

TOWN OF KINGSTON ORGANIZATIONAL MEETING

January 3, 2022

Supervisor Landi called the organizational meeting to order at 7 PM. Present were Supervisor Landi, Councilman Hoffman, Councilman Nelson, Councilman Queipo and Councilman Wells. Also in attendance was Superintendent of Highways Ed Moore, Town Historian Linda Queipo, Town Justice Richard Alberstadt, Town Attorney Ashley Torres, Daily Freeman Reporter William Kimble and 3 residents.

Resolutions 1-27 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 December 2019).
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 58.5 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 2022 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.

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9. The Town Board sets the Petty Cash Fund for the Town Clerk/Tax Collector at \$300.
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 2022: **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. (In 2022, the Town Board non-Monday meeting will be held on Wednesday, July 6th and September 7th).
12. **The 'workshop' Town Board Meetings** will be held at 7:00PM on the third Wednesday of each month, in the Town Hall of the Town of Kingston except if said Wednesday 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. (In 2022, the Town Board workshop will be held on Wednesday, January 19th starting at 6 PM).
13. **The 'regular' Planning 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 planning board shall be held on the following Wednesday following the State or Federal Holiday. (In 2022, the Planning Board non-Monday meetings will be held on Wednesday, January 19th (starting at 7:30 PM) and February 23rd (starting at 7 PM).
14. **The 'workshop' Planning Board Meetings** will be held at 7:00PM on the first Thursday of each month, if necessary.
15. The Town Board authorizes the workdays, vacations, insurance buyout and insurance re-imburement per the Employee Guidebook (Revised, December 2019).
16. The Town Board authorizes the 2022 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; Juneteenth Day; Independence Day; Labor Day; Columbus Day; Election Day; Veteran's Day; Thanksgiving Day; Day after Thanksgiving; Christmas Day

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17. The Town Board will use the adopted 2000 Resolution to establish retirement service credits for both elected and appointed officials
18. The Town Board hereby authorizes the Standard Workday & Reporting Resolution to the NYS Retirement System
19. 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.
20. The Town Board has reviewed and adopts the Investment Policy for 2022.
21. The Town Board has reviewed and adopts the Procurement Policy for 2022.
22. The Town Board has reviewed and adopts the Sexual Harassment Policy for 2022.
23. The Town Board has reviewed and adopts the Workplace Violence and Prevention Policy Statement for 2022.
24. The Town Board has reviewed and adopts the Emergency Preparedness Plan for 2022.
25. The Town Board has reviewed and adopts the Emergency Flood Plan for 2022.
26. The Town Board has reviewed and adopts the Ethics Policy for 2022.
27. The Town Board has set the day following the Wednesday following the 4th Tuesday in May (May 25, 2022) as the Town's Grievance Day

Councilman Nelson made the motion and Councilman Queipo seconded the motion to approve the twenty seven (27) resolutions presented. All Approved.

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Supervisor Landi offered the following appointments and designations for 2022.

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| 1. DEPUTY SUPERVISOR | Larry Queipo |
| 2. 2 ND DEPUTY SUPERVISOR | Darren Wells |
| 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 I | Brian Galvin Sr. |
| 7. COURT SECURITY OFFICER II | Glenn Buchinger |
| 8. ANIMAL CONTROL OFFICER | David Hoffman |
| DEPUTY ANIMAL CONTROL OFFICER | Amy Hoffman |
| 9. EMERGENCY MANAGEMENT | |
| DIRECTOR | Paul Landi |
| DEPUTY DIRECTOR | Dave Hoffman |
| 10. MUC. CODE OFFICER/BLDG. INSP. | Bob Cologero |
| SECRETARY TO BUILDING INSP. | Eileen Weiss |
| 11. BOOKKEEPER/SECRETARY | |
| TO SUPERVISOR | Deborah Haubrich |
| 12. ATTORNEYS | |
| PLANNING BOARD, TOWN, TAXES, ZONING | Burke, Miele, Golden & Naughton, LLP |
| SPECIAL PROSECUTOR | Dana Blackmon |
| 13. BUDGET OFFICER | Dennis Weiss |
| 14. COMMUNICATION DIRECTOR | Dennis Weiss |
| 15. CUSTODIAN, TOWN HALL | Jean Decker |
| 16. OFFICIAL BANK FOR TOWN | Bank of Greene County |
| 17. OFFICIAL NEWSPAPER | Daily Freeman |
| 18. OFFICIAL RADIO STATION | WKNY 1490 AM |
| 19. OFFICIAL TOWN WEBSITE | www.townofkingstonny.us |
| 20. OFFICIAL TOWN E-MAIL | townhallkingston@hvc.rr.com |
| 21. OFFICIAL TOWN FACEBOOK PAGE | Town of Kingston, New York |
| 22. SENIOR COURT CLERK | Leanne Buchinger |
| DEPUTY COURT CLERK | Deborah Haubrich |
| 23. RECYCLING COORDINATOR | Jean Decker |
| 24. PURCHASING OFFICER | Deborah Haubrich |
| 25. DEPUTY TOWN CLERK | Rosalyn Borghere |
| DEPUTY TOWN CLERK II | VACANT |
| 26. ASSESSOR'S CLERK | Mary Secreto |
| 27. DEP. HIGHWAY SUPERINTENDENT | Tom Cole III |
| SECRETARY TO HIGHWAY | Stephanie Mabie |
| 28. FLOOD PLAIN ADMINISTRATOR | Miranda Bernholz |
| | Bob Cologero |
| 28. STORMWATER ADMINISTRATOR | Bob Cologero |

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| 29. RECREATION DIRECTOR | Darren Wells |
| 30. PLANNING BOARD (5 Years) | R. Dixon Onderdonk |
| CHAIRMAN OF PLANNING BOARD | R. Dixon Onderdonk |
| Alternate to Planning Board | Brian Galvin Sr. |
| Alternate to Planning Board | Tom Cole III |
| 31. ZONING BOARD OF APPEALS (3 Year) | James Blake Jackson |
| ZONING BOARD OF APPEALS (2 YEAR) | Anthony Apel |
| CHAIRMAN OF ZBA | James Blake Jackson |
| 32. ETHICS BOARD (3 Years) | Lanette Beatty |
| CHAIRMAN OF ETHICS BOARD | Larry Queipo |
| 33. BD OF ASSESSMENT/REVIEW (5 Year) | Cheryl Landi |

Supervisor Landi made the motion and Councilman Queipo seconded the motion to approve the above appointments. All Approved.

COMMITTEE ASSIGNMENTS:

PLANNING BOARD, ZONING

Councilmen Nelson
Councilman Wells
Councilman Hoffman

RECYCLING, REFUSE

Councilman Queipo
Supervisor Landi

WEB SITE

Supervisor Landi

CODE ENFORCEMENT

Councilman Queipo
Councilman Wells
Councilman Nelson

BUILDING, GROUNDS, HIGHWAY

Councilman Hoffman
Councilman Wells

SENIOR'S

Supervisor Landi
Councilman Queipo

RECREATION

Supervisor Landi
Councilman Nelson
Councilman Wells

PERSONNEL

Supervisor Landi
Councilman Queipo

ETHICS

Councilman Queipo
Councilman Hoffman
Supervisor Landi

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COMMUNICATIONS

Supervisor Landi

INVENTORY

Councilman Wells
Councilman Hoffman

TOWN CLERK

Supervisor Landi

FISCAL

Supervisor Landi
Councilman Hoffman

Motion was made by Councilman Queipo and seconded by Councilman Hoffman to approve the committee assignments. All approved.

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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

Councilman Nelson made the motion, seconded by Councilman Hoffman to approve the Town Meetings General Order. All approved.

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 Queipo and seconded by Councilman Wells. All approved.

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

Supervisor Landi requested a motion to accept the Supervisor's Annual Report to the State Comptroller as the Supervisor's Annual Report for 2021. Motion was made by Councilman Hoffman and seconded by Councilman Wells. All approved.

Motion to adjourn the Organizational Meeting at 7:25 PM was made by Councilman Nelson and seconded by Councilman Wells. All approved.

Respectfully submitted:
Dennis Weiss – Town Clerk