

Minutes of a Reconvened Meeting and Budget Work-Session of the Town Board of the Town of Thompson held at the Town Hall, 4052 State Route 42, Monticello, New York on **October 13, 2015.**

ROLL CALL:

Present: Supervisor William J. Rieber, Jr., Presiding
Councilman John A. Pavese
Councilman Peter T. Briggs
Councilman Scott Mace

APPROVED

Absent: Councilman Richard Sush

Also Present: Marilee J. Calhoun, Town Clerk
Michael B. Mednick, Attorney for the Town
Gary J. Lasher, Town Comptroller

RECONVENED TOWN BOARD MEETING & BUDGET WORK-SESSION

Supervisor Rieber Reconvened the 10/06/2015 Regular Town Board Meeting and Budget Work-Session at 5:10 PM for the purpose of creating, funding and hiring a Director of Building, Planning & Zoning, continued discussion and review regarding the 2016 Fiscal-Year Tentative Budget and to enter into Executive Session to discuss the Collective Bargaining Negotiations between Highway, Water & Sewer and Parks & Recreation Department Employees. Town Clerk Marilee J. Calhoun advised that notice of the budget work-session was published in the Sullivan County Democrat on 10/09/2015 with the same being posted on the bulletin board at the Town Hall and on the Town Website.

ACTION: CREATION, FUNDING & HIRING OF A DIRECTOR OF BUILDING, PLANNING AND ZONING DEPARTMENTS

The Following Resolution Was Duly Adopted: Res. No. 329 of the Year 2015.

At a Special Meeting of the Town Board of the Town of Thompson held at the Town Hall, 4052 Route 42, Monticello, New York on October 13, 2015

RESOLUTION TO CREATE THE POSITION OF DIRECTOR OF BUILDING, PLANNING AND ZONING IN THE TOWN OF THOMPSON

WHEREAS, the Town Board of the Town of Thompson recognizes the need to expand the Town Building Department based on the tremendous influx of new projects being proposed as a result of the proposed Montreign Casino Project; and

WHEREAS, the Town Board desires to create a new supervisory position in the

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Building Department to oversee and run the Town Building Department; and

WHEREAS, the Town Board desires this newly created position to oversee the Planning and Zoning Departments, as well as the Building Department to make one centralized place for people to go to deal with new construction and/or development.

NOW, THEREFORE, BE IT RESOLVED, that:

The Town Board of the Town of Thompson does hereby establish the position of Director of Building, Planning and Zoning for the Town of Thompson.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that:

Said position is created and shall be supervisory in nature with the job description set forth on Schedule "A" attached hereto.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that:

The creation of the position Director of Building, Planning and Zoning shall be effective immediately.

Adopted the 13th day of October, 2015.

Moved by: Councilman Scott Mace
Seconded by: Councilman Peter T. Briggs

The members of the Town Board voted as follows:

Supervisor WILLIAM J. RIEBER, JR.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Councilman PETER T. BRIGGS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Councilman RICHARD SUSH	Yes <input type="checkbox"/> No <input type="checkbox"/> Absent
Councilman SCOTT MACE	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Councilman JOHN A. PAVESE	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Job Duty

1. Supervises assignments and work flow in a municipal code enforcement office
2. Assigns specific inspections to all subordinate personnel to insure adequate coverage and reporting of inspection areas within the Building, Planning and Zoning Department
3. Supervises, trains and evaluates assigned staff
4. Plans, supervises and participates in the inspection of existing residential, commercial and industrial buildings for compliance with 19 NYCRR New York State Uniform Fire Prevention and Building Code
5. Reviews plans for new building and alterations to existing buildings for compliance with New York State Uniform Fire Prevention and Building Code
6. Reviews inspector's reports and advises
7. Furnishes information to architects, engineers, contractors, and the general public regarding requirements for various codes
8. Assigns and is responsible for the general supervision of Code Enforcement Officers
9. Supervises and assists in the computerized issuance of building permits and certificates of occupancy
10. Responds to Fire Department emergencies and works in cooperation with fire, police and county sheriff departments in situations where the presence of an inspector is deemed necessary
11. Performs typical work activities as Building Inspector
12. Investigates complaints and assists in the prosecution of violations of various codes being enforced
13. Supervises photographic and other evidence of code violations for substantiation of reports to give testimony in court
14. Overseeing and supervising Planning Department secretary, clerk, and engineering staff hired for any outside review
15. Overseeing and supervising all applications before Planning and Zoning Boards, including meeting with applicants and their representatives and professionals. Review of all commercial and residential planning and zoning applications for zoning compliance and issue approvals and/or denials if applications are not compliant
16. Preparing and managing departmental budgets under NY State requirements
17. Report to Town Supervisor and Town Board on all staffing needs and get general direction from Town Board on all matters
18. Issues stop work orders, notices of improper or hazardous structures, condemnation notices, and related notices and/or orders
19. Attends Town Board meetings as required
20. Maintains records and issues reports of building and zoning inspection activities
21. Prepares and submits Annual Activities Report to the Secretary of State as required by Title 19 NYCRR Part 1203
22. Oversees the day-to-day operation of the Building Department in accordance with all applicable laws, regulations and rules

The Following Resolution Was Duly Adopted: Res. No. 330 of the Year 2015.

At a Special Meeting of the Town Board of the Town
of Thompson held at the Town Hall, 4052 Route 42,
Monticello, New York on October 13, 2015

**RESOLUTION TO FUND NEWLY CREATED POSITION OF DIRECTOR OF
BUILDING, PLANNING AND ZONING**

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WHEREAS, the Town Board of the Town of Thompson has by resolution created the supervisory position of Director of Building, Planning and Zoning; and

WHEREAS, the Town Board desires to set a yearly salary and to authorize funding of the salary for the balance of the fiscal year and for future years through its budget; and

NOW, THEREFORE, BE IT RESOLVED, that:

The Town Board of the Town of Thompson does hereby set an annual salary of \$70,000 for the Director of Building, Planning and Zoning.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that:

Said salary shall be paid for the current year through any budget fund balance and for future years be included in the budget for the Thompson Building Department.

Adopted the 13th day of October, 2015.

Moved by: Councilman Scott Mace
Seconded by: Councilman John Pavese

The members of the Town Board voted as follows:

Supervisor WILLIAM J. RIEBER, JR.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Councilman PETER T. BRIGGS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Councilman RICHARD SUSH	Yes <input type="checkbox"/> No <input type="checkbox"/> Absent
Councilman SCOTT MACE	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Councilman JOHN A. PAVESE	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

The Following Resolution Was Duly Adopted: Res. No. 331 of the Year 2015.

At a Special Meeting of the Town Board of the Town
of Thompson held at the Town Hall, 4052 Route 42,
Monticello, New York on October 13, 2015

**RESOLUTION TO PROVISIONALLY HIRE JAMES CARNELL AS DIRECTOR OF
BUILDING, PLANNING AND ZONING IN THE TOWN OF THOMPSON**

WHEREAS, the Town Board of the Town of Thompson has previously by resolution created the position of Director of Building, Planning and Zoning in the Town of Thompson; and

WHEREAS, the Town Board has authorized an annual salary of \$70,000 to be paid from the annual Town budget for said position; and

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WHEREAS, the Town of Thompson has submitted the newly created job along with the job duty description, minimum qualifications, description of essential knowledge, skills and abilities for said job to the County of Sullivan’s Personnel Department to create a civil service position for same; and

WHEREAS, the Town of Thompson Town Board would like to provisionally hire James Carnell to act as the Director of Building, Planning and Zoning for the Town of Thompson.

NOW, THEREFORE, BE IT RESOLVED, that:

The Town Board of the Town of Thompson does hereby provisionally appoint James Carnell to the position of Director of Building, Planning and Zoning at an annual salary of \$70,000.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that:

Said provisional appointment be subject to further determination and conditions as set forth by the Sullivan County Department of Personnel and the state Civil Service Department based on the ultimate classification of said position and any compliance requirements for permanent appointment once the position has received classification from the state and the county.

Adopted the 13th day of October, 2015.

Moved by: Councilman Peter T. Briggs
Seconded by: Councilman Scott Mace

The members of the Town Board voted as follows:

Supervisor WILLIAM J. RIEBER, JR.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Councilman PETER T. BRIGGS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Councilman RICHARD SUSH	Yes <input type="checkbox"/> No <input type="checkbox"/> Absent
Councilman SCOTT MACE	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Councilman JOHN A. PAVESE	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

BUDGET WORK-SESSION

On a motion made by Councilman Briggs and seconded by Councilman Mace the Town Board entered into the Budget Work-Session at 5:12 PM to continue reviewing and discussing the Fiscal-Year 2016 Tentative Budget. Comptroller Lasher provided the Town Board with a newly printed budget report of the proposed changes that have been made as previously directed from the prior budget work-session held on 10/05/2015. The Board continued reviewing and discussing the budget with the amended changes. They specifically reviewed and discussed the revenues/expenses for the B, DA & DB Funds. The Board will continue discussion on the A Fund and Water & Sewer Funds

during the next Budget Work-Session, which is scheduled to be held on 10/20/2015 @ 5PM.

EXECUTIVE SESSION

On a motion made by Councilman Pavese and seconded by Councilman Mace the Town Board entered into Executive Session at 8:00 PM to discuss continued Collective Bargaining Negotiations for the Highway, Water & Sewer and Parks & Recreation Departments.

On a motion made by Councilman Briggs and seconded by Councilman Pavese the Town Board returned from Executive Session and reconvened the Town Board meeting at 9:47 PM. No further business or action was taken.

ADJOURNMENT

On a motion made by Councilman Mace and Councilman Pavese the meeting was adjourned at 9:48 PM.

Respectfully Submitted By:



Marilee J. Calhoun
Town Clerk