

Minutes, January 2, 2020, 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, 2020 at 6:00 p.m. Present were Supervisor Salisbury, Councilmen Fogarty, Rustin and Westhead. Councilman Akin was absent.

SET ORGANIZATIONAL INFORMATION: Meetings, Depository, Official Newspaper, Set Salaries for Elected and appointed positions and APPOINT Kristin Pratt as Attorney for Planning and Zoning, APPOINT Brian Davidson as Assistant Building/Fire Inspector, RE-APPOINT Dan Clow to Planning Board term to end 12/2026, RE-APPOINT Ed McDonough to Zoning Board of Appeals, term to end 12/2024.
Resolution: Westhead
Second: Rustin

To set organization information.

Ayes: All
Nays: None

REVIEW POLICIES – Investment, Procurement, Fixed Asset, Violence in the Workplace, Sexual Harassment.
Resolution: Rustin
Second: Fogarty

TO SET TOWN POLICIES

Ayes: All
Nays: None

SET BUY-IN FEES FOR WATER AND SEWER DISTRICTS FOR 2020
Resolution: Westhead
Second: Fogarty

To set buy-in fees for water and sewer districts for 2020

Ayes: All
Nays: None

SET HOLIDAY SCHEDULE FOR 2020
Resolution: Rustin
Second: Westhead

To set holiday schedule for 2020

Ayes: All
Nays: None

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RENEW CONTRACTS FOR 2020

Resolution: Rustin

Second: Fogarty

To renew Valley Falls Library \$1,130, Diver Memorial Library \$8,500, Knickerbocker Historical Society \$2,750, Entertainment Committee \$3,000, Village of Schaghticoke for the Youth Commission \$6,790, Hoosic Valley Athletic Assoc. \$4,000, Hoosic Valley Rescue Squad \$20,283, Clifton Park-Halfmoon Emergency Corp., Inc \$8,000, Hoosic Valley Rescue Squad for EMT & Paramedics \$346,000, Dog Shelter Agreement \$1,000, Solid Waste Contract \$386,847.61.

Ayes: All

Nays: None

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

Resolution: Fogarty

Second: Westhead

To have judges books audited by Tim Salisbury 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

ADJOURNMENT

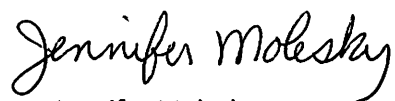
Resolution: Westhead

Second: Rustin

To adjourn 6:10 p.m.

Ayes: All

Nays: None



Jennifer Molesky
Town Clerk

TOWN OF SCHAGHTICOKE
TOWN ORGANIZATIONAL INFORMATION
January 2, 2020

MEETINGS: To be held on the second Wednesday of the month at 6:30 p.m. at the Town Hall except the November meeting. In honor of Veterans Day, the November meeting will be on Thursday, November 12th. 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.	64,216
Town Clerk	41,820
Tax Collector	6,245

<u>Appointed positions -</u>		
Deputy Town Clerk		32,640
Judge Arnold's Clerk		9,282
Judge Thomas's Clerk		8,568
Budget Director		54,620
Attorney/General		23,210
Attorney/Planning & Zoning	Kristin Pratt	16,000
Assessor/PT		\$ 38 hr.
Clerk to Assessor/Deputy Town Clerk		37,910
Dog Control Officer		7,752
Building/Fire Insp.		25,670
Asst. Bldg./Fire Insp.	Brian Davidson	\$ 20 hr.
Code Enforcement Officer		10,277
Historian		1,040
Special Districts Manager		6,000
Clean Up Day Manager		3,380
Water & Sewer Operator		50,541
Janitorial Personnel		\$19.20 hr.

Water & Sewer Supt.		8,000
Storm Water Manager		5,202
Highway Dept.	All M.E.O.L.'s	\$19.75 hr.
	Mechanic	\$25.35 hr
	Asst. Mechanic	\$21.10 hr.
	Deputy Hwy Supt.	\$ 1.00 hr.
	Foreman	\$ 1.00 hr.
	Water and Sewer Operator	\$ 2.00 hr.
	Temp. Laborers	\$ 18.41hr.
Planning Board	Re-appoint Dan Clow, term to end 12/2026	
Chairman		\$ 5,666
Secretary		3,891
5 Members @		1,979
Zoning Board of Appeals	Re-appoint Ed McDonough, term to end 12/2024	
Chairman		\$ 2,000
4 Members @		1,193
Secretary		1,979
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.

2020 BUY-IN FEES FOR WATER & SEWER DISTRICTS

WATER DISTRICTS

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

SEWER DISTRICTS

#1	\$ 1,600
#2	3,298
#3	4,919

2020 HOLIDAY OBSERVATION SCHEDULE

<u>HOLIDAY</u>	<u>WEEKDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	Wednesday	January 1, 2020
Martin Luther King Day	Monday	January 20, 2020
President's Day	Monday	February 17, 2020
Memorial Day	Monday	May 25, 2020
Independence Day	Friday	July 3, 2020
Labor Day	Monday	September 7, 2020
Columbus Day	Monday	October 12, 2020
Veteran's Day	Wednesday	November 11, 2020
Thanksgiving Day	Thursday	November 26, 2020
Day after Thanksgiving	Friday	November 27, 2020
Christmas Day	Friday	December 25, 2020