

**TOWN OF SCHUYLER FALLS
TOWN BOARD
ORGANIZATIONAL MEETING JANUARY 3, 2017**

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

	PRESENT	ABSENT
MEMBERS:	Howard Newton Barry White	
	Willard Todd Richard Potiker Donna Hamel John Rock	George Seymour
		Michael McCormick

PUBLIC RECOGNITION Barb Benkwitt, Mary Sorrell

RESOLUTION #17-01

MOTION BY: Mr. Newton

RESOLVED, that the Town Board approves the following appointments for the year 2017

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	TO BE DETERMINED
ASSISTANT DOG CONTROL OFFICER	DAVID DUQUETTE
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 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. White

AYES: Mr. Newton, Mr. Potiker, Mr. Todd, Mr. White

ABSENT: Mr. Seymour

RESOLUTION #17-02

MOTION BY: Mr. White

RESOLVED, that the Town Board approves the following committees:

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

SECONDED BY: Mr. Newton

AYES: Mr. Newton, Mr. White, Mr. Todd, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #17-03

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. White

AYES: Mr. White, Mr. Newton, Mr. Todd, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #17-04

MOTION BY: Mr. White

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. Newton

AYES: Mr. White, Mr. Newton, Mr. Todd, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #17-05

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. White

AYES: Mr. White, Mr. Newton, Mr. Todd, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #17-06

MOTION BY: Mr. Todd

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, 2017.

SECONDED BY: Mr. Newton

AYES: Mr. Newton, Mr. Todd, Mr. Potiker

ABSTAIN: Mr. White

ABSENT: Mr. Seymour

RESOLUTION #17-07

MOTION BY: Mr. Todd

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 2016.

SECONDED BY: Mr. White

AYES: Mr. White, Mr. Newton, Mr. Todd, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #17-08

MOTION BY: Mr. White

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. Todd

AYES: Mr. White, Mr. Newton, Mr. Todd, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #17-09

MOTION BY: Mr. Newton

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. White

AYES: Mr. Newton, Mr. Todd, Mr. White, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #17-10

MOTION BY: Mr. Todd

RESOLVED, that the Town of Schuyler Falls 2016 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. White

AYES: Mr. Newton, Mr. Seymour, Mr. White, Mr. Todd, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #17-11

MOTION BY: Mr. Newton

2017 Salary Schedule/Elected Officials/Appointees/Employees

Name/Title	Salary Hourly/Annual
Richard Potiker Town Supervisor	\$ 18,025
Howard Newton Town Councilman	\$ 6,576.50
Barry White Town Councilman	\$ 6,576.50
George Seymour Town Councilman	\$ 6,576.50
Willard Todd Town Councilman	\$ 6,576.50
Randall Cumm Justice	\$ 12,840
Philip Van Nortwick Justice	\$ 12,840
Donna Hamel Town Clerk/Tax Collector	\$ 28,130
John Rock Highway Superintendent	\$ 67,766
Jason Rock/MEO	\$19.64 hourly
James Staley/MEO Mechanic	\$19.81 hourly
Michael Snider MEO	\$20.31 hourly
David Amell MEO	\$19.64 hourly
Gregory Keith MEO	\$ 19.64hourly

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	\$ 32,320
Codes Enforcement Officer	\$31,200
Budget Officer	\$1,361
Assessor	\$ 30,297
Court Clerk (I)	\$ 13.93 hourly
Court Clerk (II)	\$ 16.54 hourly
Water Dept Clerk	\$ 9,122
Town Attorney	\$10,130
Deputy Dog Control Officer	\$80.00 per call
Dog Control Officer	\$ 6,000
Youth Program Director	\$9,539
Zoning Clerk	\$122.84 per meeting
Planning Clerk	\$122.84 per meeting
Receptionist	\$ 14.72hourly
Custodian	\$75.00 per cleaning
Historian	\$2,984
Assistant Historian	\$716.00

Part Time and Seasonal Employees starting rate is \$9.70 an hour with the current percentage raise each year, if any, added to their current hourly rate.

SECONDED BY: Mr. Todd

AYES: Mr. Newton, Mr. White, Mr. Todd, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #17-12

MOTION BY: Mr. Todd

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. White

AYES: Mr. White, Mr. Newton, Mr. Todd, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #17-13

MOTION BY: Mr. Newton

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. White

AYES: Mr. White, Mr. Newton, Mr. Todd, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #17-14

MOTION BY: Mr. White

WHEREAS, Randall Cumm has been elected to the office of Town Justice of the Town of Schuyler Falls, and He, as respective officer above, do hereby undertake with the Town of Schuyler Falls, that He will faithfully perform and discharge the duties of His 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 Justice is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property coming into his 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. Newton

AYES: Mr. Newton, Mr. White, Mr. Todd, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #17-15

MOTION BY: Mr. Newton

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. White

AYES: Mr. Newton, Mr. White, Mr. Todd, Mr. Potiker

ABSENT: Mr. Seymour

Mr. Newton made a motion to adjourn, Seconded by Mr. Todd; UNANIMOUSLY APPROVED. Adjournment/6:05 p.m.

Donna Hamel/Town Clerk

