

A REORGANIZATION MEETING WAS HELD ON THURSDAY, JANUARY 4, 2018, AT 6:00 P.M. IN THE TOWN HALL, 201 THIRD AVE., FRANKFORT, NEW YORK.

Present: Glenn D. Asnoe, Newly Elected Supervisor
Darlene Abbatecola, Councilwoman
Joseph D. Tamburro, Councilman
Michael Testa, Councilman
John Wallace, Councilman
Ronald A. Testa, Highway Superintendent
Steve Long, Police OIC

Town Clerk Gina Bellino issued oath of office to the following elected officials: Supervisor Glenn Asnoe, Council Members Darlene Abbatecola and Michael Testa. Prior to the meeting she issued oath of office to Town Justice Frank Madia.

Supervisor Asnoe opened the meeting with the Pledge of Allegiance.

PUBLIC COMMENTS None, no public present.

2018

NO. 1 ADOPT RULES OF ORDER

MOTION made by Supervisor Asnoe 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 Abbatecola, Tamburro, Testa & 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 Councilman Wallace. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

NO. 2 2018 HOLIDAY SCHEDULE—TOWN HALL

MOTION made by Supervisor Asnoe that the town board resolves to adopt the 2018 Holiday Schedule for the Town Hall, attached. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

2018 HOLIDAY SCHEDULE—HIGHWAY DEPARTMENT

The town board members acknowledged the attached 2018 Holiday Schedule for the Highway Department presented by Highway Supt. Ron Testa.

NO. 3 ESTABLISH REGULAR TOWN BOARD MEETINGS

MOTION made by Supervisor Asnoe that the town board resolves to establish the regular town board meeting dates for FY2018 as follows: 1st and 3rd Wednesday at 6:00 PM. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

NO. 4 DESIGNATE OFFICIAL NEWSPAPER(S)

MOTION made by Supervisor Asnoe that the town board resolves to designate the Observer Dispatch and Evening Telegram as the official newspapers for the Town. Seconded by Councilman Tamburro. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

NO. 5 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 Wallace. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

APPOINTMENT OF BUDGET OFFICER

Supervisor appointment—Supervisor Asnoe appointed Harold Hutton as Budget Officer; this is a part-time salaried position.

APPOINTMENT OF BOOKKEEPING / PAYROLL SERVICE

Supervisor appointment—Supervisor Asnoe appoints Christopher Lambert & Associates to perform bookkeeping and payroll services for the Town of Frankfort.

NO. 6 APPOINTMENT OF ASSESSOR FOR THE TOWN OF FRANKFORT

MOTION made by Supervisor Asnoe that the town board resolves to appoint Paul Smith to the position of Assessor for Town of Frankfort. This is a part-time salaried position. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

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 Mishele Spaman to position of Codes Enforcement Officer for the Town of Frankfort. This is a full time permanent position; 30 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 Councilwoman Abbatecola. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

NO. 8 APPOINTMENT OF PLUMBING INSPECTOR

MOTION made by Supervisor Asnoe that the town board resolves to appoint William Flagg to the position of Plumbing Inspector for Town of Frankfort. This is a part-time salaried position. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

APPOINTMENT OF HEALTH OFFICER

TABLED

NO. 9 APPOINTMENT OF CUSTODIAN

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. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0 **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, hours not to exceed 19.5 hours per week. (Snow removal of sidewalks /entrances; Lawn mowing/trimming) Second by Councilwoman Abbatecola. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

NO. 11 APPOINTMENT OF REGISTRAR OF VITAL STATISTICS

MOTION made by Supervisor Asnoe that the town board resolves to appoint Gina Bellino 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 Council members Abbatecola & Wallace. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

Note: The position of tax collector has been abolished and the duties have been assumed by the town clerk office, 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.

APPOINTMENT OF TOWN HISTORIAN (Supervisor Appointment)

TABLED

NO. 12 APPOINTMENT OF JUSTICE COURT CLERK

MOTION made by Supervisor Asnoe that the town board resolves to recognize and confirm the appointment 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 30 hours per week inclusive of: Town Justice Court Sessions, At minimum—12 hours per week office hours—open to the public, Office hours within the time period of 9 AM & 4 PM. Additional Task Force Hours for FY 2018 Temporary Contingency Budget Appropriation—see Resolution No. 14. Eligible for employee benefits: medical insurance, life insurance, paid vacations, paid holidays, NYS retirement, personal & sick time. Second by Council members Abbatecola & Wallace. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

NO. 13 APPOINTMENT OF PART-TIME COURT CLERK

MOTION made by Supervisor Asnoe that the town board resolves to recognize and confirm the 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 inclusive of: Town Justice Court Sessions, Office hours open to the public, office hours within the time period of 9 AM & 4 PM. Additional task Force Hours for FY 2018—Temporary Contingency Budget Appropriation—see Resolution No. 14, may be applied at the discretion of Town Justices. Eligible for NYS Retirement. Second by Councilwoman Abbatecola. Upon roll call; All in favor. Vote was 5-0

APPROVED

NO. 14 CONTINGENCY BUDGET APPROPRIATION—TOWN JUSTICE COURT

MOTION made by Supervisor Asnoe; Whereas, a backlog of open cases currently exists in the Town Justice Court; Whereas, the Town Court & Town Board recognize that a reduction in the backlog is in the best interest of the town ,i.e.: resolve, adjudicate, close old cases; & thus, increases revenue in the Justice Court Fine / Fees revenue account. Whereas, an increase in the Justice Court Labor load (labor hours) will promote & facilitate the closing of cases, thus reducing the backlog. Whereas, the FY 2018 Budget includes a Contingency Budget Appropriation: A/C A1110.1.4, Personal Services—Justice Clerk—Contingency--\$3,800.00. Whereas, this amount represents five (5) additional labor hours per week appropriated for Justice Court clerical support. Therefore be it resolved, that (5) additional hours per week be approved for Justice Court clerical support staff. Therefore be it resolved, that the distribution of the additional labor hours to the Justice Court clerical staff be at the sole discretion of the Town Justices. Therefore be it resolved, that the Town board considers this a temporary budget appropriation and will periodically review & monitor the results of this initiative & adjust the same as required. Second by Council members Testa & Wallace. Upon roll call; All in favor. Vote was 5-0

APPROVED

APPOINTMENT OF DEPUTY TOWN CLERK & DEPUTY REGISTRAR

Town Clerk appointment—Town Clerk Gina Bellino re-appointed Dorri DeRollo 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, 30 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.

APPOINTMENT OF ATTORNEY(S) FOR THE TOWN

TABLED

NO. 15 APPOINTMENT OF PLANNING BOARD MEMBER

MOTION made by Supervisor Asnoe that the town board resolves to re-appoint Mark Valent to the position of Planning Board member. Term of office 1/1/2018 to 12/31/2022. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

APPROVED

NO. 16 APPOINTMENT OF ZONING BOARD MEMBER

MOTION made by Supervisor Asnoe that the town board resolves to re-appoint David Brewer to the Zoning Board of Appeals. Term of office 1/1/2018 to 12/31/2022. Second by Councilwoman Abbatecola. Upon roll call; All in favor. Vote was 5-0

APPROVED

NO. 17 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. Second by Council members Testa & Wallace. Upon roll call; All in favor. Vote was 5-0

APPROVED

APPOINTMENT OF PLANNING BOARD SECRETARY

Note: The Planning Board is authorized to appoint the Secretary for the Planning Board. The Planning Board appointed Karlee Tamburro as Secretary of the Planning Board at their regular meeting of 1/3/2018.

NO. 18 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 Joslyn Arena to the position of Account Clerk in the Highway Department. This is a full-time permanent hourly position, 30 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 Tamburro. Upon roll call; All in favor. Vote was 5-0

APPROVED

APPOINTMENT OF DEPUTY SUPERINTENDENT OF HIGHWAYS

Town Highway Superintendent appointment. Highway Supt. Ron Testa appoints Joslyn Arena 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 Abbatecola & Tamburro: (Highway) (Planning, Zoning & Codes)

Councilmembers Tamburro & Wallace: (Finance) (Special Improvement Districts)

Councilmembers Testa & Wallace: (Public Safety) (Personnel Issues)

Councilmembers Abbatecola & Testa: (Assessor, Town Clerk, Town Justice) (Recreation & Youth Programs)

Councilmembers Abbatecola & Wallace: (Land & Buildings)

Councilmembers Tamburro & Testa: (Intermunicipal Cooperative Efforts)

NO. 19 APPOINTMENT OF SUMMER RECREATION PROGRAM DIRECTOR

MOTION made by Supervisor Asnoe that the town board resolves to appoint RoseAnn Gatto to the position of Director of the Summer Recreation Program. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0

APPROVED

NO. 20 SUMMER RECREATION PROGRAM DIRECTOR—ESTABLISH ANNUAL SALARY

MOTION made by Supervisor Asnoe that the town board resolves to establish the annual salary for the Summer Recreation Program Director at \$2,500. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0

APPROVED

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

MOTION made by Supervisor Asnoe 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 Council members Testa & Wallace. Upon roll call; All in favor. Vote was 5-0

APPROVED

NO. 22 **APPOINTMENT OF DOG CONTROL OFFICER**

MOTION made by Supervisor Asnoe that the town board resolves to appoint Stephanie Beranski to the position of Dog Control Officer for Town of Frankfort. This is a part-time salaried position. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

APPROVED

APPOINTMENT OF DEPUTY TOWN SUPERVISOR

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

NO. 23 **OFFICIALS TO ACT AS LIAISON WITH ATTORNEYS FOR THE TOWN**

MOTION made by Supervisor Asnoe that the town board resolves to authorize the following officials to act as liaison with the various aforementioned attorneys for the Town for the purpose of securing legal advice, opinions and legal services relative to the conduct of Town business matters. Any / All legal matters—Town Board Members; Assessment matters—Appointed Assessor; Planning Board & Zoning Board of Appeals issues—Chair Person of each respective board; Highway matters—Highway Superintendent; Codes & Zoning matters—Codes Enforcement Officer; Public Safety/Police matters—Police OIC; Town Clerk matters—Town Clerk; Bond Counsel—Town Supervisor. Note: Use the Association of Towns where practical for advice and opinions. Second by Councilman Tamburro. Upon roll call; All in favor. Vote was 5-0

APPROVED

NO. 24 **APPOINTMENT OF POLICE OFFICER IN CHARGE**

MOTION made by Supervisor Asnoe that the town board resolves to appoint Steven Long to the position of Police Officer in Charge. This is a part-time hourly position. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

APPROVED

NO. 25 **APPOINTMENT OF POLICE OFFICERS**

MOTION made by Supervisor Asnoe that the town board resolves to appoint the police officers for the Town of Frankfort per attached list from OIC Long. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

APPROVED

NO. 26 **APPROVE FY2018 WAGES / SALARIES**
FOR ELECTED & APPOINTED OFFICIALS / EMPLOYEES

MOTION made by Supervisor Asnoe that the town board resolves to approve the FY2018 Annual Salary levels / Hourly Rates for Elected & Appointed Officials / Employees, per attached list, with the exception of the Budget Officer. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

APPROVED

NO. 27 **ESTABLISH FY 2018 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 Wallace. Upon roll call; All in favor. Vote was 5-0

APPROVED

NO. 28 **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 FY2018 Schedules: Elected Officials—6 hours/day. Appointed Officials/Administrative Employees: 6 hours/day. Highway Employees: 8 hours/day; Account Clerk-Highway: 6 hours/day. Town Police Officers: 8 hours/day. The standard work day for employees of the Recreation & Youth Programs: 6 hours/day. 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 Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

APPROVED

Note: Overtime pay will be for 40 hours worked (holidays are considered hours worked).

NO. 29 **APPOINTMENT OF WATER/SEWER SUPERINTENDENT**

MOTION made by Supervisor Asnoe that the town board resolves to appoint Ron Testa to the position of Water/Sewer Superintendent. This is a salaried position. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

APPROVED

NO. 30 **APPROVE SIGNATORIES FOR TOWN FUNDS**

MOTION made by Supervisor Asnoe that the town board resolves to approve Supervisor Glenn Asnoe, Deputy Supervisor Michael Testa, Town Clerk Gina Bellino and Deputy Town Clerk Dorri DeRollo as signatories for Town of Frankfort funds. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

WEST FRANKFORT WATER IMPROVEMENT—LOWER DISTRICT

NO. 31 **CALL FOR PUBLIC HEARING**

MOTION made by Supervisor Asnoe that the town board resolves to call for a Public Hearing on the proposed West Frankfort Water Improvement—Lower District on Wednesday, February 7, 2018 at 6:00 PM, at the Town Hall, attached and read. Second by Councilwoman Abbatecola. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

WEST FRANKFORT WATER IMPROVEMENT—LOWER DISTRICT

NO. 32 **LEAD AGENCY STATUS**

MOTION made by Councilman Wallace that the town board resolves to seek Lead Agency Status for the SEQR for the West Frankfort Water Improvement, Lower District. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

HAYLOR FREYER & COON—(WORKERS COMP)

Councilman Wallace reported that Jim Stoddard from HF&C, the Town's municipal insurance agent, is interested in talking with the town board to supply the Town with a competitive quote for workers' comp. He will be contacting the Town to obtain the Town's loss run history and payroll records. **TABLED**

MOTION made by Supervisor Asnoe to enter into Executive Session to discuss personnel issues. Second by Councilman Wallace. Upon roll call; All in favor. 6:55 PM.

MOTION made by Supervisor Asnoe to come out of Executive Session and resume the regular meeting. Second by Councilman Wallace. Upon roll call; All in favor. 7:15 PM.

NO. 33 **APPROVE NEW COMPUTER PURCHASE FOR SUPERVISOR**

MOTION made by Councilman Testa that the town board resolves to approve the purchase of a new computer, monitor, printer and software per state bid cost of around \$1,500. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

MOTION made by Councilman Wallace to adjourn; Second by Councilman Testa. Upon roll call; All in favor. Meeting adjourned at 7:17 PM.

Respectfully submitted,
Georgina Bellino, Town Clerk

NEXT TOWN BOARD MEETING: Wednesday, January 17th at 6 PM.