



**Town Board Re-Organizational Meeting**  
**Thursday, January 3, 2013**  
**6:00pm**  
**Amenia Town Hall,**

Supervisor William Flood  
 Deputy Supervisor/Councilwoman Victoria Perotti  
 Councilwoman Vicki Doyle  
 Councilman CJ Hoss  
 Councilwoman Darlene Riemer  
 Town Clerk Dawn Marie Klingner

Supervisor William Flood called the Re-organizational Meeting to order at 6:00pm

**1. Oaths of Office**

Honorable James J. Devine, Town Justice, officiated the swearing in and Oath of Office to:  
**Dawn Marie Klingner, Town Clerk, one-year term**

**2. Salute to Flag** was conducted and moment of silence for the military serving in this country and around the world.

**Emergency exits** at door behind the Town Clerk and the rear door behind audience.

**3. Roll Call**

Councilwoman Riemer	Aye
Councilwoman Perotti	Aye
Councilman Hoss	Aye
Councilwoman Doyle	Aye
Supervisor Flood	Aye

**4. C/Hoss motioned, seconded by C/ Riemer**

**Motion to accept Town of Amenia Rules of Procedure and Procurement Policy**

**ALL IN FAVOR – AYE                      MOTION CARRIED**

**5. C/Hoss motioned, seconded by C/ Riemer**

**Motion to establish Date/Time/Place for Scheduled Town Board Meetings:**

Business Workshop	2 <sup>nd</sup> Thursday of the month	7:00 P.M.
Regular Meeting	4 <sup>th</sup> Thursday of the month	7:00 P.M.
Place: Town Hall	4988 Route 22, Amenia, New York 12501	

**ALL IN FAVOR- AYE                      MOTION CARRIED**

**6. C/ Perotti motioned, seconded by C/Riemer**

**Motion to establish elected officials' salaries as noted:**

Supervisor	\$ 22,624.00
Councilman/women (4)	\$ 5,757.00 each
Sole Assessor	\$29,393.00
Justices (2)	\$ 16,895.00 each
Town Clerk	\$ 27,000.00
Highway Superintendent	\$ 57,055.00

**ALL IN FAVOR- AYE                      MOTION CARRIED**



**Town Board Re-Organizational Meeting**  
**Thursday, January 3, 2013**  
**6:00pm**  
**Amenia Town Hall,**

Supervisor William Flood  
Deputy Supervisor/Councilwoman Victoria Perotti  
Councilwoman Vicki Doyle  
Councilman CJ Hoss  
Councilwoman Darlene Riemer  
Town Clerk Dawn Marie Klingner

7. S/ Flood motioned, seconded by C/Riemer  
**Motion to appoint Ian MacDonald as town attorney for 90 days. Position to be advertised**

ALL IN FAVOR- AYE                      MOTION CARRIED

8. C/Doyle Motioned, seconded by C/Perotti  
**Motion to accept appointments and salaries as noted:**

A. *Appointments with Salaries*

Bookkeeper – Sherry Johnson	\$ 30,357.00 (salaried)
Alternate Per Diem Bookkeeper – Lorna Sherman	\$ 20.00/hour
Bank Reconciliation Clerk – Lorna Sherman (Bookkeepers Office 3 hours/wk.)	\$ 20.00/hour
Treasurer to Water District – Sherry Johnson	\$ 3,811.74 (salaried)
Clerk to Water District – Jane Callahan	\$ 3,811.74 (salaried)
Ian MacDonald, Esq. Attorney to the Town – General	\$ 160.00/hour
Litigation	\$ 185.00/hour
Paralegals	\$ 110.00/hour
Gayle Zelazny, Esq. Town Court Special Prosecutor	\$ 145.00/hour
Attorney for Old Amenia Landfill-per contract-Kimberlea Rea, Esq.	\$ 200.00/hour
Budget Director – Supervisor/Consultant	\$ 7,070.00
Secretary to Supervisor – Mary Maillet	\$ 15.53/hour
Assistant (supervisor’s office)	vacant
Code Enforcement Officer – John Fenton	\$ 37,000.00 (salaried)
Bldg. Administrative Assistant – Katrina Gore-Alexander	\$ 17.00/hour
Registrar of Vital Statistics – Dawn Marie Klingner \$10.00 per transaction	\$1,000.00 max
Planning Board & ZBA Recording Secretary – Susan Metcalfe	\$ 16.48/hour
Alternate Planning Board & ZBA Recording Secretary – Mary Maillet	\$ 16.48/hour
Planning Board Chairwoman – Nina Peek	\$ 2,575.50 (salaried)
Planning Board & ZBA Attorney, Ian MacDonald, Esq.	\$ 210.00/hour
Ethics Board Attorney, Ian MacDonald, Esq.	\$ 160.00/hour
Assessor’s Clerk – Donna Morrison	\$ 14,251.00 (salaried)
Deputy Town Clerk – Patty Barron	\$ 17.00/hour
Town Constable – Christopher Klingner	\$ 16.48/hour
Town Constables – Jason Dean, Brett Johnson, Duewayne Jackson	\$ 15.15/hour
Justice Clerk – Maureen Moore, for Honorable Moore	\$ 15,948.00 (salaried)
Justice Clerk – Dawn Marie Klingner, for Honorable Devine	\$ 15,948.00 (salaried)
Highway Foreman - Andy Wheeler	\$ 22.62 hr. /40 hr. wk.
Highway Laborers - Allen Wilbur	\$ 22.12 hr. /40 hr. wk.
Joseph Whitehead	\$ 21.61 hr. /40 hr. wk.
Megan Chamberlin	\$ 21.11 hr. /40 hr. wk.
Highway Office Manager – Judith Carlson	\$ 15.45 hr. /15 hr. wk.
Groundskeeper/cleaner – John Culligan	\$ 15.15/hr./20 hr. wk.
Recreation Groundskeeper – Shawn Howard	\$17.67/hr. \$11,309 max
Videographer-Public Access – Mike Flint	\$ 5,835.78 (salaried)

ALL IN FAVOR- AYE                      MOTION CARRIED



**Town Board Re-Organizational Meeting**  
**Thursday, January 3, 2013**  
**6:00pm**  
**Amenia Town Hall,**

Supervisor William Flood  
 Deputy Supervisor/Councilwoman Victoria Perotti  
 Councilwoman Vicki Doyle  
 Councilman CJ Hoss  
 Councilwoman Darlene Riemer  
 Town Clerk Dawn Marie Klingner

- B. S/Flood motioned, seconded by C/Perotti  
**Motion to accept appointment and salary for a 90 day period.**

Bank Reconciliation Clerk-Jennifer Jaynes (Town Clerk's Office-5 hours a month)	\$ 15.00/hour
Dog Control Officer-John Tublewicz	\$ 6,965.97 salaried
<b>To accept appointment and salary</b>	
Grant Writer-Michael Hagerty	\$ 26.27/hour

ALL IN FAVOR- AYE                      MOTION CARRIED

- C. S/Flood motioned, seconded by C/ Riemer  
**Motion to accept appointment and salary for a 6 month (26 week) probationary period.**

Highway Laborer – Arthur Parrotte, Sr.	\$ 20.40/hour
--	---------------

ALL IN FAVOR- AYE                      MOTION CARRIED

9. C/Doyle motioned ,seconded by C/Riemer  
**Motion to execute agreement to spend highway funds in 2013.**

ALL IN FAVOR- AYE                      MOTION CARRIED

10. C/Doyle motioned, seconded by C/Riemer  
**Motion to make the following appointments without salaries:**

- |                                     |                     |
|-------------------------------------|---------------------|
| A. Deputy Supervisor                | Victoria Perotti    |
| B. Town Historian                   | Arlene Iuliano      |
| C. Deputy Highway Supt.             | Andy Wheeler        |
| D. Records Management Officer       | Dawn Marie Klingner |
| E. Damage Control Officer           | _ open _            |
| F. ZBA Chair                        | _ open _            |
| G. Volunteer Assistant Videographer | _ open _            |
| H. All Hazard Mitigation            | William Flood       |

ALL IN FAVOR- AYE                      MOTION CARRIED

11. C/Hoss motioned, seconded by C/Doyle  
**Motion to approve One Million Dollar Bonding for Town Officials:**

- Supervisor
- Deputy Supervisor
- Secretary to Town Supervisor
- Bookkeeper and Alternate Bookkeeper (each)
- Water District Treasurer and Deputy (each)
- Town Clerk and Deputy Clerk (each)
- Tax Collector and Deputy Tax Collector (each)



**Town Board Re-Organizational Meeting  
Thursday, January 3, 2013  
6:00pm  
Amenia Town Hall,**

Supervisor William Flood  
Deputy Supervisor/Councilwoman Victoria Perotti  
Councilwoman Vicki Doyle  
Councilman CJ Hoss  
Councilwoman Darlene Riemer  
Town Clerk Dawn Marie Klingner

Code Enforcement Officer and Admin. Asst. (each)  
Justices (2) each  
Court Clerks (2) each  
Constables (4) each  
Highway Superintendent and Deputy (each)  
Highway Office Manager

ALL IN FAVOR- AYE                      MOTION CARRIED

12. C/Doyle motioned, seconded by C/Hoss  
**Motion to establish mileage reimbursement at federal rate of \$ 0.56**

ALL IN FAVOR- AYE                      MOTION CARRIED

13. S/Flood motioned, seconded by C/Doyle  
**Motion to pay bills by resolution: Utilities, Postage Meter, Copy Machine Maintenance, Rents, Debt Service, and Employee Benefits.**

ALL IN FAVOR- AYE                      MOTION CARRIED

14. C/Riemer motioned, seconded by Doyle  
**Motion to Name M & T Bank Corp., Bank of Millbrook and Salisbury Bank and Trust Co. the official depositories for Town Funds.**

ALL IN FAVOR- AYE                      MOTION CARRIED

15. C/Perotti motioned, seconded by Riemer  
**Motion to designate the Millerton News and Poughkeepsie Journal as the official Town Newspapers**

ALL IN FAVOR- AYE                      MOTION CARRIED

16. S/Flood motioned, seconded by C/Doyle  
**Motion to authorize all boards to use tape recorders for aid with minutes with the understanding that the tape does not replace typed and accepted minutes.**

ALL IN FAVOR- AYE                      MOTION CARRIED

17. S/Flood motioned, seconded by C/Doyle  
**Motion to accept Town Board Auditors as noted:**  
General Fund - C/Doyle & C/Perotti  
Highway Fund- C/ Hoss & C/Riemer  
Water District- C/Hoss & C/Riemer

ALL IN FAVOR- AYE                      MOTION CARRIED



**Town Board Re-Organizational Meeting  
Thursday, January 3, 2013  
6:00pm  
Amenia Town Hall,**

Supervisor William Flood  
Deputy Supervisor/Councilwoman Victoria Perotti  
Councilwoman Vicki Doyle  
Councilman CJ Hoss  
Councilwoman Darlene Riemer  
Town Clerk Dawn Marie Klingner

18. S/Flood motioned, seconded by C/Riemer

**Motion to accept Town Board appointments to standing committees as noted:**

Recreation	C/Hoss & C/Perotti
Amenia Housing Commission	C/Doyle & C/Riemer
Wastewater	C/ Riemer & C/Hoss
Enhancement	C/Doyle & C/Perotti
Conservation Advisory Council	C/Doyle & C/Hoss
Emergency Response/Safety	C/Doyle & C/Perotti
Ethics	C/Perotti & C/Riemer
Fountain Square	C/Doyle & C/Riemer
Holiday of Lights	C/Doyle & C/Perotti
Water District	C/Riemer & C/Hoss
Trail to Train	C/Hoss & C/Doyle & C/Perotti

*Alternate to all standing Committees – Supervisor Flood*

ALL IN FAVOR- AYE                      MOTION CARRIED

19. S/Flood motioned, seconded by C/ Doyle

**Motion to designate Emergency Interim Successors (3) for Dutchess County Emergency**

**Response:** Council Members: Vicki Doyle, Victoria Perotti and CJ Hoss

ALL IN FAVOR- AYE                      MOTION CARRIED

20. S/Flood motioned, seconded by C/Doyle

**Motion to authorize the Supervisor’s Bookkeeper to do pre-audit functions of vouchers including math accuracy, checking for sales slips, delivery slips, and paid bills by municipal employee receiving goods.**

ALL IN FAVOR- AYE                      MOTION CARRIED

21. S/Flood motioned, seconded by C/Doyle

**Motion to authorize that checks may be signed for the Supervisor by a device commonly known as a check signer.**

ALL IN FAVOR- AYE                      MOTION CARRIED

22. S/Flood motioned , seconded by C/ Riemer

**Motion to authorize a charge of \$ 20.00 on each check tendered as payment and returned for insufficient funds, including lost payroll checks.**

ALL IN FAVOR- AYE                      MOTION CARRIED



**Town Board Re-Organizational Meeting  
Thursday, January 3, 2013  
6:00pm  
Amenia Town Hall,**

Supervisor William Flood  
Deputy Supervisor/Councilwoman Victoria Perotti  
Councilwoman Vicki Doyle  
Councilman CJ Hoss  
Councilwoman Darlene Riemer  
Town Clerk Dawn Marie Klingner

23. S/Flood motioned, seconded by Doyle  
**Motion to authorize the Supervisor's Bookkeeper to make certificates of deposit investments of available funds.**

ALL IN FAVOR- AYE                      MOTION CARRIED

24. C/Perotti motioned, seconded by C/Hoss  
**Motion that the Town Board audit Town Officer's financial records by 1/18/13 per Town Law 123; and designate Town Board auditors:**

Town Court-both Justices	C/Hoss	& C/Doyle
Chief Fiscal Officer	C/ Perotti	& C/Doyle
Town Clerk's Office	C/Perotti	& C/Hoss
Tax Collector	C/Hoss	& C/Riemer

ALL IN FAVOR- AYE                      MOTION CARRIED

25. S/Flood motioned, seconded by Riemer  
**Motion that all monthly bank reconciliations of Town Clerk and Town Bookkeeper be made by an outside party.**

ALL IN FAVOR- AYE                      MOTION CARRIED

26. S/Flood motioned, seconded by Doyle  
**Motion that monthly budget reports be distributed to all department heads by Town Bookkeeper.**

ALL IN FAVOR- AYE                      MOTION CARRIED

27. S/Flood motioned, seconded by Doyle  
**Motion that the Town Board has the responsibility to authorize the attendance of all officers and employees at conferences and training sessions as specifically required per General Municipal Law 77-b.**

ALL IN FAVOR- AYE                      MOTION CARRIED

28. S/Flood motioned, seconded by Doyle  
**Motion to accept 2013 schedules for the Zoning Board of Appeals and the Planning Board.**

ALL IN FAVOR- AYE                      MOTION CARRIED

29. S/Flood motioned, seconded by C/Doyle  
**Motion to appoint/re-appoint the following members to committees/boards:**

*Conservation Advisory Council: Dave Reagon (Chair); Arlene Iuliano; Mark Doyle; Michael Peek; Roger Russell; Maria Genovesi*



**Town Board Re-Organizational Meeting  
Thursday, January 3, 2013  
6:00pm  
Amenia Town Hall,**

Supervisor William Flood  
Deputy Supervisor/Councilwoman Victoria Perotti  
Councilwoman Vicki Doyle  
Councilman CJ Hoss  
Councilwoman Darlene Riemer  
Town Clerk Dawn Marie Klingner

**Emergency Response Committee:** William Flood; Mary Maillet; Stanley Whitehead; Scott Boardman; Christopher Howard; Virgil Shook, Jr.; Marco D'Antonio

**Enhancement Committee:** Marilyn Noe; Leo Blackman; Kevin Cassone; Diana King

**Fountain Square:** Marilyn Noe;

**Trail to Train Committee:** Dave Reagon; Martin Grossman

**Wastewater:** Janet Reagon (Chair); Bill Flood; Tony Robustelli; Allison Hale; Brad Rebillard; Martin Grossman, Bill Carroll; Marco D'Antonio

**Water District Committee:** May Jones (Chair); Bill Carroll; Martin Grossman; John P. Kelleher; Marco D'Antonio; Virgil Shook, Jr.

ALL IN FAVOR- AYE                      MOTION CARRIED

**30. S/Flood motioned, seconded by Riemer**  
***Motion that the Town Clerk Shall perform the duties required by section 30 of the New York Town Law ("Town Law"), including but not limited to the requirement to maintain the custody of all records, books and papers of the town, to attend all meetings of the town board and act as clerk thereof, and keep a complete and accurate record of the proceedings of each meeting of the Town Board, including having 2012 complete and up to date. In addition, the Town Clerk shall collect and receive all state, county and town taxes and assessments that may be levied in the Town of Amenia and shall have all the powers and be subject to all the duties of a collector in respect to the collection of such taxes, the deposit of receipts and the return of unpaid taxes, as provided by subdivision one of section thirty-five of Town Law.***

ALL IN FAVOR- AYE                      MOTION CARRIED

**31. S/Flood motioned, seconded by C/Riemer**  
***Motion to appoint Sedore & Company-Linda Hannigan as CPA support.***

ALL IN FAVOR- AYE                      MOTION CARRIED

**32. S/Flood motioned, seconded by C/Doyle**  
***Motion to execute Resolution #1 of 2013 Constables Authorized to Carry Firearms.***

ALL IN FAVOR- AYE                      MOTION CARRIED

**33. C/Doyle motioned, seconded by Hoss**  
***Motion to execute Resolution #2 of 2013 Adoption of Investment Policy.***

ALL IN FAVOR- AYE                      MOTION CARRIED



**Town Board Re-Organizational Meeting**  
**Thursday, January 3, 2013**  
**6:00pm**  
**Amenia Town Hall,**

Supervisor William Flood  
Deputy Supervisor/Councilwoman Victoria Perotti  
Councilwoman Vicki Doyle  
Councilman CJ Hoss  
Councilwoman Darlene Riemer  
Town Clerk Dawn Marie Klingner

### **34. Supervisor's 2013 Goals**

Supervisor Flood began by thanking Mickey McEnroe, Carl Rennie and Millbrook Ventures for their donations and work at the Town Hall. He listed the accomplishments of 2012 which included:

- Updating the copiers and computers
- Merging of the building inspector's office with the planning and zoning departments
- Closure of the transfer station saved \$20,379 this year
- The Holiday of Lights was a great success
- Savings of \$24,422 from changing workers compensation insurance coverage from a private carrier to participating with Dutchess County
- Building department brought in an additional \$17,470.66 above the budgeted revenues estimated
- Savings in health insurance by selecting a higher deductible plan
- Receipt of NYSERDA grants totaling 39,466.79
- Tri-wall funds has a balance of \$115,000
- The Rail to Trail project is moving forward
- The implementation of the purchase orders saved the Central Supply line of \$4,164 compared to the previous year
- Decrease of staff in supervisor's office from one full timer and two part timers to one full timer and one part-timer
- Added an additional \$30,000 to highway for capital improvements increasing the line to \$60,000
- Additional \$25,000 to the water district line, increasing the capital improvement line to \$50,000

During the upcoming year 2013 the Supervisor's goals included:

- Working to ensure the Town is complete with NYS requirements
- Securing the building and computers
- Working on updating the policies per the State Comptroller's Office and PESH with internal locks and higher security access for the building
- Projects will include painting the exterior of the building; painting and repairing the floors in the four unfinished rooms upstairs; completing the installation of the basement doors. Upon completion of the room downstairs, there is a new agreement with Webutuck School and the town will be taking over the full control of the building and grounds
- He and Councilwoman Riemer will be meeting this week with a company and discussing the installation of a geothermal heating and air conditioning unit in the building
- Working on the installation of a generator
- Dutchess Community College will be offering English as a second language class
- Currently received over twenty applications for the open recreation director position
- Looking forward to planning and participating in the 2013 Holiday of Lights and Holiday extravaganza
- Will continue to work with the staff to see that we are compliant with the NYS laws
- The Rail to Trail extension is moving forward and working on final details now
- Will continue to work with business in Amenia and to work on the Main Street Grant and the plantings of the trees in downtown Amenia and Wassaic
- Work with Councilwoman Doyle to get the Town enrolled in a program for setting up a Board of Directors so they can raise/solicit funding for different project through the Community Foundation of Harlem Valley.
- Working with Marc Molinaro, Terry Gibson and Didi Barrett on the Economic Development of the DDSO
- Continue/finish the Old Amenia Landfill- to be completed in 2013
- Town Board meeting will be aired live on the web. Anyone with a computer can watch the meetings
- Continue public use of the building.



**Town Board Re-Organizational Meeting**  
**Thursday, January 3, 2013**  
**6:00pm**  
**Amenia Town Hall,**

Supervisor William Flood  
 Deputy Supervisor/Councilwoman Victoria Perotti  
 Councilwoman Vicki Doyle  
 Councilman CJ Hoss  
 Councilwoman Darlene Riemer  
 Town Clerk Dawn Marie Klingner

**35. Town Board Goals**

C/Perotti goals for the coming year

- Highway garage
- Kitchen improvements in the town hall
- Renting out office space
- Heating and cooling grants
- Improving the playground

C/Riemer goals for the coming year

- Theater and music in the auditorium
- C/Riemer applauded the Supervisor on his efforts to create a cleaner, brighter more inviting town hall.

C/Doyle goals for the coming year

- Will try her best to keep the taxes affordable acknowledging the diverse population
- Continue the increased transparency and recognized the importance of keeping the citizens informed of the town happenings, use of local papers and the meetings are on youtube.com
- Continue working on making downtown Amenia and Wassaic a walkable community –to attend civic, ceremonial events, shop and visit the downtown hamlets
- Work on getting better at thanking the employees
- Work on Main Street Grant

C/Hoss goals for the coming year

- Hiring of a recreation director
- Improving communications with the public by adding the press releases, minutes and agendas on the website.

**36. S/Flood motioned, seconded by C/Doyle**  
**Motion to Adjourn at 6:54pm**

ALL IN FAVOR- AYE

MOTION CARRIED

Respectfully submitted:

  
 Dawn Marie Klingner  
 Town Clerk

The foregoing represents unapproved minutes of the Town of Amenia Town Board from a meeting held on January 3 and are not to be construed as the final official minutes until so approved.

  2/14/13  Approved as read on

          Approved with: deletions, corrections, and additions