

**The Milan Town Board held their Reorganization Meeting on 1/2/2023  
at 1:00 pm at the Milan Town Hall**

**MOTION** by Supervisor Lo Brutto seconded by Council. Blalock to set the annual rate of pay for the following elected officials:

Town Board Members (4)	\$ 6,750.00 each
Supervisor	\$22,736.00
Highway Superintendent	\$67,400.00
Town Clerk	\$34,314.00
Assessors (3)	\$12,500.00 each
Town Justices (2)	\$20,335.00 each

Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Supervisor Lo Brutto seconded by Council. Jeffway to appoint the following individuals:

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

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Supervisor Lo Brutto seconded by Council. Campisi to appoint the following individuals to the positions, hours of employment, and rates of pay as described below:

Christina Hedges as Clerk to Justice Edward Burns at an hourly rate of \$23.00 for 29 hours per week;

Denise Murphy as Clerk to Justice Thomas Jones at an hourly rate of \$24.50 for 25 hours per week;

Amy Ramsey as bookkeeper at an hourly rate of \$31.72 for 18 hours per week;

Darlene Palmatier as Deputy Town Clerk at an hourly rate of \$19.15 for 12 hours per week;

Jake Exline as Building Inspector/Zoning Enforcement Officer/Code Enforcement Officer at an annual salary of \$22,449.00;

Patricia Warren as Assessor Clerk at an hourly rate of \$19.20 for 18 hours per week;

Karen Buechele as secretary to the Planning Board and Zoning Board of Appeals at an hourly rate of \$24.50 for 36 hours per week and an additional 108 hours per year for planning and zoning meetings at an hourly rate of \$24.50;

George White as groundskeeper to mow, grounds keep the town properties, and to clear snow at the town hall as needed, at an hourly rate of \$20.09, the total hours not to exceed 1,040 per calendar year;

Stephanie Fitzpatrick as Dog Control Officer at an annual salary of \$3,854.00;

Kelly Mathews as cleaner at an hourly rate of \$19.59 for 9 hours a week;

Victoria LoBrutto as clerk assigned to the supervisor at an hourly rate of \$18.80 for 6 hours a week;

John Van Buskirk as Transfer Station Attendant with principal responsibility for the operation of the Transfer Station at an hourly rate of \$21.00 for six hours each Saturday, excepting November 11, 2023;

Todd Van Buskirk as Transfer Station Attendant with principal responsibility for assisting the operation of the Transfer Station at an hourly rate of \$20.00 for six hours each Saturday, excepting November 11, 2023; and

Kelly Mathews as Transfer Station Attendant with principal responsibility for collecting the fees at the Transfer Station at an hourly rate of \$19.59 for six hours each Saturday, excepting November 11, 2023. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION by** 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 employee's stated hourly rate;

**And Further,** hourly employees shall not leave the Town Hall property during scheduled work hours for which they are receiving pay without the expressed permission of the Town Supervisor, or in his absence, the Deputy

Town Supervisor. This prohibition does not apply to highway employees or to the groundskeeper;

**And Further**, the town clerk is hereby directed to provide a copy of this motion to each immediate supervisor and to each hourly employee, excepting highway employees and the groundkeeper. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO - 0

### **Highway Department**

**MOTION** by Council. Campisi seconded Council. Blalock to set the hourly rate for full time highway heavy motorized equipment operator employees at \$26.46, the hourly rate for full time highway motorized equipment operator employees at \$25.38;

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

Foreman base hourly rate of \$26.46 plus \$1.25 per hour

Substitute laborer \$18.44

Probation: heavy motorized equipment operator \$20.49

Full-time laborer \$20.49

Probation: substitute temporary ,

Part-time laborer \$17.77

Probation: highway motorized equipment operator \$20.09

Probation: full time laborer \$20.09

Substitute plow driver \$22.80

Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**Other Positions**

**MOTION** by Supervisor Lo Brutto seconded by Council. Jeffway 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 Board of Assessors	\$ 4,872.00
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
Town Historian	No Salary

**MOTION** by Supervisor Lo Brutto seconded by Council. Campisi to appoint the following individuals:

James Jeffreys to the Planning Board for a seven year term ending at midnight December 31, 2029;

Elizabeth Burns as Chair of the Board of Assessors;

Rocco Mancini to the Zoning Board of Appeals for a five year term ending at midnight, December 31, 2027;

Phillip Zemke as Chair of the Zoning Board of Appeals;

Thomas Darby as Chair of the Planning Board;

Joan Wyant to the Ethics Committee for a five year term ending at midnight, December 31, 2027;

Karen Buechele as the Authorized Employee Representative for 2023;

Glenn Butler, Kevin Pike, and Karen Buechele as the Workplace Violence Response Team for 2023; Amy Ramsay to serve as an alternate;

Timothy Williams, William Gallagher, Alan Kulick, Benjamin Trivelli,

Thomas Mann, and Reginald Coon to the Veterans Committee;

Victoria Lo Brutto as town historian; and

Jacqueline Reynolds as chair of the Assessment Board of Review. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Supervisor Lo Brutto seconded by Council. Pike to extend the bid proposal of Northeast Computer Services, dated November 13, 2015, without change, for the Fiscal Year 2023. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Supervisor Lo Brutto seconded by Council. Blalock to appoint Dick Wambach to maintain and update the town's website at a monthly rate of \$150.00. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO - 0

**MOTION** by Council. Blalock seconded by Council. Campisi to appoint Labella Associates (formerly the Chazen Company) to monitor the closed

landfill for the fiscal year 2023 at a cost not to exceed \$3,800.00. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Council. Blalock seconded by Council. Pike to appoint KC Engineering and Land Surveying, P.C. to manage the Rocann Drive Culvert Rehabilitation per their letter dated August 2, 2022, at a cost not to exceed \$35,000.00. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Council. Blalock seconded by Council. Pike to appoint CPL Architecture and Planning (formerly Morris Associates) as Planners for the Milan Town Board, Planning Board and Zoning Board of Appeals for the fiscal year 2023. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Council. Blalock seconded by Council. Pike to appoint Angela Lore Esq., as Attorney to the Milan Town Board, Planning Board and Zoning Board of Appeals for the fiscal year 2023 at the hourly rate of \$175.00, plus approved itemized expenses. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO - 0

**MOTION** by Council. Blalock seconded by Council. Jeffway to appoint Angela Maier Lore, Esq., and the law firm of Cappillino & Rothschild, LLP.as prosecutors for the Town of Milan for the fiscal year 2023, per Town of Milan Resolution 8 of 2017, at the hourly rate of \$175.00, plus approved itemized expenses, the total hours not to exceed 300 in the fiscal year 2023. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Council. Blalock seconded by Council. Pike to set the Millbrook National Bank in Pine Plains, N.Y. as the depository for all town funds for the fiscal year 2023, except for clerk funds, which may be deposited in the Merchants & Traders Bank; **And Further**, to designate Alfred LoBrutto and Jack Campisi as signers on the Town of Milan accounts. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Council. Jeffway seconded by Supervisor Lo Brutto to designate the Northern Dutchess County News as the official town newspaper for fiscal 2023 and authorize the use of the Poughkeepsie Journal as needed. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO - 0



**MOTION** by Council. Jeffway seconded by Council. Blalock 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 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Council. Jeffway seconded by Council. Campisi to set the mileage reimbursement rate at \$0.55 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, zoning enforcement officer, 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 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Council. Pike seconded by Council. Blalock to authorize the supervisor to spend no more than \$3,000.00 for equipment or supplies per occurrence without prior town board approval. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO - 0

**MOTION** by Council. Pike 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 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Council. Pike seconded by Council. Blalock 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 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Council. Pike seconded by Supervisor Lo Brutto to set the following twelve (12) paid holidays for 2023 for full-time employees and part-time employees. Employees are entitled to paid holidays only when the paid holidays fall on regularly scheduled work days.

January 2,	New Year's Day 2023
January 16	Martin Luther King Day
February 20	President=s Day
April 7	Good Friday
May 29	Memorial Day
July 4	Independence Day
September 4	Labor Day
October 9	Columbus Day

November 11 Veteran=s Day  
November 23 & 24 Thanksgiving Day and the day after  
December 25 Christmas Day

Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Supervisor Lo Brutto seconded by Council. Blalock 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. on the following Friday. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Supervisor Lo Brutto seconded by Council. Pike to set the petty cash fund of the following individuals at \$50.00: Town Clerk, Code Enforcement Officer, Zoning Enforcement Officer, and Building Inspector, 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, \$200.00 for the Transfer Station, and to set the petty cash fund of each justice at \$100.00.

Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Lo Brutto seconded by Council. Blalock to set the order of emergency contact for the Wilcox Memorial Town Hall as follows;

Alfred Lo Brutto, Supervisor

Glenn Butler, Highway Superintendent

Jack Campisi, Town Board Member

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

Glenn Butler, Superintendent

Alfred Lo Brutto, Supervisor

Jack Campisi, Town Board Member. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO - 0

**MOTION** by Supervisor Lo Brutto seconded by Council. Jeffway to appoint the following individuals to the Comprehensive Emergency Management Plan Committee: Glenn Butler, Debra Blalock, Laurence Brody, Milan Volunteer Fire Department, Inc. Director and Corporate Secretary, and Kurt Mizgier, Milan Volunteer Fire Department, Inc. Chief. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION by Supervisor Lo Brutto seconded by Council. Jeffway** to create, pursuant to state law, the Public Health Emergency Committee and to appoint the following individuals to said committee: Alfred Lo Brutto, Chair, Glenn Butler, Catherine Gill, and Amy Ramsay. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION** by Supervisor Lo Brutto seconded by Council. Blalock to appoint MVP to handle the town=s health insurance and FLEX plan. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**Supervisor’s Appointments:**

Deputy Supervisor	Jack Campisi
Planning Board Liaison	Debra Blalock
Zoning Board of Appeals Liaison	William Jeffway
Highway & Bridge Liaison	Alfred Lo Brutto
Investment Committee	Alfred Lo Brutto, and Jack Campisi
Lawsuits/Attorney Liaison	Alfred Lo Brutto
2022 Financial Records Auditors	Jack Campisi, Kevin Pike
Northern and Eastern Dutchess Communities Regional Hazard Mitigation Plan Liaison	Debra Blalock
Milan Fire Department & Rescue Squad Liaison	Alfred Lo Brutto and Jack Campisi
Wappinger Creek Watershed Intermunicipal Council	Debra Blalock and

William Jeffway

Security Administrator

Jack Campisi

Alternate Security Administrator

Catherine Gill

**MOTION** by Council. Campisi seconded by Supervisor Lo Brutto to authorize the supervisor to sign the Participation Agreement between Dutchess County Self-Insured Workers' Compensation Plan and the Town of Milan for 2023. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

**MOTION by Council. Campisi seconded by Council. Blalock**

to rescind in its entirety the following motion approved at the town board's regular meeting on March 16, 2020:

MOTION to provide any full-time or part-time employee with up to an additional two consecutive weeks' paid leave if said employee or a member of the immediate family is hospitalized or quarantined by actions of the United States, New York State or Dutchess County due to the Covid-19 coronavirus. Pay shall be based on the employee's regularly scheduled times and days of work. Federal or state action on paid leave shall supersede this motion. Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO - 0

**MOTION** by Council. Campisi seconded by Council. Blalock to adjourn this this meeting. (1:33 pm). Roll was taken and carried.

YES 5 - Blalock, Campisi, Jeffway, Pike, Lo Brutto

NO – 0

Respectfully submitted,

Catherine Gill, Town Clerk