

**TOWN OF SCHUYLER FALLS  
TOWN BOARD  
ORGANIZATIONAL MEETING JANUARY 2, 2018**

Supervisor Potiker called the Organizational Meeting to order at 5:30 p.m.

	<b>PRESENT</b>	<b>ABSENT</b>
<b>MEMBERS:</b>	Howard Newton	Barry White George Seymour
	Mike Perrotte Richard Potiker Donna Hamel	John Rock Michael McCormick

**PUBLIC RECOGNITION** Barb Benkwitt, Mary Sorrell, Sherm Hamel

**RESOLUTION #18-01**

**MOTION BY:** Mr. Newton

**RESOLVED**, that the Town Board approves the following appointments for the year 2018

SENIOR CITIZEN LAISON	DONNA CARTER
WATER SECRETARY	DONNA HAMEL
SEC. TO PLANNING BOARD	SANDY REIL
SEC. TO ZONING BOARD	KELSEY RUSSELL
ATTORNEY FOR THE TOWN	MICHAEL MCCORMICK
CODES ENFORCEMENT OFFICER	WILLIAM LACOUNT
APPEALS ATTORNEY	THOMAS MURNANE
PLANNING BOARD ATTORNEY	BRIAN SNELL
YOUTH DIRECTOR	JAMES (Sam) CAMPBELL
DOG CONROL OFFICER	CLIFTON CHRISTON
DEPUTY DOG CONTROL OFFICER	KYLE ROUGEAU
HISTORIAN	BARB BENKWITT
ASSISTANT HISTORIAN	MARGE WOOD
OFFICIAL NEWSPAPER	PRESS REPUBLICAN
OFFICIAL BANK	TD BANK NORTH
OFFICIAL DOG SHELTER	ELMORES SPCA

**TOWN BOARD MEETINGS ARE HELD ON THE 4<sup>TH</sup> TUESDAY OF EACH MONTH 6:00 P.M. UNLESS NOTED ON ATTACHED CALENDER. IF THE 4<sup>TH</sup> TUESDAY FALLS ON A HOLIDAY, THE MEETING WILL BE HELD ON THE WEDNESDAY AT 6:00 P.M.**

**TOWN BOARD WORK SESSIONS 1<sup>ST</sup> AND THIRD MONDAY AS NEEDED /6:00 P.M.**

**SECONDED BY:** Mr. Perrotte

**AYES:** Mr. Newton, Mr. Potiker, Mr. Perrotte

**ABSENT:** Mr. Seymour, Mr. White

**RESOLUTION #18-02**

**MOTION BY:** Mr. Perrotte

**RESOLVED**, that the Town Board approves the following committees:

<b>HIGHWAY</b>	<b>BARRY WHITE/GEORGE SEYMOUR</b>
<b>YOUTH</b>	<b>HOWARD NEWTON /MIKE PERROTTE</b>
<b>SENIOR CITIZENS</b>	<b>GEORGE SEYMOUR/RICHARDPOTIKER</b>
<b>LANDFILL</b>	<b>MIKE PERROTTE/HOWARDNEWTON</b>
<b>WATER DISTRICTS</b>	<b>GEORGE SEYMOUR/MIKE PERROTTE</b>
<b>BUDGET/AUDIT &amp; FINANCE</b>	<b>RICHARD POTIKER/FULL BOARD</b>
<b>PLANNING &amp; APPEALS BOARD</b>	<b>GEORGE SEYMOUR/HOWARDNEWTON</b>
<b>LEGISLATURE</b>	<b>RICHARD POTIKER/FULL BOARD</b>
<b>ASSESSMENT</b>	<b>HOWARD NEWTON/FULL BOARD</b>
<b>FIRE &amp; AMBULANCE</b>	<b>HOWARD NEWTON/FULL BOARD</b>
<b>DOG CONTROL</b>	<b>HOWARD NEWTON/MIKE PERROTTE</b>
<b>SAFETY &amp; CODES</b>	<b>HOWARD NEWTON/GEORGE SEYMOUR</b>
<b>BUILDING &amp; GROUNDS</b>	<b>MIKE PERROTTE/RICHARD POTIKER</b>
<b>PERSONNEL</b>	<b>RICHARD POTIKER/GEORGE SEYMOUR</b>

**SECONDED BY:** Mr. Newton

**AYES:** Mr. Newton, Mr. Perrotte, Mr. Potiker

**ABSENT:** Mr. Seymour, Mr. White

**RESOLUTION #18-03**

**MOTION BY: Mr. Newton**

WHEREAS, there are times in which the Supervisor must make certain decisions concerning certain contracts other than major contracts in the day to day operations of the Town, and WHEREAS, often, these decisions have to be made before the Town Board meets to approve the signing of these documents, it is hereby

RESOLVED, that the Town Board authorizes and directs that the Supervisor may sign certain contracts, other than major contracts, on behalf of the Town Board without prior resolution.

SECONDED BY: Mr. Perrotte

AYES: Mr. Perrotte, Mr. Newton, Mr. Potiker

ABSENT: Mr. Seymour, Mr. White

**RESOLUTION #18-04**

**MOTION BY: Mr. Potiker**

WHEREAS, Audit and Control has recommended that the Town Board adopt a resolution annually to pay certain bills without benefit of audit before payment, it is hereby

RESOLVED, that the Town Board authorizes payment of utilities, postage, freight, and express charges prior to Board audit, as needed.

SECONDED BY: Mr. Perrotte

AYES: Mr. Newton, Mr. Perrotte, Mr. Potiker

ABSENT: Mr. Seymour, Mr. White

**RESOLUTION #18-05**

**MOTION BY: Mr. Newton**

WHEREAS, the Town Board has provided in the past for reimbursement to Town employees and officials for use of personally owned vehicles for Town business,

RESOLVED, that the Town Board hereby provides for reimbursement to Town employees and officers for official and approved use of personally owned vehicles at the rate of fifty cents per mile, excluding travel to and from regular workplace/office/courtroom, and be it further,

RESOLVED, that mileage is documented by individual trip to include dates, destination and miles computed, and that such request for reimbursement is made by submission of an authorized voucher submitted to the Town Board monthly.

SECONDED BY: Mr. Perrotte

AYES: Mr. Newton, Mr. Perrotte, Mr. Potiker

ABSENT: Mr. Seymour, Mr. White

**RESOLUTION #18-06**

**MOTION BY: Mr. Perrotte**

WHEREAS, a Board of Ethics was created and three members are to be appointed, be it hereby

RESOLVED, that the Town Board appoints, Barry White, Keith Defayette, and Anise LaMora the Board of Ethics, his/her term of office being effective immediately and expiring December 31, 2018.

SECONDED BY: Mr. Newton

AYES: Mr. Newton, Mr. Perrotte, Mr. Potiker

ABSENT: Mr. Seymour, Mr. White

**RESOLUTION #18-07**

**MOTION BY: Mr. Newton**

WHEREAS, Section 194-b of the General Municipal Law requires every Town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of the General Municipal Law or any other law, be it hereby

RESOLVED, that the Town of Schuyler Falls procedures for the purchase of commodities, equipment or goods for public works projects/contracts, for professional services and consultants, for purchase order policy will be as outlined in the Procurement policy as outlined in attached and shall become the policy and Mr. Seymour, Mr. White procedures to be followed by Town of Schuyler Falls personnel for the year 2016.

SECONDED BY: Mr. Perrotte

AYES: Mr. Newton, Mr. Perrotte, Mr. Potiker

ABSENT: Mr. Seymour, Mr. White

**RESOLUTION #18-08**

**MOTION BY: Mr. Newton**

WHEREAS, ACCORDING TO SECTION 29(10) OF Town Law, the Supervisor must prepare and file with the Town Clerk within 30 days after the expiration of each fiscal year, an annual financial report accounting for all monies received and disbursed by him, together with the certification of the banks or trust companies where Town monies are deposited, showing the amount of monies on deposit, and

WHEREAS, in lieu of the present financial report of the Supervisor required by section 29(10) of the Town Law, the Town Board may determine by resolution that the Supervisor shall submit to the Town Clerk, within 60 days after the close of the fiscal year, a copy of his report to the State Comptroller, it is hereby

RESOLVED, that the Supervisor may submit to the Town Clerk a copy of the report to the State Comptroller in lieu of the Financial Report of the Supervisor.

SECONDED BY: Mr. Perrotte

AYES: Mr. Newton, Mr. Perrotte, Mr. Potiker

ABSENT: Mr. Seymour, Mr. White

**RESOLUTION #18-09**

**MOTION BY: Mr. Perrotte**

**RESOLVED**, that the Town Board has determined, after being audited by New York State Department of Audit and Control, that each department head will conduct an inventory of all equipment over \$500.00 in value and submit the completed inventory to the Town Board by March 1<sup>st</sup> of each year.

**SECONDED BY: Mr. Newton**

**AYES: Mr. Newton, Mr. Perrotte, Mr. Potiker**

**ABSENT: Mr. Seymour, Mr. White**

**RESOLUTION #18-10**

**MOTION BY: Mr. Perrotte**

**RESOLVED**, that the Town of Schuyler Falls 2018 Investment Policy be and the same as the one filed in the Town Clerk's office and hereby is approved effective this date and the Supervisor be and he Hereby is authorized and directed to implement same for the Town.

**SECONDED BY: Mr. Newton**

**AYES: Mr. Newton, Mr. Perrotte, Mr. Potiker**

**ABSENT: Mr. Seymour, Mr. White**

**RESOLUTION #18-11**

**MOTION BY: Mr. Newton**

**2018 Salary Schedule/Elected Officials/Appointees/Employees**

<b>Name/Title</b>	<b>Salary Hourly/Annual</b>
<b>Richard Potiker Town Supervisor</b>	<b>\$ 18,566.00</b>
<b>Howard Newton Town Councilman</b>	<b>\$ 6,774.00</b>
<b>Barry White Town Councilman</b>	<b>\$ 6,774.00</b>
<b>George Seymour Town Councilman</b>	<b>\$ 6,774.00</b>
<b>Martin Perrotte Town Councilman</b>	<b>\$ 6,774.00</b>
<b>Rhonda L. Barber Justice</b>	<b>\$ 13,225.00</b>
<b>Philip Van Nortwick Justice</b>	<b>\$ 13,225.00</b>
<b>Donna Hamel Town Clerk/Tax Collector</b>	<b>\$ 28,981.00</b>
<b>John Rock Highway Superintendent</b>	<b>\$ 69,798.00</b>
<b>Jason Rock/MEO</b>	<b>\$20.23 hourly</b>
<b>James Staley/MEO Mechanic</b>	<b>\$20.40 hourly</b>
<b>Michael Snider MEO</b>	<b>\$20.90 hourly</b>
<b>David Amell MEO</b>	<b>\$20.23 hourly</b>
<b>Gregory Keith MEO</b>	<b>\$ 20.23hourly</b>

Please note: Annual Salary rates for the highway crew does not include overtime pay, which averages between one and two thousand dollars per year, per employee.

**APPOINTED OFFICIALS**

<b>Town Secretary</b>	<b>\$ 33,305.00</b>
<b>Deputy Town Clerk</b>	<b>\$16.63hourly</b>
<b>Codes Enforcement Officer</b>	<b>\$32,136.00</b>
<b>Budget Officer</b>	<b>\$1,402.00</b>
<b>Assessor</b>	<b>\$ 31,210.00</b>
<b>Court Clerk (I)</b>	<b>\$ 15.74 hourly</b>
<b>Court Clerk (II)</b>	<b>\$ 18.69 hourly</b>
<b>Water Dept Clerk</b>	<b>\$ 9,396.00</b>
<b>Town Attorney</b>	<b>\$10,435.00</b>
<b>Deputy Dog Control Officer</b>	<b>\$4,486.00</b>
<b>Dog Control Officer</b>	<b>\$ 6,180.00</b>
<b>Youth Program Director</b>	<b>\$9,825.00</b>
<b>Zoning Clerk</b>	<b>\$126.50 per meeting</b>
<b>Planning Clerk</b>	<b>\$126.50 per meeting</b>
<b>Receptionist</b>	<b>\$ 16.63 hourly</b>
<b>Custodian</b>	<b>\$75.00 per cleaning</b>
<b>Historian</b>	<b>\$3,074.00</b>
<b>Assistant Historian</b>	<b>\$737.00</b>

Part Time and Seasonal Employees starting rate is \$10.40 an hour with the current percentage raise each year, if any, added to their current hourly rate.

**SECONDED BY: Mr. Perrotte**

**DISCUSSION:** Mary Sorrell told the Board members that she thought it unfair that she was not paid as Deputy Town Clerk and that the new Deputy Town Clerk would be starting out at \$16.63 an hour. Mr. Potiker explained to her that he could not justify paying her the allotted \$1,200.00 annually without knowing what hours she worked as a Deputy Town Clerk. If Sheila Martin took the position, she is paid \$16.63 an hour working as the receptionist. He said that she should be paid the same if she were to come in to work as Deputy Town Clerk. She would come in to work as the Deputy Town Clerk, as needed and when she can, when Donna Hamel is out of her office. He said that if the Town had to hire someone from the outside for the position, it would cost the Town more. The Town would have to allocate more hours than what an employee working at the Town would be available to cover. It could not be expected to have someone come in to get trained and come in sporadically. Mary Sorrell told the Board members that if she knew that she could have been paid hourly, she would have changed her hours when needed to cover the office. When asked by Mr. Newton if she would do this, she said she did not want the position.

**AYES:** Mr. Newton, Mr. Perrotte, Mr. Potiker

**ABSENT:** Mr. Seymour, Mr. White

**RESOLUTION #18-12**

**MOTION BY:** Mr. Newton

**RESOLVED,** that the records of the following Town officials who receive or disburse any money of the Town be accepted and approved as presented:

Donna Hamel,	Town Clerk
Philip VanNortwick	Town Justice
Randall Cumm	Town Justice

**DISCUSSION:** Audit of Supervisor at the January 24, 2017 meeting

**SECONDED BY:** Mr. Perrotte

**AYES:** Mr. Newton, Mr. Perrotte, Mr. Potiker

**ABSENT:** Mr. Seymour, Mr. White

**RESOLUTION #18-13**

**MOTION BY:** Mr. Perrotte

**RESOLVED,** that the Town of Schuyler Falls Town Board approves and accepts the 2017 IRS Schedule, see attached, for the Meal Reimbursement for travel by employees.

**SECONDED BY:** Mr. Newton

**AYES:** Mr. Newton, Mr. Perrotte, Mr. Potiker

**ABSENT:** Mr. Seymour, Mr. White

**RESOLUTION #18-14**

**MOTION BY:** Mr. Newton

**WHEREAS,** Richard Potiker has been elected to the office of Supervisor of the Town of Schuyler Falls, and

**WHEREAS,** Rhonda L. Barber has been appointed to the office of Town Justice of the Town of Schuyler Falls, and

**WHEREAS,** Howard Newton and Martin Perrotte has been elected to the offices of Town Council members of the Town of Schuyler Falls, and

**WHEREAS,** Sherman Hamel has been appointed by the Supervisor to the position as Deputy Town Supervisor, and therefore

**WHEREAS,** Sheila Martin has been appointed by the Town Clerk to the position as Deputy Town Clerk, now therefore,

**THEY,** as respective officers above, do hereby undertake with the Town of Schuyler Falls, that **THEY** will faithfully perform and discharge the duties of **THEIR** office, and will promptly account for and pay over all moneys or property received as Town Officers, in accordance with the law; and

**RESOLVED,** that this undertaking of the Town Supervisor, Town Councilmembers, Town Justice, Town Clerk/Tax Collector, Highway Superintendent, Secretary to the Supervisor, Deputy Town Supervisor, Deputy Town Clerk is further conditioned upon that he/she will well and truly keep, pay over and account for all moneys and property coming into his/her hands, and be it further

**RESOLVED,** that the Town does and shall maintain insurance coverage, presently with Latremore's Insurance Agency in the sum of \$ 5,000 per employee plus an additional \$ 250,000.00 for the Town Clerk/Tax Collector and \$50,000.00 for the Town Supervisor to indemnify against losses through the failure of the officers, clerks and employees covered there under faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered there under.

**SECONDED BY:** Mr. Perrotte

**AYES:** Mr. Newton, Mr. Perrotte, Mr. Potiker

**ABSENT:** Mr. Seymour, Mr. White

**RESOLUTION #18-15**

**MOTION BY:** Mr. Mr. Perrotte

**RESOLVED,** that the Town Board of the Town of Schuyler Falls shall follow the Employee Benefit Package that was last revised on July 26, 2016. (see attached)

**SECONDED BY:** Mr. Newton

**AYES:** Mr. Newton, Mr. Perrotte, Mr. Potiker

**ABSENT:** Mr. Seymour, Mr. White

Mr. Newton made a motion to adjourn, Seconded by Mr. Perrotte; **UNANIMOUSLY APPROVED.**  
Adjournment/6:15 p.m.



