

The Milan Town Board held their Reorganization Meeting on 01/01/2016 at 3:00 PM at the Milan Town Hall.

Present: Supervisor William Gallagher  
Councilpersons Jack Campisi, Charles Godfrey, Marion Mathison, Douglas Raelson

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

Town Board Members (4)	\$ 5,500 each
Supervisor	\$19,936.00
Highway Superintendent	\$60,000.00
Town Clerk	\$30,414.00
Assessors (3)	\$10,100.00 each
Town Justices (2)	\$17,835.00 each

Roll was taken and carried.  
YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
NO – 0

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

Roberta Egan as chair of the assessors, to serve at the pleasure of the Town Board, for an annual salary of \$3,672.00, in addition to the salary she is to receive as an assessor.

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

Colleen McGarry as Clerk to Justice Kenneth Kremenick at an hourly rate of \$19.67 for 27 hours per week, with an additional 2 hours per week at a rate of \$19.67.while the Town Court holds court two days a week, serving at the pleasure of Justice Kremenick and the Town Board.

Pamela Lucia as Clerk to Justice Francis Christensen at an hourly rate of \$15.61 for 27 hours per week, with an additional 2 hours per week at a rate of \$15.61.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 \$29.42 for 18 hours per week, serving at the pleasure of the Town Supervisor.

Darlene Palmatier as Deputy Town Clerk at an hourly rate of \$16.10 for 16.5 hours per week serving at the pleasure of the Town Clerk.

James Reilly as Dog Control Officer at an annual salary of \$3,404.00, serving at the pleasure of the Town Board.

Stephen Cole as Building Inspector/Code Enforcement officer at an annual salary of \$20,249.00, serving at the pleasure of the Town Board.

Deborah Frankel as Assessor Clerk at an hourly rate of \$22.15 for 20 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 \$20.91 for 36 hours per week and an additional 108 hours per year for Planning and Zoning meetings at an hourly rate of \$20.91, serving at the pleasure of the Town Board.

William Mansfield as cleaner at an hourly rate of \$21.00 for 9 hours per week,, serving at the pleasure of the Town Board.

Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO – 0

**MOTION** by Supervisor Gallagher seconded by Council. Raelson 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 on any particular day 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 employees stated hourly rate, but in no event shall the hours worked in any week exceed the hours set by the town board.

Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO – 0

**Highway Department**

**MOTION** by Supervisor Gallagher seconded by Council. Raelson to. set the hourly rate for full time highway heavy motorized equipment operator employees at \$24.16, the hourly rate for full time highway motorized equipment operator employees at \$23.08; And to set the hourly rate of other highway employees as follows:

Foreman	\$25.16
Substitute laborer and groundskeeper	\$15.79
Probation: Substitute Temporary and part-time laborer and groundskeeper	\$15.48

Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO - 0

**Other Positions**

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

Chair of the Zoning Board of Appeals	\$ 850.00
Zoning Board of Appeals Members	\$ 350.00 each
Chair of the Planning Board	\$ 1,050.00
Planning Board Members	\$ 350.00 each
Chair of the Board of Assessment Review	\$ 350.00

Board of Assessment Review Members	\$ 225.00 each
Chair of Recreation Committee	\$ 350.00
Vice Chair of Recreation Committee	\$ 250.00
Recreation Committee Member	No Salary
Town Historian	No Salary

Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO – 0

**MOTION** by Supervisor Gallagher seconded by Council. Campisi to appoint James Jeffreys to the Planning Board for a term ending at midnight December 31, 2022.

Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO – 0

**MOTION** by Supervisor Gallagher 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 - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO – 0

**MOTION** by Supervisor Gallagher seconded by Council. Mathison to appoint Martin Otter to the Zoning Board of Appeals for a term ending at midnight, December 31, 2020.

Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO – 0

**MOTION** Supervisor Gallagher seconded by Council. Campisi to re-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 - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO - 0

**MOTION** by Supervisor Gallagher seconded by Council. Mathison to appoint Alfred LoBrutto to the Ethics Committee for a five year term ending December 31, 2020.

Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO – 0

**MOTION** by Supervisor Gallagher seconded by Council. Campisi to appoint Karen Buechele as the Authorized Employee Representative for 2016. Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO – 0

**MOTION** by Supervisor Gallagher seconded by Council. Godfrey to appoint Marion Mathison, Douglas Raelson and Karen Buechele as the Workplace Violence Response Team for 2016. Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO - 0

**MOTION** by Supervisor Gallagher seconded by Council. Godfrey to appoint Keith Wheeler as Chair of the Recreation Committee, serving at the pleasure of the Town Board.

Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO – 0

**MOTION** by Supervisor Gallagher seconded by Council. Mathison to appoint Timothy Williams, Alfred LoBrutto, David Byrne, and Reginald Coon to the Veterans Committee, serving at the pleasure of the Town Board. Roll was taken and carried.  
YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
NO – 0

**MOTION** by Supervisor Gallagher seconded by Council. Mathison to appoint Johanna Bard as town historian serving at the pleasure of the Town Board. Roll was taken and carried.  
YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
NO – 0

**MOTION** by Supervisor Gallagher seconded by Council. Mathison to appoint Kim Godfrey as manager of the Milan Farmers Market, and for services rendered the town board hereby waives any vendor fee. Roll was taken and carried.  
YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
NO – 0

**MOTION** by Supervisor Gallagher seconded by Council. Campisi to appoint KC Engineering and Land Surveying as Town Engineer for the fiscal year 2016 at the following hourly rates plus approved itemized expenses:

Project Manager	\$123.00
Senior Engineer	\$ 105.00
Engineer	\$ 96.00
Survey Instrument Person	\$ 45.00*
Survey Rod Person	\$45.00**
Survey Computation	\$90.00
CADD/Drafting Tech	\$55.00
Survey party Chief	\$69.00
Clerical	\$40.00
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, Godfrey, Mathison, Raelson, Gallagher  
NO – 0

**MOTION** Supervisor Gallagher seconded by Council. Godfrey to appoint Morris Associates as Planners for the Milan Town Board, Planning Board and Zoning Board of Appeals for the fiscal year 2016 at the following hourly rates:

Planner	\$102.00
Word Processing	\$41.00

Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
NO – 0

**MOTION** by Supervisor Gallagher seconded by Council. Godfrey to appoint Angela Lore Esq., as Attorney to the Milan Town Board, Planning Board and Zoning Board of Appeals for the fiscal year 2016 at the hourly rate of \$125.00, plus approved itemized expenses. Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
NO – 0

**MOTION** by Supervisor Gallagher seconded by Council. Raelson. to appoint Kelly Flood-Myers, Esq. as Prosecutor for the Town of Milan for the fiscal year 2016 at the hourly rate of \$125.00, plus approved itemized expenses;  
And further, in Kelly Flood-Myers's absence, to appoint William Bogle Esq. as Prosecutor for the Town of Milan for the fiscal year 2016 at the hourly rate of \$125.00, plus approved itemized expenses;  
And further, in William Bogle's absence, appoint the law firm of Cappolino & Rothschild as Prosecutor for the Town of Milan for the fiscal year 2016 at the hourly rate of \$125.00, plus approved itemized expenses. Roll was taken and carried.  
YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
NO - 0

**MOTION** by Supervisor Gallagher seconded by Council. Raelson to set the Millbrook National Bank in Pine Plains, N.Y. as the depository for all Town funds for the fiscal year 2016, 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 Jack Campisi as signers on the Town of Milan accounts. Roll was taken and carried.  
YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
NO - 0

**MOTION** by Supervisor Gallagher seconded by Council. Godfrey to designate the Poughkeepsie Journal as the official Town newspaper and to authorize the use of the Daily Freeman and the Northern Dutchess County News when deemed necessary by the Town Clerk or the Town Board for fiscal 2016. Roll was taken and carried.  
YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
NO - 0

**MOTION** by Supervisor Gallagher seconded by Council. Campisi 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 7:00 p.m. Roll was taken and carried.  
YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
NO - 0

**MOTION** by Supervisor Gallagher seconded by Council. Campisi to set the annual accounting meeting of town officials and employees for Fiscal Year 2015 at the regular town board meeting of January 18, 2016 at 7:00 p.m. Roll was taken and carried.  
YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
NO - 0

**MOTION** by Supervisor Gallagher seconded by Council. Campisi to authorize the supervisor to sign the 284 Agreement to spend town highway funds for general repairs in the amount of \$264,395.00 for fiscal 2016. Roll was taken and carried.  
YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
NO - 0

**MOTION** by Supervisor Gallagher 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

And Further, the. Town of Milan will not pay or reimburse any expenses, including but

not limited to registration fees, overnight accommodations, mileage, meals, and/or tolls, incurred by any elected official or employee, for attendance at any conference, and the town will not pay hourly wages to go, attend, and/or return from any conference, regardless of the conference's content. Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO - 0

**MOTION** by Supervisor Gallagher seconded by Council. Campisi to authorize the Supervisor to spend no more than \$1,500.00 for equipment or supplies per occurrence without prior town board approval. Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO - 0

**MOTION** by Supervisor Gallagher seconded by Council. Campisi to authorize the Highway Superintendent to spend no more than \$4,999.00 for equipment or supplies per occurrence without prior town board approval. Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO - 0

**MOTION** by Supervisor Gallagher seconded by Council. Campisi that because of the need for prompt public and official access to the Town Supervisor and Highway Superintendent, these officials be reimbursed \$35 a month each for the cost of their cell phones. Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO - 0

**MOTION** by Supervisor Gallagher seconded by Council. Mathison to set the following eleven (11) paid holidays for 2016 for full-time active employees and part-time employees. Employees are entitled to paid holidays only when the paid holidays fall on regularly scheduled work days.

January 1, 2016	For New Year's Day 2016
January 18	Martin Luther King Day
February 15	President's Day
March 25	Good Friday
May 30	Memorial Day
July 4	Independence Day
September.5	Labor Day
October 10	Columbus Day
November 11	Veteran's Day
November 24 & 25	Thanksgiving Day and the Day After
December 26	For Christmas Day

Provided, however, that full time employees and part-time employees may have either Martin Luther King Day or Veteran's Day, provided that approval for the day selected by the employee is granted by her/his department head. Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO - 0

**MOTION** by Supervisor Gallagher seconded by Council. Godfrey 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, Godfrey, Mathison, Raelson, Gallagher

NO - 0

**MOTION** by Supervisor Gallagher seconded by Council. Mathison to set the petty cash fund of the following individuals at \$50.00: Town Clerk, Assessor Chair, 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, Godfrey, Mathison, Raelson, Gallagher  
 NO – 0

**MOTION** by Supervisor Gallagher 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  
 Jack Campisi, Town Board Member

And to set the order of emergency contact for the Town Highway Department as:  
 Glenn Butler, Superintendent  
 William Gallagher, Supervisor  
 Charles Godfrey, Town Board Member  
 Roll was taken and carried.  
 YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
 NO - 0

**MOTION** by Supervisor Gallagher seconded by Council. Campisi to appoint the following individuals to the Comprehensive Emergency Management Plan Committee:  
 Glenn Butler, Charles Godfrey, Laurence Brody, Milan Volunteer Fire Department, Inc. Director and Corporate Secretary, and Mark Sardaro, Milan Volunteer Fire Department, Inc. Chief.  
 Roll was taken and carried.  
 YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
 NO – 0

**MOTION** by Supervisor Gallagher seconded by Council. Campisi to appoint Choice Strategies to handle the Town’s Health Insurance and FLEX Plan.  
 Roll was taken and carried.  
 YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher  
 NO - 0

Supervisor Appointments:

Deputy Supervisor	Jack Campisi
Planning Board Liaison	Douglas Raelson
Zoning Board of Appeals Liaison	Charles Godfrey
Highway & Bridge Liaison	William Gallagher
Investment Committee	William Gallagher, and Jack Campisi
Cable Service Liaison	Marion Mathison
Lawsuits/Attorney Liaison	William Gallagher
Northern and Eastern Dutchess Communities Regional Hazard Mitigation Plan Liaison	Charles Godfrey
Milan Fire Department & Rescue Squad Liaison	William Gallagher and Jack Campisi
Wappinger Creek Watershed Intermunicipal Council	Douglas Raelson and Marion Mathison
Bicentennial Committee Liaison	Jack Campisi

MOTION by Supervisor Gallagher seconded by Council. Campisi to adjourn this meeting.

(3:50 PM). Roll was taken and carried.

YES - 5 Campisi, Godfrey, Mathison, Raelson, Gallagher

NO - 0

Respectfully submitted,

Catherine Gill, Town Clerk