

**TOWN OF HILSDALE**  
**ORGANIZATIONAL MEETING**  
**January 2, 2019**

An organizational meeting of the Hillsdale Town Board was held on January 2, 2019 in the Town Hall at 6:00 pm with the following members present:

**PRESENT:**      Supervisor      Peter Cipkowski  
                    Councilperson      Tom Carty  
                    Councilperson      Jill Sims-Elster  
                    Councilperson      Steven Tiger  
                    Councilperson      Robina Ward

**OTHERS PRESENT:** Richard Briggs, Highway Superintendent.

- 1. Legal Representation:** **Resolved** that the Town of Hillsdale continues current arrangements with Guterman, Shallo & Alford PLLC, Matthew Cabral to provide legal services for the Town of Hillsdale during 2019. Services will be provided as requested by the Town Board, and by Town departments with prior approval of the Town Supervisor, at agreed upon hourly rates.
- 2. Appointments and Designations:** **Resolved** that the Town Board of the Town of Hillsdale does hereby make or reaffirm the following official appointments and designations for the year 2019, with all appointments to continue at the pleasure of the Board, except as otherwise noted:

### **Appointments**

Budget Officer: Peter Cipkowski  
Deputy Supervisor: Tom Carty  
Deputy Budget Officer: Robina Ward  
Legal Representation: Matthew Cabral, Guterman, Shallo & Alford, PLLC  
Town Accountant: Furlano & Arace, PC  
Town Assessor: Pam Cook  
Building Inspector, Zoning Enforcement and Code Enforcement Officer: Lee Heim  
Animal Control Officer: Wes Powell  
Registrar of Vital Statistics: Kathi Doolan  
Records Management Officer: Kathi Doolan  
Clerk of the Town Court: Kati Bell  
Planning Board Secretary: Veronique Fabio  
Zoning Board of Appeals Clerk: Ramona Bellamy  
Deputy Town Clerk: Veronique Fabio  
Payroll: Adirondack Payroll Services

Deputy Tax Collector: Carol Hanselman  
Summer Youth Program Director: Joe Raco  
Town Historians: Lauren Letellier and Chris Atkins  
Grants Administrator: Tom Carty  
Town Photographer: Jeff Paige  
Kennels: Columbia-Greene Humane Society  
Webmaster: Square Candy/Peter Wise  
Marriage Officer: Peter Cipkowski  
Roe Jan Park Events Coordinator: Meghan McCann  
Roe Jan Park Lead: Jill Sims-Elster  
Infrastructure Lead: Robina Ward  
Human Resources Lead: Steve Tiger  
Planning and Zoning Board Liaison: Tom Carty  
Building Dept Clerk: Teri Traver  
Town Publicist: Howard Van Lenten  
Bookkeeper: To be appointed

### **Designations**

Official Town Bank/Depository: Bank of Greene County  
Secondary Bank: Key Bank  
Town Justices Depository: Bank of Greene County  
Town Clerk Depository: Bank of Greene County  
Town Engineer: Ryan, Biggs, Clark, Davis  
Official Newspaper: Register Star

### **Town Representatives to Columbia County**

Representatives to the Advisory Council to the Office of the Aging  
Tina Sharpe, Joyce Lapenn

Representative to the County Environmental Management Council  
Paul Duernberger

### **Official Polling Places**

District #1: Hillsdale Fire House  
District #2: Hillsdale Fire House

**3. Salary Schedule: Resolved** that the Town Board of Hillsdale does hereby authorize the Town Supervisor to compensate employees of the Town for duties performed as follows:

**4. Authorizations, Policies & Procedures:** **Resolved** that the Town Board of the Town of Hillsdale approves the following authorizations, policies & procedures:

4.1. The Highway Superintendent will submit the proposed annual 284 Contract to the Town Board for review and approval at or before the January Town Board Meeting.

4.2. The Highway Superintendent is authorized to spend up to \$5,000 for an expenditure without prior Town Board approval, and is authorized to spend up to the budgeted amount per line item for routine highway repairs and maintenance outlined in the annual 284 agreement, for snow control activities, and for routine repairs and maintenance on vehicles and equipment without prior Town Board approval.

4.3. The Highway Superintendent is authorized to bid, as necessary, materials such as calcium chloride and gravel.

4.4. The Highway Superintendent is authorized to enter into written and verbal mutual aid agreements with NYS, counties, towns and villages, school districts and fire districts to provide support for and to receive support from these governmental entities; the Highway Superintendent shall notify the Town Board of all mutual aid agreements, and file a copy of each agreement with the Town Clerk.

4.5. The disposal of Town-owned property or equipment requires the prior approval of the Town Board.

4.6. Mileage reimbursement for Town employees and officials performing their duties on Official Town Business will be set at the IRS rate.

4.7. Salaries and per hour pay rates for elected and appointed officials and employees for the year 2019 will be in accordance with the approved 2019 budget, unless modified by the Town Board after the budget was approved.

4.8. The official meeting of the Hillsdale Town Board will be the second Tuesday of each month, beginning at 7:00 pm at the Hillsdale Town Hall, with informational meetings and public hearings to be scheduled at the discretion of the Board.

4.9. Salaries for appointed clerks will be recommended by department heads and approved by the Town Board as part of the budget process.

4.10. The Town Clerk is authorized to advertise for, accept and open all bids presented before this Board, with such bids in sealed envelopes, marked "sealed bids".

4.11. The Town Clerk and Court Clerk are authorized to purchase all necessary supplies, stationery and dockets not to exceed total budgeted amounts included in the budget.

4.12. The Town Supervisor is authorized to sign Town checks up to \$10,000 to pay unapproved vouchers; checks in excess of \$10,000 to pay unapproved vouchers must be countersigned. The Town Supervisor is further authorized to sign all checks in excess of \$10,000 without a second signature to pay approved vouchers only.

4.13. If the Town Supervisor is unavailable, the Deputy Supervisor is authorized to sign Town checks to pay approved vouchers. If both Supervisor and Deputy Supervisor are unavailable, the most Deputy Budget Officer is authorized.

4.14. The Hillsdale Town Board delegates to the Town Supervisor, and in his absence the Deputy Town Supervisor, the powers and duties necessary for the day-to-day administration of the Town.

4.15. All conferences and training that will be attended by any Town official or employee and paid for by the Town in excess of \$200 must be approved, in advance, by the Town Board.

4.16. Town will follow NYS and Town of Hillsdale FOIL laws, and will respond to FOIL requests within 20 business days, except in situations where the amount of information requested is significant enough to make the 20 business day turnaround impractical. There will be a 25 cent per page fee for all documents requested.

4.17. The Hillsdale Town Board will hold a public hearing on the Tentative Budget prior to the September Town Board meeting, a second public hearing on the Preliminary Budget prior to the October Town Board meeting, and will adopt the annual Budget at the November Town Board meeting following a third public hearing.

4.18. Whereas Town Law requires the Town Board to audit the Town's financial records before January 20 of each year, and whereas prior year financial reports and the Annual Update Report (AUD) are not usually available by January 20, therefore it is the policy of the Hillsdale Town Board that, annually, the Town Board will review and audit, or have reviewed and audited by a qualified outside auditor, the books and records of the Town Supervisor, Town Clerk and Town Tax Collector and the books and records of the Building Department and Town Court prior the end of May each year, and make comments regarding the quality of the Town's financial management process and underlying books and records, and suggest ways to improve the financial management process of the Town.

4.19. Invoices must be presented to the Town Clerk two business days before the Town Board meeting.

4.20. Town committees and community organizations are authorized to use town hall subject to availability and confirmation with the Town Clerk.

4.21. The Town Board must approve community organization's request to use the designated "community forum" area (the Silo).

4.22. The Harvest and Hilltop barns located inside the Roe Jan Park are available for rent assuming the renter has completed all necessary forms, agreed to town-established fees and guidelines, and has secured appropriate insurance.

4.23. Mandatory Training for Planning and Zoning board members. All members and alternate members of the Planning and Zoning boards shall comply with the requirements of New York State Town Law Section 271 that require all board members and alternate members to complete a minimum of four (4) hours of training each year. No member shall be eligible for reappointment if they have not completed this training as required unless a special waiver is provided by the Town Board. Board secretaries should provide training reports to board chairs and the Town Board by October 15.

4.24. Removal from Planning or Zoning boards. The Town Board shall have the power to remove, after public hearing, any member for cause. Any member may be removed for non-compliance with minimum requirements relating to meeting attendance and training. Cause for removal of a member may include one (1) or more of the following:

1. Any undisclosed or unlawful conflict of interest.
2. Failure to attend 66% of the meetings during the course of one (1) calendar year.
3. Failure to attend four (4) consecutive meetings.
4. Failure to complete their mandatory training requirements.

No member who has been removed for cause shall be reappointed.

**5. Planning Board Fees: Resolved** that the Town Board of the Town of Hillsdale approves the following fees for 2019.

**Lot Line Adjustment:** \$165

**Minor Subdivision Fees**

Planning Board fee: \$500 plus \$185 for each new lot created  
Park and Rec fee: \$825 for each new lot created

**Major Subdivision Fees**

Planning Board fee: \$775 plus \$300 for each new lot created  
Park and Rec fee: \$825 for each new lot created

**Site Plan Review:** \$500 plus \$9.50 per acre

**Plan Re-Stamping:** \$155

**6. Building Inspector Fees: Resolved** that the Town Board of the Town of Hillsdale approves the following fees for 2019.

**Residential Permit Fees**

\$4/\$1,000

**Commercial Permit Fees**

\$5/\$1,000

**Late Fees**

For any work obtained prior to obtaining a building permit

Residential: \$8/\$1,000

Commercial: \$10/\$1,000

**C/O Fees**

\$75

**Driveway Permits**

\$25

**7. Appointments, Reappointments and Reaffirmations: Resolved** that the Town Board of the Town of Hillsdale does hereby approve or reaffirm the following boards, committees, appointments, reappointments, and reaffirmations of earlier appointments of Chairpersons and members as indicated. All appointments are at the pleasure of the Board unless otherwise noted or governed by applicable law:

**Zoning Board of Appeals (ZBA):** 5-year terms expiring 12/31 of year listed

Re-appointment:

Bill Sullivan, 2023

Continuing ZBA Members:

Craig Norton, 2019, Chair

Barbara Barrantes, 2021

Jeff Sills, 2020

Steve Smith, 2022

Ramona Bellamy, ZBA Secretary

Alternate: TBD

**Board of Assessment Review (BAR):** The Town Board appoints members for five-year term of office. 5-year terms expiring 12/31 of year listed.

New Appointment:

Mike Stertz, 2023

Continuing BAR Members:

Craig Norton, 2019

Augie Senna, 2020  
Howard Van Lenten, 2021  
Bill Sullivan, 2022

**Planning Board (PB):** 7-year terms expiring 12/31 of the year listed

Re-appointment:  
Patti Rohrlich, 2024

Continuing members:  
Hank Henward, Chair, 2019  
Ellen Levy, 2020  
Deborah Bowen, 2021  
Richard Freiman, 2022  
Charles (Bud) Gardner III, 2023  
Mark Barbato, 2024  
Secretary: Veronique Fabio  
Alternate: Barbara Olsen Pascale

**Conservation Advisory Council (CAC):** 2-year terms expiring 12/31 of 2019

Continuing members:  
Mary King  
David Lewis, Chair  
Gretchen Stevens  
Caroline Stewart  
Suzanne Werner

### **Town Committees**

#### **Clean Energy Task Force**

Chair: Tom Carty

#### **Housing**

Co-chairs: Ellen Levy and Tina Shape

#### **Broadband**

Andrew Dash, Chair  
Steve Tiger, Town Board liaison

## **Development and Marketing**

Co-Chairs: Tom Carty and Robina Ward

### **8. Roe Jan Park Fees\***

EVENT	TYPICAL TYPE	ACCESS	INSURANCE	FEE
Large Rental	Wedding Grillsdale Supertone	36 hours	Yes	\$1000 plus \$500 refundable deposit
Small Rental	Wedding Smaller Event	12 hours only	Yes	\$500 plus \$250 refundable deposit
Free Community Event	Dance Movie Speakers Rally	A few hours before	Yes	Free

\* See 4.21 above and forms online.