

**TOWN OF SCHUYLER FALLS
TOWN BOARD
ORGANIZATIONAL MEETING JANUARY 3, 2023**

Supervisor Randall called the meeting to order at 5:45.

MEMBERS:	<u>PRESENT</u>	<u>ABSENT</u>
	Vernon Bruno Kevin Randall Reginald Facteau	Mike Perrotte
	Donna Hamel Michael Snider	

PUBLIC RECOGNITION Richard Donah, Larry Whalen, Richard Dabrowski, Mike Emde, Howard & Karen Newton, Jason Bruno

RESOLUTION #23-01

MOTION BY: Mr. Perrotte

WHEREAS, a vacancy has occurred for a Town Councilman due to the resignation of Howard Newton and

WHEREAS, Sherman Hamel, Deputy Supervisor, would be the most qualified and knowledgeable candidate to fill the position, be it

RESOLVED, that the Town Board of the Town of Schuyler Falls appoints Sherman Hamel as Town Councilman, appointment effective immediately and to expire December 31, 2023.

SECONDED BY: Mr. Bruno

DISCUSSION: Mr. Facteau asked the Councilmembers to consider advertising this position in the Press Republican and the website. This was done in the Town of Keene. He had been approached by several residents that are interested and are qualified. Mr. Randall mentioned that he received a resume from a resident and also a phone call from another. Mr. Randall explained that to appoint the Deputy Supervisor to this position would be the least political thing to do. Mr. Hamel is only interested in the position for one year. This would give all others that are interested a chance to run in the election in November. He stated that Mr. Hamel has been the Deputy Supervisor in the Town for at least 17 years and was also former Town Councilman for eight years. Mr. Facteau mentioned that ethics and nepotism might be a factor. Mr. Randall stated that this is not the case.

AYES: Mr. Perrotte, Mr. Bruno, Mr. Randall

NAYES: Mr. Facteau

RESOLUTION #23-02

MOTION BY: Mr. Bruno

RESOLVED, that the Town Board approves the following appointments for 2023.

SENIOR CITIZEN LIASON	Not known at this time
WATER SECRETARY	DONNA HAMEL
SEC. TO PLANNING BOARD	SANDY REIL
SEC. TO ZONING BOARD	KELSEY RUSSELL
COURT CLERK	DONNA HAMEL
COURT CLERK	MARY SORRELL
RECEPTIONIST	SHEILA MARTIN
CODES ENFORCEMENT OFFICER	HOWARD NEWTON
APPEALS ATTORNEY	THOMAS MURNANE
PLANNING BOARD ATTORNEY	THOMAS MURNANE
YOUTH DIRECTOR	JAMES (Sam) CAMPBELL
DOG CONROL OFFICER	CLIFTON CHRISTON
HISTORIAN	BARB BENKWITT
ASSISTANT HISTORIAN	MARGE WOOD
PLANNING BOARD CHAIRMAN	VICTOR MCCASLAND
ZONING BOARD CHAIRMAN	FRANK DORRANCE
OFFICIAL NEWSPAPER	PRESS REPUBLICAN
OFFICIAL BANK	TD BANK, NA
OFFICIAL DOG SHELTER	ELMORES SPCA

TOWN BOARD MEETINGS ARE HELD ON THE 4TH TUESDAY OF EACH MONTH 6:00 P.M. UNLESS NOTED ON ATTACHED CALENDER. IF THE 4TH TUESDAY FALLS ON A HOLIDAY, THE MEETING WILL BE HELD ON THE WEDNESDAY AT 6:00 P.M.

TOWN BOARD WORK SESSIONS 1ST AND THIRD MONDAY AS NEEDED /6:00 P.M.

SECONDED BY: Mr. Facteau

AYES: Mr. Perrotte, Mr. Bruno, Mr. Hamel, Mr. Facteau, Mr. Randall

RESOLUTION #23-03

MOTION BY: Mr. Perrotte

RESOLVED, that the Town Board approves the following committees:

HIGHWAY	MIKE PERROTTE/SHERMAN HAMEL
YOUTH	MIKE PERROTTE/REGINALD FACTEAU
SENIOR CITIZENS	REGINALD FACTEAU/VERNON BRUNO
LANDFILL	KEVIN RANDALL/SHERMAN HAMEL
WATER DISTRICTS	KEVIN RANDALL/SHERMAN HAMEL
BUDGET/AUDIT & FINANCE	KEVIN RANDALL/FULL BOARD
PLANNING & APPEALS BOARD	VERNON BRUNO/SHERMAN HAMEL
LEGISLATURE	KEVIN RANDALL/FULL BOARD
ASSESSMENT	VERNON BRUNO/FULL BOARD
FIRE & AMBULANCE	KEVIN RANDALL/FULL BOARD
DOG CONTROL	REGINALD FACTEAU/VERNON BRUNO
SAFETY & CODES	KEVIN RANDALL/REGINALD FACTEAU
BUILDING & GROUNDS	MIKE PERROTTE/VERNON BRUNO
PERSONNEL	KEVIN RANDALL/MIKE PERROTTE

SECONDED BY: Mr. Facteau

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

RESOLUTION #23-04

MOTION BY: Mr. Bruno

WHEREAS, there are times in which the Supervisor must make certain decisions concerning certain contracts other than major contracts in the day to day operations of the Town, and

WHEREAS, often, these decisions have to be made before the Town Board meets to approve the signing of these documents, it is hereby

RESOLVED, that the Town Board authorizes and directs that the Supervisor may sign certain contracts, other than major contracts, on behalf of the Town Board without prior resolution.

SECONDED BY: Mr. Perrotte

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

RESOLUTION #23-05

MOTION BY: Mr. Perrotte

WHEREAS, Audit and Control has recommended that the Town Board adopt a resolution annually to pay certain bills without benefit of audit before payment, it is hereby

RESOLVED, that the Town Board authorizes payment of utilities, postage, freight, and express charges prior to Board audit, as needed.

SECONDED BY: Mr. Hamel

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

RESOLUTION #23-06

MOTION BY: Mr. Facteau

WHEREAS, the Town Board has provided in the past for reimbursement to Town employees and officials for use of personally owned vehicles for Town business,

RESOLVED, that the Town Board hereby provides for reimbursement to Town employees and officers for official and approved use of personally owned vehicles at the rate what the IRS Schedule is at the time, excluding travel to and from regular workplace/office/courtroom, and be it further,

RESOLVED, that mileage is documented by individual trip to include dates, destination and miles computed, and that such request for reimbursement is made by submission of an authorized voucher submitted to the Town Board monthly.

SECONDED BY: Mr. Perrotte

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

RESOLUTION #23-07

MOTION BY: Mr. Hamel

WHEREAS, a Board of Ethics was created and three members are to be re-appointed, be it hereby

RESOLVED, that the Town Board appoints, Martin Perrotte, Keith Defayette, and Anise LaMora the Board of Ethics, his/her term of office being effective immediately and expiring December 31, 2022.

SECONDED BY: Mr. Bruno

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

RESOLUTION #23-08

MOTION BY: Mr. Perrotte

WHEREAS, Section 194-b of the General Municipal Law requires every Town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of the General Municipal Law or any other law, be it hereby

RESOLVED, that the Town of Schuyler Falls procedures for the purchase of commodities, equipment or goods for public works projects/contracts, for professional services and consultants, for purchase order policy will be as outlined in the Procurement policy as outlined in attached and shall become the policy and procedures to be followed by all Town of Schuyler Falls personnel.

SECONDED BY: Mr. Randall

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

RESOLUTION #23-09

MOTION BY: Mr. Bruno

WHEREAS, ACCORDING TO SECTION 29(10) OF Town Law, the Supervisor must prepare and file with the Town Clerk within 30 days after the expiration of each fiscal year, an annual financial report accounting for all monies received and disbursed by him, together with the certification of the banks or trust companies where Town monies are deposited, showing the amount of monies on deposit, and

WHEREAS, in lieu of the present financial report of the Supervisor required by section 29(10) of the Town Law, the Town Board may determine by resolution that the Supervisor shall submit to the Town Clerk, within 60 days after the close of the fiscal year, a copy of his report to the State Comptroller, it is hereby

RESOLVED, that the Supervisor may submit to the Town Clerk a copy of the report to the State Comptroller in lieu of the Financial Report of the Supervisor.

SECONDED BY: Mr. Facteau

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

RESOLUTION #23-10

MOTION BY: Mr. Hamel

RESOLVED, that the Town of Schuyler Falls 2023 Fund Balance Policy be and the same as the one filed in the Town Clerk’s office and hereby is approved effective this date and the Supervisor be and he Hereby is authorized and directed to implement same for the Town.

SECONDED BY: Mr. Perrotte

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

RESOLUTION #23-11

MOTION BY: Mr. Bruno

RESOLVED, that the Town Board has determined, after being audited by New York State Department of Audit and Control, that each department head will conduct an inventory of all equipment over \$500.00 in value and submit the completed inventory to the Town Board by March 1st of each year.

SECONDED BY: Mr. Perrotte

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

RESOLUTION #23-12

MOTION BY: Mr. Facteau

RESOLVED, that the Town of Schuyler Falls Investment Policy be and the same as the one filed in the Town Clerk’s office and hereby is approved effective this date and the Supervisor be and he Hereby is authorized and directed to implement same for the Town.

SECONDED BY: Mr. Perrotte

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

RESOLUTION #23-13

Motion By: Mr. Facteau

2023 Salary Schedule/Elected Officials/Appointees/Employees

Name/Title	Salary Hourly/Annual
Kevin Randall Town Supervisor	\$ 24,720.00
Town Councilman Sherman Hamel	\$ 6,774.00
Vernon Bruno Town Councilman	\$ 6,774.00
Reginald Facteau Town Councilman	\$ 6,774.00
Martin Perrotte Town Councilman	\$ 6,774.00
Justice Rhonda L. Barber	\$ 14,895.00
Philip Van Nortwick Justice	\$ 14,895.00
Donna Hamel Town Clerk/Tax Collector	\$ 33,870.00
Michael Snider Highway Superintendent	\$ 63,808.00
James Staley/MEO	\$23.55 hourly
Shawn LaPlant/MEO Mechanic	\$22.74 hourly
David Amell MEO/Crew Supervisor	\$24.28 hourly
Gregory Keith MEO	\$23.55 hourly

Please note: Annual Salary rates for the highway crew does not include overtime pay, which averages between one and two thousand dollars per year, per employee.

APPOINTED OFFICIALS

Town Secretary	\$37,550.00
Deputy Town Clerk	\$18.72 hourly
Codes Enforcement Officer	\$22,000.00

Budget Officer	\$1,590.00
Assessor	\$ 33,110.00
Court Clerk (I)	\$12,150.00
Court Clerk (II)	\$12,150.00
Water Dept Clerk	\$ 10,580.00
Town Attorney	\$11,750.00
Dog Control Officer	\$12,005.00
Youth Program Director	\$18,000.00
Zoning Clerk	\$1,709.00 Yearly
Planning Clerk	\$1,709.00 Yearly
Receptionist	18,265.00
Custodian	\$75.00 per cleaning
Historian	\$3, 527.00
Assistant Historian	\$ 965.00

Part Time and Seasonal Employees starting rate is \$14.20 an hour with the current percentage raise each year, if any, added to their current hourly rate.

SECONDED BY: Mr. Perrotte

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

RESOLUTION #23-14

MOTION BY: Mr. Bruno

RESOLVED, that the records of the following Town officials who receive or disburse any money of the Town be accepted and approved as presented:

Donna Hamel, Town Clerk

DISCUSSION: Audit of Supervisor and Town Justices at the January 's Regular meeting

SECONDED BY: Mr. Facteau

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

RESOLUTION #23-15

MOTION BY: Mr. Facteau

RESOLVED, that the Town of Schuyler Falls Town Board approves and accepts the 2023 IRS Schedule, see attached, for the Meal Reimbursement for travel by employees.

SECONDED BY: Mr. Bruno

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

RESOLUTION #23-16

MOTION BY: Mr. Facteau

WHEREAS, the Town Board of the Town of Schuyler Falls implemented the Employee Handbook for the Town on December 18, 2018, and

WHEREAS, the Employee Handbook will be reviewed and updated, be it therefore

RESOLVED, that all Town employees are required to abide by the Employee Handbook as implemented in 2018 until updated.

SECONDED BY: Mr. Bruno

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

RESOLUTION #23-17

MOTION BY: Mr. Perrotte

WHEREAS, Rhonda Barber has been elected to the office of Town Justice of the Town of Schuyler Falls, and

WHEREAS, SHE, as respective officers above, do hereby undertake with the Town of Schuyler Falls, that she will faithfully perform and discharge the duties of her office, and will promptly account for and pay over all moneys or property received as Town Officers, in accordance with the law; and

RESOLVED, that this undertaking of the Town Justice is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property coming into his/her hands, and be it further

RESOLVED, that the Town does and shall maintain insurance coverage, presently with Ming Insurance Agency in the sum of \$ \$5,000 per employee plus an additional \$ 250,000.00 for the Town Clerk/Tax Collector and \$50,000.00 for the Town Supervisor to indemnify against losses through the failure of the officers, clerks and employees covered there under faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered there under.

SECONDED BY: Mr. Facteau

AYES: Mr. Perrotte, Mr. Bruno, Mr. Facteau, Mr. Hamel, Mr. Randall

Mr. Bruno made a motion to adjourn. This motion was seconded by Mr. Perrotte and was unanimously approved. ADJOURNMENT/6:30 p.m.

Town Clerk

