

**TOWN OF SCHUYLER FALLS  
TOWN BOARD  
ORGANIZATIONAL MEETING JANUARY 6, 2020**

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

<b>MEMBERS:</b>	<b>PRESENT</b>	<b>ABSENT</b>
	Howard Newton	
	Mike Perrotte	
	Vernon Bruno	
	Reginald Facteau	
		John Rock
	Donna Hamel	
	Michael McCormick	

**PUBLIC RECOGNITION** Mary Sorrell, Ricky White, Heather Nadeau, Sue Randall, April Randall, Richard Donah

**RESOLUTION #20-01**

**MOTION BY:** Mr. Newton

**RESOLVED,** that the Town Board approves the following appointments for the year 2020

SENIOR CITIZEN LAISON	DONNA CARTER
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	BRIAN SNELL
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
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

**DISCUSSION:** Mr. Facteau asked if there was a joint contract with the Town of Ausable, regarding the employment of the Codes Officer, as he holds the same position. Mr. McCormick told him that a contract was not necessary as it involves two different Towns and two different positions. Mr. Facteau asked what Town pays for his training each year. It was said that the two Town's alternate paying for the training.

Mr. Donah asked Mr. Randall why none of the appointments have changed. Mr. Randall replied that nothing is being changed at this time.

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

**RESOLUTION #20-02**

**MOTION BY:** Mr. Perrotte

**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  
BUILDING & GROUNDS  
PERSONNEL**

**KEVIN RANDALL/REGINALD FACTEAU  
MIKE PERROTTE/VERNON BRUNO  
KEVIN RANDALL/MIKE PERROTTE**

**SECONDED BY: Mr. Facteau**

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

**RESOLUTION #20-03**

**MOTION BY: Mr. Bruno**

**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. Newton, Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Randall**

**RESOLUTION #20-04**

**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. Bruno**

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

**RESOLUTION #20-05**

**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**

**DISCUSSION: Mr. Doner asked whose insurance would be responsible if an accident were to occur while an employee is on official business. It was not clearly known so an answer will be sought from the insurance company.**

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

**RESOLUTION #20-06**

**MOTION BY: Mr. Newton**

**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. Bruno**

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

**RESOLUTION #20-07**

**MOTION BY: Mr. Facteau**

**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. Newton**

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

**RESOLUTION #20-08**

**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. Newton**

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

**RESOLUTION #20-9**

**MOTION BY: Mr. Perrotte**

**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 #20-10**

**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 1<sup>st</sup> of each year.

**SECONDED BY: Mr. Perrotte**

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

**RESOLUTION #20-11**

**MOTION BY: Mr. Bruno**

**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 #20-12**

**MOTION BY: Mr. Newton**

**2020 Salary Schedule/Elected Officials/Appointees/Employees**

<b>Name/Title</b>	<b>Salary Hourly/Annual</b>
Kevin Randall Town Supervisor	\$ 19,125.00
Howard Newton Town Councilman	\$ 6,774.00
Vernon Bruno 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
John Rock Highway Superintendent	\$ 74,049.00
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	\$20.84 hourly

**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	\$ 6,560.00
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 \$11.80 an hour with the current percentage raise each year, if any, added to their current hourly rate.

SECONDED BY: Mr. Perrotte

DISCUSSION: A discussion followed on the high cost of employee insurance. Mr. Facteau mentioned that a buyout for the employees should be offered. A discussion followed on the court clerk's salary being changed from hourly to salary. It was mentioned that additional mandatory training for court clerk's have been added. There are at least four jury trials scheduled for the beginning of the year.

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

**RESOLUTION #20-13**

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  
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 #20-14**

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. Facteau

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

**RESOLUTION #20-15**

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. Perrotte

DISCUSSION: Copies will be distributed, when updated, and will be acknowledged by a signature of the employee. It was asked if changes can be made on the Town level or do they need to be sent down to the company that created the handbook. This matter will be looked into.

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

**RESOLUTION #20-16**

MOTION BY: Mr. Perrotte

RESOLVED, that the Town Board of the Town of Schuyler Falls re-appoints Donna Hamel as Registrar of Vital Statistics to coincide with her elected term of Town Clerk (2020-2024).

SECONDED BY: Mr. Bruno

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

**RESOLUTION #20-17**

MOTION BY: Mr. Bruno

RESOLVED, that the Town Board does hereby re-appoint Donna Hamel as Marriage Officer for the Town of Schuyler Falls to coincide with her elected term of office (2020-2024) for Town Clerk in accordance to Section 11-C of the Domestic Relations Law.

SECONDED BY: Mr. Perrotte

DISCUSSION: No additional salary for this position

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

**RESOLUTION #20-18**

MOTION BY: Mr. Newton

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

WHEREAS, Vernon Bruno and Reginald Facteau has been elected to the offices of Town Council members of the Town of Schuyler Falls, and

WHEREAS, Donna Hamel has been elected to the office of Town Clerk/Tax Collector and,

WHEREAS, John Rock has been elected to the office of Highway Superintendent and,

WHEREAS, Philip VanNortwick has been elected to the office of Town Justice and

WHEREAS, Mary Sorrell has been appointed by the Supervisor to the position as Secretary to the Supervisor, and

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

WHEREAS, Sheila Martin has been appointed by the Town Clerk to the position as Deputy Town Clerks, 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 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. Perrotte**

**Discussion: Mr. Facteau asked why the Deputy Supervisor's appointment was not included in the 2020 appointment resolution. It was explained to him that this appointment is the Supervisor's appointment.**

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

**Mr. Newton made a motion to adjourn. This motion was seconded by Mr. Facteau and was unanimously approved. ADJOURNMENT/6:40 p.m.**

**Donna Hamel  
Town Clerk**

