

*Town Supervisor*  
*David VanLuven*  
*Town Board Members*  
*Joyce Becker*  
*Maureen Cunningham*  
*James Foster*  
*Giles Wagoner*

# TOWN OF BETHLEHEM

## Town Board Agenda

Wednesday, January 10, 2018  
6:00 PM



### **I. Pledge of Allegiance**

### **II. Announcements**

### **III. Public Comment on Agenda Items**

### **IV. Minutes Approval**

1. Town Board - Regular Meeting - Dec 13, 2017 6:00 PM

### **V. Organizational Meeting Items**

1. Appointment of Giles Wagoner as a member of the Town Board to fill the seat vacated by David VanLuven for the 2018 calendar year, as provided for in Town Law.
2. Swearing In of Councilman Giles Wagoner
3. Acknowledge that in accordance with Town Law Section 42, that Supervisor VanLuven has appointed Councilwoman Joyce Becker to the unpaid position of Deputy Supervisor
4. Acknowledge and set the salaries of the elected officials: Supervisor \$118,017, Town Board Members (each) \$15,571, Town Clerk \$76,926, Receiver of Taxes \$55,604, Superintendent of Highways \$103,996, Town Justice (each) \$51,466
5. Adopt the Official Undertaking of Municipal Officers Resolution
6. Acknowledge that no formal action needs to be taken at the organizational meeting to further approve salaries for employees. In accordance with the established policies within the employee handbook, and as per the terms of any applicable bargaining unit agreements, the salaries for 2018 have been provided for within the 2018 budget. The Town Board has approved 2018 salaries by its action to approve the final budget on November 8, 2017.
7. Reappoint Paul Penman to the position of Town Engineer with a term ending 12/31/2018
8. Reappoint George Kansas to the position of Commissioner of Public Works with a salary of \$120,387.
9. Reappoint Michael Cohen to the position of Comptroller for a two year term ending December 31, 2019 with a yearly salary of \$120,387.
10. Reappointment of James T. Potter, Esq. to the position of Town Attorney for a term ending December 31, 2019 with a salary of \$67,626.
11. Reappoint Susan Leath to the position of Town Historian with an annual stipend of \$5,000

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12. Reappoint John E. Brennan as Director of Bethlehem Emergency Management Office with a stipend of \$5,000
13. Reappoint Richard Webster as Deputy Director of the Bethlehem Emergency Management Office with an annual stipend of \$2,000
14. In accordance with Public Health Law, Section 4123, the Town Board appoints Nanci Moquin as Registrar of Vital Statistics for the period January 1, 2018 through December 31, 2019
15. The Town Board acknowledges receipt of communication from the Town Clerk/Registrar Nanci Moquin, regarding the appointment of Colleen Hummel as Deputy Town Clerk and Deputy Registrar of Vital Statistics
16. Reappoint Dr. Michael Dailey as Medical Director for the Bethlehem Police Department with an annual stipend of \$3,000
17. Reappoint Dr Michael Dailey to the Board of Ambulance and EMS Commissioners for a three year term ending December 31, 2020.
18. Reappoint John Sherman to the Conservation Easement Review Board with a 5 year term ending December 31, 2022
19. Reappoint the following as members of the Ethics Board: Theresa Schillaci and Michael Hutter, Jr. for three year terms ending December 31, 2020.
20. Reappoint David Devaprasad as Chairman of the Zoning Board of Appeals with a one year term ending December 31, 2018 with a salary of \$7,443.
21. Reappoint Joshua Beams as a member of the Zoning Board of Appeals for a five year term ending December 31, 2022.
22. Reappoint John Smolinsky as Chairman of the Planning Board for a one year term ending December 31, 2018 with a salary of \$15,386.
23. Reappoint Kate Powers as a member of the Planning Board for a five year term ending December 31, 2022
24. Reappoint Jessica Richer as a member of the Board of Assessment review for a five year term commencing October 1, 2017 through September 30, 2022.
25. The Town Board designates David VanLuven as designee to the Annual Meeting of the Association of Towns for the year 2018
26. The Town Board designates James Foster as a voting alternate to the Annual Meeting of the Association of Towns for the year 2018
27. Approve payment of \$1650 membership dues for the Association of Towns for the year 2018
28. The Town Board approves the reappointment of the following Counsel to serve at the pleasure of the Town Board, in the following capacities but subject to the direction of the Town Attorney who may assign them to any additional subject matter of capacity, as and where needed: Planning Board/ Zoning Board of Appeals Attorney - Michael Moore, Esq. at a salary of \$33,122; Town Court Attorney - Thomas J. Higgs, Esq. at a salary of \$17,632; Town Court Attorney - Thomas Newman, Esq. at a salary of \$17,632.
29. Reappoint A. Joseph Scott, Esq. as bond counsel for 2018

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30. Reappoint Daniel Vincelette, Esq., an outside attorney, for referral of tax certiorari work through 2018 calendar year, working under the direction of the Town Attorney.
31. Reappoint Michael Smith, Esq. as Labor Counsel
32. Appoint the following companies as designated appraisers for tax certiorari for 2018: GAR Associates (GAR), Empire State Appraisal Consultants (ESAC), Holden and Associates (HA) and Industrial & Utility Valuation Consultants, Inc. (IUVC).
33. Approve the reappointment of the following Municipal Marriage Officers for 2018: John Capron, John H. Cunningham and Sam Messina
34. Approve the Federal IRS standard mileage rate in effect at the time personnel use their automobiles
35. Approval of \$20 fee for dishonored checks, as authorized by Section 85 of General Municipal Law (Section 5-328 of the General Obligations Law sets the maximum fee at \$20)
36. Approval of 25 cents per page to be charged for all Freedom of Information requests that are copied on Town copiers
37. Approve a 2018 police fee of \$10.00 for Accident Reports Available Online
38. Adopt the Town of Bethlehem Purchasing Procedures and Guidelines per GML 103,104 for 2018
39. Authorize the Town Superintendent of Highways to make highway purchases in an amount not to exceed \$10,000 without prior approval of the Town Board as per highway law
40. Set official Town Hall hours for regular business at 8:30am to 4:30pm.
41. Designate the Spotlight as the Official Newspaper of the Town and designate the Times Union and the Ravena News Herald as additional newspapers for the publication of notices, resolutions and Local Laws
42. Set regular Town Board meeting dates at 6:00pm on the second and fourth Wednesday of each month except the following: the meeting on December 26, 2018 will be cancelled
43. Appointment of School Crossing Officers for 2018, as attached.
44. Authorize Public Works Department salaries according to the approved grade/step schedule for 2018, as attached
45. Authorize Highway Department salaries according to the approved grade/step schedule for 2018, as attached
46. Set the salary of Planning Board and Zoning Board of Appeals members for 2018 at \$5,810 annually
47. Designate the attached Holidays for Town of Bethlehem employees for 2018
48. Approval of attached permitting fee schedule for Town Road races, as required by Town Resolution 2014-40
49. Approve the 2018 Department of Public Works Fee Schedule, as attached
50. Appointment of BST & Company, CPA's to conduct audits for the Deferred Compensation Plan and the annual audit for the year ending December 31, 2018

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51. Reappoint the firm of Fiscal Advisors & Marketing, Inc to provide financial advisory services for 2018
52. Authorize the Supervisor to execute contracts for Insurance Renewals for the year 2018, as attached
53. Approval of the renewal of the Investment Policy for 2018, as attached
54. Establish petty cash in accordance with Town Law Section 64, Subdivision 1 (a), as attached
55. Designate the attached list of banks as depositories in which all Town Officers shall deposit all money coming into their hands by virtue of their offices
56. Appointment of the Representatives of the 2018 Fire Training Center Committee, as attached
57. Authorize the approval of part time employees, as attached
58. Commissioner of Public Works requests the approval of term agreements with CHA, Inc., Clark Patterson Lee and MJ Engineering & Land Surveying, P.C. for engineering services as Town Designated Engineers and authorize the Supervisor to sign the term agreements on behalf of the Town.
59. Approve the attached 2018 DPW leases and authorize the Supervisor to sign
60. Adopt Resolution authorizing the use of facsimile signature for checks drawn on accounts at Key Bank, N.A.
61. The Town Board appoints the attached list of individuals (Fire Marshall and Fire Inspectors) in accordance with provision of Section 303 of the Multiple Residence Law
62. Town Clerk requests the approval of the attached 2018 Agreement with Mohawk and Hudson River Humane Society for the care of our seized dogs and authorize the Supervisor to sign the agreement

**VI. Line Items**

1. Request from the Administrator of Parks and Recreation for approval of seasonal personnel.
2. Request from the Director of Planning for Town Board to Accept the Funding Recommendation from the Microenterprise Grant Review Committee and Approve Grant Award to Gabler Realty LLC