

Minutes, January 2, 2024, Organizational Meeting of the Town Board
290 Northline Drive, Melrose, NY 12121

The Town Board of the Town of Schaghticoke met for its Organizational Meeting on January 2, 2024 at the Town Hall 290 Northline Drive, Melrose, NY at 6:00 p.m. Present were Supervisor Salisbury, Councilmen Akin, Rustin and Ward. Councilman Fogarty was absent.

SET ORGANIZATIONAL INFORMATION: Meeting, Depository, Official Newspaper, Set salaries for Elected and Appointed Positions for 2024.

Resolution: Rustin

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: Akin

Second: Ward

To set Town Policies, no changes to policies.

Ayes: All

Nays: None

SET BUY-IN FEES FOR WATER AND SEWER DISTRICTS FOR 2024

Resolution: Rustin

Second: Ward

To set buy-in fees for water and sewer districts for 2024. See attached list

Ayes: All

Nays: None

SET HOLIDAY SCHEDULE FOR 2024

Resolution: Akin

Second: Rustin

To set holiday schedule for 2024. See attached list

Ayes: All

Nays: None

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RENEW CONTRACTS FOR 2024. See attached list

Resolution: Ward

Second: Akin

To renew contracts for 2024. See attached list

Ayes: All

Nays: None

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

Resolution: Ward

Second: Rustin

To audit books for judges by January 20th and Town Clerk and Supervisor by end of February

Ayes: All

Nays: None

INCREASE WATER RATE FOR WD#1, #3 AND #3E BY .55 TO \$4.45 PER 100 CU FT.

INCREASE METER COST FROM \$308 TO \$310, INCREASE BRASS ADAPTER FROM \$10 TO \$20, INCREASE TAPPING FEE ON SAME SIDE OF ROAD FROM \$1200 TO \$1980 AND INCREASE CUT ON TOWN ROAD FROM \$1800 TO \$2400.

Resolution: Rustin

Second: Akin

To increase water rate for WD #1, #3 and #3E by .55 to \$4.45 per 100 Cu. Ft.

To increase meter cost from \$308 to \$310, Increase brass adapter from \$10 to \$20, increase tapping fee on same side of road from \$1200 to \$1980 and increase cut on Town Road from \$1800 TO \$2400.

Ayes: All

Nays: None

UPDATE THE HEALTH INSURANCE BUY-OUT POLICY

Resolution: Ward

Second: Rustin

To update the health insurance buy-out policy. See attached.

Ayes: All

Nays: None

ADJOURNMENT

Resolution: Akin

Second: Rustin

Jennifer Molesky

TOWN OF SCHAGHTICOKE
TOWN ORGANIZATIONAL INFORMATION
January 2, 2024 6:30 pm

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
Judge Thomas	11,920
Judge Ryan	14,000
Highway Supt.	70,940
Town Clerk	46,610
Tax Collector	6,245

<u>Appointed positions -</u>	
Deputy Town Clerk	36,380
Clerks to the Judges	11,100
Budget Director	60,270
Attorney/General	23,210
Assessor	51,525
Dog Control Officer	8,475
Building/Fire Insp.	28,060
Asst. Bldg./Fire Insp.	\$ 20 hr
Code Enforcement Officer Scott Frisino	11,240
Historian	1,135
Special Districts Manager	6,000
Clean Up Day Manager	3,700
Water & Sewer Operator	59,575
Janitorial Personnel	\$22.00 hr.
Water & Sewer Supt.	8,000
Storm Water Manager Scott Frisino	5,685
Central Communications Manager	1,545

Highway Dept.	All M.E.O.L.'s	\$25.25 hr.
	Mechanic	\$34.90 hr
	Asst. Mechanic	\$26.80 hr.
	Deputy Hwy Supt.	\$ 1.00 hr.
	Foreman	\$ 1.00 hr.
	Asst. Foreman	\$.50 hr.
	Water and Sewer Operator	\$ 2.00 hr.
	Temp. Laborers	\$ 22.00hr.
	Seasonal CDL's	\$ 26.00hr.
Planning Board	Re-appoint Vincent Ragone, term to end 12/2030	
	Chairman	\$ 6,195
	Secretary	4,255
	5 Members @	2,165
	Attorney	8,000
Zoning Board of Appeals	Re-appoint Kristen Griswold, term to end 12/2028	
	Chairman	\$ 2,185
	4 Members @	1,305
	Secretary	2,165
	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.

2024 CONTRACTS

#1	DIVER MEMORIAL LIBRARY	\$ 12,000
#2	KNICKERBOCKER HISTORICAL SOC	3,000
#3	ENTERTAINMENT COMMITTEE	3,500
#4	VILLAGE OF SCHAGHTICOKE FOR THE YOUTH COMMISSION	6,790
#5	HOOSIC VALLEY ATHLETIC ASSOC	4,500
#6	HOOSIC VALLEY RESCUE SQUAD	28,400
#7	HOOSIC VALLEY RESCUE SQUAD FOR EMT & PARAMEDICS	666,000
# 8	DOG SHELTER AGREEMENT	1,000 plus fees
#9	COUNTY WASTE	358,382

plus Lease agreement Capital Agway - no contract fee

2024 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	6,989

2024 HOLIDAY OBSERVATION SCHEDULE

<u>HOLIDAY</u>	<u>WEEKDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	Monday	January 1, 2024
Martin Luther King Day	Monday	January 15, 2024
President's Day	Monday	February 19, 2024
Memorial Day	Monday	May 27, 2024
Independence Day	Thursday	July 4, 2024
Labor Day	Monday	September 2, 2024
Columbus Day	Monday	October 14, 2024
Veteran's Day	Monday	November 11, 2024
Thanksgiving Day	Thursday	November 28, 2024
Day after Thanksgiving	Friday	November 29, 2024
Christmas Day	Wednesday	December 25, 2024

WHEREAS, the Town Board has determined that there is a potential for substantial short-term and long-term savings by revising the policy whereby an employee who is eligible for medical insurance coverage may receive a buy-out in lieu of receiving medical insurance and prescription drug benefits; and,

WHEREAS, the Town Board has not revised the Town's medical insurance buy-out policy for elected officials and employees since 2003, now, therefore be it

RESOLVED, that the Town Board adopts the following:

Medical Insurance Buy-Out Policy

1. Eligibility: A full-time employee or a full-time elected official who is eligible for medical insurance coverage made available through the Town may receive a cash buy-out in lieu of receiving medical insurance and prescription drug benefits. The employee must provide documentation of comparable medical insurance coverage and sign an appropriate waiver of medical insurance coverage and waiver of liability to the Town; such documentation must be submitted to the Town on or before December 1st of each year. In the event an employee is married to another employee of the Town who is eligible for medical insurance, they must either enroll in two individual plans or one two-person or one family plan, as the case may be, and such employees will not be eligible for this buy-out. Any elected official who is not full-time is not eligible.

2. Amount of Buy-Out and Method of Payment: Each year, an eligible employee will receive an amount equal to the annual premium co-payment for the alternate medical insurance plan (excluding dental and vision). In no event will the buy-out exceed \$4,000. If the annual premium co-pay for the alternative plan is \$5,500, the amount of the buy-out would be \$4,000.

3. Method of Payment: Payments will be made quarterly through the voucher system.

4. Reinstatement: In the event the employee loses coverage under the alternate insurance plan, the employee may resume coverage under the medical insurance plan made available through the Town. The rules and regulations of the insurance carrier govern the times and procedures for opting back in. An employee may also elect to resume coverage under the medical insurance plan during the annual open enrollment period.

5. Alternative Plan. If an eligible retiree moves out of the area of coverage for a current plan offered by the town, the town will reimburse said employee for a plan of their choice. The reimbursement will not exceed the premium cost of the current plan offered to retirees.

AND BE IT FURTHER RESOLVED, that the above policy replaces any previous policies issued by the Town pertaining to the medical insurance buy-out for elected officials and/or employees who are not members of a collective bargaining unit.