

**A REORGANIZATION MEETING WAS HELD ON WEDNESDAY, JANUARY 2, 2020, AT 6:00 P.M. IN THE TOWN HALL, 201 THIRD AVE., FRANKFORT, NEW YORK.**

Present:                    Glenn D. Asnoe, Supervisor  
                                  Joseph D. Tamburro, Councilman  
                                  Michael Testa, Councilman  
                                  John Wallace, Councilman  
                                  Ronald A. Testa, Highway Superintendent  
                                  Sgt. Matthew Palumbo, Police OIC  
Absent:                    Darlene Abbatecola, Councilwoman

Supervisor Asnoe opened the meeting with the Pledge of Allegiance.

**PUBLIC COMMENTS**      None, no public present.

**NO. 1 PURCHASE POLICE VEHICLE 2019 DODGE DURANGO**

**MOTION** made by Councilman Wallace that the town board resolves to purchase police vehicle 2019 Dodge Durango from Main Motorcar for \$32,363.00 and purchase emergency equipment from JPJ Electronic Communications and stripping \$8,500.00., not to exceed \$41,300.00. Second by Councilman Testa. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**2020**

**NO.2 ADOPT RULES OF ORDER**

**MOTION** made by Councilman Testa 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 4-0

**APPROVED**

**NO. 3 2020 HOLIDAY SCHEDULE—TOWN HALL**

**MOTION** made by Councilman Wallace that the town board resolves to adopt the 2020 Holiday Schedule for the Town Hall, attached. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**NO. 4 2020 HOLIDAY SCHEDULE—HIGHWAY DEPARTMENT**

**MOTION** made by Councilman Wallace that the town board resolves to accept the 2020 Holiday Schedule for the Highway Department presented by Highway Supt. Ron Testa, attached, half of the Highway staff will take June 29, 2020 to July 10, 2020 off, and the remainder of the staff will take July 13, 2020 to July 24, 2020 off. Second by Councilman Testa. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**NO. 5 ESTABLISH REGULAR TOWN BOARD MEETINGS**

**MOTION** made by Councilman Wallace that the town board resolves to establish the regular town board meeting dates for FY2020 as follows: 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 6:00 PM, June, July and August will be one meeting on the 4<sup>th</sup> Wednesday and November's will be Thursday the 12<sup>th</sup>. Schedule attached. Second by Councilman Testa. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**NO. 6 DESIGNATE OFFICIAL NEWSPAPER(S)**

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

**APPROVED**

**NO. 7 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 4-0

**APPROVED**

**APPOINTMENT OF BUDGET OFFICER**

**Supervisor appointment**—Supervisor Asnoe appointed Harold Hutton as Budget Officer; this is a part-time salaried position, with no benefits.

**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. 8 APPOINTMENT OF ASSESSOR FOR THE TOWN OF FRANKFORT (Vacant)**

**TABLED**

**NO. 9 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 Wallace. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**NO. 10 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, with no benefits. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**APPOINTMENT OF HEALTH OFFICER**

**TABLED**

**NO. 11 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. Second by Council members Testa & Wallace. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**NO. 12 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) as needed. Second by Council members Tamburro & Wallace. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**NO. 13 APPOINTMENT OF REGISTRAR OF VITAL STATISTICS**

**MOTION** made by Supervisor Asnoe 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 Wallace. Upon roll call; All in favor. Vote was 4-0

**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. 14 APPOINTMENT OF JUSTICE COURT CLERK**

**MOTION** made by Supervisor Asnoe that the town board resolves, based on Town Justices recommendation, 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, eligible for employee benefits: medical insurance, life insurance, paid vacations, paid holidays, NYS retirement, personal & sick time. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**NO. 15 APPOINTMENT OF PART-TIME COURT CLERK**

**MOTION** made by Supervisor Asnoe that the town board resolves, based on Town Justices recommendation, 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, with no benefits and eligible for NYS Retirement. Second by Councilwoman 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 appointed Kelly Conigliaro 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.

**NO. 16 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. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**NO. 17 APPOINTMENT OF PLANNING BOARD MEMBER**

**MOTION** made by Supervisor Asnoe that the town board resolves to re-appoint Mishele Spaman to the position of Planning Board member. Term of office 1/1/2020 to 12/31/2024. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**NO. 18 APPOINTMENT OF ZONING BOARD MEMBER**

**TABLED**

**NO. 19 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. Second by Council member Wallace. Upon roll call; All in favor. Vote was 4-0

**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 1/2/2020.

**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, 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 Wallace. 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 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. 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 Testa. 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, for the month of January. This is a part-time salaried position with no benefits.

Second by Councilman Wallace. Upon roll call; All in favor. Vote was 4-0

**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 APPOINTMENT OF POLICE OFFICER IN CHARGE**

**MOTION** made by supervisor Asnoe that the town board resolves to appoint Sgt. Matthew Palumbo to the position of Police Officer in Charge, with a \$3,000.00 stipend and is eligible for employee benefits available for all full-time employees. Second by Council members Wallace & Testa. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**NO. 24 APPOINTMENT OF POLICE OFFICERS**

**MOTION** made by Councilman Wallace that the town board resolves to appoint the police officers for the Town of Frankfort per attached list from Sgt. Palumbo Police OIC. Second by Councilman Testa. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**NO. 25 APPROVE FY2020 WAGES / SALARIES**

**FOR ELECTED & APPOINTED OFFICIALS / EMPLOYEES**

**MOTION** made by Supervisor Asnoe that the town board resolves to approve the FY2020 Annual Salary Schedule, Hourly Rates for Elected & Appointed Officials & Employees, attached, as presented by the Supervisor and Payroll Company. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**NO. 26 ESTABLISH FY2020 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 4-0

**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 FY2019 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 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 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 Testa. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**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 4-0

**APPROVED**

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

**MOTION** made by Councilman Wallace that the town board resolves to approve Town Supervisor Glenn Asnoe, Deputy Town Supervisor Michael Testa, Town Clerk Dorri DeRollo and Deputy Town Kelly Conigliaro as signatories for Town of Frankfort funds. Second by Councilman Tamburro. Upon roll call; All in favor. Vote was 4-0

**APPROVED**

**MOTION** made by Supervisor Asnoe to adjourn; Second by Councilwoman Abbatecola. Upon roll call; All in favor. Meeting adjourned at 7:20 PM.

Respectfully submitted,  
Dorri DeRollo, Town Clerk

**NEXT TOWN BOARD MEETING: Wednesday, January 8, at 6 PM.**