

Town of Olive  
County of Ulster  
State of New York  
Monday, January 4, 2021

Minutes of the monthly Organizational meeting of the Town of Olive Town Board, held Monday, January 4, 2021 7:00 pm via ZOOM link: <http://bit.ly/olivetownboard>

Members Present: Jim Sofranko, Supervisor  
Drew Boggess, Board Member  
Scott Kelder, Board Member  
David Edinger, Board Member  
Victoria Read, Board Member (arrived 7:07 pm)

Recording Secretary: Dawn Giuditta, Town Clerk

Others Present: Brian Burns, Highway Superintendent; Amanda Winne, Deputy Town Clerk; Timothy Cox, Town Justice; Steve Dibbell, Planning Board; Timothy Peck, Planning Board

Jim Sofranko, Town Supervisor, called the meeting to order at 7:00 pm.

Town Justice Timothy Cox gave the oath of office to Victoria Read

On a **Sofranko/Boggess** motion the Town Board approved the 2021 salaries that were set forth as follows:

<b>AYE-</b> Boggess, Kelder, Edinger, Read and Sofranko	<b>Nay</b>	<b>Absent-</b>
The 2021 salaries are set forth as follows:		
TOWN BOARD (4)		\$ 8,874.00
SUPERVISOR		\$52,700.00
DEPUTY SUPERVISOR		\$ 1,200.00
TOWN JUSTICES (2)		\$13,668.00
TOWN CLERK/TAX COLLECTOR/RMO		\$61,200.00
SUPERINTENDENT OF HIGHWAYS		\$65,000.00
JUSTICE COURT CLERK		PER HOUR \$ 24.03
DEPUTY JUSTICE COURT CLERK		PER HOUR \$ 15.64
CLERK TO SUPERVISOR		PER HOUR \$ 24.03
BOOKKEEPER		PER HOUR \$ 33.39
ASSESSOR CLERK		PER HOUR \$ 24.03
DEPUTY TOWN CLERK/TAX COLLECTOR		PER HOUR \$ 18.41
ZONING & BUILDING CLERK		PER HOUR \$ 24.03
ZONING BOARD, PLANNING BOARD, & POLICE COMMISSION SECRETARY		PER HOUR \$ 26.76
SECRETARY to HIGHWAY SUPERINTENDENT		PER HOUR \$ 18.41
ASSESSOR		PER HOUR \$ 27.10
BUILDING INSPECTOR		\$9,328.00
ASST. BUILDING INSPECTOR		PER HOUR \$ 18.35
ZONING ENFORCEMENT OFFICER		\$12,133.00
TRANSFER STATION SUPERVISOR		PER HOUR \$ 28.57

TRANSFER STATION ATTENDANT (1)	PER HOUR \$ 14.00
TRANSFER STATION ATTENDANT (1)	PER HOUR \$ 15.00
TRANSFER STATION ATTENDANT (3)	PER HOUR \$13.00
POLICE CHIEF	\$24,000.00
PARK ATTENDANT (Seasonal & Part Time)	\$15.03
PARK ATTENDANT (Seasonal & Part Time)	\$13.45
PARK ATTENDANT (Seasonal & Part Time)	\$12.59
PARKS LABORER (Seasonal & Part Time)	PER HOUR \$21.71
RECREATION DIRECTOR	\$10,634.00
DEPUTY EMERGENCY MANAGEMENT COORDINATOR	\$1,354.00
BOARD OF ASSESSMENT REVIEW MEMBERS	PER HOUR \$20.00
FACILITES DIRECTOR	\$49,694.00
POOL MAINTENANCE STIPEND	\$500.00

On a **Sofranko/Edinger** motion, the Town Board approved the highway pay rates as set forth in the Union Contract as follows:

**AYE-** Boggess, Kelder, Edinger, Read and Sofranko      **Nay**      **Absent-**  
 Approve the highway pay rates as set forth in the Union Contract as follows:

January 1, 2021 – December 31, 2021	
MEO Mechanic	\$28.24
HEO	\$27.36
MEO	\$26.69
Laborer	\$25.92
Working Foreman (1)	\$28.24

Highway new Hire Rate (full time) will be paid two dollars per hour below the job rate during the first full year of employment, then one dollar per hour below the job rate for the second full year of employment, then the full job rate at the beginning of the third year.

On a **Sofranko/Boggess** motion, the Town Board approved the Police Officers pay rates as set forth in the Union Contract as follows:

**AYE-** Boggess, Kelder, Edinger, Read and Sofranko      **Nay**      **Absent-**  
 January 1, 2021 through December 31, 2021

Police Officer- Part Time	\$25.50
Sergeant- Part Time	\$27.50
Without MPTC Certification	\$21.68
Field Training Rate	\$21.68

On a **Sofranko/Kelder** motion, the Town Board approved the following appointments and actions:

- AYE-** Boggess, Kelder, Edinger, Read and Sofranko      **Nay**      **Absent-**
- Will not establish the position of Town Attorney but will engage the services of Attorney Dan Heppner to give professional service and advice as the Town may require. Other attorneys may be hired as needed with Town Board approval.
  - Require that all Town departments receive prior approval from the Supervisor before engaging the services of Attorney Heppner or Town Board approval if engaging other attorneys.

- Empower elected officials to attend schools as per budget.
- Empower the Superintendent of Highways to spend \$10,000.00 on equipment without prior approval.
- Empower the Superintendent of Highways to hire trucks and machines as set forth by the NYS DOT.
- Empower the Supervisor to pay prior audit bills.
- Approved payment of elected officials as set forth in the 2021 Budget.
- Delegate the Supervisor with the powers and duties necessary for the day-to-day administration of the Town
- Appoint Pattison, Koskey, Howe & Bucci, and CPA's as Independent Auditors at \$7,200.00.
- Authorize Highway Superintendent to plow Olive Fire Houses, Olive Free Library, and Olive First Aid

On a **Sofranko/Boggess** motion, the Town Board approved the following:

**AYE-** Boggess, Kelder, Edinger, Read and Sofranko                      **Nay**                      **Absent-**

- The Town Board will not designate an official newspaper but will use the DAILY FREEMAN and Hudson Valley One.
- Established personal mileage rate at .56 cents per mile with prior approval.
- Empower the Supervisor to transfer funds.
- Empower the Supervisor to appoint committees.
- Set the working cash fund for the Town Clerk/Tax Collector at \$75.00.
- Designate the Greene County Commercial Bank and Community Bank as the official banks.
- \* Require prior approval from the Supervisor for purchases over \$250.00.

On a **Sofranko/Read** motion, the Town Board approved the following meeting schedule for 2021, closings of Office, Transfer Station and Office hours.

**AYE-** Boggess, Kelder, Edinger, Read and Sofranko                      **Nay**                      **Absent-**

Set the following Town Board Meetings and Audit Meetings for 2021. All meetings, unless otherwise noted, are to be held at the Town Meeting Hall or via ZOOM link; <https://bit.ly/olivetownboard> and will commence at 7 pm.

January 4 <sup>nd</sup>	Organizational Meeting 7:00 pm
January 12 <sup>th</sup>	Regular Monthly Meeting
February 8 <sup>th</sup>	Audit & Workshop Meeting
February 9 <sup>th</sup>	Regular Monthly Meeting
March 8 <sup>th</sup>	Audit & Workshop Meeting
March 9 <sup>th</sup>	Regular Monthly Meeting
April 12 <sup>th</sup>	Audit & Workshop Meeting
April 13 <sup>th</sup>	Regular Monthly Meeting
May 10 <sup>h</sup>	Audit & Workshop Meeting
May 11 <sup>th</sup>	Regular Monthly Meeting
June 7 <sup>th</sup>	Audit & workshop Meeting
June 8 <sup>th</sup>	Regular Monthly Meeting
July 12 <sup>th</sup>	Audit & workshop Meeting
July 13 <sup>th</sup>	Regular Monthly Meeting
August 9 <sup>th</sup>	Audit & Workshop meeting
August 10 <sup>th</sup>	Regular Monthly Meeting

September 13 <sup>th</sup>	Audit & Workshop Meeting
September 14 <sup>th</sup>	Regular Monthly Meeting
October 5 <sup>th</sup> – 3 p.m. Town Offices	Present Tentative Budget to Town Board
October 12 <sup>th</sup>	Audit & Regular Monthly Meeting
November 4 <sup>th</sup>	Budget Public Hearing Meeting
November 8 <sup>th</sup>	Audit & Workshop Meeting
November 9 <sup>th</sup>	Regular Monthly Meeting
December 13 <sup>th</sup>	Audit & Workshop Meeting
December 14 <sup>th</sup>	Regular Monthly Meeting
December 30 <sup>th</sup>	Annual Audit Meeting (3:00 pm) (Town Office Building, West Shokan)

- Set the following Town Office Closings:
  - Jan. 1<sup>st</sup> & 18<sup>th</sup>, Feb. 15<sup>th</sup>, April 2<sup>nd</sup>, May 31<sup>st</sup>, July 5<sup>th</sup>, Sept. 6<sup>th</sup>, Oct. 11<sup>th</sup>, Nov. 2<sup>nd</sup>, 11<sup>th</sup>, 25<sup>th</sup> & 26<sup>th</sup>, Dec. 24<sup>th</sup>, 27<sup>th</sup>, & 31<sup>st</sup>
- Set the following Transfer Station Closings:
  - Jan. 1<sup>st</sup> & 18<sup>th</sup>, Feb. 15<sup>th</sup>, April 2<sup>nd</sup> & 4<sup>th</sup>, May 31<sup>st</sup>, July 4<sup>th</sup>, Sept. 6<sup>th</sup>, Oct. 11<sup>th</sup>, Nov. 26<sup>th</sup>, and Dec. 24<sup>th</sup>, 25<sup>th</sup> & 31<sup>st</sup>
- Set the following department hours:
  - Supervisor, Town Clerk & Assessor**- 9 am-4 pm, Monday through Friday
  - Highway Office**- 8 am- 3 pm, Monday through Friday
  - Building & Zoning Office**-9 am – 4 pm Monday through Friday
  - Justice Court Office**- 9 am-1 pm, Monday through Friday
  - Transfer Station Hours**- 7:30 am – 3 pm, Monday, Wednesday, Friday & Saturday, 11 am-2:30 pm, Sunday

On a **Sofranko/Edinger** motion, the Town Board approved the following reappointments:

**AYE**- Boggess, Kelder, Edinger, Read and Sofranko      **Nay**      **Absent-**

Approved the reappointment of Drew Boggess as Deputy Supervisor and the reappointment of Rebecca DeGondea, Clerk to the Supervisor.

The Board approved the reappointment of Dawn Giuditta, Registrar of Vital Statistics and Amanda Winne, Deputy Registrar at no fee to the Town.

Approved the Town Justices Timothy E. Cox and Peggy Haug reappointment of Virginia Wiswall, Court Clerk and Lucia Lohrer as Deputy Court Clerk.

Approved Highway Superintendent Brian Burns reappointment of Sierra Smith, Secretary to the Superintendent of Highways and Greg McCauley as Deputy Highway Superintendent.

Approved the Town Clerk/Tax Collector/RMO Dawn Giuditta reappointment of Amanda Winne as Deputy Town Clerk/Tax Collector/Records Management Officer.

**Planning Board** – On a **Sofranko/Read** motion, the Board approved the appointed Timothy Peck as a member of the Planning Board (term will expire 12/31/27).

**AYE-** Boggess, Kelder, Edinger, Read and Sofranko      **Nay**      **Absent-**

On an **Edinger/Boggess** motion, the Town Board requested a letter of appreciation be sent to Daniel LeFever for his many years of service on the Planning Board.

**AYE-** Boggess, Kelder, Edinger, Read and Sofranko      **Nay**      **Absent-**

Meetings 1<sup>st</sup> Tuesday of every month and the 3<sup>rd</sup> Tuesday, if necessary, at Town Meeting Hall. 7:00 pm or via ZOOM link: <http://bit.ly/oliveplanning>.

<b><u>Planning Board Members</u></b>	<b><u>Term Expires</u></b>
David Sorbellini Co-chairman	12/31/21
Nick Burgher	12/31/22
Helene Grant	12/31/23
Heidi Emrich	12/31/24
Steve Dibbell	12/31/25
Ed Kahil	12/31/26
Timothy Peck	12/31/27

**Zoning Board of Appeals** – On a Sofranko/Kelder motion, the Board approved the reappointment of Fred Perry, as member of the ZBA (term will expire 12/31/25).

**AYE-** Boggess, Kelder, Edinger, Read and Sofranko      **Nay**      **Absent-**

Meets only upon application 1<sup>st</sup> Thursday of the Month at Town Meeting Hall at 7 pm or via Zoom.

<b><u>Zoning Board Members</u></b>	<b><u>Term Expires</u></b>
Bill Vilkelis, Chairman	12/31/21
Paul Wright	12/31/22
Sandy Friedel	12/31/23
Chet Scofield	12/31/24
Fred Perry	12/31/25

On a **Sofranko/Edinger** motion, the Town Board reappointed the following Boards, Committees, and Commission & Councils:

**AYE-** Boggess, Kelder, Edinger, Read and Sofranko      **Nay**      **Absent-**

**Board of Ethics Members --**      Janice Lanzarotta  
Ronald Wright  
Ed Kahil

**Board of Assessment Review-**

Stewart Grant	9/30/21
Mary Ann Shepard	9/30/22
Ron Bergeron	9/30/23
Heather Martin	9/30/24
Tom Planz	9/30/25

**Central Catskill Collaborative-**

Drew Boggess Helen Chase

**Olive Wastewater Advisory Committee-**

Members: Donald VanBuren 12/31/21  
Joseph Stein 12/31/21

**Police Commission--- Drew Boggess, Liaison**

Robert Krause John Kurz Earla VanKleeck

2021 Police Commission Meetings Schedule:

January 4, February 1, March 1, April 5, May 3, June 7, June 28, Aug 2, Aug 30, Oct 4, Nov 1, Dec 6  
Meetings are held at the Town Hall or via Zoom link: <http://bit.ly/olivepolicecomm> at 6 pm.

**Conservation (CAC)**

CAC also serves as Town of Olive Climate Smart Community Task Force

Daniel F. White Simon Strauss Donald DiMartini  
Chester Karwatowski Matt Kovner

**Olive Day Committee—**

Ternice Winne, Coordinator Gene Sorbellini Paul Wright Ronald Wright  
Peter Friedel Rick Wolff Dawn Giuditta B.J. Leifeld Dianna Carchidi

**Olive Emergency Management Committee**

Supervisor Jim Sofranko  
Deputy Emergency Management Coordinator Carl Swenson, III  
Fire Chief Chris Winne  
Police Chief Sean Ryan  
Captain of Olive First Aid Yvonne Fuller  
Superintendent of Highways Brian Burns

**Supervisor Appointments:**

On a **Sofranko/Boggess** motion, the Town Board reappointed the following positions:

**AYE-** Boggess, Kelder, Edinger, Read and Sofranko **Nay** **Absent-**

**Deputy Emergency Management Coordinator** Carl Swenson, III

**Assistant Budget Officer—**Janice Lanzarotta

**Cable Franchise Committee-----**Jim Sofranko, Chairman

Members: Simon Strauss  
Henrietta Shannon

**Parks & Recreation Committee---** Scott Kelder, Town Board Liaison

Recreation Director, Gene Sorbellini

Members: Craig Grazier, Chairman Lori Matteson

Bill Melvin, Secretary  
Eric Pezzello  
Kevin Wortman

Robert Shultis  
Jeff Harkin

**Planning Board**—Victoria Read, Town Board Liaison to Planning Board

**Police Commission** – Drew Boggess, Town Board Liaison to Police Commission

**Conservation Advisory Council**- David Edinger, Town Board Liaison

**Olive Day Committee**-Drew Boggess, Town Board Liaison

**Zoning Advisory Committee**- Drew Boggess, Chairman

Edwin Maldonado Bill Vilkelis Victoria Read Fred Perry Steve Dibbell John Ingram

**Technology Committee**- David Edinger, Chairman

Sierra Smith Amanda Winne, Dianna Carchidi, Jason Huppert

**Buildings Committee**- Scott Kelder, Chairman

Ronald Wright, Jim Henderson, Gene Sorbellini, Eric Matteson

**Police Task Force**- Jim Sofranko, Chairman

Daphne Dejesus Keith McGlynn Victoria Read Tom Sharon Bob Krause Sean Ryan

Karen Squires Ana Silva Byron Utley

All pertinent business being addressed on a **Sofranko/Edinger** motion the meeting was adjourned at 7:34 pm.

**AYE**- Boggess, Kelder, Edinger, Read and Sofranko

**Nay**

**Absent-**

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Dawn Giuditta