

**TOWN OF SCHUYLER FALLS
TOWN BOARD
ORGANIZATIONAL MEETING JANUARY 2, 2019**

Supervisor Potiker called the Organizational Meeting to order at 5:35 p.m.

	PRESENT	ABSENT
MEMBERS:	Howard Newton	Barry White George Seymour
	Mike Perrotte Richard Potiker Donna Hamel John Rock	

PUBLIC RECOGNITION Barb Benkwitt, Ricky White, Pete Keenan

RESOLUTION #19-01

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
HISTORIAN	BARB BENKWITT
ASSISTANT HISTORIAN	MARGE WOOD
OFFICIAL NEWSPAPER	PRESS REPUBLICAN
OFFICIAL BANK	TD BANK
OFFICIAL DOG SHELTER	ELMORES SPCA

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

TOWN BOARD WORK SESSIONS 1ST 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 #19-02

MOTION BY: Mr. Newton

RESOLVED, that the Town Board approves the following committees:

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

SECONDED BY: Mr. Perrotte

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

ABSENT: Mr. Seymour, Mr. White

RESOLUTION #19-03

MOTION BY: Mr. Perrotte

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. Newton

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

ABSENT: Mr. Seymour, Mr. White

RESOLUTION #19-04

MOTION BY: Mr. Newton

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 #19-05

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 what the IRS Schedule is at the time, 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 #19-06

MOTION BY: Mr. Perrotte

WHEREAS, a Board of Ethics was created and three members are to be re-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, 2019.

SECONDED BY: Mr. Newton

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

ABSENT: Mr. Seymour, Mr. White

RESOLUTION #19-07

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 procedures to be followed by Town of Schuyler Falls personnel for the year 2019.

SECONDED BY: Mr. Perrotte

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

ABSENT: Mr. Seymour, Mr. White

RESOLUTION #19-08

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 #19-09

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 1st of each year.

SECONDED BY: Mr. Newton

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

ABSENT: Mr. Seymour, Mr. White

RESOLUTION #19-10

MOTION BY: Mr. Newton

RESOLVED, that the Town of Schuyler Falls 2019 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. Perrotte

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

ABSENT: Mr. Seymour, Mr. White

RESOLUTION #19-11

MOTION BY: Mr. Newton

2019 Salary Schedule/Elected Officials/Appointees/Employees

Name/Title	Salary Hourly/Annual
Richard Potiker Town Supervisor	\$ 19,125.00
Howard Newton Town Councilman	\$ 6,774.00
Barry White Town Councilman	\$ 6,774.00
George Seymour Town Councilman	\$ 6,774.00
Martin Perrotte Town Councilman	\$ 6,774.00
Rhonda L. Barber Justice	\$ 13,622.00
Philip Van Nortwick Justice	\$ 13,622.00
Donna Hamel Town Clerk/Tax Collector	\$ 29,850.00
John Rock Highway Superintendent	\$ 71,892.00
Jason Rock/MEO	\$20.84 hourly
James Staley/MEO Mechanic	\$21.01 hourly
Michael Snider MEO	\$21.51 hourly
David Amell MEO	\$20.84 hourly
Gregory Keith MEO	\$ 20.84hourly

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

Town Secretary	\$ 34,320.00
Deputy Town Clerk	\$17.13 hourly
Codes Enforcement Officer	\$33,100.00
Budget Officer	\$1,444.00
Assessor	\$ 32,150.00
Court Clerk (I)	\$ 17.24 hourly
Court Clerk (II)	\$ 19.25 hourly
Water Dept Clerk	\$ 9,679.00
Town Attorney	\$10,748.00
Dog Control Officer	\$ 6,365.00
Youth Program Director	\$10,120.00
Zoning Clerk	\$130.30 per meeting
Planning Clerk	\$130.30 per meeting
Receptionist	\$ 17.13 hourly
Custodian	\$75.00 per cleaning
Historian	\$3,166.00
Assistant Historian	\$811.00
Building and Grounds	\$13.91 Hourly

Part Time and Seasonal Employees starting rate is \$11.10 an hour with the current percentage raise each year, if any, added to their current hourly rate.

SECONDED BY: Mr. Perrotte

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

ABSENT: Mr. Seymour, Mr. White

REOLUTION #19-12

MOTION BY: Mr. Perrotte

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
Rhonda Barber	Town Justice

DISCUSSION: Audit of Supervisor at the January 22, 2019 meeting

SECONDED BY: Mr. Newton

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

ABSENT: Mr. Seymour, Mr. White

RESOLUTION #19-13

MOTION BY: Mr. Newton

RESOLVED, that the Town of Schuyler Falls Town Board approves and accepts the 2019 IRS Schedule, see attached, for the Meal Reimbursement for travel by employees.

SECONDED BY: Mr. Perrotte

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

ABSENT: Mr. Seymour, Mr. White

RESOLUTION #19-14

MOTION BY: Mr. Newton

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

SHE, as respective officers above, do hereby undertake with the Town of Schuyler Falls, that

SHE will faithfully perform and discharge the duties of her office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

RESOLVED, Town Justice is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property coming into her hands, and be it further

RESOLVED, that the Town does and shall maintain insurance coverage, presently with MING'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 #19-15

MOTION BY: Mr. Newton

Resolved, that the Town Board of the Town of Schuyler Falls approved the Employee Handbook for the Town on December 18, 2018, be it further

RESOLVED, that all Town employees are required to abide by the Employee Handbook.

SECONDED BY: Mr. Perrotte

DISCUSSION: Copies will be distributed and will be acknowledged by a signature of the employee.

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

ABSENT: Mr. Seymour, Mr. White

Mr. Newton made a motion to adjourn, Seconded by Mr. Perrotte Mr.; UNANIMOUSLY APPROVED. Adjournment/6:00p.m.

Donna Hamel/Town Clerk

