

The Milan Town Board held their Reorganization Meeting on 01/02/2012 at 10:00 AM at the Milan Town Hall.

Present: Supervisor William Gallagher
Councilpersons Jack Campisi, Roberta Egan, Jack Grumet, Marion Mathison

The Supervisor opened the meeting and the Clerk read the notice.

Salaries of Elected Officials

MOTION by Supervisor Gallagher seconded by Council. Campisi to set the rate of pay for the following elected officials:

Town Board Members (4)	\$ 4,202.00 each
Supervisor	\$ 15,958.00
Highway Superintendent	\$ 54,896.00
Town Clerk	\$ 23,982.00
Assessors (3)	\$ 6,709.00 each
Town Justices (2)	\$ 15,958.00 each
Tax Collector	\$ 4,115.00

Roll was taken and carried
YES -5 Campisi, Egan, Grumet, Mathison, Gallagher
NO – 0

Employee Appointments

MOTION by Supervisor Gallagher seconded by Council. Mathison to appoint the following individuals:

Scott Hobson as chair of the assessors, to serve at the pleasure of the Town Board, for an annual salary of \$8,549, in addition to the salary he is to receive as an assessor.

Catherine Gill as Registrar and Darlene Palmatier as sub-Registrar of Vital Statistics at no salary.

Gillian Brundrett as Clerk to Justice Kenneth Kremenick at an annual salary of \$20,395.00, with an additional 2 hours per week at a rate of \$14.52 while the Town Court holds court two days a week, serving at the pleasure of Justice Kremenick and the Town Board.

Ursula Plock as Clerk to Justice Francis Christensen at an annual salary of \$24,416.00, with an additional 2 hours per week at a rate of \$18.78 while the Town Court holds court two days a week, serving at the pleasure of Justice Christensen and the Town Board.

Amy Ramsey as bookkeeper at a salary of \$25,530, serving at the pleasure of the Town Supervisor.

Deputy Town Clerk at an annual salary of \$9,309.00, to serve at the pleasure of the Town Clerk.

James Reilly as Dog Control Officer at an annual salary of \$3,195.00, serving at the pleasure of the Town Board

Stephen Cole as Building Inspector/Code Enforcement officer at an annual salary of \$19,699.00, serving at the pleasure of the Town Board.

Deborah Frankel as Assessor Clerk at an annual salary of \$19,122.00, serving at the pleasure of the Town Board.

Karen Buechele as Secretary to the Planning Board and Zoning Board of Appeals at an annual salary of \$38,368.00, serving at the pleasure of the Town Board.

Edward Burns as Custodian of the Wilcox Memorial Town Hall and its grounds at an annual salary of \$9,306.00, serving at the pleasure of the Town Board.

Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

Highway Department

MOTION by Supervisor Gallagher seconded by Council. Campisi set the hourly rate for full time highway employees at \$22.32

And to set the hourly rate of other highway employees as follows:

Foreman \$22.85

Probation, Substitute and Temporary \$14.59

Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

Other Positions

MOTION by Supervisor Gallagher seconded by Council. Egan to set the following annual rates:

Chair of the Zoning Board of Appeals \$ 800.00

Zoning Board of Appeals Members \$ 300.00 each

Chair of the Planning Board \$ 1,000.00

Planning Board Members \$ 300.00 each

Chair of the Board of Assessment Review \$ 300.00

Board of Assessment Review Members \$ 175.00 each

Chair of Recreation Committee \$ 300.00

Vice Chair of Recreation Committee \$ 200.00

Recreation Committee Member No Salary

Town Historian No Salary

Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Mathison to appoint Kim Koehler to the Planning Board for a seven year term ending at midnight December 31, 2018. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Mathison to re-appoint Peter Goss as Chair of the Milan Planning Board, serving at the pleasure of the Town Board.

Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Mathison to appoint Stephanie Fitzpatrick to the Zoning Board of Appeals for a five year term ending at midnight December 31, 2016. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Campisi to appoint Martin Otter to the Zoning Board of Appeals to fill the unexpired term of Jack Grumet, said term to end on December 31, 2015.

To appoint Rocco Mancini as Chair of the Zoning Board of Appeals, serving at the pleasure of the Town Board.

To appoint Jack Grumet and Lauren Kingman as Ex Officio Members to sit with the Lead Agency during its SEQRA review of the Carvel (aka Durst) and 1133 Taconic LLC) Property Development, serving at the pleasure of the Town Board. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO - 0

MOTION by Supervisor Gallagher seconded by Council. Mathison appoint the following individuals to the Ethics Committee:

Joan Wyant for a term ending December 31, 2012

Mary Kelly for a term ending December 31, 2013

Barbara Haack for a term ending December 31, 2014

Alfred LoBrutto for a term ending December 31 ,2015

Catherine Gill for a term ending December 31, 2016

Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Campisi to appoint Jay McCaughey as Chair and Keith Wheeler as Vice Chair and Eric Maskell and Edward Evans as members of the Recreation Committee, serving at the pleasure of the Town Board.

To appoint June Gosnell as Town Historian, serving at the pleasure of the Town Board.

To appoint Timothy Williams, Alfred LoBrutto, David Byrne, Reginald Coon, Richard Barrett, and Benjamin Trivelli to the Veterans Committee, serving at the pleasure of the Town Board. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Mathison to appoint the following individuals to the Conservation Advisory Committee:

Linda Ahlin and to appoint Linda Ahlin as chair. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Grumet to appoint Paggi, Martin & Del Bene as Town Engineer for the fiscal year 2012at the following hourly rates plus approved itemized expenses:

Principal \$108.00

Senior Engineer \$ 90.00

Junior Engineer \$ 80.00

Survey Instrument Person \$ 90.00*

Survey Rod Person \$80.00**

Survey Computation \$90.00

Clerical \$55.00

Construction Inspector \$60.00 - \$90.00*

* Amount to be determined by the salary of the construction inspector based on experience and/or education.

** Municipal Public Work Surveying in Dutchess County to be paid at the prevailing wage rate set by the New York State Department of Labor at that time. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded Council. Grumet to appoint Morris Associates as Planners for the Milan Town Board, Planning Board and Zoning Board of Appeals for the fiscal year 2012 at the following hourly rates:

Planner	\$98.00
Word Processing	\$39.00

Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Egan to appoint Angela Lore Esq., as Attorney to the Milan Town Board, Planning Board and Zoning Board of Appeals for the fiscal year 2012 at the hourly rate of \$125.00 plus approved itemized expenses. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Campisi to appoint Kelly Flood-Myers, Esq. as Prosecutor for the Town of Milan for the fiscal year 2012 at the hourly rate of \$125.00 and to appoint William Bogle Esq. as Prosecutor for the Town of Milan for the fiscal year 2012 at the hourly rate of \$125.00. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Mathison to set the Millbrook National Bank in Pine Plains, N.Y. as the depository for all Town funds for the fiscal year 2012, except for Justice Court funds and Town Clerk funds, which may be deposited in the Merchants & Traders Bank; and further, to designate William Gallagher and Roberta Egan as signers on the Town of Milan accounts. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Egan to designate the Poughkeepsie Journal as the official Town Newspaper and to authorize the use of the Kingston Freeman or the Northern Dutchess News when deemed necessary by the Town Clerk or the Town Board for fiscal 2012. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Mathison to set the regular meeting of the Town Board on the third Monday of the month in the Wilcox Memorial Town Hall at 20 Wilcox Circle in the Town of Milan at 7:30 p.m. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Campisi to set the annual accounting meeting for Fiscal Year 2011 on January 16, 2012 at 7:15 p.m. in the Wilcox Memorial Town Hall. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Grumet to set the mileage reimbursement rate at \$0.50 per mile for those officials who conduct on-site inspections and/or are required to travel on official business. Said reimbursement shall apply only to out-of-town travel, except for assessors, building inspector, code enforcement officer and dog control officer. The calculation of miles shall be as follows:

Town Hall to any Post Office	07 miles
Town Hall to Millbrook National Bank	07 miles

Town Hall to Merchants and Traders Bank 08 miles
Roll was taken and carried
YES -5 Campisi, Egan, Grumet, Mathison, Gallagher
NO - 0

MOTION by Supervisor Gallagher seconded by Council. Egan to authorize the Supervisor to spend no more than \$1,000.00 for equipment or supplies per occurrence without prior town board approval. Roll was taken and carried
YES -5 Campisi, Egan, Grumet, Mathison, Gallagher
NO - 0

MOTION by Supervisor Gallagher seconded by Council. Egan to authorize the Highway Superintendent to spend no more than \$5,000.00 for equipment or supplies per occurrence without prior town board approval. Roll was taken and carried
YES -5 Campisi, Egan, Grumet, Mathison, Gallagher
NO - 0

MOTION by Supervisor Gallagher seconded by Council. Campisi to adopt the 2012 federal lodging and meal guidelines as the Town of Milan maximum rates for travel reimbursement. Applications for travel reimbursement shall be presented in writing to the Town Board at least sixty (60) days prior to the proposed travel. All requests for reimbursement shall be itemized and supported with receipts. Roll was taken and carried
YES -5 Campisi, Egan, Grumet, Mathison, Gallagher
NO - 0

MOTION by Supervisor Gallagher seconded by Council. Egan to establish a JCap Grant Fund and authorize the supervisor to transfer to said fund \$3,119.23 from the General Fund. Roll was taken and carried
YES -5 Campisi, Egan, Grumet, Mathison, Gallagher
NO - 0

MOTION by Supervisor Gallagher seconded by Council. Egan to set the following eleven (11) paid holidays for 2012 for full-time active employees, as defined by the New York State Department of Labor

January 2, 2012	For New Year's Day 2012
January 16	Martin Luther King Day
February 20	President's Day
April 6	Good Friday
May 28	Memorial Day
July 4	Independence Day
September 3	Labor Day
October 8	Columbus Day
November 12	Veteran's Day
November 22 & 23	Thanksgiving Day and the Day After
December 25	Christmas Day

Provided, however, that full time employees may have either Martin Luther King Day or Veteran=s Day, and provided further, that approval for the day selected by the employee is granted by her/his department head. Roll was taken and carried
YES -5 Campisi, Egan, Grumet, Mathison, Gallagher
NO - 0

MOTION by Supervisor Gallagher seconded by Council. Mathison that all elected officials and employees shall be paid bi-weekly, with the bi-weekly payroll beginning on a Monday and ending on a Friday, and that payroll checks shall be available by 11:00 a.m. of the following Friday. Roll was taken and carried
YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Campisi to set the petty cash fund of the following individuals at \$50.00: Town Clerk, Assessor Chairman, Code Enforcement Officer, and to set the petty cash fund of the following individuals at \$75.00: Chair of the Planning Board, Chair of the Zoning Board of Appeals, and to set the petty cash fund of each Justice at \$100.00. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Grumet to set the order of emergency contact for the Wilcox Memorial Town Hall as follows;

William Gallagher, Supervisor
Glenn Butler, Highway Superintendent
Catherine Gill, Town Clerk
Roberta Egan, Town Board Member

And to set the order of emergency contact for the Town Highway Department as:

Glenn Butler, Superintendent
William Gallagher, Supervisor
Jack Grumet, Town Board Member

Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO - 0

MOTION by Supervisor Gallagher seconded by Council. Egan to appoint the following individuals to the Comprehensive Emergency Management Plan Committee: Glenn Butler, Jack Grumet, Al Sardaro, Milan Fire Company Chief, Jeff Galm, Milan Fire Company First Assistant Chief. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. to appoint Altoria Associates to provide all computer support at an hourly rate of \$70.00. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Grumet to appoint Ulster Services to handle the Town=s Health Insurance and FLEX Plan. Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

MOTION by Supervisor Gallagher seconded by Council. Campisi to authorize the supervisor to issue a General Fund check for \$1,100.00, payable to the Postmaster, for stamps for the tax collector . Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

Supervisor’s Appointments:

Deputy Supervisor	Roberta Egan
Planning Board Liaison	Jack Campisi
Zoning Board of Appeals Liaison	Marion Mathison
Highway & Bridge Liaison	William Gallagher
Investment Committee	William Gallagher, Jack Campisi

Cable Service Liaison	Marion Mathison
Lawsuits/Attorney Liaison	William Gallagher
Northern and Eastern Dutchess Communities Regional Hazard Mitigation Plan Liaison	Roberta Egan
Milan Fire Department & Rescue Squad Liaison	William Gallagher and Roberta Egan
Wappinger Creek Watershed Intermunicipal Council	Jack Grumet and Marion Mathison
Employee Handbook	Roberta Egan and Jack Campisi

Council. Campisi gave a brief budget projection for FY' 2013 to the Town Board.

MOTION by Supervisor Gallagher seconded by Council. Egan to adjourn this meeting.
(10:43 AM) Roll was taken and carried

YES -5 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

Respectfully submitted,

Catherine Gill, Town Clerk