

Minutes, January 3, 2023, Organizational Meeting of the Town Board  
290 Northline Drive, Melrose, NY 12121

The Town Board of the Town of Schaghticoke met for its annual Organizational Meeting on January 3, 2023 at the Town Hall, 290 Northline Drive, Melrose, NY at 6:00 p.m. Present were Supervisor Salisbury, Councilmen Fogarty, Rustin and Ward.

**SET ORGANIZATIONAL INFORMATION: Meetings, Depository, Official Newspaper, Set Salaries for Elected and Appointed Positions for 2023**

Resolution: Fogarty

Second: Ward

To set organizational information.

Ayes: All

Nays: None

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

Resolution: Fogarty

Second: Ward

To set Town Policies, no changes to policies.

Ayes: All

Nays: None

**SET BUY-IN FEES FOR WATER AND SEWER DISTRICTS FOR 2023**

Resolution: Rustin

Second: Fogarty

To set buy-in fees for water and sewer districts for 2023

Ayes: All

Nays: None

**SET HOLIDAY SCHEDULE FOR 2023**

Resolution: Rustin

Second: Ward

To set holiday schedule for 2023

Ayes: All

Nays: None

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RENEW CONTRACTS FOR 2023. See attached list

Resolution: Fogarty

Second: Ward

To renew contracts for 2023. See attached list

Ayes: All

Nays: None

INC. WATER RATE FOR WATER DISTRICTS #1, #3 AND #3E TO \$3.90 PER 100 CU FT. DUE TO INCREASE FROM THE CITY OF TROY.

Resolution: Ward

Second: Rustin

To inc. water rate for water districts #1, #3 and #3E to \$3.90 per 100 cu ft. due to increase from the City of Troy.

Ayes: All

Nays: None

2022 Budget Transfers:

INC. B4020.4 (EXP) AND B1603 (REV) BY \$1300 FOR INCREASED DEATH CERTIFICATES.

Resolution: Rustin

Second: Fogarty

To Inc.B4020.4 (EXP) and B1603 (REV) by \$1300 for increased death certificates.

Ayes: All

Nays: None

INC. SS2-8110.1 BY \$400 AND FICA by \$31. INC. SW1-8310.1 by \$1600 and FICA BY \$120 FOR WATER MAIN REPAIR LABOR COST.

Resolution: Fogarty

Second: Ward

To Inc. SS2-8110.1 by \$400 and FICA by \$31. Inc. SW1-8310.1 by \$1600 and FICA by \$120 for water main repair labor cost.

Ayes: All

Nays: None

EXPEND ARPA FUNDS FOR A/C UPGRADE – INC. A1620.4 BY \$39,650.

Resolution: Fogarty

Second: Rustin

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To expend ARPA funds for A/C upgrade – Inc. A1620.4 by \$39.650.

Ayes: All

Nays: None

INC. A1220.1 BY \$3, B8010.1 BY \$142, INC. B8020.1 BY \$523, INC. FICA BY \$50, ALL BUDGETING ERRORS IN LEARNING THE NEW SOFTWARE.

Resolution: Rustin

Second: Ward

To Inc. A1220.1 by \$3, Inc. B8010.1 by \$142, Inc. B8020.1 by \$523, Inc. FICA by \$50, all budgeting errors in learning the new software.

Ayes: All

Nays: None

ADJOURNMENT

Resolution: Rustin

Second: Ward

To Adjourn at 6:25 p.m.

Ayes: All

Nays: None

Jennifer Molesky

**TOWN OF SCHAGHTICOKE**  
**TOWN ORGANIZATIONAL INFORMATION**  
**January 3, 2023 6pm**

**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                |
| 2 Judges @                 | 11,920               |
| Highway Supt.              | 68,638               |
| Town Clerk                 | 45,250               |
| Tax Collector              | 6,245                |

| <u>Appointed positions -</u> |             |
|------------------------------|-------------|
| Deputy Town Clerk            | 35,320      |
| Clerks to the Judges         | 9,093       |
| Budget Director              | 58,336      |
| Attorney/General             | 23,210      |
| Acting Assessor              | 44,025      |
| Dog Control Officer          | 8,230       |
| Building/Fire Insp.          | 27,244      |
| Asst. Bldg./Fire Insp.       | \$ 20 hr    |
| Code Enforcement Officer     | 10,910      |
| Historian                    | 1,102       |
| Special Districts Manager    | 6,000       |
| Clean Up Day Manager         | 3,590       |
| Water & Sewer Operator       | 57,838      |
| Janitorial Personnel         | \$21.00 hr. |
| Water & Sewer Supt.          | 8,000       |
| Storm Water Manager          | 5,518       |
| Web Manager                  | 1,500       |

Emily Calhoun

*Central  
Comm.  
Manager*

|                               |                                                    |                |
|-------------------------------|----------------------------------------------------|----------------|
| Highway Dept.                 | All M.E.O.L.'s                                     | \$24.50 hr.    |
|                               | Mechanic                                           | \$28.50 hr     |
|                               | Asst. Mechanic                                     | \$26.00 hr.    |
|                               | Deputy Hwy Supt.                                   | \$ 1.00 hr.    |
|                               | Foreman                                            | \$ 1.00 hr.    |
|                               | Asst. Foreman                                      | \$ .50 hr.     |
|                               | Water and Sewer Operator                           | \$ 2.00 hr.    |
|                               | Temp. Laborers                                     | \$ 20.00hr.    |
|                               | Seasonal CDL's                                     | \$ 25.00hr.    |
| Planning Board                | Re-appoint Frank Alessandrini, term to end 12/2029 |                |
| Chairman                      |                                                    | \$ 6,013       |
| Secretary                     |                                                    | 4,131          |
| 5 Members @                   |                                                    | 2,101          |
| Attorney                      |                                                    | 8,000          |
| Zoning Board of Appeals       | Re-appoint Jason Shover, term to end 12/2027       |                |
| Chairman                      |                                                    | \$ 2,122       |
| 4 Members @                   |                                                    | 1,266          |
| Secretary                     |                                                    | 2,101          |
| 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.

## **2023 BUY-IN FEES FOR WATER & SEWER DISTRICTS**

### **WATER DISTRICTS**

|                        |                 |
|------------------------|-----------------|
| <b>Consolidated #1</b> | <b>\$ 5,000</b> |
| <b>#2</b>              | <b>1,600</b>    |
| <b>#3</b>              | <b>1,600</b>    |
| <b>#3e</b>             | <b>5,000</b>    |

### **SEWER DISTRICTS**

|                        |              |
|------------------------|--------------|
| <b>Consolidated #2</b> | <b>3,298</b> |
| <b>#3</b>              | <b>6,609</b> |

## 2023 HOLIDAY OBSERVATION SCHEDULE

| <b><u>HOLIDAY</u></b>  | <b><u>WEEKDAY</u></b> | <b><u>DATE OBSERVED</u></b> |
|------------------------|-----------------------|-----------------------------|
| New Year's Day         | Monday                | January 2, 2023             |
| Martin Luther King Day | Monday                | January 16, 2023            |
| President's Day        | Monday                | February 20, 2023           |
| Memorial Day           | Monday                | May 29, 2023                |
| Independence Day       | Tuesday               | July 4, 2023                |
| Labor Day              | Monday                | September 4, 2023           |
| Columbus Day           | Monday                | October 9, 2023             |
| Veteran's Day          | Friday                | November 10, 2023           |
| Thanksgiving Day       | Thursday              | November 23, 2023           |
| Day after Thanksgiving | Friday                | November 24, 2023           |
| Christmas Day          | Monday                | December 25, 2023           |

## **2023 CONTRACTS**

|            |                                                                |                        |
|------------|----------------------------------------------------------------|------------------------|
| <b>#1</b>  | <b>DIVER MEMORIAL LIBRARY</b>                                  | <b>11,500</b>          |
| <b>#2</b>  | <b>KNICKERBOCKER HISTORICAL SOC</b>                            | <b>3,000</b>           |
| <b>#3</b>  | <b>ENTERTAINMENT COMMITTEE</b>                                 | <b>3,500</b>           |
| <b>#4</b>  | <b>VILLAGE OF SCHAGHTICOKE FOR<br/>THE YOUTH COMMISSION</b>    | <b>6,790</b>           |
| <b>#5</b>  | <b>HOOSIC VALLEY ATHLETIC ASSOC</b>                            | <b>4,500</b>           |
| <b>#6</b>  | <b>HOOSIC VALLEY RESCUE SQUAD</b>                              | <b>28,283</b>          |
| <b>#7</b>  | <b>HOOSIC VALLEY RESCUE SQUAD<br/>FOR EMT &amp; PARAMEDICS</b> | <b>646,000</b>         |
| <b># 8</b> | <b>DOG SHELTER AGREEMENT</b>                                   | <b>1,000 plus fees</b> |