

**TOWN OF COPAKE  
TOWN BOARD MEETING  
FEBRUARY 11, 2016**

**AGENDA**

- Approval of Minutes  
1/14/2016 Town Board Meeting
- Announcements
- Correspondence
- Public Forum
- Department Head & Committee Reports
- New Business
  - Park Summer Maintenance Laborer(s)
  - Tree & Road Material Bids
  - Establishing Reserve Funds
  - Street Lights
  - Interviews for Summer Park Program Director/Asst. Director
  - Cleanup Day 2016
- Old Business
  - Zoning Revision workshop Meeting Dates
- Resolutions
  - Policy Manual Updates
  - Intermunicipal Agreement with NY State DOT
- Budget
  - Budget Transfer 2015
  - 2015 Sales Tax Report
  - Park Spending Request
  - Snow/Storm Spending Report 2016
- Councilpersons' Reports
- Public Forum
- Executive Session

- Appointments
- Approval of Bills
- Adjournment

**Budget Transfers  
2/11/2016**

**2015 TRANSFER**

|  |              |
|--|--------------|
| <b>From:</b>                             |              |
| <b>A1220.4 ( Supervisor Contractual)</b> | <b>81.16</b> |
| <b>To:</b>                               |              |
| <b>A3510.4 ( Control of Dogs)</b>        | <b>81.16</b> |

**Town of Copake  
RESOLUTION**

**Number \_\_\_\_\_ of 2016**

**To adopt a Shared Services Agreement between the Town of Copake and the NYS Department of Transportation (“NYS DOT”) for the year 2016**

**WHEREAS**, the Town of Copake has received from the New York State Department of Transportation a proposed “Shared Service Agreement” which would enable the Town and NYS DOT to share certain equipment and services for the maintenance of State and Municipal Roads; and,

**WHEREAS**, entering into such agreement is intended to increase efficiencies and reduce costs to both parties and is therefore found to be in the interest of the Town; and

**WHEREAS**, pursuant to General Municipal Law section 99-R, such an agreement may be entered into by the governing board of any municipal corporation;

**NOW, THEREFORE,**

**BE IT RESOLVED**, that the Shared Services Agreement attached hereto is hereby adopted; and

**BE IT FURTHER RESOLVED**, that the Supervisor is authorized and directed to take all necessary steps to execute such Agreement on behalf of the Town.

(Attach copy of Shared Services Agreement)

January 4, 2016

## **Town of Copake**

### **RESOLUTION**

**Number \_\_\_\_\_ of 2016**

#### **To Amend and Correct the Town of Copake Policy Manual**

**WHEREAS**, the Town Board of the Town of Copake finds that from time to time it is in the interests of the Town for the Town Board to propose and act promptly upon a Resolution and a five day waiting period for action can be adverse to the interests of the Town; and,

**WHEREAS**, a change to the nominating process for the Ethics Board was previously approved, on January 8, 2015, as an addendum to the Town Policy Manual; and

**WHEREAS**, the Town Board finds that the position of Ombudsman has been vacant for an extended period and was utilized minimally by the residents of the Town, and is not needed; and

**WHEREAS**, to the extent that the Highway Department's union contract differs from provisions of the Town Policy manual, the union contract controls, and it is desirable that the Policy Manual reflect as much; and

**WHEREAS**, the Town's stated policies with respect to health care may now or at some time in the future be superseded by controlling federal, state, or other law or regulation; and

**WHEREAS**, the charts and Appendices to the currently available printed and online version of the Town Policy manual may not accurately reflect the committees, boards, officials, employees, and other entities and relationships that currently exist within the Town government and organization; and

**WHEREAS**, the Town Board finds it useful and in the interest of the residents, employees, and officials of the Town to adopt as Town Policies and reflect in the current and available version of the Town Policy Manual the above findings and changes;

**NOW, THEREFORE,**

**BE IT RESOLVED**, that subdivision E. (Resolutions) of section IV. (Conduct of Town Board Meetings) of the Town of Copake Policy Manual is amended to read, in its entirety, as follows:

All proposed resolutions to be voted on shall be provided in writing and attached to the scheduled meeting agenda five days prior to the meeting, unless the resolution is of an emergency nature. The foregoing notwithstanding, a resolution may be considered and voted upon by the Town Board even if not attached to the agenda, if the Town Board votes to waive the five day notice. All resolutions to be voted on shall be read in their entirety after which a 15 minute question and comment period shall be open to the general public prior to the final vote. If modified, the resolution must be read in its final proposed form before vote.

**BE IT FURTHER RESOLVED**, that having previously been adopted on January 8, 2015 as an addendum to the Policy Manual, paragraph 1. of subdivision A. (Citizen Board, Committee and Commission Appointments) of section V. (Citizen Participation) of the Town of Copake Policy Manual is amended to read, in its entirety, as follows:

1. The entire membership of each board, committee and commission serves as the nominating committee for its new members.

**BE IT FURTHER RESOLVED**, that subdivision B. (Citizen Ombudsman) of section V. (Citizen Participation) of the Town of Copake Policy Manual is eliminated and removed in its entirety, and Appendix C. (Town Primary Organization Chart) is to be revised to reflect the elimination of such position.

**BE IT FURTHER RESOLVED**, that paragraph 2 of section VI. (Human Resources) of the Town of Copake Policy Manual is amended to read, in its entirety, as follows:

When the provisions of this manual differ from those of the Town of Copake's Highway Department's most current contract with the Teamsters Local 294, then Highway Department employees are bound by the provisions of their contract, a current copy of which is available in the Town Clerk's office.

**BE IT FURTHER RESOLVED**, that sub-paragraph a. of paragraph 1 (Health Insurance) of subdivision C. (Benefits) of section VI. (Human Resources) of the Town of Copake Policy Manual is amended to read, in its entirety, as follows:

Full time employees are eligible for health insurance after six months of continuous full time employment, or as may be shortened by statute, law, or regulations. This time period may be waived for any person receiving health insurance benefits coverage from the Town who transfers from one eligible position to another.

The Town Clerk/Tax Collector and the Superintendent of Highways are eligible immediately upon taking office.

**BE IT FURTHER RESOLVED**, that subparagraph e. of paragraph 1 (Health Insurance) of subdivision C. (Benefits) of section VI. (Human Resources) of the Town of Copake Policy Manual is amended to read, in its entirety, as follows:

The Highway Superintendent may waive the six month waiting period (or shorter period as may be set by statute, law, or regulation) for an employee's health insurance to begin if the employee is transferring from another department within the Town or from another municipality.

**BE IT FURTHER RESOLVED**, that the Town Clerk is directed to revise the charts comprising Appendices B through E of the Town Policy Manual to eliminate non-existent entities from such charts and to accurately reflect the committees, boards, officials, employees, and other entities and relationships that currently exist within the Town government and organization.

**BE IT FURTHER RESOLVED**, that the Town Clerk is directed to conform the master and online versions of the Town of Copake Policy Manual to reflect the changes and corrections stated above in this Resolution, and to incorporate such changes and corrections in such printed versions of the Policy Manual as may be distributed in the future.

February 11, 2016