

**TOWN OF SCHUYLER FALLS
TOWN BOARD
ORGANIZATIONAL MEETING JANUARY 5, 2021**

Because of some discussion before the meeting amongst the attendees on whether or not the Deputy Supervisor can open the meeting and after a discussion with the Town Attorney, Deputy Supervisor Hamel individually asked the Board Members if they had a problem with him opening the meeting as the Deputy Supervisor, All Board members were in favor with the exception of Mr. Facteau who stated that he thought the term ended on December 31, 2020. It was clarified that the Deputy Supervisor's term ends December 31, 2021. Deputy Supervisor Hamel called the Organizational Meeting to order at 5:40 p.m.

PRESENT

MEMBERS: Howard Newton
Mike Perrotte (By Zoom)
Vernon Bruno
Reginald Facteau (By Zoom)

Donna Hamel
Michael McCormick

PUBLIC RECOGNITION Mary Sorrell, Ricky White, Sam Campbell, Larry Whalen, Richard Donah

RESOLUTION #21-01

MOTION BY: Mr. Newton

RESOLVED, that the Town Board appoints Kevin Randall as Supervisor, appointment effective immediately and to expire on December 31, 2021.

SECONDED BY: Mr. Perrotte

AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno, Mr. Facteau

Mr. Randall took his place as Supervisor to conduct the remainder of the meeting.

RESOLUTION #21-02

MOTION BY: Mr. Newton

RESOLVED, that the Town Board approves the following appointments for the year 2021

SENIOR CITIZEN LIASON	JOYCE UTZLER
WATER SECRETARY	DONNA HAMEL
SEC. TO PLANNING BOARD	SANDY REIL
SEC. TO ZONING BOARD	KELSEY RUSSELL
COURT CLERK	DONNA HAMEL
COURT CLERK	MARY SORRELL
RECEPTIONIST	SHEILA MARTIN
ATTORNEY FOR THE TOWN	MICHAEL MCCORMICK
CODES ENFORCEMENT OFFICER	WILLIAM LACOUNT
APPEALS ATTORNEY	THOMAS MURNANE
PLANNING BOARD ATTORNEY	THOMAS MURNANE
YOUTH DIRECTOR	JAMES (Sam) CAMPBELL
DOG CONROL OFFICER	CLIFTON CHRISTON
HISTORIAN	BARB BENKWITT
ASSISTANT HISTORIAN	MARGE WOOD
PLANNING BOARD CHAIRMAN	VICTOR MCCASLAND
ZONING BOARD CHAIRMAN	FRANK DORRANCE
OFFICIAL NEWSPAPER	PRESS REPUBLICAN
OFFICIAL BANK	TD BANK, NA
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. Bruno

DISCUSSION: Mr. McCormick stated that TD BANK NORTH is now TD BANK, NA. Mr. Facteau wanted to discuss the multiple positions that are salaried that are being done at the same time so therefore he will be voting no on some of the positions. Mr. Facteau thought that the position of the Town Attorney should be Attorney for the Town as they are two separate positions. Mr. McCormick asked in what aspect. Mr. Facteau said that he was never listed as Town Attorney, as it has always been Attorney for the Town. The Town Clerk went in her office to bring in the previous two years of what was done in that appointment. In 2019, the position read Attorney for the Town. In 2020, the position was listed as Town Attorney. Mr. Randall mentioned that the position title was changed to Town Attorney last year per Mr. Facteau's request. Civil Service has it listed as Town Attorney. Mr. Facteau stated that if the position was Town Attorney, the individual would have to reside in the Town.

Mr. Facteau said that he will be voting no on the two-court clerk's appointment and the Water Secretary. He said that he does not feel that individuals should be holding multiple jobs and being paid a salary to do so. He said that there is no accountability on the time it takes to their jobs. Mr. Perrotte stated that this issue was looked into some time ago. Mr. Facteau questioned why the Deputy Supervisor's appointment was not listed. It was said that this position is the Supervisor's appointment and does not have to be approved by the Board.

AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno, Mr. Facteau (with the exception of the Court Clerks and Water Secretary), Mr. Randall

RESOLUTION #21-03

MOTION BY: Mr. Facteau

RESOLVED, that the Town Board approves the following committees:

HIGHWAY	MIKE PERROTTE/HOWARD NEWTON
YOUTH	HOWARD NEWTON /MIKE PERROTTE
SENIOR CITIZENS	REGINALD FACTEAU/VERNON BRUNO
LANDFILL	KEVIN RANDALL/HOWARDNEWTON
WATER DISTRICTS	KEVIN RANDALL/REGINALD FACTEAU
BUDGET/AUDIT & FINANCE	KEVIN RANDALL/FULL BOARD
PLANNING & APPEALS BOARD	VERNON BRUNO/HOWARD NEWTON
LEGISLATURE	KEVIN RANDALL/FULL BOARD
ASSESSMENT	VERNON BRUNO/FULL BOARD
FIRE & AMBULANCE	KEVIN RANDALL/FULL BOARD
DOG CONTROL	REGINALD FACTEAU/VERNON BRUNO
SAFETY & CODES	KEVIN RANDALL/REGINALD FACTEAU
BUILDING & GROUNDS	MIKE PERROTTE/VERNON BRUNO
PERSONNEL	KEVIN RANDALL/MIKE PERROTTE

SECONDED BY: Mr. Newton

AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Randall

RESOLUTION #21-04

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. Bruno

AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Randall

RESOLUTION #21-05

MOTION BY: Mr. Bruno

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. Facteau

AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Randall

RESOLUTION #21-06

MOTION BY: Mr. Bruno

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. Bruno, Mr. Facteau, Mr. Randall

RESOLUTION #21-07

MOTION BY: Mr. Bruno

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

RESOLVED, that the Town Board appoints, Martin Perrotte, Keith Defayette, and Anise LaMora the Board of Ethics, his/her term of office being effective immediately and expiring December 31, 2020.

SECONDED BY: Mr. Newton

AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Randall

RESOLUTION #21-08

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 all Town of Schuyler Falls personnel.

SECONDED BY: Mr. Perrotte

DISCUSSION: Mr. Facteau stated that he would like to see Section C of the Procurement Policy changed from \$1 >\$10,000 to \$1 >\$5,000.00. He mentioned that last month, several thousands of dollars were saved when quotes were sought for a particular project. Mr. Randall mentioned that he is in agreement on the saving money part, but does not feel that everyday Town Business could be conducted in some cases. He said that this should be discussed at a work session, as previously stated last month.
AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Randall
NAYES: Mr. Facteau

RESOLUTION #21-09

MOTION BY: Mr. Perrotte

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. Facteau

AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Randall

RESOLUTION #21-10

MOTION BY: Mr. Newton

RESOLVED, that the Town of Schuyler Falls 2020 Fund Balance 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. Bruno

AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Randall

RESOLUTION #21-11

MOTION BY: Mr. Bruno

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. Bruno, Mr. Facteau, Mr. Randall

RESOLUTION #21-12

MOTION BY: Mr. Perrotte

RESOLVED, that the Town of Schuyler Falls 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. Facteau

AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Randall

RESOLUTION #21-13

Motion By:

2021 Salary Schedule/Elected Officials/Appointees/Employees

Name/Title	Salary Hourly/Annual
Kevin Randall Town Supervisor	\$ 19,125.00
Howard Newton Town Councilman	\$ 6,774.00
Vernon Perrotte Town Councilman	\$ 6,774.00
Reginald Facteau Town Councilman	\$ 6,774.00
Martin Perrotte Town Councilman	\$ 6,774.00
Justice Rhonda L. Barber	\$ 14,036.00
Philip Van Nortwick Justice	\$ 14,036.00
Donna Hamel Town Clerk/Tax Collector	\$ 30,750.00
Michael Snider Highway Superintendent	\$ 59,000.00
James Staley/MEO	\$22.00 hourly
Paul Sarbou/MEO Mechanic	\$22.18 hourly
Paul Licourt MEO	\$20.47 hourly
David Amell MEO/Crew Supervisor	\$22.71 hourly
Gregory Keith/MEO	\$22.00 hourly

MEO	
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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	\$35,365.00
Deputy Town Clerk	\$17.64 hourly
Codes Enforcement Officer	\$34,100.00
Budget Officer	\$1,488.00
Assessor	\$ 32,146.00
Court Clerk (I)	\$11,450.00
Court Clerk (II)	\$11,450.00
Water Dept Clerk	\$ 9,973.00
Town Attorney	\$11,075.00
Dog Control Officer	\$11,315.00
Youth Program Director	\$10,424.00
Zoning Clerk	\$134.21 per meeting
Planning Clerk	\$134.21 per meeting
Receptionist	\$17,208.00
Custodian	\$75.00 per cleaning
Historian	\$3,261.00
Assistant Historian	\$ 892.00
Building and Grounds	\$17.00 hourly

Part Time and Seasonal Employees starting rate is \$12.50 an hour with the current percentage raise each year, if any, added to their current hourly rate.

SECONDED BY: Mr. Perrotte

DISCUSSION: Mr. Facteau asked the Town Clerk if the receptionist was the Deputy Town Clerk. The receptionist is the Deputy Town Clerk and does not receive an extra salary even though there is an hourly line item for the position. Mr. Facteau stated that he will be voting no on the salaries for the Town Secretary, Budget Officer, the two court clerks and the water clerk because of no accountability. When Mr. Perrotte questioned Mr. Facteau on whether the Town should hire additional personnel for these positions, Mr. Facteau said yes. A discussion followed on what the additional cost of hiring additional personnel to fill the positions in question would be. Mr. Facteau also brought up the fact that the Town Hall should be open on Fridays even if it is just for a half of day.

AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno Mr. Facteau (with the exception of the Town Secretary, Budget Officer the Two Court Clerks, Water Secretary), Mr. Randall

REOLUTION #21-14

MOTION BY: Mr. Bruno

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 's Regular meeting

SECONDED BY: Mr. Facteau

AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno Mr. Facteau, Mr. Randall

RESOLUTION #21-15

MOTION BY: Mr. Newton

RESOLVED, that the Town of Schuyler Falls Town Board approves and accepts the 2020 IRS Schedule, see attached, for the Meal Reimbursement for travel by employees.

SECONDED BY: Mr. Perrotte

AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno Mr. Facteau, Mr. Randall

RESOLUTION #21-16

MOTION BY: Mr. Newton

WHEREAS, the Town Board of the Town of Schuyler Falls implemented the Employee Handbook for the Town on December 18, 2018, and

WHEREAS, the Employee Handbook will be reviewed and updated, be it therefore

RESOLVED, that all Town employees are required to abide by the Employee Handbook as implemented in 2018 until updated.

SECONDED BY: Mr. Randall

AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno Mr. Facteau, Mr. Randall

RESOLUTION #21-17

MOTION BY: Mr. Newton

WHEREAS, Kevin Randall has been appointed to the office of Supervisor of the Town of Schuyler Falls, and

WHEREAS, Michael Snider has been elected to the office of Highway Superintendent and,

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, Highway Superintendent 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 Ming 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. Bruno

AYES: Mr. Newton, Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Randall

Mr. Newton made a motion to adjourn. This motion was seconded by Mr. Bruno and was unanimously approved. ADJOURNMENT/6:50 p.m.

**Donna Hamel
Town Clerk**

