

The Milan Town Board held their Reorganization meeting on 01/01/2020 at 1:00 pm at the Milan Town Hall.

Present: Supervisor Alfred Lo Brutto

Councilpersons Jack Campisi, Debra Blalock, William Jeffway

Absent: Councilperson Douglas Raelson.

The Supervisor opened the meeting and the clerk read the notice.

**MOTION** by Supervisor Lo Brutto seconded by Council. Campisi to set the annual rate of pay for the following elected officials:

Town Board Members (4)	\$ 6,250.00 each
Supervisor	\$21,436.00
Highway Superintendent	\$63,700.00
Town Clerk	\$32,714.00
Assessors (3)	\$11,500.00 each
Town Justices (2)	\$19,335.00 each

Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent - 1 Raelson

**MOTION** by Supervisor Lo Brutto seconded by Council. Jeffway to appoint the following individuals:

Roberta Egan as chair of the assessors for an annual salary of \$4,472.00, in addition to the salary she is to receive as an assessor;

Catherine Gill as Registrar and Darlene Palmatier as sub-Registrar of Vital Statistics at no salary. Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** Supervisor Lo Brutto seconded by Council. Jeffway to appoint the following individuals to the positions, hours of employment, and rates of pay described below:

Susanne Herman as Clerk to Justice Kenneth Kremenick at an hourly rate of \$16.85 for 29 hours per week;

Pamela Lucia as Clerk to Justice Richard Mattson at an hourly rate of \$17.46 for 29 hours per week, ;

Amy Ramsey as bookkeeper at an hourly rate of \$30.52 for 18 hours per week;

Darlene Palmatier as Deputy Town Clerk at an hourly rate of \$17.45 for 12 hours per week;

Samuel Harkins as Building Inspector/Zoning Enforcement Officer/Code Enforcement Officer at an annual salary of \$20,649.00;

Deborah Fraenkel as Assessor Clerk at an hourly rate of \$23.25 for 20 hours per week;

Karen Buechele as secretary to the Planning Board and Zoning Board of Appeals at an hourly rate of \$22.02 for 36 hours per week and an additional 108 hours per year for planning and zoning meetings at an hourly rate of \$22.02;

William Mansfield as groundskeeper/cleaner to mow and groundskeeper the town properties for up to eleven (11) hours per week from the first full week of May to the last full week of September, to clean the town hall and town garage nine (9) hours a week, and to clear snow at the town hall as needed, at an hourly rate of \$18.89, the total hours not to exceed 1,040 per calendar year;

Stephanie Fitzpatrick as Dog Control Officer at an annual salary of \$3,604.00; and

Victoria LoBrutto as clerk assigned to the supervisor at an hourly rate of \$17.60 for 6 hours a week. Roll was taken and carried

YES - 5 Blalock, Campisi, Jeffway, Raelson, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** by Supervisor Lo Brutto seconded by Council. Jeffway to appoint Brett Johnson as the temporary part-time position of court officer at an annual salary of \$1,000.00, reporting to the town supervisor. Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** by Council. Campisi seconded by Council. Jeffway to authorize that the immediate supervisor of a part-time employee may adjust the hours of a part-time employee, provided that the adjustment is temporary and the town supervisor is notified promptly in writing of the temporary adjustment by the immediate supervisor;

**And Further**, in the event that there is a need to temporarily extend the hours of any part-time employee on any particular day due to an unusual and unanticipated occurrence, the town board hereby grants to the town supervisor power and authority to make such temporary change. The additional time shall be paid at the part-time employee's stated hourly rate;

**And Further**, hourly employees shall not leave the Town Hall property during scheduled work hours for which they are receiving pay without the expressed permission of the Town Supervisor, or in his absence, the Deputy Town Supervisor. This prohibition does not apply to highway employees or to the groundskeeper;

**And Further**, the town clerk is hereby directed to provide a copy of this motion to each immediate supervisor and to each hourly employee, excepting highway employees and the groundkeeper. Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

### **Highway Department**

**MOTION** by Council. Campisi seconded by Council. Blalock to set the hourly rate for full time highway heavy motorized equipment operator employees at \$25.26, the hourly rate for full time highway motorized equipment operator employees at \$24.18;

And to set the hourly rate of other highway employees as follows:

Foreman base hourly rate of \$25.26 plus \$1.25 per hour

Substitute laborer \$17.24

Probation: heavy motorized equipment operator  
and motorized equipment operator \$18.89

full-time laborer \$18.89

probation: substitute temporary ,	
part-time laborer	\$16.57
probation: highway motorized equipment operator	\$16.89
probation: full time laborer	\$16.89
substitute plow driver	\$21.60

Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**Other Positions**

**MOTION** by Council. Blalock seconded by Council. Campisi to set the following annual rates:

Chair of the Zoning Board of Appeals	\$ 850.00
Zoning Board of Appeals Members	\$ 350.00 each
Chair of the Planning Board	\$ 1,050.00
Planning Board Members	\$ 350.00 each
Chair of the Board of Assessment Review	\$ 350.00
Board of Assessment Review Members	\$ 225.00 each
Chair of Recreation Committee	\$ 350.00
Recreation Committee Member	No Salary
Town Historian	No Salary

Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** by Supervisor Lo Brutto seconded by Council. Blalock to appoint the following individuals:

Joan Wyant to the Planning Board for a seven year term ending at midnight December 31, 2026;

Joan Wyant as Chair of the Milan Planning Board;

Phillip Zemke to the Zoning Board of Appeals for a five year term ending at midnight, December 31, 2024;

Rocco Mancini as Chair of the Zoning Board of Appeals;

William Gallagher to the Board of Assessment Review for the remainder of a five year term ending at midnight, September 30, 2024;

William Mansfield to the Ethics Committee for a five year term ending at midnight, December 31, 2024;

Diane Goetz to the Ethics Committee to serve the unexpired term of Alfred Lo Brutto, said term ending at midnight, December 31, 2020;

Karen Buechele as the Authorized Employee Representative for 2020;

Glenn Butler, Douglas Raelson and Karen Buechele as the Workplace Violence Response Team for 2020; Roberta Egan to serve as an alternate;

Keith Wheeler as Chair of the Recreation Committee;

Timothy Williams, William Gallagher, Alan Kulick, Benjamin Trivelli, Thomas Mann, and Reginald Coon to the Veterans Committee; and

Victoria Lo Brutto as town historian. Roll was taken and carried

YES – 4 Blalock, Campisi, Jeffway, Lo Brutto

NO - 0

Absent – 1 Raelson

**MOTION** by Council. Jeffway seconded by Council. Jeffway to extend the bid proposal of Northeast Computer Services, dated November 13, 2015, without change, for the Fiscal Year 2020. Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** by Council. Jeffway seconded by Council. Blalock to appoint the Chazen Company to monitor the closed landfill for the fiscal year 2020 at a cost not to exceed \$3,800.00. Roll was taken and carried

YES – 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** by Council. Jeffway seconded by Council. Blalock to appoint KC Engineering and Land Surveying as Town Engineer for the fiscal year 2020 at the following hourly rates plus approved itemized expenses:

Project Manager	\$136.00
Sr. Engineer, Structural, Electrical, Civil, Mechanical	\$ 113.00
Engineer, Civil, Structural	\$ 103.00
Survey Rod/ Instrument Person	\$ 52.00
CADD/Drafting Tech	\$ 62.00
Survey Party Chief	\$ 77.00
Clerical	\$ 46.00

Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** by Council. Jeffway seconded by Council. Blalock to appoint CPL Architecture and Planning (formerly Morris Associates) as Planners for the Milan Town Board, Planning Board and Zoning Board of Appeals for the fiscal year 2020 at the following hourly rates:

Planner	\$122.00
Word Processing	\$42.00

Roll was taken and carried

YES – 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** by Council. Campisi seconded by Supervisor Lo Brutto to appoint Angela Lore Esq., as Attorney to the Milan Town Board, Planning Board and Zoning Board of Appeals for the fiscal year 2020 at the hourly rate of \$150.00, plus approved itemized expenses. Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** Council. Campisi seconded by Council. Jeffway to appoint Kelly Flood-Myers, Esq., Angela Maier Lore, Esq., and the law firm of Cappillino & Rothschild, LLP. as Prosecutors for the Town of Milan for the fiscal year 2020, per Town of Milan Resolution 8 of 2017, at the hourly rate of \$150.00, plus approved itemized expenses. Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** by Council. Campisi seconded by Council. Blalock to set the Millbrook National Bank in Pine Plains, N.Y. as the depository for all town funds for the fiscal year 2020, except for justice court funds and town clerk funds, which may be deposited in the Merchants & Traders Bank;

**And Further**, to designate Alfred LoBrutto and Jack Campisi as signers on the Town of Milan accounts. Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** by Council. Blalock seconded by Supervisor Lo Brutto to designate the Poughkeepsie Journal as the official town newspaper and to authorize the use of the Northern Dutchess County News when deemed necessary by the town clerk or the town board for fiscal 2020.

Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO - 0

Absent – 1 Raelson



per occurrence without prior town board approval. Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO –

Absent – 1 Raelson

**MOTION** by Council. Jeffway seconded by Council. Campisi to authorize the highway superintendent to spend no more than \$4,999.00 for equipment or supplies per occurrence without prior town board approval. Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** by Council. Jeffway seconded by Council. Blalock that because of the need for prompt public and official access to the town supervisor and highway superintendent, these officials be reimbursed \$35 a month each for the cost of their cell phones. Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** by Council. Blalock seconded by Council. Supervisor Lo Brutto to set the following twelve (12) paid holidays for 2020 for full-time employees and part-time employees. Employees are entitled to paid holidays only when the paid holidays fall on regularly scheduled work days.

January 1,	New Year's Day 2020
January 20	Martin Luther King Day
February 17	President=s Day
April 10	Good Friday
May 25	Memorial Day
July 3	Independence Day
September 7	Labor Day
October 12	Columbus Day
November 11	Veteran=s Day
November 26 & 27	Thanksgiving Day and the day after
December 25	Christmas Day

Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** by Council. Blalock seconded by Council. Jeffway that all elected officials and employees shall be paid bi-weekly, with the bi-weekly payroll beginning on a Monday and ending on a Friday, and that payroll checks shall be available by 11:00 a.m. on the following Friday. Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** by Council. Blalock seconded by Supervisor Lo Brutto to set the petty cash fund of the following individuals at \$50.00: Town Clerk, Code Enforcement Officer, Zoning Enforcement Officer, and Building Inspector, and to set the petty cash fund of the following individuals at \$75.00: Chair of the Planning Board, Chair of the Zoning Board of Appeals, and to set the petty cash fund of each justice at \$100.00. Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** Council. Blalock seconded by Council. Jeffway to set the order of emergency contact for the Wilcox Memorial Town Hall as follows;

Alfred Lo Brutto, Supervisor

Glenn Butler, Highway Superintendent

Jack Campisi, Town Board Member

And to set the order of emergency contact for the Town Highway

Department as follows:

Glenn Butler, Superintendent

Alfred Lo Brutto, Supervisor

Jack Campisi, Town Board Member

Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway,, Lo Brutto

NO - 0

Absent – 1 Raelson

**MOTION** by Supervisor Lo Brutto seconded by Council. Jeffway to appoint the following individuals to the Comprehensive Emergency Management Plan Committee: Glenn Butler, Debra Blalock, Laurence Brody, Milan Volunteer Fire Department, Inc. Director and Corporate Secretary, and Kurt Mizgier, Milan Volunteer Fire Department, Inc. Chief. Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Raelson, Lo Brutto

NO – 0

Absent – 1 Raelson

**MOTION** by Supervisor Lo Brutto seconded by Council. Campisi to appoint MVP to handle the town=s health insurance and FLEX plan. Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

**Supervisor’s Appointments:**

Deputy Supervisor	Jack Campisi
Planning Board Liaison	William Jeffway
Zoning Board of Appeals Liaison	Debra Blalock
Highway & Bridge Liaison	Alfred Lo Brutto
Investment Committee	Alfred Lo Brutto, and Jack Campisi
Lawsuits/Attorney Liaison	Alfred Lo Brutto
Northern and Eastern Dutchess Communities Regional Hazard Mitigation Plan Liaison	Debra Blalock
Milan Fire Department & Rescue Squad Liaison	Alfred Lo Brutto and Jack Campisi
Pace College Zoning/Planning Review	Jack Campisi

Wappinger Creek Watershed

Intermunicipal Council

Debra Blalock and

William Jeffway

Security Administrator

Jack Campisi

Alternate Security Administrator

Catherine Gill

**MOTION** by Council. Blalock seconded by Council. Campisi to adjourn  
this

meeting. (1:28 pm) Roll was taken and carried

YES - 4 Blalock, Campisi, Jeffway, Lo Brutto

NO – 0

Absent – 1 Raelson

Respectfully submitted,

Catherine Gill, Town Clerk