

TOWN OF KINGSTON ORGANIZATIONAL MEETING  
JANUARY 7<sup>th</sup> 2025

Resolutions 1-27 to be read.

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 .70 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 2025 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 August 17, 2022.
8. The Town Board hereby authorizes the Town Clerk and/or her Deputy to collect Town Clerk fees. The schedule to be used for determining the fee amount was adopted on August 17, 2022.
9. The Town Board sets the Petty Cash Fund for the Town Clerk/Tax Collector at \$300.

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10. The Town Board of the Town of Kingston hereby authorizes the Town Supervisor to designate the use of his facsimile signature to sign checks pursuant to Town Law Section 29 (3).
11. The Town Board authorizes the following meeting schedule for the year 2025: The 'regular' Town Board Meetings will be held at 7:00PM on the first Tuesday of each month, in the Town Hall of the Town of Kingston except if said Tuesday 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 2025, the Town Board non-Tuesday meeting will be held on Wednesday, November 5th).
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.
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 planning board shall be held on the following Wednesday following the State or Federal Holiday. (In 2025, the Planning Board non-Monday meetings will be held on Wednesday, January 22nd, Monday, February 24<sup>th</sup> ).
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).
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16. The Town Board authorizes the 2025 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
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 the 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 2025.
21. The Town Board has reviewed and adopts the Procurement Policy for 2025.
22. The Town Board has reviewed and adopts the Sexual Harassment Policy for 2025.
23. The Town Board has reviewed and adopts the Workplace Violence and Prevention Policy Statement for 2025.
24. The Town Board has reviewed and adopts the Emergency Preparedness Plan for 2025.
25. The Town Board has reviewed and adopts the Emergency Flood Plan for 2025.
26. The Town Board has reviewed and adopts the Ethics Policy for 2025.
27. The Town Board has set the day following the Wednesday following the 4th Tuesday in May (May 28, 2025) as the Town's Grievance Day

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Supervisor Landi offered the following appointments and  
designations for 2025.

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|---|--|
| 1. DEPUTY SUPERVISOR                      | Vincent Nelson                                 |
| 2. 2ND DEPUTY SUPERVISOR                  | Larry Queipo                                   |
| 3. REGISTRAR OF VITAL STATISTICS          | Linda M. Nelson                                |
| DEPUTY REGISTRAR                          | Deborah Haubrich                               |
| 4. RECORDS ACCESS OFFICER                 | Linda M. Nelson                                |
| 5. TOWN HISTORIAN                         | Heather Heddleson                              |
| 6. COURT SECURITY OFFICER I               | Brian Galvin Sr.                               |
| 7. COURT SECURITY OFFICER II              | Vacant   |
| 8. ANIMAL CONTROL OFFICER                 | David Hoffman                                  |
| DEPUTY ANIMAL CONTROL OFFICER             | Amy Hoffman                                    |
| 9. EMERGENCY MANAGEMENT                   |  |
| DIRECTOR                                  | Paul Landi                                     |
| DEPUTY DIRECTOR                           | David Hoffman                                  |
| 10. MUC. CODE OFFICER/BLDG. INSP.         | Bob Cologero                                   |
| SECRETARY TO BUILDING INSP.               | Vacant   |
| 11. BOOKKEEPER/SECRETARY<br>TO SUPERVISOR | Deborah Haubrich                               |
| 12. ATTORNEYS                             |  |
| PLANNING BOARD, TOWN, TAXES, ZONING       | Naughton & Torre LLP                           |
| SPECIAL PROSECUTOR                        | Dana Blackmon                                  |
| 13. Town Planner                          | Crawford & Associates                          |
| 14. Town Engineer                         | Crawford & Associates                          |
| 15. Engineer for Special Projects         | GPI  |
| 16. BUDGET OFFICER                        | Ryan Polacco                                   |
| 17. CLEANER, TOWN HALL                    | Dave Hoffman                                   |
| 18. OFFICIAL BANK FOR TOWN                | Bank of Greene County                          |
| 19. OFFICIAL NEWSPAPER                    | Dailey Freeman                                 |
| 20. OFFICIAL RADIO STATION                | WKNY 1490AM                                    |
| 21. OFFICIAL TOWN WEBSITE                 | <a href="http://www.tokny.us">www.tokny.us</a> |
| 22. OFFICIAL TOWN E-MAIL                  | Bookkeeper@tokny.us                            |
| 23. OFFICIAL TOWN FACEBOOK PAGE           | Town of Kingston, New York                     |
| 24. SENIOR COURT CLERK                    | Leanne Buchinger                               |
| DEPUTY COURT CLERK                        | Vacant   |
| 25. RECYCLING COORDINATOR                 | Dave Hoffman                                   |
| 26. PURCHASING OFFICER                    | Deborah Haubrich                               |

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|--------------------------------------|--------------------|
| 27. DEPUTY TOWN CLERK                | Rosalyn Borghere   |
| 28. DEPUTY TOWN CLERK II             | Vacant             |
| 29. ASSESSOR                         | Miranda Bernholz   |
| ASSESSORS' CLERK                     | Mary Secreto       |
| 30. DEP. HIGHWAY SUPERINTENDENT      | Tom Cole III       |
| SECRETARY TO HIGHWAY                 | Stephani Mabie     |
| 31. FLOOD PLAN ADMINISTRATOR         | Larry Queipo       |
|                                      | Bob Cologero       |
| 32. STORMWATER ADMINISTRATOR         | Bob Cologero       |
|                                      | Larry Queipo       |
| 33. RECREATION DIRECTOR              | Darren Wells       |
| 34. PLANNING BOARD (5 Years)         | John-Paul Sliva    |
|                                      | Robert Long        |
|                                      | Casey Schwartz     |
|                                      | Edward Moore       |
| CHAIRMAN OF PLANNING BOARD           | R. Dixon Onderdonk |
| ALTERNATE TO PLANNING BOARD          | Rebecca Johnson    |
| ALTERNATE TO PLANNING BOARD          |                    |
| SECRETARY TO PLANNING Board          |                    |
| 35. ZONING BOARD OF APPEALS (3 Year) | Rosalyn Borghere   |
| CHAIRMAN OF ZBA                      | Harry Sleight      |
| SECRETARY TO ZBA                     | VACANT             |
| 36. ETHICS BOARD (3 Years)           | Rosalyn Borghere   |
| CHAIRMAN OF ETHICS BOARD             | Rosalie Sleight    |
| 37. BD OF ASSESSMENT/REVIEW (5 Year) | Larry Queipo       |
|                                      | No Openings        |

**COMMITTEE ASSIGNMENTS**

- |                        |                    |
|------------------------|--------------------|
| PLANNING BOARD, ZONING | Councilman Hoffman |
|                        | Councilman Queipo  |
|                        | Councilman Wells   |
| RECYCLING, REFUSE      | Supervisor Landi   |
|                        | Councilman Queipo  |
| WEB SITE               | Councilman Nelson  |

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CODE ENFORCEMENT	Councilman Nelson Councilman Queipo Councilman Wells
BUILDING, GROUNDS, HIGHWAY	Councilman Hoffman Councilman Nelson
SENIOR'S	Supervisor Landi Councilman Queipo
RECREATION	Supervisor Landi Councilman Nelson Councilman Wells
PERSONNEL	Supervisor Landi Councilman Queipo
ETHICS	Supervisor Landi Councilman Hoffman Councilman Queipo
COMMUNICATIONS	Councilman Wells
INVENTORY	Councilman Hoffman Councilman Wells
TOWN CLERK	Supervisor Landi
FISCAL	Supervisor Landi Councilman Hoffman

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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. Committee Reports
11. Report of Appointees
12. Old Business
13. New Business
14. Questions and Comments
15. Adjournment

Motion to approve Resolutions 2025 1-27, appointments, committee assignments and Town Meetings general order were made by Councilman Nelson and seconded by Councilman Hoffman. All approved.

A motion to adjourn the organizational meeting at 7:11 was made by Councilman Nelson and seconded by Councilman Queipo. All approved.