

# TOWN OF WOODSTOCK

## TOWN BOARD ORGANIZATIONAL MEETING

### FINAL AGENDA AND RESOLUTIONS

January 6, 2026

Town Offices, 45 Comeau Drive and via Zoom

#### **AGENDA**

I. Call to Order

II. Pledge of Allegiance

III. Resolutions:

- Town Board Appointments
- Town Supervisor Appointments of Deputy Supervisor, Budget Officer, and Confidential Secretary
- Professional Services Appointments
- Adoption of 2026 Town Board Meeting Schedule
- Designation of Official Newspaper and Notice Authority
- Depository Designation and Financial Authorizations
- Authorization of Reimbursements
- Highway Rental Equipment
- Bonding of Officers and Employees
- Adoption of 2026 Salary Schedule
- Authorization to Execute 2026 Agreements
- Scheduling of Departmental Audits
- Adoption of Rules of Order
- Adoption of 2026 Short-Term Rental Fee Schedule
- Adoption of 2026 Holiday Schedule
- Adoption of Standard Workday Schedule for NYSLRS Reporting
- Scheduling of Public Hearing – Zoning Law Map Amendments (Chapter 260)

IV. Public be Heard

V. Adjournment

**Town Board vacancy**

1. BE IT RESOLVED, that the Town Board hereby appoints \_\_\_\_\_ to the position of Town Board Councilperson for the year 2026.

**Town Supervisor Appointments of Deputy Supervisor, Budget Officer, and Confidential Secretary**

2. BE IT RESOLVED, that the Town Board hereby acknowledges and confirms the Supervisor’s appointments for the calendar year 2026 as follows: Daniel Gallant as Deputy Supervisor; Anula Courtis as Budget Officer; and Yvonne Rojas-Cowan as Confidential Secretary to the Supervisor.

**Town Board Appointments**

3. BE IT RESOLVED, that Laura Ricci is appointed liaison to the Environmental Committee and Complete Streets Committee, Lily Korolkoff is appointed liaison to the Housing Committee, Laurie Osmond is appointed liaison to the Civic Design Committee, and Richard Heppner is appointed liaison to the Cemetery for the calendar year 2026; and
4. BE IT RESOLVED, that for calendar year 2026 Anula Courtis is appointed Social Services Officer, Personnel Officer, and Disaster Relief Officer with no additional compensation; Dawn Rhea is appointed HIPAA Officer; Anula Courtis is appointed Delegate to the Association of Towns and Daniel Gallant is appointed Alternate Delegate; and Meghann Reimondo is appointed Registrar of Vital Statistics, Records Management Officer, Tax Collector, and Records Access Officer.
5. BE IT RESOLVED, that Meghann Reimondo is appointed Deputy First Clerk for the calendar year 2026 and shall be compensated pursuant to the adopted 2026 Town Budget.
6. BE IT RESOLVED, that Michele Schwerert is appointed Second Deputy Town Clerk for the year 2026.
7. BE IT RESOLVED, that Richard Heppner and Janine Fallen Mower are re-appointed Town Historians for the calendar year 2026.
8. BE IT RESOLVED, that Peter Cross is appointed Chairperson of the Planning Board for the term to end 12/31/2030.
9. BE IT RESOLVED, that Heather Eighmey is appointed confidential secretary to the Highway Superintendent for the year 2026.

10. BE IT RESOLVED, that Cody Chase and Heather Eighmey are appointed Deputy Superintendents of Highways for the year 2026.
11. BE IT RESOLVED, that Ralph Van Kleeck is appointed as Shop Supervisor for Woodstock Highway Department for the year 2026.
12. BE IT RESOLVED, to appoint Susan Paynter Chairperson of the Woodstock Environmental Committee, term to expire 12/31/2026.
13. BE IT RESOLVED, to appoint Paul Washington and Allsion Dodd to the Ethics Board, terms to expire 12/31/2026.
14. BE IT RESOLVED, to appoint Julia Blelock a member of the Woodstock Environmental Commission, term to expire 12/31/2026.
15. BE IT RESOLVED, that Iris York is appointed Secretary to the Ethics Board for calendar year 2026.
16. BE IT RESOLVED, to appoint Grace Murphy Chairperson of Complete Streets Committee, term to expire 12/31/2027.
17. BE IT RESOLVED, to appoint Mary Smith a member of Complete Streets Committee, term to expire 12/31/2026.
18. BE IT RESOLVED, to appoint Jeff Keithline, Kathy Longyear and Kaitlan Vigiemo to Comeau Stewardship Committee, term to expire 12/31/2026.
19. BE IT RESOLVED, to appoint Judith Stillato Chairperson of the Zoning Board of Appeals , term to expire 12/31/2026.
20. BE IT RESOLVED, to appoint Greg Goodbrod member of the Zoning Board of Appeals, term to expire 12/31/2026.

**Deferred Appointment – Ulster County Planning Board Representative**

21. BE IT RESOLVED, that the appointment of the Town of Woodstock representative to the Ulster County Planning Board is hereby TABLED to a subsequent Town Board meeting.

### **Town Attorney Professional Services Appointments**

22. BE IT RESOLVED, that Gordon & Svenson LLP is appointed Town Attorney for the Town of Woodstock for the calendar year 2026, and the supervisor is authorized to execute a professional services agreement on file with the Town Clerk.
  
23. BE IT RESOLVED, that Girvin & Ferlazzo, P.C. is appointed Labor Counsel for the Town of Woodstock for the calendar year 2026, with compensation pursuant to a professional services agreement on file with the Town Clerk.
  
24. BE IT RESOLVED, that Rhea Mallett is appointed Special Counsel for the Town of Woodstock for the calendar year 2026, with compensation pursuant to a professional services agreement on file with the Town Clerk.
  
25. BE IT RESOLVED, that Michael Richardson is re-appointed as Municipal Consultant for Workforce Planning and Labor Relations for the Town of Woodstock for the calendar year 2026, with compensation pursuant to a professional services agreement on file with the Town Clerk.
  
26. BE IT RESOLVED, that John McGovern is appointed Prosecutor for the Town of Woodstock for the calendar year 2026, with compensation pursuant to a professional services agreement on file with the Town Clerk.
  
27. BE IT RESOLVED, that Brinnier and Larios, P.C. is appointed Town Engineer for the Town of Woodstock for the calendar year 2026, with compensation pursuant to a professional services agreement on file with the Town Clerk.
  
28. BE IT RESOLVED, that UHY LLP, CPA is appointed Town Auditor for the Town of Woodstock for the calendar year 2026 to review monthly financial reports, prepare the Annual Update Document, and assist with accounting matters, with compensation pursuant to a professional services agreement on file with the Town Clerk.
  
29. BE IT RESOLVED, that John Lyons is appointed Legal Counsel to the Planning Board and the Zoning Board of Appeals for the calendar year 2026, and the supervisor is authorized to execute a professional services agreement on file with the Town Clerk.
  
30. BE IT RESOLVED, that the Ulster County SPCA is appointed Dog Control Officer for the Town of Woodstock for the calendar year 2026 pursuant to contract on file with the Town Clerk.

31. BE IT RESOLVED, that the Town Supervisor is authorized to execute a work order with Clough-Harbour Engineers for environmental monitoring services at the closed Woodstock landfill for the calendar year 2026.

**Adoption of 2026 Town Board Meeting Schedule**

32. BE IT RESOLVED, that the Town Board hereby adopts the 2026 Town Board meeting schedule as attached. Said meetings to be held at the Town Offices, 45 Comeau Drive, or another location in the Town of Woodstock, designated in advance by the Town Board, when possible, and via the internet.

**Designation of Official Newspaper and Notice Authority**

33. BE IT RESOLVED, that Hudson Valley One is designated the official newspaper of the Town of Woodstock for the calendar year 2026. Town notices to be published in Wednesday editions.
34. BE IT RESOLVED, that the Town Clerk is responsible for public and media notice of meetings of the Town Board and for advertisements authorized by the Town Board.

**Depository Designation and Financial Authorizations**

35. BE IT RESOLVED, pursuant to New York State Town Law §64, that the Bank of Greene County is designated as the official depository for the Supervisor, Town Clerk/Tax Collector, and Town Court for the calendar year 2026.
36. BE IT RESOLVED, that the Town Supervisor and Budget Officer are authorized signatories on Town accounts and are authorized to transfer funds among Town accounts.
37. BE IT RESOLVED, that payment for payroll, benefits, utilities, insurance, debt service, and routine operational expenses may be made prior to audit, subject to subsequent audit by the Town Board.
38. BE IT RESOLVED, that a fee of \$25.00 shall be charged for each check returned for insufficient funds.
39. BE IT RESOLVED, that all expense accounts rendered under the authority of this resolution shall, before being paid, be audited and approved by the Town Board.

**Authorization of Reimbursements**

40. BE IT RESOLVED, that the members of this Town Board and other Town officials shall be reimbursed by the Town for expenses incurred executing the duties of their office, not including personal expenses, but including expenses for the use of public transportation or personal automobile for travel out of Town, whichever is less

costly, unless otherwise approved in advance by the Town Supervisor. Personal automobile travel will be reimbursed at the 2026 IRS reimbursement rate of 72.5 cents per mile. Meals shall be reimbursed at \$30.00 per day, prorated for partial days, including gratuities not to exceed 18% but excluding alcoholic beverages; for business in New York City the meal allowance shall be \$50.00 per day.

41. BE IT FURTHER RESOLVED, that the Highway Superintendent be reimbursed for expenses to provide beverages and meals to Highway Department personnel when weather conditions force extended hours of work.

#### **Highway Rental Equipment**

42. BE IT RESOLVED, that the Superintendent of Highways shall be authorized to rent equipment at a rate not to exceed \$500.00 per hour for the year 2026.

#### **Bonding of Officers and Employees**

43. BE IT RESOLVED, that all Official Undertakings and bonds by the officers, clerks or employees of the Town of Woodstock may be in the form of a blanket undertaking from the New York Municipal Insurance Reciprocal, and said blanket undertaking shall indemnify the Town of Woodstock against the loss of the type more particularly set forth in Article 2, Section 11 of the Public Officers Law and shall constitute a guarantee for elected and appointed officials, officers and employees of the Town of Woodstock for the faithful performance of their duties and the prompt and proper account for paying over all money received by said employees in their official capacities.
44. BE IT FURTHER RESOLVED, that all officers and/or employees of the Town will be bonded by a blanket bond in the amount of \$5000, except that the following positions will carry an additional surety bond in the amount of \$10,000; Court Clerk, Town Supervisor and Tax Collector.

#### **Adoption of 2026 Salary Schedule**

BE IT RESOLVED, that the Town Board adopts the 2026 Salary Schedule as established in the adopted 2026 Town Budget and applicable collective bargaining agreements as set forth in the attached chart.

#### **Authorization to Execute 2026 Agreements**

45. BE IT RESOLVED, that the Town Supervisor is authorized to execute agreements for the calendar year 2026 with Family of Woodstock, Meals on Wheels, American Legion Post 1026, Blue Diamond Septic LLC, and Bob Gehring Septic.
46. BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to sign the agreement with Munistat Services, Inc. for the year 2026.

### **Scheduling of Departmental Audits**

47. BE IT RESOLVED, that a special meeting of the Town Board is scheduled for January 22, 2026 at 11:00 AM for the purpose of auditing the Justice Court, Town Clerk/Tax Collector, and Town Supervisor.

### **Adoption of Rules of Order**

48. BE IT RESOLVED, that the Town Board hereby adopts the following Rules of Order for the conduct of Town Board meetings for the calendar year 2026:

- The Town Supervisor or the Deputy Town Supervisor shall conduct the meetings.
- If two or more Town Board members request an item be placed on the agenda, it will be included.
- Public Be Heard shall occur at the end of each regularly scheduled meeting allowing up to eight members of the public to speak to the Board for up to three minutes each.
- In instances the Town Board is polled it shall be by alphabetical order by last name.
- The Town will post resolutions prior to the meeting to the extent practicable, but if a resolution cannot be posted in advance, it may still be considered for action at the meeting. Resolutions not posted on the agenda, except those amending resolutions on the table, shall not be considered after agenda items have been disposed.

### **Adoption of 2026 Short-Term Rental Fee Schedule**

49. BE IT RESOLVED, that the Town Board adopts the 2026 Short-Term Rental fee schedule as set forth in the attached schedule.

### **Adoption of 2026 Holiday Schedule**

50. BE IT RESOLVED, that the Town Board adopts the 2026 holiday schedule for Town employees as set forth in the attached schedule.

### **Adoption of Standard Workday Schedule for NYSLRS Reporting**

51. BE IT RESOLVED, that the attached sheet enumerating the standard workdays for the listed titles is adopted for the purpose of reporting to the New York State and Local Employees' Retirement System.

**Hiring of Police Officer**

52. BE IT RESOLVED, that the Town Board hires Carl Anderson as a Part Time Police Officer effective January 6, 2026, at the hourly rate of \$30.90

**Scheduling of Public Hearing – Zoning Law Map Amendments (Chapter 260)**

53. BE IT RESOLVED, that the Woodstock Town Board schedules a public hearing on proposed amendments to the Town of Woodstock Zoning Law Map, Chapter 260, on February 3, 2026 at 7:10 PM at the Town Offices, 45 Comeau Drive, Woodstock, New York; and
54. BE IT FURTHER RESOLVED, that the Town Clerk is authorized to advertise said public hearing in the official Town newspaper in accordance with law.

## STANDARD WORKDAY SCHEDULE

Standard workday: Assessor Field Worker – 7 hrs. Assessor Aide – 7 hrs. Assessor – 7.5 hrs. Asst. Rec Director – 6 hrs. Cleaner – 8 hrs. Court Clerk - 6 hrs. Court Security Officer – 6 hrs. Crossing Guard – 6 hrs. Custodian – 8 hrs. Deputy Town Clerk – 7 hrs. Deputy Town Clerk – 7 hrs. Dispatcher – 8 hrs. HMEO – 8 hrs. Laborer – 8 hrs. Lifeguard – 7 hrs. MCO/BI I – 8 hrs. MCO/BI II – 8 hrs. MEO – 8 hrs. MEO/Mechanic – 8 hrs. Municipal Bookkeeper – 8 hrs. Municipal Code Assistant - 8 hrs. Municipal Code Officer - 8 hrs. Municipal Worker I - 8 hrs. Municipal Worker Supervisor - 8 hrs. Parking Lot Attend – 7 hrs. Planning Specialist - 7 hrs. Police Chief – 8 hrs. Police Officer – 8 hrs. Police Sgt – 8 hrs. Police Asst. – 8 hrs. Youth Ctr Aide - 6 hrs. Youth Ctr Attend – 6 hrs. Youth Ctr Director – 7 hrs. Youth Ctr Specialist – 6 hrs. Secretary Hwy Supt. – 8 hrs. Secretary to Planning Board - 7 hrs. Secretary to Supervisor – 7 hrs. Senior Dispatcher - 8 hrs. Youth Ctr Senior Aide – 6 hrs. Senior Typist – 7 hrs. Senior Water/Wastewater Maintenance Worker - 8 hrs. Town Board Member – 6 hrs. Town Clerk - 8 hrs. Town Council Member – 6 hrs. Town Highway Supt – 8 hrs. Town Justice – 6 hrs. Town Supervisor – 8 hrs. Typist – 7 hrs. Water/Wastewater Maintenance Worker - 8 hrs. Water/Wastewater Treatment Plant Operator - 8 hrs. Working Supv – 8 hrs. Youth Program Director - 7 hrs. 2025

## **2026 HOLIDAY SCHEDULE**

Designated Holidays: The following national and cultural holidays shall be observed on the day designated by the Town Board at the organizational meeting in January of each year:

New Year's Day

Indigenous People's Day

Martin Luther King Jr's Birthday

Veterans' Day

Presidents' Day

Memorial Day

Juneteenth

Thanksgiving Day

Day after Thanksgiving

Independence Day

Christmas Day

Labor Day

## **2026 SHORT TERM RENTAL FEE SCHEDULE**

The fee structure for Short-Term Rentals (STRs) in the Town of Woodstock shall be as follows:

1. Owner-Occupied In-Home within main dwelling STR: \$250 per year for 1st bedroom, \$25 for each additional bedroom.
2. Owner-Occupied STR within an Accessory Apartment (Accessory Dwelling Unit/ADU): \$350 per year for 1st bedroom, \$25 for each additional bedroom.
3. Non-Owner-Occupied STR: \$450 per year for 1st bedroom, \$50 for each additional bedroom.

**2026 TOWN BOARD MEETING SCHEDULE**

January 6, 20

February 3, 17

March 3, 17

April 7, 21

May 5, 19

June 2, 16

July 7, 21

August 4, 18

September 8, 22

October 6, 20

November 10, 24

December 8, 22