

**TOWN OF COVERT
ORGANIZATIONAL MINUTES
AND
MONTHLY BOARD MEETING MINUTES
JANUARY 08, 2018**

The organizational and regular meeting of the Town Board of the Town of Covert was held Monday, January 8, 2018 at 7:00 p.m. at the Town of Covert Municipal Building, 8469 South Main Street, Interlaken, New York.

Roll Call:	Supervisor Michael Reynolds	Present
	Councilman Deborah Nottke	Present
	Councilman Jeffrey Vann	Present
	Councilman Bill Bishop	Absent
	Councilman Brayton Foster	Present

Others Present: Town Clerk Colleen Freese, Highway Superintendent Jeffrey MacCheyne, Reporter Aneta Glover, Town Attorney Patrick Morrell and other interested citizens.

Call to order: Supervisor Reynolds called the meeting to order at 7:00 p.m. All rose for the pledge of allegiance.

Newly Elected Officers, Councilwoman Deborah Nottke, Councilman Brayton Foster, Supervisor Michael Reynolds were sworn into Office.

ORGANIZATIONAL

- 1) That for the year 2018 the Town Board sets 50 cents per mile reimbursement as mileage allowance for personal vehicles used by Town Officers while performing official duties other than attendance at Town Board Meetings or Town Court Proceedings.
- 2) To authorize that Community Bank, N.A., Interlaken Branch, be designated the official bank of the Town of Covert and Town Justice Schmidt and the Supervisor be authorized to invest town monies consistent with the requirements of New York State and with appropriate consideration given to elements of safety, liquidity and yield.
- 3) To authorize Highway Superintendent MacCheyne to spend up to \$500.00 per purchase to acquire equipment, tools, and implements and \$1,000.00 for repairs during 2018 without prior approval of the Town Board.
- 4) To designate the Interlaken Review as the official newspaper of the Town of Covert for the year 2018.
- 5) To appoint Christopher Bulmahn as Dog Control Officer at the budgeted Salary and 50 cents per mile to Beverly Animal Shelter for the year 2018. A \$10.00 per day fee for each dog will be charged to the owner upon redemption of impounded dog from Beverly Animal Shelter plus a \$15.00 a day pick up fee.
- 6) To appoint John Poludniak as Code Enforcement Officer at the budgeted Salary and 50 cents per mile for the year 2018.
- 7) To appoint John Hunt as cleaner for the Town of Covert Municipal Building, at the wage of \$10.40 per hour for the year 2018.

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- 8) To appoint Ralph E. Jones as cleaner for the Town of Covert Highway Department, at the wage of \$10.40 per hour for the year 2018.
- 9) To appoint Charles R. Freese as maintenance person for the Town of Covert Municipal Building, at the wage of \$10.40 per hour for the year 2018.
- 10) To allow Supervisor Reynolds to file his 2017 annual report with the Town Clerk by the same date and in the same matter as Annual Report is required to be filed with the State Comptroller. Such authorization is allowed by Town Law Section 29 (10a).
- 11) To appoint Mr. Raymond Zajac Sr. to mow the lawns at the Municipal Building, Town Hall and Covert Cemetery for an amount not to exceed \$2,210.00 per year for the years 2017-2019.
- 12) That the salaries of all elected and appointed officers shall be the amount indicated by the currently effective resolution or the amount budgeted in the 2018 budget. The Highway Superintendent shall set wages of hourly highway employees with concurrence by the Town Board, within the limits of the Highway Budget. Payment of salaries and wages shall be at times and dates that are legally permissible and mutually acceptable to the Supervisor and the recipients.
- 13) That the Personnel Policy and Procedures Handbook has new items and updates to be added, such as, the insurance buyout. There were concerns if there needs to be more clarity on the committees, how they operated, and who could be at the meetings. New copies of the updates will be given to the board members.

APPOINTMENTS BY ELECTED OFFICIALS

Highway Superintendent MacCheyne appoints Glenn Boyes as Deputy Highway Superintendent for 2018.

Town Clerk appoints Leslie Adams-Compton as Deputy Town Clerk and Registrar of Vital Statistics, Tax Collector, wage shall be \$10.40 per hour.

Town Justice Eileen Schmidt appoints Mary Gregg as Clerk to the Town Justice. Salary shall be as budgeted for the year 2018.

Supervisor Reynolds makes the following appointments for 2018:

Bookkeeper and Secretary to the Supervisor -- Diane Bassette Nelson

Budget Officer -- Michael Reynolds

Deputy Supervisor -- Deborah Nottke

Town Assessment Committee -- Michael Reynolds and Brayton Foster

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Historian for the Town -- John Hunt

Highway Committee -- Chairman Bill Bishop and Brayton Foster

Courts, Ordinances & Law Enforcement --Brayton Foster Chairman and Bill Bishop

Utilities & Insurance -- Chairman Bill Bishop and Deborah Nottke

Personnel -- Chairman Jeffrey Vann and Deborah Nottke

Buildings and Grounds-- Chairman Bill Bishop and Jeffrey Vann

Fire and Ambulance -- Chairman Deborah Nottke, Jeffrey Vann, and Michael G. Reynolds

Planning and Land Management Ordinance -- Chairman Jeffery Vann and Brayton Foster

Any appointments which may have been overlooked shall continue to be filled by the incumbent subject to review by the appropriate appointing authority.

Councilman Foster moved , seconded by Councilwoman Nottke, to approve the slate presented for the Organizational meeting and appointments by Elected Officials. Aye-Councilwoman Nottke, Councilman Foster and Councilman Vann.

RETURN TO THE REGULAR TOWN BOARD MEETING

Approval of Minutes: Vann moved, seconded by Nottke, that the year-end minutes from December 28, 2017 be approved. Aye-Vann, Aye-Foster and Aye-Nottke.

There were questions on the Town of Covert's Personnel Policy and Procedures manual, about clothing stipend for Highway guys and is that kept track of. Highway Superintendant MacCheyne stated that he keeps track of what the employees have spent. What procedures are followed for disciplinary action ? Highway Superintendant MacCheyne stated that they follow the County procedures. It was agreed by the Board that if they wanted to make changes it could be done later.

Town Attorney Morrell shared Section Three- A Multiple Family Dwellings of the Land Management Ordinance that he made changes on. Applicants would be working with the Planning Board and Code Enforcement Officers. The special permit would be for three or more dwellings and this is where the State requirements kick in. At this time the Section Three -A will be sent to the Planning Board and Code Enforcement Office to review and share feedback.

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There was discussion on the Security contract for the Court. Town Attorney Morrell share that he set the contract for ninety days before the agreement could be terminated or renegotiated in order for the Town Board to have some time to see how the contract was going to work. At this time the Town of Covert is waiting to hear back From the Village Board.

Vann moved, seconded by Nottke, to approve the Supervisor's Income and Expenditure Report for the month of December 2017. Aye-Vann, Aye-Nottke and Aye-Foster.

Foster moved, seconded by Vann, to approve the Highway Superintendent's report for the month of December, 2017. Aye-Vann, Aye Nottke, Aye-Foster.

Foster moved, seconded by Nottke, to approve the Town Clerk's monthly report. The total revenue was \$536.00 and \$450.83 was remitted to the Supervisor for the month of December 2017. Aye-Vann, Aye-Nottke and Aye-Foster.

Foster moved, seconded by Nottke, to approve Tax Collector report that \$500,000.00 has been taken in so far for 2018 taxes. Aye-Vann, Aye-Nottke and Aye-Foster.

Hunt moved, seconded by Nottke, to approve the Dog Control Officer's report for the month of December, 2017. Aye-Vann, Aye-Foster, Aye-Nottke.

Vann moved, seconded by Nottke, that the Highway Fund Vouchers #1-11 in the amount of \$4,812.52 and General Fund Vouchers #1-15 in the amount \$136,635.47 approved for payment. Aye-Foster, Aye-Nottke and Aye-Vann.

Nottke moved, to adjourn the meeting at 9:00 p.m. Aye-Vann, Aye-Nottke and Aye-Foster.

Respectfully submitted,

Colleen Freese, Town Clerk