

TOWN OF DOVER TOWN BOARD ORGANIZATIONAL MEETING, JANUARY 5, 2009

The Town of Dover Town Board held an organizational meeting at 6:30 pm on January 5, 2009 at the Dover Town Hall, 126 East Duncan Hill Road, Dover Plains, New York with the following members present:

Present: Supervisor Ryan Courtien
Councilwoman Catherine Frame
Councilman Christopher Galayda

Absent: Councilman Richard Hawthorne
Councilwoman Kathryn Palmer-House

Others present: Caroline Reichenberg, Town Clerk; Thomas Jacobellis, Attorney for the Town; Dover Knolls Development group; about 12 interested citizens; and the press.

I. CALL TO ORDER

Supervisor Courtien called the meeting to order at 6:30 pm. Everyone stood to give the pledge of allegiance to the flag.

**II. RESOLUTION #012009
ENTER EXECUTIVE SESSION**

The following Resolution was offered by Councilwoman Frame, seconded by Councilman Galayda, to whit:

RESOLVED, to enter into executive session at 6:35 pm to discuss personnel.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Ryan Courtien	Voting	<u>Aye</u>
Christopher Galayda	Voting	<u>Aye</u>
Kathryn Palmer-House	Voting	<u>Absent</u>
Catherine Frame	Voting	<u>Aye</u>
Richard Hawthorne	Voting	<u>Absent</u>

The Resolution was thereupon adopted on January 5, 2009.

**RESOLUTION #022009
RETURN TO SPECIAL MEETING**

The following Resolution was offered by Councilwoman Frame, seconded by Councilman Galayda, to whit:

RESOLVED, to return to the organizational meeting at 6:52 pm. No decisions were made and no money was spent.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Ryan Courtien	Voting	<u>Aye</u>
Christopher Galayda	Voting	<u>Aye</u>
Kathryn Palmer-House	Voting	<u>Absent</u>
Catherine Frame	Voting	<u>Aye</u>
Richard Hawthorne	Voting	<u>Absent</u>

The Resolution was thereupon adopted on January 5, 2009.

III. SUPERVISOR APPOINTMENTS

Supervisor Courtien made the following appointments:

- a. Deputy Supervisor: Christopher Galayda
- b. Budget Officer: Ryan Courtien
- c. Town Historian: Donna Hearn
- d. Records Advisory Board: Caroline Reichenberg, Christopher Galayda, Betty-Ann Sherer, Donna Hearn and Patricia Landis

IV. TOWN BOARD ASSIGNMENTS

- a. Supervisor Courtien – All Town Departments, Transfer Station, Town Newsletter, Human Resources, Legal Matters, Engineer and Planning; Conservation Advisory Committee, Master Plan Amendment Committee and the J. H. Ketcham Hose Company, Inc.
- b. Deputy Supervisor Galayda – Liaison to the following: Recreation; Constabulary; Town Hall Maintenance; D Fund Audit; Recreation Commission; Zoning Board of Appeals; Dover Historical Society; and Economic Development Committee
- c. Councilwoman Palmer-House – Liaison to the following: Assessor; IT/GIS; A Fund Audit; Planning Board; Architectural Review Board; Friends of Seniors; and All Hazards Mitigation Plan
- c. Councilwoman Frame - Liaison to the following: Highway; Human Resources; A Fund Audit; Northern Dutchess Paramedics; Board of Education; Chamber of Commerce; and Library
- d. Councilman Hawthorne - Liaison to the following: Highway; Building/Zoning; IT/GIS; Town Hall Maintenance; D Fund Audit; and Cablevision of Dutchess County

TOWN OF DOVER TOWN BOARD ORGANIZATIONAL MEETING, JANUARY 5, 2009
CONTINUED:

V.

RESOLUTION #032009
APPOINTING DEPUTY TOWN CLERKS FOR THE YEAR 2009

The following Resolution was offered by Councilman Galayda, seconded by Councilwoman Frame, to
whit:

WHEREAS, the Town Clerk of the Town of Dover is in need of two Deputy Town Clerks to help fulfill
the duties of the office of Town Clerk; and

WHEREAS, the Town Clerk of the Town of Dover has made her recommendation as to who shall fill
these important positions; and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Dover hereby appoints
Bonnie Franks to the position of 1st Deputy Town Clerk for the year 2009; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Dover hereby appoints Brenda
Cudney to the position of 2nd Deputy Town Clerk;

BE IT FURTHER RESOLVED, that the Deputy Town Clerks are empowered to act on the Town
Clerk's behalf at her request.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Ryan Courtien	Voting	<u>Aye</u>
Christopher Galayda	Voting	<u>Aye</u>
Kathryn Palmer-House	Voting	<u>Absent</u>
Catherine Frame	Voting	<u>Aye</u>
Richard Hawthorne	Voting	<u>Absent</u>

The Resolution was thereupon adopted on January 5, 2009.

VI.

RESOLUTION #042009
APPOINTING CONFIDENTIAL SECRETARY AND BOOKKEEPER FOR THE YEAR 2009

The following Resolution was offered by Supervisor Courtien, seconded by Councilwoman Frame, to
whit:

WHEREAS, the Town Supervisor of the Town of Dover is in need of a confidential secretary and
bookkeeper; and

WHEREAS, the Town Supervisor of the Town of Dover has made his recommendation as to who should
fill these important positions; and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Dover hereby appoints
Rosanne Rifino to the position of Confidential Secretary; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Dover hereby appoints Roksolana
Geramita to the position of Bookkeeper; and

BE IT FURTHER RESOLVED, that the Confidential Secretary and Bookkeeper are empowered to act
on the Town Supervisor's behalf at his request.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Ryan Courtien	Voting	<u>Aye</u>
Christopher Galayda	Voting	<u>Aye</u>
Kathryn Palmer-House	Voting	<u>Absent</u>
Catherine Frame	Voting	<u>Aye</u>
Richard Hawthorne	Voting	<u>Absent</u>

The Resolution was thereupon adopted on January 5, 2009.

RESOLUTION #052009
APPOINTING CONSULTANTS FOR THE YEAR 2009

The following Resolution was offered by Councilman Galayda, seconded by Councilwoman Frame, to
whit:

WHEREAS, the Town Board of the Town of Dover is in need of consultants to advise on matters legal,
planning and engineering; and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Dover hereby appoints
Hogan and Rossi as Attorney for the Town for the year 2009 according to the retainer attached hereto; and
Attachment #1, Pages 1-3

BE IT FURTHER RESOLVED, that the Town Board of the Town of Dover hereby appoints AKRF as
Planner for the Town for the year 2009 at a rate of \$195 per hour for Senior Officer, \$150 per hour for Senior
Professional, \$125 per hour for Professional II and \$75 per hour for Technical I; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Dover hereby appoints Berger
Engineering as Engineer for the Town for the year 2009 at a rate of \$90 per hour.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Ryan Courtien	Voting	<u>Aye</u>
Christopher Galayda	Voting	<u>Aye</u>
Kathryn Palmer-House	Voting	<u>Absent</u>
Catherine Frame	Voting	<u>Aye</u>
Richard Hawthorne	Voting	<u>Absent</u>

The Resolution was thereupon adopted on January 5, 2009.

**TOWN OF DOVER TOWN BOARD ORGANIZATIONAL MEETING, JANUARY 5, 2009
CONTINUED:**

**RESOLUTION #062009
APPOINTING MEMBERS TO BOARDS**

The following Resolution was offered by Councilwoman Frame, seconded by Councilman Galayda, to
whit:

WHEREAS, the Town Board of the Town of Dover is empowered to appoint residents to certain boards
and committees; and

WHEREAS, vacancies currently exist on the Zoning Board of Appeals and the Architectural Review
Board; and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Dover does hereby
appoint Marilyn VanMillon as a member of the Zoning Board of Appeals for a term ending December 31st, 2013;
and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Dover does hereby appoint Lloyd
Scharffenberg as a member of the Architectural Review Board for a term ending December 31st, 2013.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Ryan Courtien	Voting	<u>Aye</u>
Christopher Galayda	Voting	<u>Aye</u>
Kathryn Palmer-House	Voting	<u>Absent</u>
Catherine Frame	Voting	<u>Aye</u>
Richard Hawthorne	Voting	<u>Absent</u>

The Resolution was thereupon adopted on January 5, 2009.

**RESOLUTION #072009
APPOINTING CHAIRPERSONS OF BOARDS AND COMMITTEES FOR THE YEAR 2009**

The following Resolution was offered by Councilman Galayda, seconded by Councilwoman Frame, to whit:

WHEREAS, the Town Board of the Town of Dover is empowered to appoint members of certain boards
and committees as chairperson of the same; and

WHEREAS, there is currently a need for a Chairperson on the Planning Board, Zoning Board of Appeals,
Architectural Review Board and Conservation Advisory Committee; and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Dover does hereby
appoint David Wylock as Chairperson of the Planning Board for the year 2009; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Dover does hereby appoint
Marilyn VanMillon as Chairperson of the Zoning Board of Appeals for the year 2009; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Dover does hereby appoint Scott
Daverson as Chairperson of the Architectural Review Board for the year 2009; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Dover does hereby appoint
Cornelius DuPlessis as Chairperson of the Conservation Advisory Committee for the year 2009.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Ryan Courtien	Voting	<u>Aye</u>
Christopher Galayda	Voting	<u>Aye</u>
Kathryn Palmer-House	Voting	<u>Absent</u>
Catherine Frame	Voting	<u>Aye</u>
Richard Hawthorne	Voting	<u>Absent</u>

The Resolution was thereupon adopted on January 5, 2009.

**RESOLUTION #082009
APPOINTING NECESSARY TOWN OFFICIALS FOR THE YEAR 2009**

The following Resolution was offered by Councilwoman Frame, seconded by Councilman Galayda, to
whit:

WHEREAS, certain positions in Town government require the annual approval of Town Board; and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Dover hereby appoints
the following people to the following positions for the year 2009:

Registrar of Vital Statistics:	Caroline Reichenberg
Deputy Registrar of Vital Statistics:	Bonnie Franks
Records Management Director:	Caroline Reichenberg
Dog Control Officer:	Steven Slocum
Constables:	Jason Brothers, Joseph Dingee, Steven Slocum, Steven Smith, Sydney Speller, Stephen Wodroska,
School Crossing Guard:	Joseph Dingee
Transfer Station Chairperson:	George Whitman
Highway Secretary:	George Heck
Assessor's Aide	Carolyn Lasher
Secretary to the Planning Board:	Betty-Ann Sherer
Secretary to the Architectural Review Board:	Betty-Ann Sherer
Secretary to the Zoning Board of Appeals:	Maria O'Leary

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Ryan Courtien	Voting	<u>Aye</u>
Christopher Galayda	Voting	<u>Aye</u>
Kathryn Palmer-House	Voting	<u>Absent</u>
Catherine Frame	Voting	<u>Aye</u>
Richard Hawthorne	Voting	<u>Absent</u>

The Resolution was thereupon adopted on January 5, 2009.

**TOWN OF DOVER TOWN BOARD ORGANIZATIONAL MEETING, JANUARY 5, 2009
CONTINUED:**

VII.

RESOLUTION #092009

AUTHORIZING TOWN SUPERVISOR AND COUNCILPERSONS FOR THE YEAR 2009

The following Resolution was offered by Councilman Galayda, seconded by Councilwoman Frame, to whit:

BE IT RESOLVED, that the Town Board of the Town of Dover does hereby authorize the Town Supervisor to sign the Dover Plains Library contract in the amount of \$225,000; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Dover does hereby authorize the Town Supervisor to purchase a \$250,000 blanket bond for the purpose of covering all employees who collect money including the Town Clerk, the Bookkeeper and the Town Justices; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Dover does hereby authorize the Town Supervisor to purchase a \$500,000 blanket bond for the purpose of covering the Tax Collector; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Dover does hereby authorize the Town Supervisor to issue checks upon the receipt of a signed voucher for postage, stamps, freight and express charges; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Dover does hereby authorize the Town Supervisor to pay in advance of audit specified bills and contracts including principal and interest on Bond Anticipation Notes, electric, telephone and employee payroll deduction payments and disbursements of amounts withheld from employee's pay; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Dover does hereby authorize the Town Supervisor to sign bank checks, when necessary, for all Town business; to authorize Deputy Supervisor Galayda to sign bank checks, when necessary, in the absence of the Supervisor; to authorize Councilwoman Palmer-House to sign bank checks, when necessary, in the absence of the Supervisor and Deputy Supervisor; to authorize Councilwoman Frame to sign bank checks, when necessary, in the absence of the Supervisor, Deputy Supervisor and Councilwoman Palmer-House and to authorize Councilman Hawthorne to sign bank checks, when necessary, in the absence of the Supervisor, Deputy Supervisor, Councilwoman Palmer-House and Councilwoman Frame for the year 2009.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Ryan Courtien	Voting	<u>Aye</u>
Christopher Galayda	Voting	<u>Aye</u>
Kathryn Palmer-House	Voting	<u>Absent</u>
Catherine Frame	Voting	<u>Aye</u>
Richard Hawthorne	Voting	<u>Absent</u>

The Resolution was thereupon adopted on January 5, 2009.

RESOLUTION #102009

ESTABLISHING SALARIES AND WAGES FOR THE YEAR 2009

The following Resolution was offered by Councilwoman Frame, seconded by Councilman Galayda, to whit:

BE IT RESOLVED, the salaries and wages for the following elected positions are as follows for the year 2009:

Town Councilperson:	\$5,597
Town Clerk:	\$44,034
Town Highway Superintendent:	\$53,423
Town Justice:	\$20,000
Town Supervisor:	\$14,464
Town Tax Collector:	\$10,008

BE IT FURTHER RESOLVED, the salaries and wages for the following appointed positions are as follows for the year 2009 and annual unless otherwise noted:

Assessor:	\$45,501
Assessor's Aide:	\$14.68 / hour
Bookkeeper:	\$36.51 / hour not to exceed \$35,597
Bookkeeper Aide:	\$14.68 / hour
Budget Officer:	\$17,372
Building Inspector / Code Enforcer:	\$53,423
Chairperson of Architectural Review Board:	\$2,036
Chairperson of Planning Board:	\$2,225
Chairperson of Zoning Board of Appeal:	\$2,036
Clerk:	\$14.68 / hour
Code Enforcer Substitute:	\$20 / hour
Confidential Secretary:	\$16 / hour
Constables:	\$14 / hour
1 st Deputy Town Clerk:	\$14.68 / hour
2 nd Deputy Town Clerk:	\$12.52 / hour
Deputy Registrar of Vital Statistics:	\$725
Deputy Supervisor:	\$2,624
Dog Control Officer:	\$10,291
Groundskeeper:	\$18.13 / hour not to exceed \$37,711
Highway Secretary:	\$14.68 / hour
IT Clerk:	\$8 / hour

**TOWN OF DOVER TOWN BOARD ORGANIZATIONAL MEETING, JANUARY 5, 2009
CONTINUED:**

Justice Clerk:	\$9.56 / hour not to exceed \$9,315
Member of Architectural Review Board:	\$40 / meeting
Member of Planning Board:	\$40 / meeting (2 meetings / month)
Member of Zoning Board of Appeal:	\$40 / meeting
Principal Clerk for IT / GIS:	\$19.28 / hour
Records Management Director:	\$3,392
1 st Recreation Assistant:	\$12.86
2 nd Recreation Assistant:	\$12.86
Recreation Director:	\$45,501
Registrar of Vital Statistics:	\$2,159
Secretary to Architectural Review Board:	\$14.68 / hour
Secretary to Building / Zoning Department:	\$28,626
Secretary to Planning Board:	\$14.68 / hour
School Crossing Guard:	\$14 / hour
Town Historian:	\$1,000
Transfer Station Chairperson:	\$2,036
Transfer Station Staff:	\$8.95 / hour
Transfer Station Supervisor:	\$13.36 / hour

BE IT FURTHER RESOLVED, the salaries and wages for the following appointed positions are per the Collective Bargaining Agreement with Local 456, I.B.T. as follows for the year 2009 and annual unless otherwise noted:

Foreman:	\$22.30 / hour
Mechanic:	\$22.30 / hour
Heavy Motor Equipment Operator:	\$20.37 / hour
Driver:	\$19.59 / hour
Laborer:	\$18.76 / hour

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Ryan Courtien	Voting	<u>Aye</u>
Christopher Galayda	Voting	<u>Aye</u>
Kathryn Palmer-House	Voting	<u>Absent</u>
Catherine Frame	Voting	<u>Aye</u>
Richard Hawthorne	Voting	<u>Absent</u>

The Resolution was thereupon adopted on January 5, 2009

RESOLUTION #112009
ESTABLISHING SCHEDULES AND PROCEDURES

The following Resolution was offered by Councilwoman Frame, seconded by Councilman Galayda, to wit:

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Dover does hereby authorize the Salary Payment Schedule to be every two weeks; and

BE IT FURTHER RESOLVED, Vouchers are due on the 3rd Tuesday of the month; and

BE IT FURTHER RESOLVED, Regular Town Board Meetings will be called on the 4th Wednesday of the month at 6:30 pm in Dover Town Hall with the exception of the month of November when the regular meeting will take place on November 23rd; and

BE IT FURTHER RESOLVED, Special Meetings of the Town Board may take place on the 2nd Wednesday of the month or when deemed necessary by the Town Supervisor or a majority of the Town Board; and

BE IT FURTHER RESOLVED, Meetings shall follow Modified Robert's Rules of Order as determined by the Supervisor or a majority of the Town Board; and

BE IT FURTHER RESOLVED, Petty Cash shall be limited to \$200 for the Town Clerk and \$100 for the Recreation Director; and

BE IT FURTHER RESOLVED, The Official Publications of the Town of Dover shall be the Poughkeepsie Journal and the Harlem Valley Times; and

BE IT FURTHER RESOLVED, The Official Depositories of the Town of Dover shall be M & T Bank, Salisbury Bank and J.P. Morgan Chase; and

BE IT FURTHER RESOLVED, The Holiday Schedule for the Town of Dover shall be according to the Teamsters Contract for the year 2009.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Ryan Courtien	Voting	<u>Aye</u>
Christopher Galayda	Voting	<u>Aye</u>
Kathryn Palmer-House	Voting	<u>Absent</u>
Catherine Frame	Voting	<u>Aye</u>
Richard Hawthorne	Voting	<u>Absent</u>

The Resolution was thereupon adopted on January 5, 2009

RESOLUTION #122009
ESTABLISHING MILEAGE REIMBURSEMENT

The following Resolution was offered by Councilwoman Frame, seconded by Councilman Galayda, to wit:

WHEREAS, The New York State Comptroller sets a rate for mileage reimbursement for State Employees; and

WHEREAS, The Town of Dover chooses to follow the recommendation of the State Comptroller of \$0.55 per mile; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Dover does hereby establish the mileage reimbursement rate of \$0.55 per mile.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Ryan Courtien	Voting	<u>Aye</u>
Christopher Galayda	Voting	<u>Aye</u>
Kathryn Palmer-House	Voting	<u>Absent</u>
Catherine Frame	Voting	<u>Aye</u>
Richard Hawthorne	Voting	<u>Absent</u>

The Resolution was thereupon adopted on January 5, 2009

RESOLUTION # 132009
ESTABLISHING EMERGENCY INTERIM SUCCESSOR FOR THE YEAR 2009

The following Resolution was offered by Councilwoman Frame, seconded by Councilman Galayda; to wit:

BE IT RESOLVED, in the absence of the Supervisor, the emergency interim successors for the year 2009 shall be Deputy Supervisor Galayda, Councilwoman Palmer-House, Councilwoman Frame and Councilman Hawthorne.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Ryan Courtien	Voting	<u>Aye</u>
Christopher Galayda	Voting	<u>Aye</u>
Kathryn Palmer-House	Voting	<u>Absent</u>
Catherine Frame	Voting	<u>Aye</u>
Richard Hawthorne	Voting	<u>Absent</u>

The Resolution was thereupon adopted on January 5, 2009

VIII. **PRESENTATION BY GRAHAM TRELSTAD,**
PLANNER FOR THE TOWN,
FOR DOVER KNOLLS PRELIMINARY DRAFT ENVIRONMENTAL IMPACT STATEMENT

Graham Trelstad, Planner for the Town , mentioned the town has received the Preliminary Draft Impact Statement prepared by the applicant, Dover Knolls Developers. He explained it is now up to the Town Board to determine if the applicant did an appropriate job in preparing the document in relationship to the scope that was completed and adopted in June 2008. At the time the Town Board determines it is ready for review, a notice of completeness will start the public process. This town has established one step above the state regulation to provide more transparency to the DEIS by posting it on the town's website. The Planner mentioned many times they (planner) find omissions of data, then recommend to the applicant to include the missing information following informing the Town Board. Mr. Trelstad mentioned that the Town Board has 45 days to determine the completeness of the Dover Knolls DEIS submitted. The response indicated the date of receipt is December 31, 2008, when the documents were put on the town's website. Mr. Trelstad spoke of attending the special meeting on January 14th to address some details within the DEIS. The Planner indicated he would submit a memo on or about January 23, 2009 that will indicate some key findings and then he will return to the Town Board meeting on January 28th for further discussion. The Planner mentioned that on February 11th or 25th the Town Board will determine if the DEIS is complete. He mentioned for public information, there will be a number of elements that will change, he mentioned that people are anxious to get started. He mentioned that the DEIS is the applicants findings and the FEIS is the Towns findings. Mr. Trelstad stressed that he wants everyone to know the Town Board has not signed off on this Draft Environmental Impact Statement.

TOWN OF DOVER TOWN BOARD ORGANIZATIONAL MEETING, JANUARY 5, 2009
CONTINUED:

XIII.

RESOLUTION # 162009
ADJOURN

The following Resolution was offered by Supervisor Courtien, seconded by Councilman Galayda; to whit:

BE IT RESOLVED, that the Town of Dover Town Board adjourn the organizational meeting at 7:39 pm.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Ryan Courtien	Voting	<u>Aye</u>
Christopher Galayda	Voting	<u>Aye</u>
Kathryn Palmer-House	Voting	<u>Absent</u>
Catherine Frame	Voting	<u>Aye</u>
Richard Hawthorne	Voting	<u>Absent</u>

The Resolution was thereupon adopted on January 5, 2009

Respectfully submitted,

Caroline Reichenberg
Town Clerk