

ORGANIZATIONAL MEETING MINUTES
TOWN OF POESTENKILL
JANUARY 7, 2021
POESTENKILL TOWN HALL
(Not approved at time of distribution)

ROLL CALL AS FOLLOWS:

Councilwoman Butler	Present
Councilman Hass	Present
Councilman Van Slyke	Present
Councilman Wohlleber	Absent
Supervisor Hammond	Present

NON- VOTING MEMBERS:

Susan Horton, Town Clerk

Supervisor Hammond opened the 2021 Organizational Meeting at 7 p.m. with the Pledge of Allegiance. Motion by Councilwomen Butler, seconded by Councilman Hass and carried to enter into Executive Session to discuss a personnel issue at 7:05 p.m. with no votes being taken. Motioned by Councilwoman Butler and seconded by Councilman Hass and carried to exit Executive Session at 7:15pm.

I. Public Comment Period- There being no comments, this portion of the meeting was closed.

II. Discussion Items

Maintenance Position- Supervisor Hammond would like to hire a maintenance person for up to 4 hours a week at \$17 per hour to assist with the maintenance at Town Hall. Motion by Councilwoman Butler and seconded by Councilman Hass with an oral vote of 4 ayes to hire a maintenance person for Town Hall. This position will be posted in the Advertiser and the Troy Record.

Boiler- Supervisor Hammond wants to cancel the current maintenance contract with John Ray. He has been in contact with Legenbauer and they have agreed to look at our current system and see what needs to be done. Motion was made by Councilwoman Butler and seconded by Councilman Hass with an oral vote of 4 ayes to cancel the current contract with John Ray.

Ambulance- A short discussion was had about the upcoming election and more discussion will continue at the January 21st Town Board Meeting which will be held at the VFW Post.

Library- Councilman Van Slyke asked for M. Gibbons to be paid \$20.00 per snowstorm for shoveling the front walkway of the library. Motion by Councilman Van Slyke and seconded by Councilman Hass with an oral vote of 4 ayes to pay M. Gibbons \$20.00 per snowstorm to shovel the walkway of the Library.

Emergency Plan- An emergency plan needs to be put together and in place by the beginning of February due to the passing of a COVID Emergency Plan by Governor Cuomo. Supervisor Hammond stated the County has provided a list of businesses that could assist with this. Supervisor Hammond will be working on this to make sure it is completed within the deadline.

III. Action Items

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.

Approve the annual salary of the Town Supervisor, Keith Hammond at \$16,000 to be paid monthly.

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.

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

Councilman Hass will not be receiving this salary, as he will be donating it to the Town.

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.

Set the annual salary of the Town Clerk/Tax Collector, Susan Horton, at \$43,283.50 to be paid bi-weekly.

Appoint Susan Horton, Receiver of Water Charges & Clerk to the Water Manager at \$4,840.00, term to expire 12/31/21

Recognize the Town Clerk's appointment of Tiffany Buker as Deputy Town Clerk and Deputy Tax Collector, with the Salary of \$18.00 per hour, term to expire 12/31/21 for said combined positions, to be paid monthly.

Appoint Susan Horton, Registrar of Vital Statistics at \$2,732.58, term to expire 12/31/21.

Recognize the appointment of Tiffany Buker Deputy Registrar of Vital Statistics at no salary, term to expire 12/31/21.

Appoint David Goyer as Deputy Superintendent of Highway at an additional annual salary of \$10,000.00 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.

Set the annual salary of the Town Justices, Thomas F. Slavin Jr. and Gregory T. Kronau, at \$9,073.33 each, to be paid monthly. Monthly reports to be submitted.

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.

Appoint Betsy Pinho, as Assessor at an annual salary of \$19,000.00 term to expire 09/30/2025

Appoint Robert Brunet, Water Manger at an annual salary of \$25,000.00 to be paid monthly. Monthly reports to be submitted

Appoint Robert Brunet, 811 Coordinator at \$2000.00, term to expire 12/31/21. Monthly reports to be submitted.

Appoint Robert Young, Assistant Water Manger at a rate of \$20.00 for a maximum of hours 10 per week, to be paid bi-weekly.

Appoint Michelle Slovak, Clerk to the Assessor, at an hourly rate of \$19.00 for a maximum of 14 hrs. per week to be paid bi- weekly.

Appoint Tracy Church, Building Inspector/Code Enforcer /Clerk to the Code Enforcer office at a salary of \$41,000.00 to be paid bi-weekly.

Recognize the following members to the Board of Assessment Review for a 5 yr. term:

Philip LaRocque Term to expire 9/30/2025

William D. Weber Term to expire 9/30/2021

Matthew Guilbault Term to expire 9/30/2023

The salary is to be paid by voucher at \$100.00 per member/ per year.

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.

Appoint Linda Sagendorf Town Historian at an annual salary of \$4,432.92 to be paid quarterly. Term to expire 12/31/21. Monthly report to be completed.

Appoint Laura Burzesi as a Planning Board Member, term to expire 12/31/2027 and Victoria Spring as an Alternate, term to expire 12/31/2021. Appoint a Chairman to the Planning Board, term to expire 12/31/2021 set the salary of the Planning Board Members at \$939.11 each and the Chairman at \$1,265.40 to be paid quarterly for budget year 2021. Other Planning Board Members and term expiration dates are:

Steve Valente Term to expire 12/31/2022

William Daniel Term to expire 12/31/2023

Don Heckelman Term to expire 12/31/2024

Jeffrey Briggs Term to expire 12/31/2025

Harvey Teal Term to expire 12/31/2026

Laura Burzesi Term to expire 12/31/2027

Tom Russell Term to expire 12/31/2021(as member)

Victoria Spring (Alternate) Term to expire 12/31/2021

Due to current term limits, the recommendations for the chairman to the Planning Board will need to be changed and brought back to the Board for the January Town Board meeting.

Appoint Lynn Kane as Secretary to the Planning Board, at an hourly rate of \$ 17.34 for a total of 12 hours per week divide between departments to be paid bi-weekly.

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

Re-appoint Ethics Board Members as follows, and appoint Jack Casey 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 Pattaude	Term to expire 12/31/2025
Jack Casey	Term to expire 12/31/2021 (as Chairman)
Dawn Neibuhr	Term to expire 12/31/2021
Jill Gresens	Term to expire 12/31/2022
Connie Van Slyke	Term to expire 12/31/2023

Appoint a chairman to the Zoning Board, term to expire 12/31/2021 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 Frank Burzesi as Alternate term 01/1/2021 to 12/31/2021. Re-Appoint Kevin McGrath a term 01/1/21 to 12/31/25 Other ZBA members and their expiration dates are:

Nicole Heckelman	Term to expire 12/31/2024
Kevin McGrath	Term to expire 12/31/2025
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)
Frank Burzesi	Term to expire 12/31/2021(Alternate)

Due to current term limits, the recommendations of the chairman to the Zoning Board will need to be changed and brought back to the board for the January Town Board meeting.

Set the hourly salary of the Secretary to the ZBA Lynn Kane at an hourly rate \$17.34 for a total of 12 hours to be divided between departments to be paid bi-weekly.

Designate Ryan-Briggs 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-Briggs Associates Engineering.

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.

Appoint Tiffany Buker as Recreation Director/ Camp Director at an annual salary of \$5979.24/\$3820.76, to be paid monthly.

Set the mileage reimbursement at 56 cents per mile.

Appoint the following to the Water Benefit Review Board. As provided by Public Law #5 of 2010, Municipal Water Use Law of The Town the members serve for a 3-year term. Re-appoint Tim Anatasio to the Water Review Board, term to expire 12/31/2023 and Members of the Water Benefit Review Board are as follows:

Lou Basle term to expire 12/31/2021
Linda Emery term to expire 12/31/2022
Tim Anatasio term to expire 12/31/2023

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.

Recognize the following members to the workplace Violence committee:

Jack Casey
Sue Pattenaude
Jill Gresens
Connie Van Slyke
Vacancy

Designating THE RECORD as the official newspaper for the Town of Poestenkill.

Designating M&T Bank, Trustco Bank, 1stNiagara, Citizen, HSBC, Key Bank Chase Bank of America, Pioneer as Town depositories.

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.

Designate the following Town Board Committee assignments:

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 - June 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 - D Hass & J. Butler
Website -Eric Wohlleber
Town Emergency Plan -Eric Wohlleber

Appoint all Town Board Members to the Audit Committee.

Water Rate for 2021 \$5.00 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.

Dog Licensing Rate for 2021: For a 2-year period, Spayed and Neutered will be \$14 (\$12 for local fees and \$2 for state fees) and unspayed and unneutered dogs will be \$24 (\$18 for local fees and \$6 for state fees)

RESOLUTION #1-2021-IN THE MATTER OF THE APPOINTMENT OF ALL CURRENT EMPLOYEES AND OFFICERS-This resolution was read by Supervisor Hammond.

MOVED BY: Councilman Hass

SECONDED BY: Councilwoman Butler

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.

VOTED UPON AS FOLLOWS:

Councilwoman Butler	YES
Councilman Hass	YES
Councilman Van Slyke	YES
Councilman Wohlleber	Absent
Supervisor Hammond	YES

*At the beginning of tonight's meeting to consider the proposed Town positions and salaries, Supervisor Hammond stated that he wanted to handle this subject differently than in the past. He stated that rather than an individual vote after each item, that the Board would vote at the end of the Organizational Meeting. If there was any disagreement, then that item would be discussed separately. At the completion of discussing all the proposed Town positions and salaries, Supervisor Hammond took the votes of the Town Board. Motion by Councilwoman Butler, seconded by Councilman Hass and an oral vote of 4 ayes to accept the positions and salaries discussed at tonight's Organizational Meeting.

Payment of Bills:

A motion was made by Councilman Hass, seconded by Supervisor Hammond with an oral vote of 4 ayes for payment of the Water Bills (Warrant #1-2021) in the amount of \$298. A motion was made by Councilman Hass, seconded by Supervisor Hammond with an oral vote of 4 ayes for payment of the Town Bills (Warrant #2-2021) in the amount of \$281.50. A motion was made by Councilman Hass, seconded by Councilwoman Butler and an oral vote of 4 ayes for payment of the Highway Bills (Warrant #3-2021) in the amount of \$19,118.19.

Motion by Councilwoman Butler, seconded by Councilman Hass and carried to adjourn this meeting at 7:55 p.m.

Respectfully submitted,
Susan Horton Town Clerk