

Minutes, January 2, 2019, Organizational Meeting of the Town Board
290 Northline Drive, Melrose, NY 12121
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The Town Board of the Town of Schaghticoke met for its Annual Organizational Meeting on January 2, 2019 at 7:00 p.m. Present were Supervisor Salisbury, Councilmen Akin, Fogarty, Rustin and Westhead.

SET ORGANIZATION INFORMATION: Meetings, Depository, Official Newspaper, Set Salaries for Elected and appointed positions and RE-APPOINT Elizabeth Hale to Planning Board, term to end 12/2025 and RE-APPOINT Kristin Griswold to Zoning Board of Appeals, term to end 12/2023.

Resolution: Westhead

Second: Akin

To set organization information.

Ayes: All

Nays: None

REVIEW INVESTMENT POLICY

Resolution: Westhead

Second: Akin

Investment policy reviewed and accepted.

Ayes: All

Nays: None

REVIEW PROCUREMENT POLICY

Resolution: Westhead

Second: Akin

Procurement policy reviewed and accepted.

Ayes: All

Nays: None

REVIEW FIXED ASSET POLICY

Resolution: Rustin

Second: Akin

Fixed asset policy reviewed and accepted.

Ayes: All

Nays: None

REVIEW VIOLENCE IN THE WORKPLACE PROGRAM

Resolution: Westhead

Second: Rustin



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Violence in the workplace program reviewed and accepted.

Ayes: All

Nays: None

ADOPT A SEXUAL HARASSMENT POLICY

Resolution: Fogarty

Second: Rustin

To adopt sexual harassment policy.

Ayes: All

Nays: None

UPDATE THE HIGHWAY DEPT. COMPENSATION MANUAL PART 3, 3.6 JURY DUTY AND ADD Part 9, 9.1, SEXUAL HARASSMENT POLICY

Resolution: Akin

Second: Westhead

Ayes: All

Nays: None



SET BUY-IN FEES FOR WATER AND SEWER DISTRICTS FOR 2019

Resolution: Rustin

Second: Akin

To set buy-in fees for water and sewer districts for 2019

Ayes: All

Nays: None

SET HOLIDAY SCHEDULE FOR 2019

Resolution: Rustin

Second: Fogarty

To set holiday schedule for 2019

Ayes: All

Nays: None

RENEW SOLID WASTE COLLECTION CONTRACT FOR 2019

Resolution: Westhead

Second: Fogarty



Renew and update solid waste collection contract for 2019

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Ayes: All

Nays: None

REQUEST FOR THE BUDGET DIRECTOR TO ATTEND THE ASSOCIATION OF TOWNS MEETING IN FEBRUARY

Resolution: Rustin

Second: Fogarty

To authorize Budget Director to attend the Association of Towns meeting in February.

Ayes: All

Nays: None

AUDIT BOOKS FOR JUDGES BY JANUARY 20th and TOWN CLERK AND SUPERVISOR BY END OF FEBRUARY.

Resolution: Westhead

Second: Akin

To have judges books audited by John Rustin and Jim Westhead by January 20th and Town Clerk and Supervisor books audited by Dave Akin and Bill Fogarty by the end of February.

Ayes: All

Nays: None

UPDATE THE WATER AND SEWER DISTRICTS RESOLUTION

Resolution: Rustin

Second: Akin

To update the water and sewer districts resolution.

Ayes: All

Nays: None

ADJOURNMENT

Resolution: Rustin

Second: Fogarty

To adjourn 7:08 p.m.

Ayes: All

Nays: None



Jennifer Molesky
Town Clerk

**TOWN OF SCHAGHTICOKE
TOWN ORGANIZATIONAL MEETING
January 2, 2019**

MEETINGS: To be held on the second Wednesday of the month at 6:30 p.m. at the Town Hall. Work sessions to sign bills will begin at 6:00 p.m. A workshop will be held at 6:30 p.m. on the fourth Thursday of the month.

DEPOSITORY: M&T Bank

OFFICIAL NEWSPAPER: The Record and the Express. Public notices will appear on the official town website and on the official town hall posting board

SET SALARIES FOR:

<u>Elected positions -</u>	<u>Yearly Salary</u>
Supervisor	\$ 28,390
4 Councilpeople @	6,945
Judge Arnold	10,740
Judge Thomas	11,920
Highway Supt.	62,800
Town Clerk	41,000
Tax Collector	6,245

<u>Appointed positions -</u>	
Deputy Town Clerk	32,000
Judge Arnold's Clerk	9,100
Judge Thomas's Clerk	8,400
Budget Director	53,430
Attorney/General, Planning & Zoning	39,210
Deputy Attorney Kristin Pratt Robert Panasci	no salary
Assessor/PT	\$ 38 hr.
Clerk to Assessor/Deputy Town Clerk	37,165
Dog Control Officer	7,600
Building/FireInsp.	25,165
Asst. Bldg./Fire Insp.	\$ 20 hr
Code Enforcement Officer	10,075
Historian	1,020
Special Districts Manager	6,000
Clean Up Day Manager	3,380
Water & Sewer Operator	49,550
Janitorial Personnel	\$18.80 hr.
Water & Sewer Supt.	8,000
Storm Water Manager	5,100

Highway Dept.	All M.E.O.L.'s Mechanic Asst. Mechanic Deputy Hwy Supt. Foreman Water and Sewer Operator Temp. Laborers \$19.35 hr. \$24.87 hr. \$20.67 hr. \$1.00 hr. \$1.00 hr. \$2.00 hr. \$18.41 hr
Planning Board	Re-appoint Elizabeth Hale, term to end 12/2025
Chairman	\$ 5,555
Secretary	3,815
5 Members @	1,940
Zoning Board of Appeals	Re-appoint Kristin Griswold, term to end 12/2023
Chairman	\$ 1,960
4 Members @	1,170
Secretary	1,940
Registrar of Vital Statistics	\$.50 per stat

MISCELLANEOUS:

Highway Supt. is authorized to make emergency purchases up to \$500 without authorization from the Supervisor for the Highway Dept. and the Water and Sewer Dept.

Purchase orders must be obtained from the Supervisor's Office for any purchase or combination of purchases totaling \$500 or more in the Highway Department and the Water and Sewer Dept. Other department heads must contact the Supervisor's Office to review their budget account before purchases are made. Purchases must stay within the guidelines of the procurement policy adopted by the Town of Schaghticoke.

Per Diem rates – travel mileage is set at the current New York State rate.

Meals for pre-approved conferences/meetings as follows:

\$ 10 per day for breakfast

\$ 10 per day for lunch

\$ 30 per day for dinner.

2019 BUY-IN FEES FOR WATER & SEWER DISTRICTS

WATER DISTRICTS

#1	\$ 1,600
#2	1,600
#3	1,600
#3e	5,000 (capped)
#4b	4,420
#5	4,012
#6	5,000 (capped)

SEWER DISTRICTS

#1	\$ 1,600
#2	3,298
#3	4,659

2019 HOLIDAY OBSERVATION SCHEDULE

<u>HOLIDAY</u>	<u>WEEKDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	Tuesday	January 1, 2019
Martin Luther King Day	Monday	January 21, 2019
President's Day	Monday	February 18, 2019
Memorial Day	Monday	May 27, 2019
Independence Day	Thursday	July 4, 2019
Labor Day	Monday	September 2, 2019
Columbus Day	Monday	October 14, 2019
Veteran's Day	Monday	November 11, 2019
Thanksgiving Day	Thursday	November 28, 2019
Day after Thanksgiving	Friday	November 29, 2019
Christmas Day	Wednesday	December 25, 2019