

A REORGANIZATION MEETING WAS HELD ON WEDNESDAY, JANUARY 5, 2023, AT 6:00 P.M. IN THE TOWN HALL, 201 THIRD AVE., FRANKFORT, NEW YORK.

Present: Glenn D. Asnoe, Supervisor
Christopher Evans, Councilman
Michael Perritano, Councilman
John Wallace, Councilman
Ronald A. Testa, Highway Superintendent
Chief Matthew Palumbo
Karl Manne, Town Attorney
Absent: Joseph D. Tamburro, Councilman

Supervisor Asnoe opened the meeting with the Pledge of Allegiance.

PUBLIC COMMENTS No public comments.

NO. 1 ADOPT RULES OF ORDER

MOTION made by Supervisor Wallace that the town board resolves to adopt the following rules of order for conducting town board meetings: all meetings will be announced to the public; all meetings will be open to the public; all meetings will have an order of business / agenda; the supervisor by NYS Town Law will act as chairman of town board meetings; all regular and certain special town board meetings will include a public comment period. A public comment section will be allowed and included in the order of business; public comments will be allowed upon recognition by the chair; all public comments shall be directed toward the chair; individuals shall state their name and purpose of business for the record; public comments shall be declaratory statements--pro/con on an issue; interrogatories with a question & answer approach will be considered at discretion of the chair or Town Board; the public comment period is not to be considered a debate period; comments shall be limited to 5 minutes per person. The above stipulations may be amended/waived via majority vote of the Board. All board actions / resolutions will be conducted via a motion, second and debate if necessary, followed by a roll call for vote by each Board member. All debates shall require recognition by the chair. Debate period target -- 3 minutes per board member; debate shall be pro/con position on issues supported by factual data only. Board members shall address the chair - not other board members or the public. Roll call for votes shall be in random order—Council members Evans, Perritano, Tamburro, & Wallace, followed by Supervisor Asnoe. All Resolutions will be assigned a numeric designation and recorded/filed in numeric sequence by the town clerk. All regular and certain special town board meetings will provide time for committee reports and Town Board comments. The second regular monthly meeting will include departmental reports. Second by Councilmembers Perritano. Upon roll call; All in favor. Vote was 4-0

APPROVED

NO. 2 2023 HOLIDAY SCHEDULE—TOWN HALL

MOTION made by Councilman Evans that the town board resolves to adopt the 2023 Holiday Schedule for the Town Hall, attached. Second by Councilman Perritano. Upon roll call; All in favor. Vote was 4-0

APPROVED

NO. 3 2023 HOLIDAY SCHEDULE—HIGHWAY DEPARTMENT

MOTION made by Councilman Wallace that the town board resolves to accept the 2023 Holiday Schedule for the Highway Department presented by Highway Supt. Ron Testa, attached vacation, half of the Highway staff will take July 3, 2023 to July 14, 2023 off, and the remainder of the staff will take July 17, 2023 to July 28, 2023 off. Second by Councilman Evans. Upon roll call; All in favor. Vote was 4-0

APPROVED

NO. 4 ESTABLISH REGULAR TOWN BOARD MEETINGS

MOTION made by Councilman Wallace that the town board resolves to establish the regular town board meeting dates for FY2023 as follows: 4th Thursday of the month at 6:00 PM. Schedule attached. Second by Councilman Evans. Upon Roll call; All in favor. Vote was 4-0

APPROVED

NO. 5 DESIGNATE OFFICIAL NEWSPAPER(S)

MOTION made by Supervisor Asnoe that the town board resolves to designate the Observer Dispatch as the official newspapers for the Town. Seconded by Councilman Wallace. Upon roll call; All in favor. Vote was 4-0

APPROVED

NO. 6 DESIGNATE OFFICIAL DEPOSITORIES

MOTION made by Supervisor Asnoe that the town board resolves to designate M&T Bank as official depository of Town funds. Second by Councilman Evans. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

APPOINTMENT OF BUDGET OFFICER

Supervisor appointment—Supervisor Asnoe appoints, as bookkeeper BST & Co. CPAs, LLP, 26 Computer Drive West, Albany, NY 1220 5for the Town of Frankfort.

APPOINTMENT OF BOOKKEEPING / PAYROLL SERVICE

Supervisor appointment—Supervisor Asnoe appoints Christopher Lambert & Associates of New Hartford, NY to perform payroll services for the Town of Frankfort.

APPOINTMENT OF IT PROFESSIONAL SERVICES

Supervisor appointment—Supervisor Asnoe appoints Michael Testa as IT professional for the Town of Frankfort.

NO. 7 APPOINTMENT OF CODES ENFORCEMENT OFFICER (Supervisor Appointment)

MOTION made by Supervisor Asnoe that the town board resolves to approve supervisor's appointment of Mischele Spaman to position of Codes Enforcement Officer for the Town of Frankfort. This is a full time permanent position; 35 hour work week, Monday through Friday; classified as a salaried position eligible for employee benefits available to all full-time employees including life insurance, medical insurance, paid vacation, paid holidays, NYS retirement, and personal & sick time. Second by Councilman Perritano. Upon roll call; All in favor. Vote was 4-0

APPROVED

NO. 8 APPOINTMENT OF PLUMBING INSPECTOR

MOTION made by Supervisor Asnoe that the town board resolves to appoint Billie Riesel to the position of Plumbing Inspector for Town of Frankfort. This is a part-time salaried position, with no benefits; other than the option to join the NYS retirement system. Second by Councilmembers Perritano & Wallace. Upon roll call; All in favor. Vote was 4-0

APPROVED

NO. 9 APPOINTMENT OF CUSTODIAN/ BUILDING & MAINTENANCE

MOTION made by Supervisor Asnoe that the town resolves to appoint Thomas Vivacqua to the position of Town hall Custodian. This is a part time hourly position, hours not to exceed 19.5 hours per week, with no benefits; other than the option to join the NYS retirement system. Second by Councilmember Evans & Perritano. Upon roll call; All in favor. Vote was 4-0

APPROVED

NO. 10 APPOINTMENT OF BUILDING & GROUNDS MAINTENANCE

MOTION made by Supervisor Asnoe that the town resolves to appoint Anthony Galante and Luigi Galante to the position of Town Hall Building & Grounds Maintenance. This is a part time hourly position; with no benefits other than the option to join the NYS retirement system; hours not to exceed 19.5 hours per week. (Snow removal of sidewalks /entrances; Lawn mowing/trimming) as needed. Second by Councilmember Evans & Perritano. Upon roll call; All in favor. Vote was 4-0

APPROVED

NO. 11 APPOINTMENT OF REGISTRAR OF VITAL STATISTICS

MOTION made by Councilman Wallace that the town board resolves to appoint Dorri DeRollo to position as Registrar of Vital Statistics for Town of Frankfort. Compensation for this position is based on fees imposed and collected for vital statistical documentation provided by the registrar's office. Compensation is realized through vouchers/claims submitted by registrar to the town board for review, audit, and approval for payment. Second by Councilman Perritano. Upon roll call; All in favor. Vote was 4-0

APPROVED

NO. 12 APPOINT TOWN CLERK AS TAX COLLECTOR

MOTION made by Councilman Wallace that the town board resolves to appoint the town clerk as tax collector been with a stipend of \$2,000.00; and it shall be the duty of the town clerk to collect and receive all Town & County taxes and assessments levied in the Town. The town clerk shall have all powers and subject to all duties and

responsibilities of the aforementioned tax collector position as provided by law. Second by Councilman Perritano.
Upon roll call; All in favor. Vote was 4-0 **APPROVED**

APPOINTMENT OF TOWN HISTORIAN (Supervisor Appointment) **TABLED**

NO. 13 APPOINTMENT OF JUSTICE COURT CLERK

MOTION made by Councilman Wallace that the town board resolves, per recommendation of the Court Justices, to appoint of Susan DiSano to the position of Justice Court Clerk. This is a full-time position, hourly position, work week Monday thru Friday; Hours of work are not to exceed 35 hours per week, eligible for employee benefits: medical insurance, life insurance, paid vacations, paid holidays, NYS retirement, personal & sick time. Second by Councilmembers Evans & Perritano. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 14 APPOINTMENT OF PART-TIME COURT CLERK

MOTION made by Supervisor Asnoe that the town board resolves, per recommendation of the Court Justices, to appoint appointment of Claudia Loy to the position of part time Justice Court Clerk for the Town of Frankfort. This is a part time hourly position; Work week Monday thru Friday, Work week hours – 15 hours per week, with no benefits other than the option to join to NYS Retirement. Second by Councilmembers Evans, Perritano & Wallace. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

APPOINTMENT OF DEPUTY TOWN CLERK & DEPUTY REGISTRAR

Town Clerk appointment—Town Clerk Dorri DeRollo reappointed Tamara A Palumbo as Deputy Town Clerk and Deputy Registrar of Vital Statistics.

DEPUTY TOWN CLERK & DEPUTY REGISTRAR—PAYROLL & BENEFITS

Supervisor Asnoe acknowledged that the position of Deputy Town Clerk and Deputy Registrar is a full-time permanent position, 35 hour work week Monday thru Friday, salaried position, eligible for employee benefits available to all full-time employees including life insurance, medical insurance, paid vacation, paid holidays, NYS retirement, personal & sick time.

NO. 15 APPOINTMENT OF ATTORNEY FOR THE TOWN

MOTION made by Supervisor Asnoe that the town board resolves to appoint Karl Manne as Attorney for the Town for general council issues; this is a part-time, salaried position with no benefits; other than the option to join the NYS retirement system. Second by Councilman Evans. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 16 APPOINTMENT OF PLANNING BOARD MEMBER

MOTION made by Councilman Perritano that the town board resolves to re-appoint Mark Valent to the position of Planning Board member. Term of office 1/1/2023 to 12/31/2027. Second by Councilman Evans. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 17 APPOINTMENT OF ZONING BOARD MEMBER

MOTION made by Supervisor Asnoe that the town board resolves to re-appoint David Brewer to the position of Zoning Board member. Term of office 1/1/2023 to 12/31/2027. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 18 APPOINTMENT OF ZONING BOARD SECRETARY

MOTION made by Supervisor Asnoe that the town board resolves to re-appoint Karlee Tamburro to the position as Secretary of the Zoning Board of Appeals. This is a part-time, salaried position with no benefits; other than the option to join the NYS retirement system Second by Councilman Wallace. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 19 APPOINTMENT OF PLANNING BOARD SECRETARY

MOTION made by Supervisor Asnoe that the town board resolves to re-appoint Karlee Tamburro to the position as Secretary of the Planning Board. This is a part-time, salaried position with no benefits; other than the option to join the NYS retirement system Second by Councilman Evans. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 20 APPOINTMENT OF ACCOUNT CLERK—HIGHWAY DEPARTMENT

MOTION made by Supervisor Asnoe that the town board resolves, per recommendation from Highway Supt. Ron Testa, to appoint Lauri Valent to the position of Account Clerk in the Highway Department. This is a full-time permanent hourly position, 35 hour work week, Monday through Friday, eligible for employee benefits available for all full-time employees including life insurance, medical insurance, paid vacation, paid holidays, NYS Retirement, personal and sick time. Second by Councilman Perritano. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

APPOINTMENT OF DEPUTY SUPERINTENDENT OF HIGHWAYS

Town Highway Superintendent appointment. Highway Supt. Ron Testa appoints Steve Mender to the position of Deputy Superintendent of Highways for the Town of Frankfort.

ESTABLISHMENT / DESIGNATION OF TOWN BOARD STANDING COMMITTEES

Supervisor appointment: Committee guidelines: Committees will be comprised of two Town Board members and respective functional head/chairperson; Committees are authorized to act in an advisory/support capacity only; has no authority to appropriate or spend Town funds; No authority to act on behalf of the Town Board. Responsibilities include, but are not limited to: planning, analysis and cost control; Perform studies; Develop / propose Town policy; Recommend and/or propose resolutions for Town Board consideration. Goals/Results: A more productive and functional town board;

A more equitable distribution of work load; Enhance productivity and efficiency of Town Board meetings (work between meetings--not during meetings). Committee designations & appointments are:

Councilmembers Evans & Perritano: (Highway) (Personnel Issues) (Recreational & Youth Programs)
(Assessor & Town Clerk)

Councilmembers Tamburro & Wallace: (Finance) (Public Safety & Courts)

Councilmembers Perritano & Wallace: (Land & Buildings)

Councilmembers Tamburro & Evans: (Intermunicipal Cooperative Efforts)

NO. 21 AUTHORIZE SUPERVISOR TO PAY IN ADVANCE OF TOWN BOARD AUDIT

MOTION made by Councilman Wallace that the town board resolves to authorize the supervisor to pay in advance of town board audit and approval, claims submitted to the Town for payment of goods/services for the following: Principle & Interest payments due on bonded indebtedness, Wages / salaries / employee benefits for officers and employees, Utility services including heat, water, sewer, electric, telephone, cable transmission, and credit card payments (note: this is done to take advantage of discounted amounts due and/or to avoid late payment fees.), Postage including freight and express deliveries, Web site and e-mail hosting services, State Comptroller invoices, and Taxes (employment & municipal). All claims and payments for the above shall be presented to the Town Board for audit and approval and included on the next Abstract of Audited Vouchers. Second by Councilman Evans. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 22 APPOINTMENT OF DOG CONTROL OFFICER

MOTION made by Supervisor Asnoe that the town board resolves to appoint Stephanie Berowski to the position of Dog Control Officer for Town of Frankfort. This is a part-time salaried position with no benefits; other than the option to join the NYS retirement system. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 23 APPOINTMENT OF OAKVIEW CEMETERY COORDINATOR

MOTION made by Supervisor Asnoe that the town board resolves to appoint Jason Cacciatore to the position of Coordinator for Oakview Cemetery for the Town of Frankfort. This is a part-time salaried position with no benefits; other than the option to join the NYS retirement system. Second by Councilman Perritano. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

APPOINTMENT OF DEPUTY TOWN SUPERVISOR

Supervisor appointment—Supervisor Asnoe appointed John Wallace as Deputy Town Supervisor; this is a part-time salaried position.

NO. 25 APPROVE FY2023 WAGES / SALARIES FOR ELECTED & APPOINTED OFFICIALS/EMPLOYEES

MOTION made by Councilman Wallace that the town board resolves to approve the FY2023 Annual Salary Schedule, Hourly Rates for Elected & Appointed Officials & Employees, attached, as presented by the Supervisor and Payroll Company. Second by Councilman Evans. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 26 ESTABLISH FY2023 WAGE & SALARY PAYROLL GUIDELINES

MOTION made by Supervisor Asnoe that the town board resolves to approve that the Town of Frankfort Payroll will be bi-weekly with services performed by Christopher Lambert & Associates. Second by Councilman Perritano. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

NO. 27 STANDARD WORK DAYS FOR TOWN OF FRANKFORT

MOTION made by Supervisor Asnoe that the town board resolves to establish the standard work days for officers/employees of the Town. Per the Wage & Salary Levels for FY2023 Schedules: Elected Officials—7 hours/day. Appointed Officials/Administrative Employees & Clerks: 7 hours/day /35hours /week. Highway Employees: 8 hours/day in the winter, 10hours/day in summer, 10hours/day in summer for a total of 40hours/week. Account Clerk-Highway: 7 hours/day 35hours/day. Town Police Officers: 8 hours/day 40hours/week. The standard work days are to be utilized for operational, payroll and NYS ERS reporting & requirements purposes. Vacation, Holidays, Personal & Sick days will be earned/accrued/paid per the aforementioned standard work days. Second by Councilmembers Perritano & Wallace. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 28 OVERTIME PAY

MOTION made by Supervisor Asnoe that the town board resolves that Overtime Pay will be for 40 hours worked (holidays and vacation are considered hours worked). Second by Councilman Perritano. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 29 APPROVE SIGNATORIES FOR TOWN FUNDS

MOTION made by Councilman Wallace that the town board resolves to approve Town Supervisor Glenn Asnoe, Deputy Town Supervisor John Wallace, Town Clerk Dorri DeRollo and Deputy Town Tamara A Palumbo as signatories for Town of Frankfort funds. Second by Councilman Perritano. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

BOARD COMMENTS:

Supervisor Asnoe informed the board there are five positions up his being one of them and he is going on record saying he will not run for re-election

MOTION made by Supervisor Asnoe to adjourn; Second by Councilman Perritano. Upon roll call; All in favor. Meeting adjourned at 6:30 PM.

Respectfully submitted,
Dorri DeRollo, Town Clerk

NEXT TOWN BOARD MEETING: Thursday, January 26, 2023 at 6 PM.