

An organizational meeting, followed by the regular monthly meeting, of the Town Board of the Town of Livingston, County of Columbia, and the State of New York was held at the town hall, 119 County Route 19, Livingston, NY on the 14<sup>th</sup> day of January, 2016.

Present:

Supervisor James Guzzi  
Deputy Supervisor Will Yandik  
Councilperson William Bender  
Councilperson Phil Massaro  
Councilperson Kelly McDonald

Supervisor Guzzi opened the meeting with the pledge to the flag, at 7:00 p.m.

Resolution # 29

Motion to approve Resolutions 1-16 thru 28-16 (attached to these minutes)

A motion was made by Deputy Supervisor Yandik, seconded by Councilperson Bender to approve resolutions 1-28. A roll call vote was taken

Votes: 5 Ayes-

Supervisor Guzzi, Councilperson Bender, Councilperson Massaro, Councilperson McDonald (who voted Aye except to resolutions 3, 4, 22, and 23) and Deputy Supervisor Yandik

Committees as presented in the attached document were also formed.

Resolution# 30

Motion to close the organizational meeting

A motion was made by Councilperson Bender, seconded by Councilperson Massaro, to close the organizational meeting.

Votes: 5 Ayes

Supervisor Guzzi opened the regular meeting of the Town Board at 7:18 pm

Resolution # 31

Motion to approve the monthly and year end minutes

A motion was made by Councilperson McDonald, seconded by Councilperson Bender, to approve the minutes of the December monthly town board meeting and the year end meeting.

Votes: 5 Ayes

Communications:

The town clerk read correspondence from the Hudson City School District asking for use of the town hall on February 9<sup>th</sup> 2016 for voting for the school district.

Resolution # 32

Motion to allow the Hudson City School District use of the town hall on February 9<sup>th</sup> 2016 for school district voting.

A motion was made by Deputy Supervisor Yandik, seconded by Councilperson Bender, to allow the Hudson City School District to use the town hall on February 9<sup>th</sup> 2016 for voting purposes

Votes: 4 Ayes

Councilperson McDonald recused herself

The other communication read by the town clerk was from Livingston Librarian Wendy Tremper Wollerton announcing the library would be using the town hall on Saturday February 20<sup>th</sup> 2016 from 1pm to 2:30 pm for a chocolate making demo and talk.

Supervisor's Report

The following reports were read by Supervisor Guzzi:

Town Supervisor

Town Clerk- Total local shares remitted to town of \$1202.29 for December

Highway- no report

Building Dept- 2 Building permits, 2 C/O permits, and one Fire Alarm registration

Dog Control- 1 call in November and 4 in December

Assessor- no report

Resolution # 33

Motion to approve the monthly reports as read

A motion was made by Deputy Supervisor Yandik, seconded by Councilperson Bender to approve the monthly reports as read.

Votes 5 Ayes

New Business

There was discussion on new hours in the Building Dept. to improve it. The building inspector will be in Thursdays from 3-5 and then the assistant will be there from 5-8. This will allow contractors to be able to meet with the inspector during normal business hours.

Resolution # 34

Motion to approve the change in the building dept hours of operation on Thursdays to 3-5 pm for the building inspector and 5-8pm for the assistant

A motion was made by Deputy Supervisor Yandik, seconded by Councilperson Massaro, to approve the change in the building dept hours for Thursdays from 3-5 pm to be staffed by the building inspector and then from 5-8 to be staffed by his assistant. Tuesdays are to remain at 6-8 and Saturdays 10-1.

Votes 5 Ayes

A discussion took place on the complaints that come in to the building dept and how to move them along at a better pace. Trying to close up the time frame from when the issue comes in till when it gets resolved. A complaint resolution procedure was read by Supervisor Guzzi, which included the process on the building dept going to the subject property to investigate the complaint and the notifications to the town attorney and the town board that will take place.

Resolution # 35

Motion to adopt the of the complaint resolution procedure framework

A motion was made by Deputy Supervisor Yandik, seconded by Councilperson Massaro, to adopt the complaint resolution procedure framework as read by Supervisor Guzzi

Votes 5 Ayes

Discussed increasing the building dept. budget from \$13,334 to \$16,500 due an increased workload and the ongoing training required to be certified to do it.

Resolution # 36

Motion to increase the budgeted amount for the building dept. for the CEO/ building inspector from \$13,334 to \$16,500

A motion was made by Councilperson Massaro, seconded by Councilperson Bender to increase the town budget amount for the building dept. for the CEO/building inspector from \$13,334 to \$16,500.

Votes 4 Ayes,

1 Nay- Councilperson McDonald



## Committee Reports

Buildings- some upcoming projects for the coming year-need outside painting on the front of the building, the gazebo needs work and there are projects at the Rec Park. The handyman will be doing some of the work.

Citizens Advisory- no report

Senior Council- no report

Planning and zoning- still working on the lot lone adjustment issue

Ethics- no report

Highway- There was some repair work done to the backhoe. The County helped with it. An update on fuel was given, there are no fuel storage tanks at the town property any more. The highway now gets all their fuel at the county site next door, paying State bid price. The county will be installing a computer system to monitor who uses it and how much, and each person will eventually have their own card for it.

Communications- some minor changes were made to the website and the domain name needs to be renewed, comes in a 2 year contract.

Office Support- no report

Historian- no report

County Environmental Management- no report

Emergency Management- no report

Special Projects- Power Lines: Part A ended in December. Still appears eminent domain is off the table. PSC has recommended it move to the next stage. Part B-development and engineering- will probably start in a year or so.

Twin Lakes: A meeting took place with the members of the group looking to keep the area park space and the town board committee members. Signs were made for the area free of charge by the county and will be installed by the highway dept. soon. Some pro bono surveying work being done by Massaro. Outreach to the community is taking place to see what they want to see done with the property, just trying to formalize that process. The subcommittee working on it consists of 6-8 town residents. To mitigate the impact on the lake is important. There is agreement that there will be no hard surfaces, no basketball hoops, no recreation equipment, and no town sponsored swim program.

Audit Committee:

Resolution # 37

Motion to pay bills

A motion was made by Councilperson Bender, seconded by Councilperson McDonald, to pay the bills as presented.

# 1-14 Highway

# 1-20 General

Vote 5 Ayes

Public Comment

A resident brought up the marriage officer and what his duties are. Either the marriage officer, Michael Kaufman, or Judge Robert Moore can marry people.

A resident inquired if the town was aware of or received communications from a firm that is looking for land for solar farms.

A resident asked about the firm Boundless Energy from Ulster Co and Deputy Supervisor Yandik said they would not be moving ahead with their energy transmission project thru Athens from the Pleasant Valley grid, they did not get to go to part B.

A resident asked if the town board could put their minutes on the website and was told they are already there for residents to read, and also the agenda will be up on the site at least 48 hours prior to the meetings.

Resolution # 38

Motion to Adjourn

A motion was made by Deputy Supervisor Yandik, seconded by Councilperson Bender, to adjourn the meeting.

Votes 5 Aye

The meeting was adjourned at 8:07 pm

Respectfully Submitted,

Tammy Molinski

Town Clerk

**January 14, 2016**

**RESOLUTION #1-16**

**MOTION TO DESIGNATE OFFICIAL NEWSPAPER**

Pursuant to Section 64 of the Town Law, the Hudson Register Star and the Daily Freeman are hereby designated as the official newspapers for the Town of Livingston.

**RESOLUTION #2-16**

**MOTION TO DESIGNATE DEPOSITORIES**

Pursuant to Section 64 of the Town Law, First Niagra and the Bank of Greene County are hereby designated as the approved depositories in which the Supervisor, Town Clerk, Town Justice and Tax Collector shall deposit all monies coming into their hands by virtue of their office.

**RESOLUTION #3-16**

**MOTION TO APPOINT ATTORNEY FOR THE TOWN AND  
ATTORNEY FOR THE TOWN FOR PLANNING AND ZONING**

Rob Fitzsimmons shall be appointed as attorney for the town for a one-year term expiring Dec. 31, 2016. Theodore Hilscher shall be appointed interim attorney for the town for planning and zoning as needed.

**RESOLUTION #4-16**

**MOTION TO APPOINT ENGINEER FOR THE TOWN**

Crawford and Associates shall be appointed engineer for the town for a one-year term expiring Dec. 31, 2016.

**RESOLUTION #5-16**

**MOTION TO APPOINT DOG SHELTER**

That the Town will contract with Col.-Greene Humane Society as the primary shelter and Pine Plains Veterinarian as a secondary shelter for seized dogs in 2016.

**RESOLUTION #6-16**

**MOTION TO APPOINT DOG CONTROL OFFICER**

That Martin Palumbo be hereby appointed Dog Control Officer for the year ending December 31, 2016.

**RESOLUTION #7-16**

**MOTION TO AUTHORIZE PURCHASE UNDER \$500**



That the Town Superintendent of Highways be authorized to purchase tools, equipment, tires and miscellaneous items without action of the Town Board in the amount not to exceed Five Hundred Dollars (\$500.00) per purchase. All purchases made by any representatives of the Town of Livingston must receive approval by the auditing committee by way of a request form. All purchases must be subject to Procurement Policy.

**RESOLUTION #8-16**  
**MOTION TO SET RATE OF TRAVEL**

\* The rate of travel on official business in a personally owned vehicle is hereby set at the Federal employee General Services Administration reimbursement rate. The current rate is fifty-seven and one half cents per mile (\$0.54).

**RESOLUTION #9-16**  
**MOTION TO HIRE COURT STENOGRAPHER**

That Town Justices be authorized to hire a court stenographer as necessary for a record of testimony in cases before the Court at a rate to be determined.

**RESOLUTION #10-16**  
**MOTION TO AUTHORIZE USE OF STENOGRAPHER**

That the Supervisor and Town Clerk be authorized to use the services of a stenographer when required by law at a rate to be determined.

**RESOLUTION #11-16**  
**MOTION TO SET REGULAR TOWN BOARD MEETINGS**

That the regular monthly meeting of the Town Board be held on the second Thursday of each month at 7:00 pm in the Town Hall, County Route 19, Livingston.

**RESOLUTION #12-16**  
**MOTION TO DESIGNATE DELEGATE FOR ASSOCIATION OF TOWNS**

That Tammy Molinski be designated delegate and James Guzzi alternate delegate, respectively, at the Annual Association of Towns meeting in February 2016.

**RESOLUTION #13-16**  
**MOTION TO APPOINT BUDGET OFFICER**

That James Guzzi, Supervisor, is hereby appointed Budget Officer for the year 2016.

**RESOLUTION #14-16**  
**MOTION TO APPOINT DEPUTY SUPERVISOR**

That Will Yandik is hereby appointed as Deputy Supervisor for the term expiring December 31, 2016.

**RESOLUTION #15-16**  
**MOTION TO APPOINT REGISTRAR**

That Tammy Molinski be appointed Registrar of Vital Statistics for the Town of Livingston, year ending December 31, 2016.

**RESOLUTION #16-16**  
**MOTION TO APPOINT DEPUTY TOWN CLERK**

That Lydia LeMay and Judy Harp be appointed Deputy Town Clerk as needed at the hourly rate of \$16.99.

**RESOLUTION #17-16**  
**MOTION TO FIX SALARIES**

That this Town Board does hereby fix the salaries and wages of the various officers and employees for the fiscal year beginning January 1, 2016 in the amount stated:

<b><u>TITLES OF POSITIONS</u></b>	<b><u>AMOUNTS</u></b>	<b><u>PAYABLE</u></b>
Supervisor	\$8,594	Yearly
Deputy Supervisor	\$1,576	Yearly
Town Justice Moore	\$15,165	Yearly
Town Justice Weaver	\$10,525	Yearly
Town Clerk/Collector	\$29,035	Yearly
Sole Assessor	\$24,740	Yearly
Councilman (4)	\$2,972.50	Yearly
Budget Officer	\$1,020	Yearly
Town Attorney	\$150	Monthly
Dog Control Officer	\$5,740	Yearly
Part Time Dog Control Officer	\$1,080	Yearly
Hall Custodian	\$4,134	Yearly
Reg. of Vital Statistics	\$3,632	Yearly
Historian	\$1,798	Yearly
Deputy Historian	\$ 782	Yearly
Zoning Enforcement Officer/Bldg. Insp.	\$12,389	Yearly
Assessment Review Board	\$100 (per meet)	Yearly
Planning & Zoning Board Members	\$55 (per meet)	Yearly



<u>TITLES OF POSITIONS</u>	<u>AMOUNTS</u>	<u>PAYABLE</u>
Planning & Zoning Board Chairman	\$100	per attendance
Hourly Worker-Town Hall	\$16.99	per hr.
Court Clerk	\$17.28	per hr.
Deputy Court Clerk	\$16.99	per hr.
Bookkeeper	\$19.29	per hr.
Recorder of Fixed Assets	\$250	Yearly
CEO	\$12.50	per hr.

### **HIGHWAY DEPARTMENT**

<u>TITLES OF POSITIONS</u>	<u>AMOUNTS</u>	<u>PAYABLE</u>
Highway Superintendent	\$51,806	Yearly
Deputy Highway Superintendent	\$686	Yearly
Machine Operator	\$19.41	per hr.
Sr. Machine Operator 1	\$19.13	per hr.
Sr. Machine Operator 2	\$18.71	per hr.
New Worker	\$16.66	per hr.
Part Time New Worker	\$13.81	per hr.
Mechanic	\$.60/hr differential	

-(All highway workers receive hospitalization and retirement as per employee policy)  
 -\$1,500 Insurance buy out at year-end-must provide documents showing other insurance.

### VACATION FOR HIGHWAY EMPLOYEES

1 Year	1 Week
2 Years	2 Weeks
7 Years	3 Weeks

**HOLIDAYS FOR 2016-** Same as County – See pay schedule

### **RESOLUTION #18-16**

### **MOTION TO AUTHORIZE DEPUTY SUPERVISOR TO SIGN CHECKS**

That Will Yandik, Deputy Supervisor, is hereby authorized to sign checks in the absence of Supervisor James Guzzi.

### **RESOLUTION #19-16**

### **MOTION TO APPOINT CHAIRMAN TO THE PLANNING BOARD**

That Phil Schmidt be appointed Chairman of the Planning Board for the Town of Livingston for the year ending December 31, 2016.

**RESOLUTION #20-16**  
**MOTION TO APPOINT CHAIRMAN TO THE ZONING BOARD OF APPEALS**

That Thomas Alveraz be appointed Chairman to the Zoning Board of Appeals for the Town of Livingston for the year ending December 31, 2016.

**RESOLUTION #21-16**  
**MOTION TO TO APPOINT BOOKKEEPER**

That Donna Lynk Campion working in conjunction with Karp, Ackerman, Skabowski, C.P.A. be appointed as bookkeepers for the Town of Livingston for a term expiring Dec. 31, 2016.

**RESOLUTION #22-16**  
**MOTION TO APPOINT BUILDING INSPECTOR and ZONING ADMINISTRATOR**

That Jay Trapp be appointed interim Building Inspector and Zoning Administrator.

**RESOLUTION #23-16**  
**MOTION TO APPOINT CODE ENFORCEMENT OFFICER**

That Jay Trapp be appointed interim Code Enforcement Officer.

**RESOLUTION #24-16**  
**MOTION TO APPOINT MARRIAGE OFFICER**

That Michael Kaufman be re-appointed Marriage Officer for 2016.

**RESOLUTION #25-16**  
**MOTION TO APPOINT FIXED ASSETS OFFICER**

That Patricia Schroeder be re-appointed Fixed Assets Officer for 2016.

**RESOLUTION #26-16**  
**MOTION TO APPOINT SENIOR NUTRITION SITE COORDINATOR**

That Judy Harp be re-appointed the Coordinator of the Livingston Senior Nutrition Program for 2016.

**RESOLUTION #27-16**  
**MOTION TO APPOINT TOWN HISTORIAN**

That Joseph Gatti be re-appointed Town Historian for 2016.

**RESOLUTION #28-16**

**MOTION TO APPOINT DEPUTY HIGHWAY SUPERINTENDENT**

That Earl Lyons be appointed Deputy Highway Superintendent for 2016.

**RESOLUTION #29-16**

**MOTION TO ACCEPT RESOLUTIONS #1-16 - #28-16**

A motion was made and seconded to accept and authorize Resolutions #1-28 as presented.

Vote – Aye \_\_\_\_\_ Nays \_\_\_\_\_

**THE SUPERVISOR APPOINTED THE FOLLOWING COMMITTEES**

**AUDITS**

BENDER, GUZZI, MASSARO, MCDONALD, YANDIK

Oversee the accuracy and completion of all yearly audits and formulate corrective action plans to address deficiencies.

**BUILDINGS**

BENDER, MASSARO

Oversee the repair and upkeep of the town hall, history barn, rec park, and town highway buildings, including but not limited to the physical structure of the exterior, roof, windows, heating and lighting systems, electrical systems, interior floors and walls, keys, locks, and furniture. Ensure that all capital projects are properly put out for bid. Manage the Town Handyman and conduct annual performance reviews.

**COMMUNICATIONS**

YANDIK

Manage the town's website, post notices to the newspaper for meetings and public hearings, manage the town's newsletter, draft important letters to public and private agencies, and manage media relations on behalf of the Town Board.

**ETHICS**

MASSARO, MCDONALD

Receive allegations of breach of ethics, direct claims to the County Board of Ethics, and follow such claims as they are deliberated.



**HIGHWAY**  
GUZZI, YANDIK

Oversee and foster cooperation between the Town Board and Highway Superintendent on budgetary, staffing, equipment, and structural issues to ensure that the Highway Department has the support and services they need to perform their duties.

**OFFICE SUPPORT**  
MCDONALD

Oversee all purchasing, upgrading, and maintenance of computers, fax, telephone, answering machine and call prompt systems, copy machine, software, BAS systems, software and data backups, alarm and security systems for all town staff, departments, and town properties.

**PLANNING AND ZONING**  
BENDER, MASSARO

Oversee the Planning and Zoning Boards, ensuring that both boards have the support they need to consistently apply the town's zoning law and master plan. Receive and follow up concerns from both board members and residents regarding the zoning law and the application of that law. Interview new candidates for vacancies on both boards. Oversee the offices of code enforcement, zoning enforcement, and the building inspector to ensure the proper application of law. Address and follow up with resident concerns related to permitting and enforcement of all applicable laws and zoning codes.

**SPECIAL PROJECTS**  
BENDER, GUZZI, MASSARO, MCDONALD, YANDIK

The Supervisor will appoint committees as needed and stand as follows:

**HIGH-VOLTAGE TRANSMISSION**  
GUZZI, YANDIK

*Brief the board on developments regarding utility proposals to construct 345-kv transmission lines on two routes through the Town as part of the NY Energy Highway Plan, work with local advocacy groups and the Public Service Commission to represent the Town's interests.*

**TWIN LAKES**  
MASSARO, YANDIK

*Convene Town meetings to explore management options, improvements, or sale of lakeside property in Elizaville that Town previously purchased and remediated. Seek and organize community input on the matter and develop plan of action with full Town Board.*

**The Supervisor Appointed the Following Citizens to Committees:**

**CITIZEN SPECIAL PROJECTS COMMITTEE**

Joe Leto

The Supervisor will assemble special projects committees to address issues as necessary

**COUNTY ENVIRONMENTAL MANAGEMENT COUNCIL**

Michael Hamilton

**COUNTY SENIOR CITIZEN ADVISORY COUNCIL**

Arlene Sweeney

Tony Torres

Pauline Czajka

**COUNTY TRAFFIC SAFETY BOARD**

Joe Leto

**COUNTY YOUTH BOARD**

VACANT

**NUTRITION/SENIOR PROJECTS**

Kevin McDonald

**PARKS AND RECREATION**

Judy Bender

Brief the Town Board on the upkeep and functions of the Town Recreation Park, including all organized recreational and youth programming.

**THE SUPERVISOR APPOINTED THE FOLLOWING:**

Eileen Yandik

Eileen Yandik

Donna Champion

Judy Bender

Gwen Thorpe

Eileen Yandik

Tammy Spampinato, Robert Brenzel

Isidora Schultz, Kendra

McCrae, Susan Waters-Baker

Planning Board Secretary

Zoning Board Secretary

Bookkeeper

Assessor Secretary

Bldg. Inspector/CEO Secretary

Court Clerk

Deputy Court Clerks

Dep. Court Clerks to fill in as needed

## MEMBERS AND TERMS OF VARIOUS BOARDS

### **Planning Board (7 Year term expires 12/31 of last year)**

Philip Schmidt (Chair)	2013-2019
Sal Cusamano	2015-2021
Robert Bellinger	2014-2020
James McFarland	2012-2018
John Ross	2011-2017
Bernard Stickle	2010-2016
Albert Keil	2016-2022
Stephen Thibeault (Alternate)	2013-2019

### **Zoning Board of Appeals (5 Year term expires 12/31 of last year)**

Thomas Alvarez (Chair)	2016-2020
Sarah Price	2015-2019
Charles Dickens	2015-2019
Stan Yarien	2014-2018
Charles Schneider	2013-2017
Robert Fleming (Alternate)	2013-2017

**Assessor – Kenneth Leggett** 2013-2019  
(6 Year term expires 9/30 of last year)

### **Assessment Board of Review (5 Year term expires 9/30 of last year)**

Michael Boote	2015-2019
Ben Scroden	2013-2018
Charles Schneider	2013-2018



