

The Milan Town Board held their Reorganization Meeting on 01/01/2013 at 1:00 PM at the Milan Town Hall.

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

Council. Egan opened the meeting and the Clerk read the notice.

MOTION by Council. Egan seconded by Council. Mathison to adopt the “Town of Milan Employee Handbook,” dated January 1, 2013, as the Town of Milan’s official Employee Handbook, replacing and superseding any and all other employee handbooks issued by the Town of Milan. Roll was taken and carried

YES -4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

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

Town Board Members (4)	\$ 4,287.00 each
Supervisor	\$16,278.00
Highway Superintendent	\$55,994.00
Town Clerk	\$24,462.00
Assessors (3)	\$ 6,844.00 each
Town Justices (2)	\$16,278.00 each
Tax Collector	\$ 4,197.00

Roll was taken and carried

YES - 4 Campisi, Egan, Grumet, Mathison

NO - 0

Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi 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 \$8,720, 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 hourly rate of \$14.82 for 27 hours per week, with an additional 2 hours per week at a rate of \$14.82 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 hourly rate of \$19.16 for 25 hours per week with an additional 2 hours per week at a rate of \$19.16 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 an hourly rate of \$27.82 for 18 hours per week, serving at the pleasure of the Town Supervisor.

Darlene Palmatier as Deputy Town Clerk at an hourly rate of *\$13.53 for 13.5 hours per week at the pleasure of the Town Clerk.

James Reilly as Dog Control Officer at an annual salary of \$3,259.00, serving at the pleasure of the Town Board

Stephen Cole as Building Inspector/Code Enforcement officer at an annual salary of \$19,509.00, serving at the pleasure of the Town Board.

Deborah Frankel as Assessor Clerk at an hourly rate of \$20.84 for 18 hours per week serving at the pleasure of the Town Board.

Karen Buechele as Secretary to the Planning Board and Zoning Board of Appeals at an hourly rate of \$19.77 for 36 hours per week and an additional 108 hours per year for Planning and Zoning meetings at an hourly rate of \$19.77, 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 \$9,492.00, serving at the pleasure of the Town Board. Discussion followed.

Council. Egan asked if there was any discussion. She said that she noticed that the custodian was the only employee that was not hourly and found it odd. But after some research she discovered that the custodian was always salaried. Council. Grumet felt that all the employees should be the same. He was thinking long term, you might have someone that is doing a good job now but that might not be the case in the future. Council. Campisi said that he had spoken with the Supervisor and he wanted to keep it salaried because he does call on him at special times to do other things so that might cause complications. Council. Campisi said that we did ask Mr. Burns for his hours. He said that he calculated the hours and he is the second highest hourly paid person. He continued to say that he looked at what the Deputy Town Clerk made which is only \$4 more per year than the custodian. Council. Campisi said that she has more of a responsibility than the custodian does. He added, if you look at the Highway position - Probation, substitute temporary/part time laborer makes \$14.88/hr. We are not paying the Deputy what we would pay someone that is just starting. Council. Campisi felt that it was unfair. He said that the board is not going to cut the salary of the custodian. But the board should raise the Deputy's hourly rate of what someone who is new working for the town. Council. Mathison and Council. Egan said that they agreed. * **MOTION** by Council. Campisi seconded by Council. Egan to amend the salary of Darlene Palmatier, Deputy Town Clerk to \$14.88/hr. Council. Grumet asked if the board was going to discuss the issue of the custodian with the Supervisor. The board agreed that they would when he returns. Roll was taken and carried.

YES – 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi to vote on the above appointments. Roll was taken and carried.

YES – 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi to authorize that the immediate supervisor of a part-time employee may adjust the hours of a part-time employee, provided that the adjustment is temporary, and the Town Supervisor is notified promptly in writing of the temporary adjustment by the immediate supervisor; and

Further, In the event that there is a need to temporarily extend the hours of any part-time employee due to an unusual and unanticipated occurrence, the Town Board hereby grants to the Town Supervisor power and authority to make such temporary change. The additional time shall be paid at the part-time employee's stated hourly rate.

Roll was taken and carried

YES - 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

Highway Department

MOTION by Council. Egan seconded by Council. Campisi to set the hourly rate for full time highway heavy motorized equipment operator employees at \$22.77. Roll was taken and carried

YES -4 Campisi, Egan, Grumet, Mathison, Gallagher

NO – 0

Absent – 1 Gallagher

MOTION Council. Egan seconded by Council. Grumet to set the hourly rate for full time highway motorized equipment operator employees at \$21.75

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

Foreman	\$23.31	
Probation, Substitute Temporary and part-time laborer		\$14.88

Roll was taken and carried

YES - 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

Other Positions:

MOTION by Council. Egan seconded by Council. Grumet 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 - 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Mathison to appoint Joan Wyant to the Planning Board for a seven year term ending at midnight December 31, 2019.

Roll was taken and carried

YES - 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION by Council Egan seconded by Council. Mathison to re-appoint Joan Wyant as Chair of the Milan Planning Board, serving at the pleasure of the Town Board. Roll was taken and carried

YES -4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Grumet to appoint Rocco Mancini to the Zoning Board of Appeals for a five year term ending at midnight December 31, 2017. Roll was taken and carried

YES - 4 Campisi, Egan, Grumet, Mathison

NO - 0

Absent - 1 Gallagher

MOTION by Council. Egan seconded by Council. Mathison to appoint Rocco Mancini as Chair of the Zoning Board of Appeals, serving at the pleasure of the Town Board. Roll was taken and carried

YES -4 Campisi, Egan, Grumet, Mathison

NO - 0

Absent - 1 Gallagher

MOTION by Council. Egan seconded by Council. Grumet to appoint Charles Godfrey to the Planning Board to fill the unexpired term of William Fiederlein, said term to end on December 31, 2016. Roll was taken and carried

YES - 4 Campisi, Egan, Grumet, Mathison

NO - 0

Absent - 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi 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 - 4 Campisi, Egan, Grumet, Mathison

NO - 0

Absent - 1 Gallagher

MOTION by Council. Egan seconded by Council. Mathison to appoint Joan Wyant to the Ethics Committee: for a five year term ending December 31, 2017. Roll was taken and carried

YES - 4 Campisi, Egan, Grumet, Mathison

NO - 0

Absent - 1 Gallagher

MOTION by Council. Egan seconded by Council. Mathison to appoint Karen Buechele as the Authorized Employee Representative for 2013. Roll was taken and carried

YES - 4 Campisi, Egan, Grumet, Mathison

NO - 0

Absent - 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi to appoint Marion Mathison, Jack Grumet and Karen Buechele as the Workplace Violence Response Team for 2013. Roll was taken and carried

YES - 4 Campisi, Egan, Grumet, Mathison

NO - 0

Absent - 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi to appoint Keith Wheeler as Chair of the Recreation Committee, serving at the pleasure of the Town Board. Roll was taken and carried

YES - 4 Campisi, Egan, Grumet, Mathison

NO – 0
Absent – 1 Gallagher

MOTION Council. Egan seconded by Council. Mathison to appoint June Gosnell as Town Historian, serving at the pleasure of the Town Board. Roll was taken and carried
YES - 4 Campisi, Egan, Grumet, Mathison
NO – 0
Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Grumet to appoint Timothy Williams,, Alfred LoBrutto, David Byrne, Reginald Coon, and Benjamin Trivelli to the Veterans Committee, serving at the pleasure of the Town Board. Roll was taken and carried
YES - 4 Campisi, Egan, Grumet, Mathison
NO – 0
Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi to appoint Paggi, Martin & Del Bene as Town Engineer for the fiscal year 2013at 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 - 4 Campisi, Egan, Grumet, Mathison
NO – 0
Absent – 1 Gallagher

MOTION by Council. Egan seconded by Campisi to appoint Morris Associates as Planners for the Milan Town Board, Planning Board and Zoning Board of Appeals for the fiscal year 2013 at the following hourly rates:

Planner	\$98.00
Word Processing	\$39.00

Roll was taken and carried.

YES – 4 Campisi, Egan, Grumet, Mathison
NO – 0
Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Grumet to appoint Angela Lore Esq., as Attorney to the Milan Town Board, Planning Board and Zoning Board of Appeals for the fiscal year 2013 at the hourly rate of \$125.00 plus approved itemized expenses. Roll was taken and carried.

YES – 4 Campisi, Egan, Grumet, Mathison
NO – 0
Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi to appoint Kelly Flood-Myers, Esq. as Prosecutor for the Town of Milan for the fiscal year 2013 at the hourly rate of \$125.00. Roll was taken and carried.

YES – 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi to appoint William Bogle Esq. as Prosecutor for the Town of Milan for the fiscal year 2013 at the hourly rate of \$125.00. Roll was taken and carried.

YES – 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Mathison to appoint Millennium Information Systems to provide all computer support at an hourly rate of \$75.00. Roll was taken and carried.

YES – 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi authorize the Supervisor to enter into a three-year Bronze maintenance Agreement with ThyssenKrupp Elevator Corporation for the service of the town hall elevator, the first year rate being \$195 per quarter. Roll was taken and carried.

YES – 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi to set the Millbrook National Bank in Pine Plains, N.Y. as the depository for all Town funds for the fiscal year 2013, 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 – 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Mathison 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 2013.

Roll was taken and carried.

YES – 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION Council. Egan seconded by Council. Grumet 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.

Move to set the annual accounting meeting for Fiscal Year 2012 on January 21, 2013 at 7:15 p.m. in the Wilcox Memorial Town Hall. Roll was taken and carried.

YES – 4 Campisi, Egan, Grumet, Mathison

NO – 0
Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi 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 – 4 Campisi, Egan, Grumet, Mathison
NO – 0
Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Grumet 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 – 4 Campisi, Egan, Grumet, Mathison
NO – 0
Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi 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 – 4 Campisi, Egan, Grumet, Mathison
NO – 0
Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Grumet 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 – 4 Campisi, Egan, Grumet, Mathison
NO – 0
Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi to set the following eleven (11) paid holidays for 2013 for full-time active employees, as defined by the New York State Department of Labor

January 1, 2013	For New Year's Day 2013
January 21	Martin Luther King Day
February 18	President's Day
March 29	Good Friday
May 27	Memorial Day
July 4	Independence Day
September 23	Labor Day
October 14	Columbus Day
November 11	Veteran's Day
November 28 & 29	Thanksgiving Day and the Day After
December 25	for 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 – 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Campisi 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 – 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION by Council. Egan 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 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 – 4 Campisi, Egan, Grumet, Mathison

NO -0

Absent – 1 Gallagher

MOTION by Council. Egan seconded by Council. Mathison 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 – 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION by Council. Egan seconded Council. Campisi 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 – 4 Campisi, Egan, Grumet, Mathison

Absent – 1 Gallagher

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

YES – 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

MOTION by Council. Egan 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 – 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

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

Procurement Policy

Council. Egan announced that the Town Board did receive the Procurement Policy.

Council. Campisi said that the Board should review and make changes per the State Comptroller at a later date.

MOTION by Council. Campisi seconded by Council. Egan to adjourn this meeting. (1:47 PM). Roll was taken and carried.

YES – 4 Campisi, Egan, Grumet, Mathison

NO – 0

Absent – 1 Gallagher

Respectfully submitted,

Catherine Gill, Town Clerk