

TOWN OF SCHUYLER FALLS
TOWN BOARD
ORGANIZATIONAL MEETING JANUARY 15, 2025

Supervisor Smith called the Organizational Meeting of the Town of Schuyler Falls Town Board to order at 6:00 p.m.

Member	Present	Absent
Jason Bruno	X	
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Vic McCasland	X	
Kelsi Russell		X
Mike Snider	X	
Nick Bracy	X	

PUBLIC RECOGNITION: Barb Benkwitt, Ryan Smith,

RESOLUTIONS

RESOLUTION #25-1

MOTION BY: Mrs. Smith

RESOLVED, that the Town Board approves the following appointments for the year 2025.

SENIOR CITIZEN LAISON	VERNON BRUNO
TOWN JUSTICE 1	PHILIP VANNORTWICK
COURT CLERK 1	MARY SORRELL
TOWN JUSTICE 2	SHIRLEY SMITH
COURT CLERK 2	MARY SORRELL
CODES ENFORCEMENT OFFICER	ROBERT GUYNUP
RECEPTIONIST	SHEILA MARTIN
WATER SECRETARY	MINDY SMITH
SEC. TO PLANNING BOARD	SANDY REIL
SEC. TO ZONING BOARD	KELSI RUSSELL

APPEALS ATTORNEY	THOMAS MURNANE
PLANNING BOARD ATTORNEY	THOMAS MURNANE
YOUTH DIRECTOR	JAMES (Sam) CAMPBELL
DOG CONROL OFFICER	CLIFF CHRISTON
HISTORIAN	BARBARA BENKWITT
PLANNING BOARD CHAIRMAN	VICTOR MCCASLAND
ZONING BOARD CHAIRMAN	FRANK DORRANCE
ASSISTANT HISTORIAN	VACANT
OFFICIAL NEWSPAPER	PRESS REPUBLICAN
OFFICIAL BANK	TD BANK NORTH
OFFICIAL DOG SHELTER	ELMORES SPCA

TOWN BOARD MEETINGS ARE HELD ON THE 4TH TUESDAY OF EACH MONTH AT 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 WEDNESDAY AS NEEDED/6:00 UNLESS NOTED ON CALENDER

SECONDED BY: Mr. Aubin

DISCUSSION:

ROLL CALL	AYE	NAY
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Jason Bruno	X	
Mindy Smith	X	

APPROVED

RESOLUTION#25-2

MOTION BY: Mr. Perrotte

RESOLVED, that the Town Board approves the following committees:

HIGHWAY	MINDY SMITH/ JASON BRUNO
YOUTH	MIKE PERROTTE/ JASON BRUNO
SENIOR CITIZENS	MIKE PERROTTE/VERNON BRUNO
LANDFILL	MINDY SMITH /JASON BRUNO
WATER DISTRICTS	MINDYSMITH/ FULLBOARD
BUDGET/AUDIT & FINANCE	MINDY SMITH/FULL BOARD
PLANNING & APPEALS BOARD	VERNON BRUNO/TIM AUBIN
LEGISLATURE	MINDY SMITH/FULL BOARD
ASSESSMENT	VERNON BRUNO/FULL BOARD
FIRE & AMBULANCE	MIKE PERROTTE/TIM AUBIN
DOG CONTROL	VERNON BRUNO/JASON BRUNO
SAFETY & CODES	MINDY SMITH/MIKE PERROTTE
BUILDING & GROUNDS	TIM AUBIN/VERNON BRUNO
PERSONNEL	MINDY SMITH/VERNON BRUNO

SECONDED BY: Mr. Jason Bruno

DISCUSSION:

ROLL CALL	AYE	NAY
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Jason Bruno	X	
Mindy Smith	X	

APPROVED

RESOLUTION#25-3

MOTION BY: Mr. Perrotte

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. Aubin

DISCUSSION:

ROLL CALL	AYE	NAY
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Jason Bruno	X	
Mindy Smith	X	

APPROVED

RESOLUTION#25-4

MOTION BY: Mr. Jason 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. Aubin

DISCUSSION:

ROLL CALL	AYE	NAY
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Jason Bruno	X	
Mindy Smith	X	

APPROVED

RESOLUTION#25-5

MOTION BY: Mr. Vernon Bruno

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. Jason Bruno

DISCUSSION: IRS SCHEDULE

ROLL CALL	AYE	NAY
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Jason Bruno	X	
Mindy Smith	X	

APPROVED

RESOLUTION#25-6

MOTION BY: Mrs. Smith

WHEREAS, a Board of Ethics was created and three members were appointed, be it hereby **RESOLVED**, that the Town Board of the Town of Schuyler Falls appoints Anice LaMora, Keith Defayette and Vernon Bruno to the Board of Ethics, his/her term of office being effective immediately and expiring December 31, 2025.

SECONDED BY: Mr. Perrotte

DISCUSSION:

ROLL CALL	AYE	NAY	EXCUSED
Martin Perrotte	X		
Vernon Bruno			X
Timmy Aubin	X		
Jason Bruno	X		
Mindy Smith	X		

APPROVED

RESOLUTION#25-7

MOTION BY: Mrs. Smith

WHEREAS, Section 194b 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, and for purchase orders will be as outlined in the Procurement policy that is filed in the Town Clerk's office and to be followed by all Town of Schuyler Falls Personnel.

SECONDED BY: Mr. Aubin

DISCUSSION:

ROLL CALL	AYE	NAY
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Jason Bruno	X	
Mindy Smith	X	

APPROVED

RESOLUTION#25-8

MOTION BY: Mr. Vernon Bruno

WHEREAS, ACCORDING TO SECTION 29(10) OF Town Law, the Supervisor must prepare and file with the Town Clerk within 90 days after the expiration of each fiscal year, and 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, be it hereby,

RESOLVED, 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 90 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. Perrotte

DISCUSSION:

ROLL CALL	AYE	NAY
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Jason Bruno	X	
Mindy Smith	X	

APPROVED

RESOLUTION#25-9

MOTION BY: Mr. Aubin

RESOLVED, that the Town of Schuyler Falls 2025 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. Vernon Bruno

DISCUSSION:

ROLL CALL	AYE	NAY
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Jason Bruno	X	
Mindy Smith	X	

APPROVED

RESOLUTION# 25-10

MOTION BY: Mrs. Smith

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. Vernon Bruno

DISCUSSION:

ROLL CALL	AYE	NAY
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Jason Bruno	X	
Mindy Smith	X	

APPROVED

RESOLUTION#25-11

MOTION BY: Mr. Aubin

RESOLVED, that the Town of Schuyler Falls 2025 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. Vernon Bruno

DISCUSSION:

ROLL CALL	AYE	NAY
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Jason Bruno	X	
Mindy Smith	X	

APPROVED

RESOLUTION25-12

MOTION BY: Mrs. Smith

2025 Salary Schedule/Elected Officials/Appointees/Employees

Name/Title	Salary Hourly/Annual
Mindy Smith Town Supervisor	\$27,120.00
Tim Aubin Town Councilman	\$ 7,011.00
Vernon Bruno Town Councilman	\$ 7,011.00
Jason Bruno Town Councilman	\$ 7,011.00
Martin Perrotte Town Councilman	\$ 7,011.00
Shirley Smith Justice	\$ 15,416.00
Philip Van Nortwick Justice	\$ 16,190.00
Kelsi Russell Town Clerk/Tax Collector	\$ 35,055.00
Michael Snider Highway Superintendent	\$ 68,682.00
James Staley/MEO	\$ 25.55 hourly
MEO Mechanic	\$ hourly
Ron Cook Jr/MEO	\$ 25.55 hourly
David Amell MEO/Crew Supervisor	\$ 26.28 hourly
Gregory Keith MEO	\$25.55 hourly
Joe Brink MEO	\$25.55 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 Mary	\$41,195.00
Deputy Town Clerk	\$17.00 hourly
Codes Enforcement Officer	\$23,908.00
Budget Officer	\$1,704.00
Assessor	\$ 33,110.00
Court Clerk (I)	\$13,210.00
Court Clerk (II)	\$12,575.00
Water Department Clerk	\$ 11,280.00
Town Attorney	\$12,420.00
Dog Control Officer	\$12,860.00
Youth Program Director	\$19,282.00
Zoning Clerk	\$1,831.00 Yearly
Planning Clerk	\$1,831.00 Yearly
Receptionist Shelia	\$19,565.00
Historian	\$3,760.00
Assistant Historian	\$1,000
Eugene Pelkey Laborer	\$17.25/hour
Krista Conneley	\$16.00/hour

Part Time and Seasonal Employees starting rate is \$15.50 an hour with the current percentage raise each year, if any, added to their current hourly rate.

SECONDED BY: Mr. Perrotte

DISCUSSION: Questions arose regarding Water Deputy Clerk and Assistant Historian. Discussion took place regarding the status of Assistant Historian and Water Clerk.

ROLL CALL	AYE	NAY	ABSTAIN
Martin Perrotte	X		
Vernon Bruno	X		
Timmy Aubin	X		
Jason Bruno			X
Mindy Smith	X		

APPROVED

RESOLUTION#25-13

MOTION BY: Mr. Perrotte

RESOLVED, that the Town of Schuyler Falls Town Board approves and accepts the 2025 IRS Schedule, see attached, for the Meal Reimbursement for travel by employees.

SECONDED BY: Mr. Aubin

DISCUSSION:

ROLL CALL	AYE	NAY
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Jason Bruno	X	
Mindy Smith	X	

APPROVED

RESOLUTION#25-14

MOTION BY: Mr. Aubin

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. Perrotte

DISCUSSION: Copies will be distributed, when updated, and will be acknowledged by a signature of the employee. Mr. Perrotte inquired how the signatures were tracked. Supervisor Smith expressed that she has all signatures within the last year.

ROLL CALL	AYE	NAY
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Jason Bruno	X	
Mindy Smith	X	

APPROVED

RESOLUTION#25-15

MOTION BY: Mrs. Smith

**WHEREAS, Mindy Smith has been elected to the office of Supervisor of the Town of Schuyler Falls, and
WHEREAS, Michael Snider has been elected to the office of Highway Superintendent and,
WHEREAS, Tim Aubin has been elected to the office of Councilman and,
WHEREAS, Vernon Bruno has been elected to the office of Councilman and,
WHEREAS, Jason Bruno has been elected to the office of Councilman and,
WHEREAS, Martin Perrotte has been elected to the office of Councilman and,
WHEREAS, Kelsi Russell has been elected to the office of Town Clerk/Tax Collector and,
WHEREAS, Philip VanNortwick has been elected to the office of Justice
WHEREAS, Shirley Smith has been elected to the office of Justice**

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, Highway Superintendent, Town Clerk/Tax Collector, Councilman and Justices, 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. Vernon Bruno

ROLL CALL	AYE	NAY
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Jason Bruno	X	
Mindy Smith	X	

APPROVED

RESOLUTION 25-16

MOTION BY: Mrs. Smith

RESOLVED, that the Town Board of the Town of Schuyler Falls appoints Kelsi Russell as Registrar of Vital Statistics to coincide with her elected term of Town Clerk (2024-2027).

SECONDED BY: Mr. Vernon Bruno

DISCUSSION:

ROLL CALL	AYE	NAY
Martin Perrotte	X	
Vernon Bruno	X	
Timmy Aubin	X	
Jason Bruno	X	
Mindy Smith	X	

APPROVED

PUBLIC FORUM: No public addressed the board.

NEXT MEETING

Regular Meeting	01/28/25	6PM
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ADJOURNMENT Mr. Jason Bruno made a motion to adjourn, which was seconded by Mr. Aubin, and was UNANIMOUSLY APPROVED. ADJOURNMENT.

Kelsi Russell, Town Clerk