

*******DRAFT*******

**TOWN OF FORESTBURGH
REORGANIZATIONAL MEETING**

JANUARY 5, 2012

**ROLL CALL: PRESENT – William B. Sipos, Supervisor
John W. Galligan, Councilman
Michael Creegan, Councilman
Eugene Raponi, Councilman
Vacant, Councilman**

Absent – None

**Recording
Secretary - Joanne K. Nagoda, Town Clerk**

- 1. Resolved that the Rules of the Town Board are hereby adopted as the parliamentary rules for the Town of Forestburgh Town Board.
MOTION: Councilman Galligan, Seconded by: Councilman Creegan
J. W. Galligan aye, W. Sipos aye, E. Raponi aye,
M. Creegan aye.**

- 2. Resolved that the Regular Meetings of the Forestburgh Town Board will be held at the Town Hall, 332 King Road, Forestburgh, New York 12777. Further such meetings shall be held on the first Thursday of each and every month during the year 2012 and shall commence at 7:00 P.M. prevailing time, unless otherwise changed as provided by law. A workshop to review vouchers will start a 6:00 p.m. with no action taken until the meeting commences at 7:00 p.m.
MOTION: Councilman Creegan Seconded by: Councilman Galligan
J. W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.**

- 3. FIRST NATIONAL BANK OF JEFFERSONVILLE, CHASE BANK, KEY BANK, BANK OF AMERICA, M & T BANK AND CATSKILL-HUDSON BANK all of Monticello, New York are designated as those in which certain Town Officials shall deposit the monies coming into their hands by virtue of their offices.
MOTION: Councilman Creegan Seconded by: Councilman Raponi
J. W. Galligan abstain, E. Raponi aye,
M. Creegan aye, W. Sipos aye.**

4. **Resolved that the Investment Policy hereby be adopted as the Investment Policy of the Town of Forestburgh, Sullivan County, New York.**
MOTION: Councilman Creegan Seconded by: Councilman Raponi
J. W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.

5. **Resolved that the Procurement Policy hereby be adopted as the Procurement Policy for the Town of Forestburgh.**
MOTION: Councilman Galligan Seconded by: Councilman Creegan
J. W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.

6. **Resolved that the Code of Ethics hereby be adopted as the Code of Ethics for the Town of Forestburgh.**
MOTION: Councilman Galligan Seconded by: Councilman Raponi
J. W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.

7. **Resolved that the Sullivan County Democrat be and is hereby designated as the official Newspaper of the Town of Forestburgh for the year 2012 and further to designate the River Reporter for bidding purposes.**
MOTION: Councilman Creegan Seconded by: Councilman Galligan
J. W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.

8. **Resolved that the Supervisor be empowered to pay all fixed bills and obligations when due before an audit of the Town Board including but not limited to utilities, fuel, insurance premiums and debt service.**
MOTION: Councilman Raponi Seconded by: Councilman Creegan
J.W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.

9. **Resolved that monies appropriated under the Town Highway Budget Item 1 in the sum of \$156,596.00 be expended for the repair, maintenance, and improvement of the 33.63 miles of town roads for the Town of Forestburgh.**
MOTION: Councilman Raponi Seconded by: Councilman Creegan.
Resolved that monies appropriated under Town Highway Budget Item 2 in the sum of \$42,000.00 be expended for the permanent improvements to Plank Road Sec. A at powerhouse, with the remaining sum of \$114,596.00 to be expended on the remaining 32.62 miles of roads within the Town of Forestburgh.
MOTION: Councilman Galligan Seconded by: Councilman Creegan
J. W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.

10. **Resolved that the following Town Officers be appointed for the year 2012:**

WELFARE OFFICER	William B. Sipos
BUDGET OFFICER	William B. Sipos
REGISTRAR OF VITAL STATISTICS	Joanne K. Nagoda
DOG CONTROL OFFICER	Arnold Burger
RABIES CONTROL OFFICER	Vacant
BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER	Richard Lorino
BUILDING INSPECTOR CLERK	Danielle Mack
COUNTY YOUTH REPRESENTATIVE	Vacant
COUNTY FIRE ADVISORY BOARD REPRESENTATIVE	Christopher Cavello
SANITARY INSPECTOR	Daniel S. Hogue, Jr.
ASSESSOR DATA COLLECTOR	Vincent Galligan, Sr. Valerie Rupp Angela Martinek Danielle Mack
PLANNING BOARD SECRETARY	Vacant
TOWN ENGINEER	Joseph Gottlieb
BOOKKEEPER	Tara Buckstad
ASSESSOR CLERK	Danielle Mack
FIRE INSPECTOR	Richard Lorino
COUNTY EMS ADVISORY BOARD	Vacant
RECORDS MANAGEMENT OFFICER	Joanne K. Nagoda

COURT CLERK	Connie Kursawe
ZONING BOARD SECRETARY	Joanne K. Nagoda
RECREATION CHAIRMAN	Vacant
HIGHWAY SECRETARY	Kim Hogue
CULTURAL SERIES/SULLIVAN FIRST	Vacant
NEWSLETTER EDITOR	Tara Buckstad

**MOTION: Councilman Creegan Seconded by: Councilman Raponi to appoint all positions, Councilman Galligan abstain from the appointment of Vincent C. Galligan as Data Collector.
J.W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.**

- 11. Supervisor William B. Sipos hereby appoints John W. Galligan as Deputy Supervisor of the Town of Forestburgh for the year 2012.**
- 12. Supervisor William B. Sipos hereby appoints Mary Ann Toomey as Historian for the Town of Forestburgh for the year 2012.**
- 13. Joanne K. Nagoda hereby appoints Evelyn M. Parks to serve as Deputy Town Clerk for the year 2012.**
- 14. Joanne K. Nagoda hereby appoints Evelyn M. Parks to serve as Deputy Registrar of Vital Statistics without additional compensation for the year 2012.**

15. Resolved that the salaries of the following Town Officials for the Town of Forestburgh for the year 2012 be fixed as follows:

Supervisor	\$20,540.00	William B. Sipos
Councilman (4 each)	22,800.00	Creegan, ?, Galligan & Raponi
Town Clerk	33,000.00	Joanne Nagoda
Town Justices 1	7,500.00	Maryjean Carroll
2	5,000.00	Leroy C. Gunther
Tax Collector	4,000.00	Joanne Nagoda
Superintendent of Highways	54,500.00	Dan Hogue, Jr.
Assessor, Sole	22,060.00	David Griffin
Assessor Clerk	7,850.00	Danielle Mack
Building Inspector	15,000.00	Richard Lorino
Building Clerk	4,455.00	Danielle Mack
Registrar of Vital Statistics	709.00	Joanne Nagoda
Budget Officer	2,521.00	William B. Sipos

Historian	2,100.00	Mary Ann Toomey
Dog Control Officer	2,400.00	Arnold Burger
Records Management Officer	1,419.00	Joanne Nagoda
Sanitary Inspector	168.00	Dan Hogue, Jr.
Bookkeeper	20,600.00	Tara Buckstad
MOTION: Councilman Raponi Seconded by: Councilman Creegan		
J.W. Galligan aye, E. Raponi aye,		
M. Creegan aye, W. Sipos aye.		

16. Resolved that the salaries of the following employees of the Town of Forestburgh for the year 2012 be fixed as follows:

Life Guards	\$10.30 per hour
Life Guards w/ WSI	13.87
Deputy Town Clerk	13.00
Part Time Help-Highway	10.30
Temporary Help – Highway	As per contract
Town Hall Maintenance	10.30 (not to exceed \$2,400.00 per year)
Town Hall Cleaning	Pursuant to contract agreement
Board of Assessment Review	51.50 per meeting
Arts & Crafts Instructors	12.87
Planning Board Chairman	154.50 per month
Planning Board Members	51.50 per meeting
Planning Board Secretary	11.33
Zoning Board of Appeals	51.50 per meeting
Zoning Board Secretary	11.33
Highway Secretary	11.33
Assessor Data Collector	10.30
Supervisors Secretary	13.00
Accountant	333.00 per month
Court Clerk	\$3,000 annually

MOTION: Councilman Galligan Seconded by: Councilman Creegan to adopt all salaries as reflected and correct the court clerk salary to be annual as opposed to hourly.

**J.W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.**

MOTION CARRIED.

17. OATHS AND UNDERTAKINGS:

**TOWN OF FORESTBURGH
SULLIVAN COUNTY, NEW YORK
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

WHEREAS, William B. Sipos, of the Town of Forestburgh, County of Sullivan, New York, has been elected to the office of Supervisor of the Town of Forestburgh; and

WHEREAS, Joanne K. Nagoda, of the Town of Forestburgh, County of Sullivan, New York, has been elected to the office of Town Clerk of the Town of Forestburgh; and

WHEREAS, Joanne K. Nagoda, of the Town of Forestburgh, County of Sullivan, New York, has been appointed to the office Tax Collector for the Town of Forestburgh; and

WHEREAS, Leroy C. Gunther, of the Town of Forestburgh, County of Sullivan has been elected to the office of Town Justice of the Town of Forestburgh; and

WHEREAS, Daniel Hogue, of the Town of Forestburgh, County of Sullivan, New York has been elected to the office of Highway Superintendent of the Town of Forestburgh; and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Forestburgh that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Collector of Taxes and Assessments; and

The Town does and shall maintain insurance coverage, presently with Gersten Hillman Agency, Inc. and Selective Insurance in the sum of \$100,000 plus an additional \$600,000 for the Town Tax Collector, included in blanket policy for the Town Supervisor and included in the blanket policy for the Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered there under faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered there under.

RESOLVED, that the Town Board of the Town of Forestburgh, Sullivan County, New York, herein and hereby approved the attached form of official undertaking of municipal officers of the Town as well as the manner of execution and the sufficiency of the Town's insurance company as surety under same.

MOTION: Councilman Creegan Seconded by: Councilman Raponi

**J.W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.**

- 18. RESOLVED, that pursuant to Section 20 of the Town Law of the State of New York And this resolution of the Town Board, William D. Bavoso and David W. Bavoso are hereby retained by the Town of Forestburgh to render such legal services as required by the Town, its Boards, Officers and Agencies. Said attorney shall be hired as an independent contractor for a monthly fee of One Thousand Six Hundred Sixty Six and 67/100 (\$1,666.67) Dollars per month for the period of January 1, 2012 through December 31, 2012. No additional compensation (except reimbursement for disbursements paid by the attorney or set forth below) shall be paid by the Town.**

The attorney shall advise and counsel the Town Board, Town Officials and Agencies, perform legal research and do appropriate correspondence, prepare legal documents and instruments, including contracts and such other matters as may be required by the Town. Litigation fees and expenses for Supreme Court and County Court matters will be billed at an additional One Hundred and 00/100 (\$100.00) Dollars per hour over the retainers sum set forth herein.

MOTION: Councilman Seconded by: Councilman

**J.W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.**

- 19. Resolved that Town Officials and Employees who are required to use their personal automobiles for Town business be, and shall be, reimbursed for the use of their said vehicles used on official Town business, upon presentation of proper documentation mileage voucher for said use, shall be reimbursed at the rate set by the Internal Revenue Service (currently .51 cents per mile).**

MOTION: Councilman Galligan Seconded by: Councilman Creegan

**J.W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.**

- 20. Resolved that _____ be reappointed to the Forestburgh Zoning Board of Appeals for a term of 3 years. Term expires on 12/31/--.**

MOTION: Councilman Seconded by: Councilman

J.W. Galligan _E. Raponi _

M. Creegan __W. Sipos :

No action taken

- 20. Resolved that _____ be reappointed to the Forestburgh Planning Board for a term of 3 years. Term to expire on 12/31/--.**

MOTION: Councilman Seconded by: Councilman

J. Galligan __E. Raponi _

M. Creegan __W. Sipos _

No action taken.

21. Resolved that _____ be hereby designated by the Town Board of the Town of Forestburgh to serve as Delegate to the Annual Meeting of the Association of Towns and be it further resolved that David Griffin be hereby designated by the Town Board of the Town of Forestburgh to serve as Alternate Delegate to the Annual Meeting of the Association of Towns at its business meeting.

MOTION: Councilman Galligan Seconded by: Councilman Creegan
J.W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.

22. Resolved that the Town Board hereby designates the Supervisor to pre-approve the attendance at conferences and training seminars by Town Employees, which must be submitted to the Supervisor by written request for the year 2012.

MOTION: Councilman Raponi Seconded by: Councilman Creegan
J.W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.

23. Resolved the _____ is hereby appointed Chairperson of the Town of Forestburgh Planning Board for the year 20--.

MOTION: Councilman Seconded by: Councilman
J. W. Galligan _ E. Raponi _
M. Creegan _W. Sipos _
No action taken.

24. Resolved that CARL AMADITZ is hereby appointed Chairperson of the Town of Forestburgh Zoning Board of Appeals for the year 2012.

MOTION: Councilman Galligan Seconded by: Councilman Creegan
J.W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.

Supervisor Committees for the year 2012:

- 1. Planning Board & Zoning Board of Appeals-----
 - 2. Recreation Committee-----
 - 3. Memorial Day Ceremony-----Mary Ann Toomey
- All other committees to be appointed, as necessary, by Supervisor Sipos.

MOTION: Councilman Seconded by: Councilman
J.W. Galligan__E. Raponi_
M. Creegan ___W. Sipos_
No action taken.

DEPUTY HIGHWAY SUPERINTENDENT - MOTION by Councilman Galligan, seconded by Councilman Raponi to accept Highway Superintendent, Dan Hogue, recommendation to appoint George Baran to serve as Deputy Highway Superintendent. J.W. Galligan aye, E. Raponi aye,

M. Creegan aye, W. Sipos aye.

Adjournment – MOTION by Councilman Creegan to adjourn the Reorganization Meeting.

Respectfully submitted,

Joanne K. Nagoda
Town Clerk

BOARD OF HEALTH

TOWN OF FORESTBURGH

JANUARY 5, 2012

Meeting called to order by Supervisor Galligan for the purpose to elect officers for the years 2012.

**MOTION: Councilman Galligan Seconded by: Councilman Raponi
To elect the following officers for a term of one (1) years:**

President----- William B. Sipos
Vice President----- Michael Creegan
Secretary----- Joanne K. Nagoda
Health Officer----- Dr. Abraham Garfinkel

J.W. Galligan aye, E. Raponi aye,
M. Creegan aye, W. Sipos aye.

Adjournment – MOTION by Councilman Creegan to adjourn the Board of Health meeting. Meeting adjourned at 7:32 p.m.

Respectfully submitted,

Joanne K. Nagoda
Secretary

