

**Minutes, January 4, 2021, Organizational Meeting of the Town Board
290 Northline Drive, Melrose, NY 12121
Page 1**

The Town Board of the Town of Schaghticoke met for its Annual Organizational Meeting on January 4, 2021 at 6:00 p.m. via ZOOM. Present were Supervisor Salisbury, Councilmen Akin, Fogarty, Rustin and Westhead.

SET ORGANIZATIONAL INFORMATION: Meetings, Depository, Official Newspaper, Set Salaries for Elected and Appointed Positions and appoint Megan Weir as Clerk to the Assessor and reappoint Brian Davidson to Planning Board term to end December 2027 and reappoint Lettie Saheim to Zoning Board of Appeals to end 2025.

Resolution: Fogarty

Second: Rustin

To set organizational information.

Ayes: All

Nays: None

REVIEW POLICIES – Investment, Procurement, Fixed Asset, Violence in the Workplace, Sexual Harassment.

Resolution: Akin

Second: Westhead

To set Town Policies

Ayes: All

Nays: None

SET BUY-IN FEES FOR WATER AND SEWER DISTRICTS FOR 2021

Resolution: Fogarty

Second: Akin

SET HOLIDAY SCHEDULE FOR 2021

Resolution: Rustin

Second: Westhead

To set holiday schedule for 2021

Ayes: All

Nays: None

RENEW CONTRACTS FOR 2020

Resolution: Rustin

Second: Akin

Page 2, Organizational Meeting January 4, 2021

To renew contracts – see attached list.

Ayes: All

Nays: None

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

Resolution: Westhead

Second: Rustin

To have judges books audited by January 20th and the Town Clerk and Supervisor books by the end of February.

Ayes: All

Nays: None

RESOLUTION WAIVING FILING 2021 EXEMPTIONS

Resolution: Westhead

Second: Fogarty

To waive filing 2021 Exemptions

Ayes: All

Nays: None

CHANGE COMPUTER RESERVE TO TECHNOLOGY RESERVE AND DEPOSIT REMAINDER OF THE 2020 APPROPRIATION LINE.

Resolution: Akin

Second: Fogarty

To change computer reserve to technology reserve and deposit remainder of the 2020 appropriation line.

Ayes: All

Nays: None

INC. THE RESERVE FOR SEWER DIST. #2 BY \$32,000.

Resolution: Rustin

Second: Fogarty

TO INC. THE RESERVE FOR Sewer Dist. #2 by 32,000.

Ayes: All

Nays: None

Page 3, Organizational Meeting, January 4, 2021

ADJOURNMENT

Resolution: Westhead

Second: Fogarty

To adjourn 6:13 p.m.

Ayes: All

Nays: None

Jennifer Molesky

TOWN OF SCHAGHTICOKE
TOWN ORGANIZATIONAL INFORMATION
January 4, 2021

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 and NY Liquid Asset Fund (NYLAF)

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.	65,660
Town Clerk	42,655
Tax Collector	6,245

Appointed positions -

Deputy Town Clerk	33,295
Judge Arnold's Clerk	9,470
Judge Thomas's Clerk	8,740
Budget Director	55,835
Attorney/General	23,210
Attorney/Planning & Zoning	16,000
Assessor/PT	\$ 38 hr.
Clerk to Assessor Megan Weir	38,670
Dog Control Officer	7,910
Building/Fire Insp.	26,185
Asst. Bldg./Fire Insp.	\$ 20 hr
Code Enforcement Officer	10,485
Historian	1,060
Special Districts Manager	6,000
Clean Up Day Manager	3,450
Water & Sewer Operator	51,550
Janitorial Personnel	\$19.60 hr.
Water & Sewer Supt.	8,000
Storm Water Manager	5,305

Highway Dept.	All M.E.O.L.'s	\$20.15 hr.
	Mechanic	\$25.86 hr
	Asst. Mechanic	\$21.52 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 Brian Davidson, term to end 12/2027	
Chairman		\$ 5,780
Secretary		3,970
5 Members @		2,020
Zoning Board of Appeals	Re-appoint Lettie Saheim, term to end 12/2025	
Chairman		\$ 2,040
4 Members @		1,217
Secretary		2,020
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.

2021 BUY-IN FEES FOR WATER & SEWER DISTRICTS

WATER DISTRICTS

Consolidated #1	\$ 5,000
#2	1,600
#3	1,600
#3e	5,000

SEWER DISTRICTS

Consolidated #2	3,298
#3	5,629

2021 HOLIDAY OBSERVATION SCHEDULE

<u>HOLIDAY</u>	<u>WEEKDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	Friday	January 1, 2021
Martin Luther King Day	Monday	January 18, 2021
President's Day	Monday	February 15, 2021
Memorial Day	Monday	May 31, 2021
Independence Day	Monday	July 5, 2021
Labor Day	Monday	September 6, 2021
Columbus Day	Monday	October 11, 2021
Veteran's Day	Thursday	November 11, 2021
Thanksgiving Day	Thursday	November 25, 2021
Day after Thanksgiving	Friday	November 26, 2021
Christmas Day	Friday	December 24, 2021

2021 CONTRACTS

#1	DIVER MEMORIAL LIBRARY	9,630
#2	KNICKERBOCKER HISTORICAL SOC	2,500
#3	ENTERTAINMENT COMMITTEE	3,000
#4	VILLAGE OF SCHAGHTICOKE FOR THE YOUTH COMMISSION	6,790
#5	HOOSIC VALLEY ATHLETIC ASSOC	4,000
#6	HOOSIC VALLEY RESCUE SQUAD	20,280
#7	HOOSIC VALLEY RESCUE SQUAD FOR EMT & PARAMEDICS	346,000
# 8	DOG SHELTER AGREEMENT	
#9	SOLID WASTE CONTRACT	



RESOLUTION WAIVING THE FILING REQUIREMENT FOR 2021 EXEMPTIONS

WHEREAS, on March 7, 2020, Governor Andrew M. Cuomo issued Executive Order Number 202, declaring a State disaster emergency for the entire State of New York, and

WHEREAS, on December 18, 2020 said declaration was extended to include: Subdivision 7, 7-1 and 8 of section 459-c of the Real Property Tax Law, and subdivision 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law, which permits the governing body of an assessing unit to adopt a resolution directing the assessor to grant exemptions pursuant to such section on the 2021 assessment roll to all property owners who received that exemption on the 2020 assessment roll, thereby dispensing with the need for renewal applications from such persons, and further dispensing with the requirement for assessors to mail renewal applications to such persons, and



WHEREAS, the Town of Schaghticoke is desirous in adopting such resolution while also allowing the assessor to require a renewal application to be filed when he or she has reason to believe that an owner who qualified for the exemption on the 2020 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner, or died, now

THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Schaghticoke is authorized to pass the New York State resolution, and that the assessor is instructed to take any such necessary actions in the above-described directives.

