

Town of Poestenkill

Organizational Meeting
January 9, 2020

Each of the following needs to be put in the form of a motion by a Town Board Member and a second. Make your motion as specific as possible and be sure to establish salary and any provisions you care to add. After the motion is made and seconded there will be a call for discussion and then the motion moved.

1. Approve appointment of **Jack Casey** as Town Attorney at an annual salary of **\$30,000.00** to be paid monthly, for normal and usual affairs of the Town.
2. Approve the annual salary of the Town Supervisor, **Keith Hammond** at **\$16,000** to be paid monthly.
3. Recognize the Supervisor's appointment of **Eric Wohlleber** as Deputy Supervisor and set the annual salary for said position at **2,000** to be paid monthly.
4. Set the annual salary for the **Four Council Members** at **\$4,120** each to be paid monthly.

David Hass
Harold Van Slyke
June Butler
Eric Wohlleber

5. Recognize the Supervisor's appointment of **Michelle Asquith**, as Bookkeeper and Secretary to the Town Supervisor, hourly rate for said position at **\$27.39 per hour for 30 hours per week to be paid weekly.**
6. Set the annual salary of the Town Clerk/Tax Collector, **Susan Horton**, at **\$43,283.50** to be paid bi-weekly.
7. Appoint **Susan Horton**, Receiver of Water Charges & Clerk to the Water Manager at **\$4,426.80**, term to expire **12/31/20**
8. Recognize the Town Clerk's appointment of **Vivian Kelly** as Deputy Town Clerk and Deputy Tax Collector, with the Salary of **\$19.45** per hour, term to expire **12/31/20** for said combined positions, to be paid monthly.
9. Appoint **Susan Horton**, Registrar of Vital Statistics at **\$2,732.58**, term to expire **12/31/20**.
10. Recognize the appointment of **Vivian Kelly** Deputy Registrar of Vital Statistics at **no salary**, term to expire **12/31/20**.

11. Set the annual salary of the Superintendent of Highways, **Toby Chadwick** at **\$64,585.38**, to be paid weekly. He is also entitled to the same benefits as described in the current highway employee agreement. Monthly reports to be submitted.
12. Set the annual salary of the Town Justices, **Thomas F. Slavin Jr.** and **Gregory T. Kronau**, at **\$9073.33** each, to be paid monthly. Monthly reports to be submitted.
13. Appoint **Felicia Dickinson**, Clerk to the Town Justices, at an hourly rate of **\$20.87** for a **maximum of 20 hours per week**, to be paid monthly.
14. Appoint **Brian Jackson**, as Data Collector use of Town vehicle required
15. Appoint **Brian Jackson**, as Assessor at an annual salary of **\$15,160.00** term to expire **09/30/2025**
16. Appoint **Robert Brunet**, Water Manger at an annual salary of **\$25,000.00** to be paid monthly. Monthly reports to be submitted
17. Appoint **Robert Brunet**, 811 Coordinator at **\$1000.00**, term to expire **12/31/20**. Monthly reports to be submitted.
18. Appoint **Lynn Kane**, Clerk to the Building Inspector, at an hourly rate of **\$17.34** for a **maximum of 20 hours per week divide between departments** to be paid bi-weekly.
19. Appoint **Betsy Pinho**, Clerk to the Assessor, at an hourly rate of **\$17.34** for a **maximum of 24hrs** to be paid bi-weekly.
20. Recognize the following members to the Board of Assessment Review for a 5 yr term:

Philip LaRocque	Term to expire	9/30/2020
William D. Weber	Term to expire	9/30/2021
Dennis Bates	Term to expire	9/30/2023

The salary is to be paid by voucher at \$100.00 per member/ per year.
21. Appoint **Lisa Bouchard** Town Hall Custodian at an hourly rate of **\$15.30** at 10 hours per week with 2 hours extra when needed, to be paid monthly.
22. Appoint **Linda Sagendorf** Town Historian at an annual salary of **\$4432.92** to be paid quarterly. Term to expire **12/31/20**. Monthly report to be completed.

23. Appoint **Tom Russell**, as Chairman to the Planning Board, term to expire **12/31/2020** set the salary of the Planning Board Members at **\$1043.46** each and the **Chairman** at **\$1,406** to be paid quarterly. **Re-appoint Harvey Teal as planning board member term December 31,2019 to December 31,2026. Appoint Steve Valente** at an annual salary **\$1043.46** as alternate to be paid quarterly term to expire **12/31/2020**. Other Planning Board Members and term expiration dates are:

Judy Grattan	Term to expire	12/31/2022
William Daniel	Term to expire	12/31/2023
Don Hecklman	Term to expire	12/31/2024
Jeffrey Briggs	Term to expire	12/31/2025
Harvey Teal	Term to expire	12/31/2026
Robert Dore	Term to expire	12/31/2020
Tom Russell	Term to expire	12/31/2021(as member)
Steve Valente	Term to expire	12/31/2020(Alternate)

24. Appoint **Lynn Kane** as Secretary to the Planning Board, at an hourly rate of \$ **17.34** for a maximum of **20 hours divide between departments** to be paid bi-weekly.

27. Appoint **Robert Ryan** as the Planning Board Attorney at a salary of **\$5,681.66** to be paid monthly.

28. Re-appoint Ethics Board Members as follows, and appoint _____ as chairman and re-affirm the following members of the Ethics Board and their term expirations as members:

Jack Casey	Term to expire	12/31/2024
Sue Patnaude	Term to expire	12/31/2020
Vacant	Term to expire	12/31/2020 (as Chairman)
Vacant	Term to expire	12/31/2021
Jill Gresens	Term to expire	12/31/2022
Connie Van Slyke	Term to expire	12/31/2023

29. Appoint **Paul Jamison** as chairman to the Zoning Board, term to expire **12/31/2020** and set the Chairman salary at **\$1,044.00** to be paid quarterly. Set the annual salary of **Zoning Board Members including Alternate Member** at **\$652.00** each to be paid quarterly. **Appoint Nicole Heckelman** as member term **12/31/2019 to 12/31/2024**. Other ZBA members and their expiration dates are:

Nicole Heckelman	Term to expire	12/31/2024
Kevin McGrath	Term to expire	12/31/2020
Timothy Hoffay	Term to expire	12/31/2021
Susan Kalafut	Term to expire	12/31/2022
Paul Jamison	Term to expire	12/31/2023(Member)
Alternate Vacancy		

30. Set the hourly salary of the Secretary to the ZBA **Lynn Kane** at an hourly rate **\$17.34 for a maximum of 20 hours to be divide between departments** to be paid bi-weekly.
31. Designate **Ryan-Biggs Associates** as Engineer to the Town as an independent contractor as-needed basis at an hourly rate to be agreed upon between the Town and Ryan-Biggs Associates Engineering.
32. Appoint **Robert Guyer**, Dog Control Officer at an annual salary of **\$7,409.00**, to be paid monthly. Complete monthly reports are to be submitted.
33. Appoint **Tiffany Buker** as Recreation Director/ Camp Director at an annual salary of **\$5979.24/\$3820.76**, to be paid monthly.
34. Set the mileage reimbursement at **57.5 cent per mile**.
35. Appoint the following to Water Benefit Review Board. As provided by Public Law #5 of 2010, **Appoint Lou Basle** Municipal Water Use Law of The Town of Poestenkill water benefit review board member to serve for a 3yr term.

Lou Basle	term to expire	12/31/2021
Linda Emery	term to expire	12/31/2022
Tim Anatasio	term to expire	12/31/2020

Such members to serve without compensation but are entitled to re-imburement of actual and necessary expenses which shall be a charge to the Water District. They may elect from its members a person to act as chair until 12/31 of each year.

36. Recognize the following members to the workplace Violence committee:

Jack Casey
Sue Patnaude
Jill Gresens
Connie Van Slyke
Vacancy

37. Designating **THE RECORD** as the official newspaper for the Town of Poestenkill.
38. Designating **M&T Bank, Trustco Bank, 1st Niagara, Citizen, HSBC, Key Bank Chase Bank of America, Pioneer** as Town depositories.
39. Designate the **Third Thursday** of each month at **7:00 p.m.** as Town Board Meeting

Night immediately following the audit committee meeting on any public Town Board hearing see scheduled. Workshop and special meetings will be held the **first Thursday** of the month at **7:00 p.m.** as needed. Or as otherwise scheduled.

40. Designate the following Town Board Committee assignments:

For discussion	Appointments 2020
Zoning Board of Appeals	- J. Butler/ H. Van Slyke
Planning Board	- H Van Slyke/ J. Butler
Youth Advisory	- Eric Wohlleber
CAC	- K. Hammond / J. Butler
Highway	- E. Wohlleber/ J. Butler
Records Advisory Committee	-Susan Horton
Water Committee	-David Hass
Fire Company	-David Hass
Library	-Harold Van Slyke
Streetlights	-J. Butler and D. Hass
National Grid	-David Hass
Twin Town Little League	-Eric Wohlleber
Cable	-K. Hammeber & J. Butler
Website	-Eric Wohlleber
Town Emergency Plan	-Eric Wohlleber

41. Appoint all Town Board Members to the Audit Committee.

42. Water Rate for 2020 **\$4.90 per 1000 gallons** of water, **\$40.00 minimum** on hydrant Water Sale, **\$275.00** Residential Meter cost, **\$300.00** on Wet tap inspection fee, and \$40.00 water permit fee.

Town of Poestenkill Organizational Meeting January 9, 2020

Resolution # _____
Appointment of Current Employees and Officers

Moved By: _____

Second By: _____

Keith Hammond:	Y	N	A
Eric Wohlleber:	Y	N	A
June Butler:	Y	N	A
David Hass:	Y	N	A
Harold Van Slyke:	Y	N	A

Be it Resolved, That all current employees and officers of the Town of Poestenkill not specifically mentioned in the resolutions adopted at this meeting and who serve at the pleasure of the Town Board are hereby continued in office until such time as the Town Board shall otherwise direct