a motion seconded by Council Member Gokey to appoint Doug Willis as Deputy Sewer Inspector.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

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Council Member Gokey made a motion seconded by Council Member Tautel to appoint Jerry Nasi as the Dog Control Officer.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Council Member Livsey made a motion seconded by Council Member Gokey to appoint Ralph Montellese as Deputy Dog Control Officer.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Council Member Livsey made a motion seconded by Council Member Tautel to appoint Supervisor Magryta as Budget Officer.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Council Member Livsey made a motion seconded by Council Member Gokey to appoint Stella Bailey as the Town Historian.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

2 YEAR APPOINTMENTS:

Council Member Livsey made a motion seconded by Council Member Tautel to appoint Anthony Squicciarini as the Highway Superintendent.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Council Member Livsey made a motion seconded by Council Member Tautel to appoint John Hager as the Code Enforcement Officer.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

5 YEAR APPOINTMENTS:

Council Member Tautel made a motion seconded by Council Member Edsall to appoint Erik Smith to the Planning Board.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

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Council Member Gokey made a motion seconded by Council Member Livsey to appoint Frank Cassano to the Board of Assessment Review to fill the unexpired term of James Miller.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

6 YEAR APPOINTMENT:

Council Member Livsey made a motion seconded by Council Tautel to appoint Sue Lent to the Recreation Commission.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

7 YEAR APPOINTMENT:

Council Member Livsey made a motion seconded by Council Member Tautel to appoint Ralph Montellese to the Consolidated Zoning Board of Appeals.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

ANNUAL APPROVALS

Council Member Livsey made a motion seconded by Council Member Tautel to set the Compensation for Mileage at \$.50 per mile.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Council Member Tautel made a motion seconded by Council Member Gokey to approve the 2010 Salary Schedule.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Council Member Gokey made a motion seconded by Council Member Tautel to approve the 2010 Vacation, Sick & Personal Leave Policies as outlined in the Employee Handbook.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Council Member Gokey made a motion seconded by Council Member Tautel to approve the 2010 Holiday Schedule.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

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Council Member Edsall made a motion seconded by Council Member Gokey to approve the Health Insurance as outlined in the Employee Handbook.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

TOWN BOARD MISC.

Council Member Tautel made a motion seconded by Council Member Livsey to conduct the Town Board meetings according to Roberts Rules of Order except in cases when it conflicts with Section 23 of Town Law.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Council Member Tautel made a motion seconded by Council Member Livsey to set the Town Board meetings as follows: 1st Monday of each month will be a Regular Meeting held at 7:00pm and the 2nd Monday of each month will be a Workshop Meeting held at 7:30pm.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Council Member Tautel made a motion seconded by Council Member Livsey to set the Town Hall Business Hours at 8:30am to 4:30pm with the employees receiving a 30 minute paid lunch break.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Council Member Livsey made a motion seconded by Council Member Gokey to appoint the New of the Highlands as the Town's Official Newspaper.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Council Member Livsey made a motion seconded by Council Member Gokey to appoint Supervisor Magryta as the Police Commissioner.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Supervisor Magryta made Committee Appointments which are attached to these minutes.

Council Member Tautel made a motion seconded by Council Member Edsall to designate Class, Chase & HSBC as the Official Depositories for the Town.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

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Council Member Gokey made a motion seconded by Council Member Livsey to authorize a Petty Cash Fund of \$50 for Recreation and \$100 for the Town Clerk.

MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays

Council Member Edsall made a motion seconded by Council Member Tautel to set the Returned Check Fee at \$20 subject to any limitations not known at this point.

MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays

Council Member Edsall made a motion seconded by Council Member Gokey to designate Nugent & Haeussler as Auditors for the Town.

MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays

ASSOCIATION OF TOWNS

Council Member Edsall made a motion seconded by Council Member Tautel to appoint Council Member Tautel as the Voting Delegate and Council Member Gokey as the Alternate.

MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays

Council Member Edsall made a motion seconded by Council Member Tautel to set the per diem expenses at \$50 per day.

MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays

Supervisor Magryta said there will not be any formal transportation provided to the Association of Towns, but if enough people are interested the Town car might be taken.

BID OPENINGS

Sealed bids will be opened by the Supervisor and Town Clerk or their appointed Deputies.

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Council Member Gokey made a motion seconded by Council Member Tautel to close the Re-Organization Meeting. Re-organization meeting closed at 9:18pm.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

REGULAR MEETING

Council Member Tautel made a motion seconded by Council Member Gokey to re-enter into the Regular meeting to discuss a couple of issues. Board re-entered into the regular meeting at 9:19pm.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Supervisor Magryta made a statement in relation to the Annual Fiscal Report Filing Requirements and Annual Audit. A copy has been attached to these minutes.

Ann Marie Feducia asked whose responsibility it was to monitor the Comptroller.

Supervisor Magryta said the Town Board oversees the Comptroller, but filing the reports is the responsibility of the Comptroller.

Supervisor Magryta said the next meeting will be on March 8, 2010 at 7:00pm.

PUBLIC COMMENT

June Gunza would like the Village to work with the Town to possibly start using the 911 System.

Supervisor Magryta asked Council Member Tautel to look into this and get the ball rolling.

Justin Rider advised Council Member Tautel to review the current contracts.

Deborah Kopald is concerned about the Library installing WiFi because of the health risks.

Council Member Tautel would like to encourage the Library to hold a public forum meeting on this issue prior to the installation.

Council Member Tautel made a motion seconded by Council Member Gokey to adjourn the meeting. Meeting adjourned at 10:30pm.

**MOTION CARRIED: 5-ayes (Magryta, Edsall, Gokey, Tautel, Livsey)
0-nays**

Attest,