

# **TOWN OF KINGSTON ORGANIZATIONAL MEETING**

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**January 3, 2018**

Supervisor Landi called the organizational meeting to order at 7PM. Town Justice Richard Alberstadt administers the oath of office to Supervisor Landi, Councilman Queipo, and Councilman Polacco.

## **Resolutions 1-22 were read as follows:**

1. Salaries for elected officials and appointed officials shall be paid monthly. Salaries for Highway and Office Staff shall be paid according to the schedule listed in the Employee Guidebook (Revised November, 2017).
2. All expenses are to be paid by Town voucher.
3. The Town Board authorizes the Supervisor to pay all bills received for public utilities services (such as electric, telephone, gas and fuel oil services, cell phones) as well as postage, freight, express charges, health and dental insurance, and payroll related expenses in advance of the audit of claims. Claims for these payments shall be presented at the next regular Town Board meeting for audit.
4. The Town will reimburse mileage to officials and employees on Town business at the Federal Mileage rate of 54.5 cents per mile up to 250 miles per month. The Town Board must first approve any other mileage.
5. The salaries for the Town Board Members and all elected and appointed officials shall be adopted in the Town of Kingston 2018 Budget.
6. The Town Board hereby authorizes the Highway Superintendent to purchase up to \$1,500.00 without the prior approval of the Town Board.
7. The Town Board hereby authorizes the Municipal Code Enforcement Officer and/or his Deputy to collect building or zoning fees. The schedule to be used for determining the fee amount was adopted on December 18, 2017.
8. The Town Board hereby authorizes the Town Clerk and/or his Deputy to collect Town Clerk fees. The schedule to be used for determining the fee amount was adopted on December 18, 2017.
9. The Town Board sets the Petty Cash Fund for the Town Clerk/Tax Collector at \$100.

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10. The Town Board of the Town of Kingston hereby authorizes the Town Supervisor to designate use of his facsimile signature to sign checks pursuant to Town Law Section 29 (30)
11. The Town Board authorizes the following meeting schedule for the year 2018: The 'regular' Town Board Meetings will be held at 7:00PM on the first Monday of each month, in the Town Hall of the Town of Kingston except if said Monday is a State or Federal Holiday, then in that event the town board meeting shall be held on the following Wednesday following the State or Federal Holiday. The 'workshop' Town Board Meetings will be held at 7:00PM on the third Monday of each month, in the Town Hall of the Town of Kingston except if said Monday is a State or Federal Holiday, then in that event the workshop meeting shall be held on the following Wednesday following the State or Federal Holiday.
12. The Town Board authorizes the work days, vacations, insurance buyout and insurance re-imburement per the Employee Guidebook (Revised, November, 2017).
13. The Town Board authorizes the 2018 Town of Kingston Holiday schedule as recorded in the employee guidebook:  
New Year's Day; Martin Luther King Jr. Day; President's Day; Good Friday; Memorial Day; Independence Day; Labor Day; Columbus Day; Election Day; Veteran's Day; Thanksgiving Day; Day after Thanksgiving; Christmas Day
14. The Town Board will use the adopted 2000 Resolution to establish retirement service credits for both elected and appointed officials
15. The Town Board hereby authorizes the Standard Workday & Reporting Resolution to the NYS Retirement System
16. The Town Board will conduct a year-end audit of all Town financial books of the Town Justice, Town Clerk, Tax Collector, and Town Supervisor.
17. The Town Board has reviewed and adopts the Investment Policy for 2018.
18. The Town Board has reviewed and adopts the Procurement Policy for 2018.
19. The Town Board has reviewed and adopts the Sexual Harassment Policy for 2018.
20. The Town Board has reviewed and adopts the Workplace Violence and Prevention Policy Statement for 2018.

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21. The Town Board has reviewed and adopts the Emergency Preparedness Plan for 2018.
22. The Town Board has set the day following the Wednesday following the 4<sup>th</sup> Tuesday in May (May 23, 2018) as the Town's Grievance Day.

Councilman Queipo made the motion and Councilman Wells seconded the motion to approve the twenty-two resolutions presented.

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## **Supervisor Landi offered the following appointments and designations for 2018.**

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|--------------------------------------|--|
| 1. DEPUTY SUPERVISOR                 | Larry Queipo   |
| 2. 2 <sup>ND</sup> DEPUTY SUPERVISOR | Ryan Polacco   |
| 3. REGISTRAR OF VITAL STATISTICS     | Dennis Weiss   |
| DEPUTY REGISTRAR                     | Eileen Weiss   |
| 4. RECORDS ACCESS OFFICER            | Dennis Weiss   |
| 5. TOWN HISTORIAN                    | Linda Queipo   |
| 6. COURT SECURITY OFFICER            | Raymond Galvin   |
| 7. ANIMAL CONTROL OFFICER            | David Hoffman  |
| DEPUTY ANIMAL CONTROL OFFICER        | Amy Hoffman  |
| 8. EMERGENCY MANAGEMENT              |  |
| DIRECTOR                             | Paul Landi   |
| DEPUTY DIRECTOR                      | Dave Hoffman   |
| 9. MUC. CODE OFFICER/BLDG. INSP.     | Bob Cologero   |
| SECRETARY TO BUILDING INSP.          | Eileen Weiss   |
| 10. BOOKKEEPER/SECRETARY             |  |
| TO SUPERVISOR                        | Deborah Haubrich   |
| 11. ATTORNEYS                        |  |
| TOWN                                 | Robert Grieco  |
| SPECIAL PROSECUTOR                   | Dana Blackmon  |
| TAXES                                | Kyle Barnett   |
| 12. BUDGET OFFICER                   | Dennis Weiss   |
| 13. CUSTODIAN, TOWN HALL             | Jean Decker  |
| 14. OFFICIAL BANK FOR TOWN           | Bank of Greene County  |
| 15. OFFICIAL NEWSPAPER               | Daily Freeman  |
| 16. OFFICIAL RADIO STATION           | WKNY 1490 AM   |
| 17. OFFICIAL TOWN WEBSITE            | <a href="http://www.townofkingstonny.us">www.townofkingstonny.us</a>         |
| 18. OFFICIAL TOWN E-MAIL             | <a href="mailto:townhallkingston@hvc.rr.com">townhallkingston@hvc.rr.com</a> |
| 19. OFFICIAL TOWN FACEBOOK PAGE      | I'm From Sawkill and Proud of It   |
| 20. SENIOR COURT CLERK               | Leanne Buchinger   |
| DEPUTY COURT CLERK                   | Deborah Haubrich   |
| 21. RECYCLING COORDINATOR            | Jean Decker  |
| 22. PURCHASING OFFICER               | Deborah Haubrich   |
| 23. DEPUTY TOWN CLERK                | Diane Mayer  |
| 2 <sup>ND</sup> DEPUTY TOWN CLERK    | Rosalyn Borghere   |
| 24. ASSESSOR'S CLERK                 | Mary Secreto   |
| 25. DEP. HIGHWAY SUPERINTENDENT      | Alfred Sylvester   |
| SECRETARY TO HIGHWAY                 | Stephanie Mabie  |
| 26. FLOOD PLAIN ADMINISTRATOR        | James Maloney  |
| 27. RECREATION DIRECTOR              | Darren Wells   |

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29. PLANNING BOARD (5 Years)	Craig Henkle
PLANNING BOARD ALTERNATE (1 Yr)	Diane Mayer
CHAIRMAN OF PLANNING BOARD	John Konior
31. ZONING BOARD OF APPEALS (3 Year)	John Chick
CHAIRMAN OF ZBA	James Blake Jackson
32. ETHICS BOARD (3 Years)	Ed Gaddy
CHAIRMAN OF ETHICS BOARD	Ed Gaddy
33. BOARD OF ASSESSMENT & REVIEW	NO OPENINGS

Councilman Gaddy made the motion and Councilman Queipo seconded the motion to approve the above appointments.

Judge Alberstadt administered the oath of office to all the appointees that were present.

## **COMMITTEE ASSIGNMENTS:**

<b>PLANNING BOARD, ZONING</b>	Councilmen Queipo Councilman Wells Supervisor Landi
<b>RECYCLING, REFUSE</b>	Councilman Queipo Supervisor Landi
<b>WEB SITE</b>	Councilman Queipo
<b>CODE ENFORCEMENT</b>	Councilman Polacco Councilman Wells Councilman Gaddy
<b>BUILDING, GROUNDS, HIGHWAY</b>	Councilman Polacco Councilman Wells
<b>SENIORS</b>	Supervisor Landi Councilman Queipo Councilman Gaddy
<b>RECREATION</b>	Supervisor Landi Councilman Polacco Councilman Wells
<b>PERSONNEL</b>	Supervisor Landi Councilman Queipo

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**COMMUNICATIONS**

Supervisor Landi  
Councilman Gaddy

**INVENTORY**

Councilman Wells

**TOWN CLERK**

Supervisor Landi

Motion was made by Councilman Gaddy and seconded by Councilman Wells to approve the committee assignments. All were in favor.

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## **Town Meetings General Order**

1. Call to Order
2. Pledge to Flag
3. Moment of Silence
4. Roll call
5. Approval of Minutes of Previous Month Meetings
6. Supervisor's Report
7. Town Clerk's Report
8. Audit of General Bills
9. Audit of Highway Bills
10. Communications
11. Committee Reports
12. Report of Appointees
13. Old Business
14. New Business
15. Questions and Comments
16. Adjournment

Supervisor Landi requested permission of the Town Board to invest any idle funds provided under the General Municipal Law, the Local Finance Law. Motion was made by Councilman Wells and seconded by Councilman Queipo.

Supervisor Landi offered the following designation for the Annual Association of Towns meeting: Delegate: **To Be Determined**. Motion was made by Councilman Gaddy and seconded by Councilman Polacco.

Supervisor Landi requested a motion to accept the Supervisor's Annual Report to the State Comptroller as the Supervisor's Annual Report for 2017. Motion was made by Councilman Queipo and seconded by Councilman Wells.

Motion to adjourn the Organizational Meeting at 7:25 PM was made by Supervisor Landi and seconded by Councilman Polacco.

Respectfully submitted:

Dennis Weiss –  
TOWN CLERK