

**TOWN OF SCHUYLER FALLS
TOWN BOARD
ORGANIZATIONAL MEETING JANUARY 4, 2022**

Supervisor Randall called the meeting to order at 5:30.

| | <u>PRESENT</u> | <u>ABSENT</u> |
|-----------------|--|-------------------------------------|
| MEMBERS: | Howard Newton Vernon Bruno Kevin Randall | Mike Perrotte Reginald Facticeau |
| | Donna Hamel Michael McCormick Michael Snider | |

PUBLIC RECOGNITION Richard Donah, Barb Benkwitt

RESOLUTION #22-01

MOTION BY: Mr. Newton

RESOLVED, that the Town Board approves the following appointments for 2022 with the exception of the Town Attorney/Attorney for the Town-appointment thorough 2023.

| | |
|---------------------------------|----------------------------|
| SENIOR CITIZEN LIASON | PHYLLIS ROCK |
| 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 |
| TOWN ATTORNEY/ATTORNEY FOR TOWN | MICHAEL MCCORMICK-TWO YEAR |
| CODES ENFORCEMENT OFFICER | WILLIAM LACOUNT |
| 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. Bruno

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facticeau

RESOLUTION #22-02

MOTION BY: Mr. Bruno

RESOLVED, that the Town Board approves the following committees:

| | |
|--------------------------|--------------------------------|
| HIGHWAY | MIKE PERROTTE/HOWARD NEWTON |
| YOUTH | HOWARD NEWTON /MIKE PERROTTE |
| SENIOR CITIZENS | REGINALD FACTEAU/VERNON BRUNO |
| LANDFILL | KEVIN RANDALL/HOWARDNEWTON |
| WATER DISTRICTS | KEVIN RANDALL/REGINALD FACTEAU |
| BUDGET/AUDIT & FINANCE | KEVIN RANDALL/FULL BOARD |
| PLANNING & APPEALS BOARD | VERNON BRUNO/HOWARD NEWTON |
| 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. Newton

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facticeau

RESOLUTION #22-03

MOTION BY: Mr. Newton

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. Bruno

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facteau

RESOLUTION #22-04

MOTION BY: Mr. Bruno

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. Newton

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facteau

RESOLUTION #22-05

MOTION BY: Mr. Newton

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. Bruno

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facteau

RESOLUTION #22-06

MOTION BY: Mr. Bruno

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. Newton

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facteau

RESOLUTION #22-07

MOTION BY: Mr. Newton

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. Bruno

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facteau

RESOLUTION #22-08

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. Newton

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facteau

RESOLUTION #22-9

MOTION BY: Mr. Newton

RESOLVED, that the Town of Schuyler Falls 2022 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. Bruno

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facticeau

RESOLUTION #22-10

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. Newton

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facticeau

RESOLUTION #22-11

MOTION BY: Mr. Newton

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. Bruno

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facticeau

RESOLUTION #22-12

Motion By: Mr. Bruno

2022 Salary Schedule/Elected Officials/Appointees/Employees

| Name/Title | Salary Hourly/Annual |
|--|---------------------------------|
| Kevin Randall Town Supervisor | \$ 24,000.00 |
| Howard Newton Town Councilman | \$ 6,774.00 |
| Vernon Bruno Town Councilman | \$ 6,774.00 |
| Reginald Facticeau Town Councilman | \$ 6,774.00 |
| Martin Perrotte Town Councilman | \$ 6,774.00 |
| Justice Rhonda L. Barber | \$ 14,457.00 |
| Philip Van Nortwick Justice | \$ 14,457.00 |
| Donna Hamel Town Clerk/Tax Collector | \$ 32,872.00 |
| Michael Snider Highway Superintendent | \$ 60,770.00 |
| James Staley/MEO | \$22.55 hourly |
| Paul Sarbou/MEO Mechanic | \$22.74 hourly |
| Paul Licourt MEO | \$22.55 hourly |
| David Amell MEO/Crew Supervisor | \$23.28 hourly |
| Gregory Keith MEO | \$22.55 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 | \$36,440.00 |
| Deputy Town Clerk | \$18.17 hourly |
| Codes Enforcement Officer | \$35,122.00 |
| Budget Officer | \$1,533.00 |
| Assessor | \$ 33,110.00 |
| Court Clerk (I) | \$11,794.00 |
| Court Clerk (II) | \$11,794.00 |
| Water Dept Clerk | \$ 10,272.00 |
| Town Attorney | \$11,407.00 |
| Dog Control Officer | \$11,654.00 |
| Youth Program Director | \$10,737.00 |

| | |
|----------------------|----------------------|
| Zoning Clerk | \$138.24 per meeting |
| Planning Clerk | \$138.24 per meeting |
| Receptionist | \$17,725.00 |
| Custodian | \$75.00 per cleaning |
| Historian | \$3,359.00 |
| Assistant Historian | \$ 919.00 |
| Building and Grounds | \$17.51 hourly |
| Head Laborer | \$15.00 hourly |

Part Time and Seasonal Employees starting rate is \$13.20 an hour with the current percentage raise each year, if any, added to their current hourly rate.

SECONDED BY: Mr. Newton

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facteau

RESOLUTION #22-13

MOTION BY: Mr. Newton

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
Philip VanNortwick Town Justice
Rhonda Barber Town Justice

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

SECONDED BY: Mr. Bruno

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facteau

RESOLUTION #22-14

MOTION BY: Mr. Bruno

RESOLVED, that the Town of Schuyler Falls Town Board approves and accepts the 2022 IRS Schedule, see attached, for the Meal Reimbursement for travel by employees.

SECONDED BY: Mr. Newton

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facteau

RESOLUTION #22-15

MOTION BY: Mr. Newton

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. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facteau

RESOLUTION #22-16

MOTION BY: Mr. Bruno

WHEREAS, Kevin Randall has been elected to the office of Supervisor of the Town of Schuyler Falls, and

WHEREAS, Howard Newton has been elected to the office of Town Councilman and,

WHEREAS, Martin Perrotte has been elected to the office of Town Councilman and,

THEY, as respective officers above, do hereby undertake with the Town of Schuyler Falls, that THEY will faithfully perform and discharge the duties of THEIR 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 Supervisor, Town Councilman is further conditioned upon that he/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. Newton

AYES: Mr. Newton, Mr. Bruno, Mr. Randall

ABSENT: Mr. Perrotte, Mr. Facteau

Mr. Randall announced that his appointments are Mary Sorrell will be reappointed as Secretary to the Supervisor and Sherm Hamel will be reappointed as Deputy Supervisor.

Mr. Newton made a motion to adjourn. This motion was seconded by Mr. Bruno and was unanimously approved. ADJOURNMENT/6:00 p.m.

Donna Hamel
Town Clerk

