

Minutes, January 4, 2022, Organizational Meeting of the Town Board
290 Northline Drive, Melrose, NY 12121

The Town Board of the Town of Schaghtiocke met for its annual Organizational Meeting on January 4, 2022 at 6:00 p.m. via ZOOM. Present were Supervisor Salisbury, Councilmen Akin, Fogarty, Rustin and Ward.

SET ORGANIZATIONAL INFORMATION: Meetings, Depository, Official Newspaper, Set Salaries for Elected and Appointed Positions for 2022

Resolution: Akin

Second: Fogarty

To set organizational information.

Ayes: All

Nays: None

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

Resolution: Rustin

Second: Akin

To set Town Policies, no changes to policies.

Ayes: All

Nays: None

SET BUY-IN FEES FOR WATER AND SEWER DISTRICTS FOR 2022

Resolution: Fogarty

Second: Rustin

To set buy-in fees for water and sewer districts for 2022

Ayes: All

Nays: None

SET HOLIDAY SCHEDULE FOR 2022

Resolution: Akin

Second: Rustin

To set holiday schedule for 2022

Ayes: All

Nays: None

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RENEW CONTRACTS FOR 2022

Resolution: Rustin

Second: Fogarty

Audit books for judges will be done by January 20th and the Town Clerk and Supervisor by the end of February.

APPOINT CLIFF REYNOLDS TO THE BOARD OF ASSESSMENT REVIEW, TERM ENDING 9/2026

Resolution: Akin

Second: Rustin

To appoint Cliff Reynolds to the Board of Assessment Review, term ending 9/2026.

Ayes: All

Nays: None

RESOLUTION AUTHORIZING EXTENSION OF SERVICE AGREEMENT WITH ERCSWMA

Resolution: Fogarty

Second: Rustin

To extend service agreement with ERCSWMA.

Ayes: All

Nays: None

Attorney Dave Brennan mentioned if the Planning and Zoning Boards don't appoint a chairperson, the Town Board can make the appointment.
There are no changes at this time.

ADJOURNMENT

Resolution: Akin

Second: Rustin

To Adjourn at 6:13 p.m.

Jennifer Molesky

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TOWN OF SCHAGHTICOKE
TOWN ORGANIZATIONAL INFORMATION
January 4, 2022 6pm on zoom

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, as needed.

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
Newly elected James Ward	
2 Judges @	11,920
Newly elected Scott Ryan	
Highway Supt.	67,135
Town Clerk	43,510
Tax Collector	6,245
<u>Appointed positions -</u>	
Deputy Town Clerk	33,960
Clerks to the Judges	8,915
Newly appointed Betty Gordon	
Budget Director	57,075
Attorney/General	23,210
Assessor/PT	\$ 38 hr.
Clerk to Assessor	39,445
Dog Control Officer	8,068
Building/Fire Insp.	26,710
Asst. Bldg./Fire Insp.	\$ 20 hr
Code Enforcement Officer	10,695
Historian	1,080
Special Districts Manager	6,000
Clean Up Day Manager	3,520
Water & Sewer Operator	52,580
Janitorial Personnel	\$20.00 hr.
Water & Sewer Supt.	8,000
Storm Water Manager	5,410

Highway Dept.	All M.E.O.L.'s	\$20.55 hr.
	Mechanic	\$26.38 hr
	Asst. Mechanic	\$21.95 hr.
	Deputy Hwy Supt.	\$ 1.00 hr.
	Foreman	\$ 1.00 hr.
	Asst. Foreman	\$.50 hr.
	Water and Sewer Operator	\$ 2.00 hr.
	Temp. Laborers	\$ 19.00hr.
Planning Board	Re-appoint Wayne B. Akin, term to end 12/2028	
	Chairman	\$ 5,895
	Secretary	4,050
	5 Members @	2,060
	Attorney	8,000
Zoning Board of Appeals	Re-appoint Richard Geddis, term to end 12/2026	
	Chairman	\$ 2,080
	4 Members @	1,241
	Secretary	2,060
	Attorney	8,000
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.

2022 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 ~	6,119

2022 HOLIDAY OBSERVATION SCHEDULE

<u>HOLIDAY</u>	<u>WEEKDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	Friday	December 31, 2021
Martin Luther King Day	Monday	January 17, 2022
President's Day	Monday	February 21, 2022
Memorial Day	Monday	May 30, 2022
Independence Day	Monday	July 4, 2022
Labor Day	Monday	September 5, 2022
Columbus Day	Monday	October 10, 2022
Veteran's Day	Friday	November 11, 2022
Thanksgiving Day	Thursday	November 24, 2022
Day after Thanksgiving	Friday	November 25, 2022
Christmas Day	Monday	December 26, 2022

2022 CONTRACTS

#1	DIVER MEMORIAL LIBRARY	10,630
#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	28,283
#7	HOOSIC VALLEY RESCUE SQUAD FOR EMT & PARAMEDICS	396,000
# 8	DOG SHELTER AGREEMENT	1,000 plus fees