

**TOWN OF WINDHAM
TOWN BOARD ORGANIZATIONAL MEETING
371 State Route 296, Hensonville, NY
Website: www.townofwindhamny.com**

JANUARY 2, 2024

Present: Supervisor Thomas Hoyt
Councilmen: Wayne Van Valin, Ian Peters, Kurt Goettsche & Stephen Walker
Town Clerk: Bonnie Poehmel

Also Present: Mike Ryan Mountain Eagle

The Supervisor called the meeting to order at 6:30 p.m. and opened with the Pledge of Allegiance to the American Flag.

1.POSITIONS / APPOINTMENTS / WAGE SCHEDULE: The Board approved the following part-time police officers as listed on the current roster for their re-appointments: **Chief of Police Richard Selner, Greg Paspalis, James Scarey III, William Scarey, David Sherman, Sergeant David Sherman Jr., Peter Varelas, Cody Rogers, Charles Rion, Thomas Parquez, Marino Romito & Greg Thorp.** A motion to approve was made by Councilman Walker, 2nd by Councilman Goettsche, with all in favor.

LIAISON WITH POLICE DEPT & TOWN COURT: Councilman Walker was re-appointed to this position. A motion to approve made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

POLICE CHAPLAIN: The following Police Chaplains were re-appointed Pastor Cliff Cool from Hope Restoration Church and Pastor Ryan Dempsey from Mitchell Hollow Mission Church. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

TOWN HEALTH OFFICER: Dr. Nikolay Samedov was re-appointed January 4, 2021 to serve a term of 4 years as the local health doctor. The Board has approved his new term for another 4 years to expire January 11, 2025.

MEDICAL DIRECTOR: Dr. Craig Stanger was re-appointed has this is a yearly term. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. His term will expire December 31, 2024.

TOWN HISTORIAN: Patricia Morrow has not submitted her yearly historian report for 2022 and 2023 prior to the Organizational Meeting. Patti Morrow will need to submit her historian reports prior to receiving her yearly stipend. Patti has been re-appointment to her position for one year, a motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. Her new yearly term will expire December 31, 2024.

TOWN ATTORNEY: Tal Rappleyea has been re-appointed as our Town Attorney for 2024. A motion to approve was made by Councilman Walker, 2nd by Councilman Peters, with all in favor. His yearly term will expire December 31, 2024.

DEPUTY SUPERVISOR: Supervisor Hoyt would like to re-appoint Councilman Wayne Van Valin as his Deputy.

WORKING FORMAN: Highway Superintendent Gary Thorington recommends the re-appointment of Troy Aplin. A motion to approve was made by Councilman Walker, 2nd by Councilman Peters, with all in favor.

DEPUTY TAX COLLECTOR: will remain vacant.

DEPUTY TOWN CLERK: will remain vacant.

ORGANIZATIONAL MEETING (CON'T)

JANUARY 2, 2024

REPRESENTATIVE TO GREENE COUNTY PLANNING BOARD: Thomas Poelker is the representative and he was re-appointed on March 15, 2021 for 3 years by Greene County Planning Board. His position will expire March 15, 2024. A tentative motion was made by Councilman Van Valin, 2nd by Councilman Peters, with all in favor. The Town Board will revisit the appointment in March 2024.

AUDIT COMMITTEE: Councilmen Van Valin and Goettsche were re-appointed for one year. A motion to approve was made by Councilman Walker, 2nd by Councilman Peters, with all in favor.

COMMUNICATIONS COMMITTEE (phone, computer & fax): Councilmen Goettsche and Peters were re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

WEB PAGE OFFICERS: Councilmen Goettsche and Peters were re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Walker, with all in favor.

TOWN BANK: Key Bank Windham, NBT Bank (for Escrow Accounts), Greene County Commercial Bank, National Bank of Coxsackie and the Bank of Greene County were named as the town banks. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

TOWN NEWSPAPER: The Mountain Eagle was named the official paper. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Goettsche, with all in favor.

BUILDING & SAFETY COMMITTEE: Councilmen Van Valin and Walker were re-appointed. A motion to approve was made by Councilman Goettsche, 2nd by Councilman Peters, with all in favor.

UNION NEGOTIATING COMMITTEE: Councilman Peters, Supervisor Hoyt and Chief of Police Richard Selner for Police Union Contract. Councilman Peters, Supervisor Hoyt and Highway Superintendent Gary Thorington for Highway Union Contract were re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. The Highway Union Contract will expire 12/31/2023 and negotiations will start for renewal of the 2024 contract.

GRANT WRITING COMMITTEE: Supervisor's Office as needed.

MILEAGE RATE FOR TRAVEL Tolls and odometer readings for starting and ending mileage are to be submitted on vouchers for reimbursement at a new **rate of \$0.67 per mile.**

FIREWORKS COMMITTEE: Supervisor Hoyt and Councilman Walker were re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. Town Clerk Bonnie Poehmel helps the committee with the emails and the event contracts with Young Explosives Fireworks Display Company.

HIGHWAY COMMITTEE: Councilmen Walker and Van Valin were re-appointed. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR: Dominick Caropreso was re-appointed for 1-year. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Goettsche, with all in favor. His term will expire December 31, 2024.

DEPUTY CODE ENFORCEMENT OFFICER: will remain vacant.

CENTRE PROPERTY CONTACT FOR ENTRY/KEY HOLDER: Carol Spear will be a contact person for entry for any event in the building, as she will hold a key. A motion to approve was made by Councilman Walker, 2nd by Councilman Goettsche. Larry Tompkins is no longer a resident of the Town of Windham.

ORGANIZATIONAL MEETING (CON'T)

JANUARY 2, 2024

REGISTRAR OF VITAL STATISTICS: Town Clerk Bonnie Poehmel was re-appointed for another 4-year term. Her term will expire December 31, 2026.

DEPUTY REGISTRAR: Town Clerk Bonnie Poehmel would like to recommend Councilman Goettsche for this one-year term position. Councilman Goettsche has accepted. The term will expire on December 31, 2024. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

AMBULANCE OPERATIONS LIAISON: Councilman Peters was re-appointed. A motion to approve was made by Councilman Walker, 2nd by Councilman Peters, with all in favor.

PERSON IN CHARGE OF FIXED ASSETS: Bette Rhoades and Supervisor Hoyt were re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Goettsche, with all in favor.

DOG CONTROL OFFICER: Bruce Feml was re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Goettsche, with all in favor.

WATER SUPERINTENDENT: (General Operations in Windham) Kyle Schwarz was re-appointed and a contract with Cedarwood Environmental Services (Hensonville) Joshua Vital was re-appointed. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Peters, with all in favor.

TOWN OFFICER IN CHARGE OF PARKS: Supervisor Hoyt was re-appointed. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. This will include CD Lane Park, Hensonville Park, Creamery Pond Park and Windham Path as well as any new parks created.

TOWN OFFICER IN CHARGE OF CEMETERIES: Councilman Van Valin was re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

PLANNING BOARD LIAISON: Councilman Peters was re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Goettsche, with all in favor.

WINDHAM CHAMBER OF COMMERCE LIAISON: Councilman Goettsche was re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

FIRE COMMISSIONER LIAISON: Councilman Goettsche was re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

SOCIAL SERVICES OFFICER/BOOKKEEPER TO THE NEWTON FUND: Bette Rhoades was re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Goettsche, with all in favor. Her term will expire December 31, 2024.

YOUTH OFFICER: Councilman Van Valin was re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

AUTHORIZED PETTY CASH FUNDS: Supervisor \$300.00, Town Clerk \$100.00, Town Court \$150.00 and Tax Collector \$250.00 will all remain the same. A motion to adopt was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. (See Town Board Resolution #1 of 2024)

HIGHWAY SUPERINTENDENT: to authorize permission to purchase highway materials at State and County bid prices and use New York piggyback law when it is advantageous to the Town of Windham. A motion to adopt was made by Councilman Walker, 2nd by Councilman Goettsche, with all in favor. (See Highway Fund Resolution #1 of 2024)

SECTION 2019-a OF THE UNIFORM JUSTICE COURT ACT: requires that town and village justices annually provide their court records and documents to the auditing board of the town,

and that such records then be examined, and that fact be entered into the minutes of the board's proceedings. A motion to adopt was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. (See Town Board Resolution #2 of 2024)

TOWN BOARD MEETING NIGHTS: Meetings will be on the 2nd and 4th Thursday of each month at 7:00 p.m., unless it conflicts with National Holidays, then an alternate date is to be selected. A motion to approve was made by Councilman Walker, 2nd by Councilman Peters, with all in favor.

WAGE SCHEDULE FOR POSTION/APPOINTMENT: The following wages were approved (with a 2.5% increase): **Temporary Clerical Help** will be at minimum wage of **\$15.38 per hour**. **Clerical Help**-part time position-20 hours per week will be at a minimum wage of **\$15.38 per hour**. **Account Clerk/Clerk to Main Office (Bette Rhoades)** pay will increase from \$21.50 per hour to **\$22.04 per hour** as a full-time position-40 hours per week. **Bookkeeper to the Supervisor (Cynthia Nelson)** pay will increase from \$23.15 per hour to **\$23.73 per hour** as a full-time position-40 hours per week. **Senior Clerk Typist (Amanda Jones)** pay will increase from \$19.50 per hour to **\$19.99 per hour** as a full-time position-40 hours per week. **Clerk (Janine Soule)** pay will increase from \$16.50 per hour to **\$16.91 per hour** as a **part-time position Highway Clerk**. **Deputy Town Clerk position will remain vacant.**

Police Chief Richard Selner (part time-20 hours per week) will be paid **\$35,000 annual salary**. **Police Union Contract salaries will be noted for the Police Officers hourly rate. The Police wages are calculated according to the Union Contract.** Full-time police officers' per union contract for 2024 is \$23.90 per hour and **Part-time police officers** per union contract for 2024 is **\$22.80 per hour**. **Police Recruits part-time minimum wage \$15.00 per hour** for 2024.

Highway Employees. Highway Union Contract salaries will be noted for the Highway Employees hourly rate. The Highway Employee wages are calculated according to the Union Contract. Highway Employees: **Troy Alpin, Michael Mattice, Edwin Ohl, George Scherer, Devin Drum and Christopher Viola** for MEO are paid **\$23.73 per hour** for each man as a full-time position. The Highway Dept. Labor/Wingman/Sidewalk Maintenance will be paid \$15.00 per hour for a part time-20 hours per week position as needed work to be done.

Board of Assessment Review Members will remain at **\$80.00 per session**. **Planning Board Chairman** pay will remain at **\$65.00 per session**. **Planning Board Members** pay will remain at **\$40.00 per session**. **Planning Board Recording Secretary Sandra Allen** will remain at **\$20.00 per hour** as a part-time position.

CD Lane Park Laborer -part time -20 hours per week minimum wage **\$15.00 per hour**. **John Wolf** (Park part-time seasonal help) pay will increase from \$15.00 per hour to **\$15.25 per hour**. **Life Guards** (Park part-time seasonal help) will remain at **\$16.00 per hour**. A motion to approve the above stated wages was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

Court Clerk (Karen Matteo) will increase from \$17.50 per hour to **\$17.94 per hour** as a part-time position-20 hours per week. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor.

The **Sole Assessor (Richard Tollner)** 6-year term is effective 10/01/19 and will expire on 09/30/25. His pay is currently at \$25.50 per hour will increase to **\$26.14 per hour** as a full-time position-40 hours per week. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Goettsche, with all in favor.

Code Enforcement Officer/Building Inspector (Dominick Caropreso) pay will remain the same **\$29,000 annual salary, with no mileage reimbursement**. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Goettsche, with all in favor.

Dog Control Officer-Bruce Feml pay will remain the same **\$2,700 annual salary**. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Goettsche, with all in favor.

Water Superintendent Kyle Schwarz pay will remain the same **\$25,000 annual salary**. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Goettsche, with all in favor.

Ambulance Driver on Call will remain at **\$36.00**. **Ambulance Driver per Hour** will increase from \$15.00 per hour to **\$15.38 per hour**. **EMT on Call** will remain at **\$46.00**. **EMT per Hour** will increase from \$18.50 per hour to **\$18.96 per hour**. **AEMT- Intermediate on Call** will remain at **\$46.00**. **AEMT- Intermediate per Hour** will increase from \$19.50 per hour to **\$19.99 per hour**. **Paramedic on Call** will remain at **\$56.00**. **Paramedic per Hour** will increase from \$23.25 per hour to **\$23.83 per hour**. A motion to approve the above Ambulance wages was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. **Ambulance Administrator Davia Montie is appointed to a full-time position as a Paramedic** with the Ambulance Administrator responsibilities; and she will need to cover two 12-hour shifts as a Paramedic on the ambulance. Her pay will be **\$56,000 annual salary**. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. **Full time Paramedic-Daniel Lendin** will increase from \$23.25 per hour to **\$23.83 per hour**. **Full time EMT-James Stone** will increase from \$18.50 per hour to **\$18.96 per hour**. **Full time Paramedic-Ryan Hejnal** will increase from \$23.25 part-time per hour to **\$23.83 per hour**. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. **Quality Improvement Coordinator - Christopher Maeurer** (position created 1/01/18) to assist Ambulance Administrator Davia Montie. His pay will be **\$1,000 stipend at the end of the year**. A motion to approve stipend to stay the same was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

GREENE COUNTY EMS REPRESENTATIVE: Councilman Peters was re-appointed. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

SEWER DISTRICT-GREASE TRAP INSPECTOR: Josh Vital was re-appointed. A motion to approve was made by Councilman Van Valin, 2nd by Supervisor Hoyt, with all in favor.

EOC COORDINATOR: Supervisor Hoyt was re-appointed. (The primary EOC is to be at the WWTP with the Town Hall as the secondary location.) A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Walker, with all in favor.

EOC COMMITTEE: Supervisor Hoyt and the Town Board Councilmen Van Valin, Walker, Peters and Goettsche. This Committee will make recommendations on how to handle emergency situations in the town.

SWAC COMMITTEE: Primary Councilman Walker and Secondary Councilman Van Valin were re-appointed. This is a two-year term limit. The term will expire December 31, 2024.

EMPLOYEE YEAR END STIPENDS for 2024 to be carried forward as follows:

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| Christopher Maeurer (Ambulance-Quality Improvement Coord.) | \$1,000.00 |
| Dr. Craig Stanger (Medical Director-Ambulance) | \$2,000.00 |
| Dr. Nikolay Samedov (Town Health Officer) | \$ 250.00 |
| Wayne Van Valin (Deputy Town Supervisor) | \$1,200.00 |
| Troy Aplin (Highway Foreman) | \$1,100.00 |
| Bette Rhoades (Social Services) | \$ 250.00 |
| Patricia Morrow (Town Historian) | \$3,200.00 |

A motion to approve the above stipends as stated to be carried forward for 2024 was approved by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

2.PLANNING BOARD & ARCHITECTURAL REVIEW BOARD MEMBERS were made available for the Board's review; all members have a 5-year term. **Thomas Poelker, Planning Board Chairman** term will expire December 31, 2026. The current board members/terms are as follows: **Claudia Lane** term expires December 31, 2025; **Michael Triccoli** term expires December 31, 2024; **Lisa Jaeger** term expires December 31, 2023; **Nathan Hoyt** term expires on December 31, 2027. Town Clerk Bonnie Poehmel has reached out to Lisa Jaeger and she is interested in another 5-year term. With this recommendation, the Board has re-appointed Lisa for a new 5-year term expiring December 31, 2028; and **Recording Secretary Sandra Allen**. A motion to approve the new 5-year term for Lisa Jaeger was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

3.MEMBERS OF LIBRARY TRUSTEES were made available for the Board's review; all members have a 5-year term. **Carol Spear, President** term expires December 31, 2027 and **Sandra Schellhorn** term expires December 31, 2027. **Margaret (Mag) Scarey** term expires December 31, 2023; **Cynthia Telles** term expires December 31, 2023; **Peter Peters** term expires December 31, 2024; **Danielle Larsen** term expires December 31, 2025; **Wendy McInerney** term expires December 31, 2026; The Town Board received a letter from the Library Trustees as they have approved the re-appointment of **Margaret (Mag) Scarey** and **Cynthia Telles** as Library Trustees for another 5-year term each. Their new term will expire December 31, 2028. A motion to approve Margaret (Mag) Scarey and Cynthia Telles was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

4.BOARD OF ASSESSMENT REVIEW MEMBERS was made available for the Board's review; all members have a 5-year term. **Albin Beckmann** term expires September 30, 2024; **Peter O'Brien** term expires September 30, 2025 and **Richard Fournier, Chairman's** term will expire September 30, 2028. This will be addressed at a September 2024 meeting.

5.(LTCR) STORM WATER COMMITTEE MEMBERS as noted are: Councilmen Van Valin and Peters; Highway Superintendent Gary Thorington; Planning Board Chairman Thomas Poelker; Delaware Engineering Staff and Windham Mountain Chip Seamans.

6.TOWN CLERK'S ANNUAL REPORT was made available for the Board to review and audit. The Town Clerk collected revenue in the amount of \$65,702.49 for the year 2023 compared to last year \$84,071.12 for the year 2022. A motion to approve for 2023 was made by Councilman Goettsche, 2nd by Councilman Peters, with all in favor.

7.TAX COLLECTOR'S ANNUAL REPORT was made available for the Board to review and audit. The Tax Collector had a total warrant of \$7,453,853.71. She paid \$3,143,658.88 to the Town Supervisor and collected \$28,073.68 in penalties; less \$434.25 for bank fees; netting \$27,639.43 which was turned over to the Town Supervisor. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

8.REGISTRAR'S ANNUAL REPORT was made available for the Board's review. The Registrar collected a total of \$1,000.00, of which \$50.00 for Certified Birth Transcripts and \$950.00 for Original Death Certificates for 2023. A motion to approve was by Councilman Van Valin, 2nd by Councilman Peters, with all in favor.

9.DOG CONTROL OFFICER'S ANNUAL REPORT was made available for the Board's review. Also submitted is the New York State Dept. of Agriculture & Markets Dog Control Officer Inspection Report-DL-89 dated May 15, 2023; and Municipal Shelter Inspection Report DL-90 dated May 15, 2023 for the Board's review.

10.JUSTICE'S ANNUAL REPORTS Justice McCarthy and Justice Stevens files were made available for the Board to review and audit. Justice McCarthy & Justice Stevens collected \$41,402.00 together for 2023 as per the submitted report.

11.TOWN BOARD RESOLUTION #1 OF 2024 to authorize the following Petty Cash Funds for each department listed Supervisor \$300.00, Town Clerk \$100.00, Town Court \$150.00 and Tax Collector \$250.00 will remain the same. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

12.TOWN BOARD RESOLUTION #2 OF 2024: Section 2019-a of the Uniform Justice Court Act; requires that town and village justices annually provide their court records and documents to the auditing board of the town, and that such records then be examined, and that fact be entered into the minutes of the board’s proceedings. A motion to adopt was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

13.HIGHWAY FUND RESOLUTION # 1 OF 2024 to authorize the Highway Superintendent to purchase highway materials at State and County bid prices and use New York piggyback law when it is advantageous to the Town of Windham. A motion to approve was made by Councilman Walker, 2nd by Councilman Goettsche, with all in favor.

The meeting adjourned at 6:53 p.m. on a motion by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

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| COUNCILMAN | COUNCILMAN | TOWN CLERK |

