

**AGENDA
TOWN OF POESTENKILL
TOWN BOARD
Organization MEETING
January 7, 2021**

VOTING MEMBERS

Supervisor	Keith Hammond
Deputy Supervisor	Eric Wohlleber
Councilman	David Hass
Councilman	Harold Van Slyke
Councilwoman	June Butler

NON-VOTING MEMBERS

Town Clerk	Susan Horton
Town Attorney	Andy Gilchrist

Pledge of Allegiance

Audit Committee- Report of the Committee

I. Public Comment Period

The public is invited to make brief comments and/or request information regarding matters of concern to the Town and it's residents. Speakers should clearly identify themselves and at their option provide their home address. Comments should be directed to the Board and cross discussion with other members of the audience is only permitted at the recognition of the Board. A request can be made to speak on an item that is on the agenda when the item comes up for discussion/consideration by the Board. Your cooperation and courtesy is most appreciated.

II. Discussion Item

- a. Water Rate Changes

III. Action Item

- a. Organizational actions & Resolution
- b. Approval of 2002 Elgin Pelican Sweeper
- c. Approval of Highway Contract
- d. Approval of Standard Work Day Hours

IV. Concluding Public Comment Period

V. Adjournment

Reminders

Town Board Meeting January 13, 2022

Patrick Madden
Mayor

Monica Kurzejeski
Deputy Mayor



Chris Wheland
Superintendent of Public Utilities
Phone: (518) 237-0193
Fax: (518) 233-7038
Chris.wheland@troyny.gov

Department of Public Utilities

25 Water Plant Road
Troy, New York 12182

December 30, 2021

Town of Poestenkill
Supervisors Office
38 Davis Drive
PO Box 210
Poestenkill, NY 12140

Re: City of Troy Water Rate Increase

Dear Supervisor Hammond,

Per the agreement between the City of Troy and Town of Poestenkill Section 304 Water Rate Changes, please be advised that on November 30, 2021 the City Council for the City of Troy approved as part of the 2022 Budget a water rate increase. The new rate effective January 1, 2022 will be \$3.632 per one thousand gallons. This is an increase of \$0.20, from the 2021 rate of \$3.432 per one thousand gallons.

Please let me know if you have any questions or concerns

Sincerely,

Chris E. Wheland
Superintendent of Public Utilities

Cc: Patrick Madden, Mayor, (Troy)
Monica Kurzejeski, Deputy Mayor (Troy)
Andrew Piotrowski, Comptroller (Troy)
Richard Morrissey, Corporation Counsel (Troy)

Town of Poestenkill

Organizational Meeting

January 6, 2022

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. Appoint **Andy Gilchrist** as Town Attorney at an annual salary of **\$30,000.00** to be paid monthly, for normal and usual affairs of the Town.
2. Set 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. Recognize the annual salary for the **Four Council Members** at annual salary of **\$4,120** each to be paid monthly.

David Hass

Harold Van Slyke

June Butler

Eric Wohlleber

5. Recognize the Supervisor's appointment of **Tiffany Buker**, as Secretary to the Town Supervisor, hourly rate for said position at **\$27.50 per hour for 20 hours per week to be paid bi-weekly.**
6. Set the annual salary of the Town Clerk/Tax Collector, **Susan Horton**, at annual salary of **\$44,581.51** to be paid bi-weekly.
7. Appoint **Susan Horton**, Receiver of Water Charges & Clerk to the Water Manager at annual salary of **\$4,986.00**, term to expire **12/31/22**
8. Recognize the Town Clerk's appointment of **Tiffany Buker** as Deputy Town Clerk and Deputy Tax Collector, with the Salary of **\$18.50** per hour, and as Deputy Registrar of Vital Statistics at **no salary** term to expire **12/31/22** for said combined positions, to be paid bi-weekly.
9. Appoint **Susan Horton**, Registrar of Vital Statistics at an annual salary of **\$2,815.55**, term to expire **12/31/22.**
10. Recognize **David Goyer** as Superintendent of Highway at an annual salary of **\$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.
11. 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.

12. Appoint **Terry Houser**, Clerk to the Town Justices, at an hourly rate of **\$21.49** for a **maximum of 10 hours** per week, to be paid bi-weekly.
13. Recognize **Betsy Pinho**, as Assessor with an annual salary set at **\$22,000.00** term to expire **09/30/2025**
14. Appoint **Robert Brunet**, Water Manger at an annual salary of **\$25,750.00** to be paid monthly. Monthly reports to be submitted.
15. Appoint **Robert Brunet**, 811 Coordinator/DigSafe Designee at **\$3000.00**, term to expire **12/31/22**. Monthly reports to be submitted.
16. Appoint **Robert Young**, Assistant Water Manger at a rate of **\$22.00** for a maximum of hours **12** per week, to be paid bi-weekly.
17. Appoint **Michele Wait**, Clerk to the Assessor, at an hourly rate of **\$20.60** for a maximum of **20 hours** to be paid bi-weekly.
18. Appoint **Tracy Church** as Building Inspector and Code Enforcer at a salary of **\$29,664**, Clerk to Building Inspector and Code Enforcer at a salary of **\$10,506** and as MS4 coordinator at a salary of **\$2060** 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	9/30/2025
William D. Weber	Term to expire	9/30/2026
Matthew Guilbault	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 **\$15.75** at 10 hours per week with 2 hours extra when needed, to be paid bi-weekly.
22. Appoint **Linda Sagendorf** Town Historian at an annual salary of **\$4432.92** to be paid quarterly. Term to expire **12/31/21**. Monthly report to be completed.
23. Appoint **Tom Russell**, as Chairman to the Planning Board, term to expire **12/31/2022** and set the annual salary of the Planning Board Members at **\$1043** each and the **Chairman** at **\$1406** to be paid quarterly for budget year 2022. 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 Hecklman	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	12/31/2028
Victoria Spring (Alternate)	Term to expire	12/31/2022

24. Appoint **Stephanie Volkmann** as Clerk to the Planning Board, at an hourly rate of \$ **17.86** for a total of 12 hours per week divide between planning and zoning to be paid bi-weekly.
25. Appoint **Robert Ryan** as the Planning Board Attorney at a salary of **\$5,681.66** to be paid monthly.
26. Re-appoint **Dawn Neibuhr**, term to expire **12/31/2026** as Ethics Board Members, and appoint **Andy Gilchrist** as chairman, term to expire **12/31/2022** and re-affirm the following members of the Ethics Board and their term expirations as members:

Andy Gilchrist	Term to expire	12/31/2024
Sue Patnaude	Term to expire	12/31/2025
Dawn Neibuhr	Term to expire	12/31/2026
Jill Gresens	Term to expire	12/31/2022
Connie Van Slyke	Term to expire	12/31/2023

27. Appoint **Frank Burzesi** as chairman to the Zoning Board, term to expire **12/31/2022** and set the Chairman annual 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. **Re-Appoint Tim Hoffay to a term expiring 12/31/26 and Re-Appoint Susan Kalafut to a term expiring 12/31/2022.** 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	12/31/2026
Frank Burzesi	Term to expire	12/31/2022
Paul Jamison	Term to expire	12/31/2023
Susan Kalafut	Term to expire	12/31/2022 (Alternate)

26. Appoint **Stephanie Volkmann** as Clerk to the Zoning Board, at an hourly rate of \$ **17.86** for a total of 12 hours per week divide between planning and zoning to be paid bi-weekly.
29. Designate **Wayne Bonesteel** as Engineer to the Town as an independent contractor as-needed basis at an hourly rate to be agreed upon between the Town and Wayne Bonesteel.
30. Appoint **Robert Guyer**, Dog Control Officer at an annual salary of **\$7,631.27**, to be paid monthly. Complete monthly reports are to be submitted.
31. Appoint **Tiffany Buker** as **Youth Director** at an annual salary of **\$9800**, to be paid bi-weekly.
32. Set the mileage reimbursement at **.0585** cent per mile.

33. Re-appoint Lou Basle, term to expire 12/31/2024 to the Water Benefit Review Board the following to Water Benefit Review Board. Other Water Benefit Review Board members and their terms are as follows:

Lou Basle	term to expire	12/31/2024
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-imbusement 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.

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

**Andy Gilchrist
Sue Patnaude
Jill Gresens
Connie Van Slyke
Dawn Neibuhr**

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

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

37. Designate the Second 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.

38. Designate the following Town Board Committee assignments:

Zoning Board of Appeals	- J. Butler
Planning Board	- 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	-K. Hammond & J. Butler
Website	-Eric Wohlleber
Town Emergency Plan	-Eric Wohlleber

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

40. 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.

Town of Poestenkill Organizational Meeting
January 6,2021

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



TOWN OF POESTENKILL
OFFICE OF THE TOWN CLERK
38 Davis Drive/ P.O. Box 210
Poestenkill, NY 12140

At a duly convened meeting of the Town Board of the Town Board of Poestenkill conducted at 7:00 p.m. on the 6th of JANUARY 2022, at the Poestenkill Town Hall

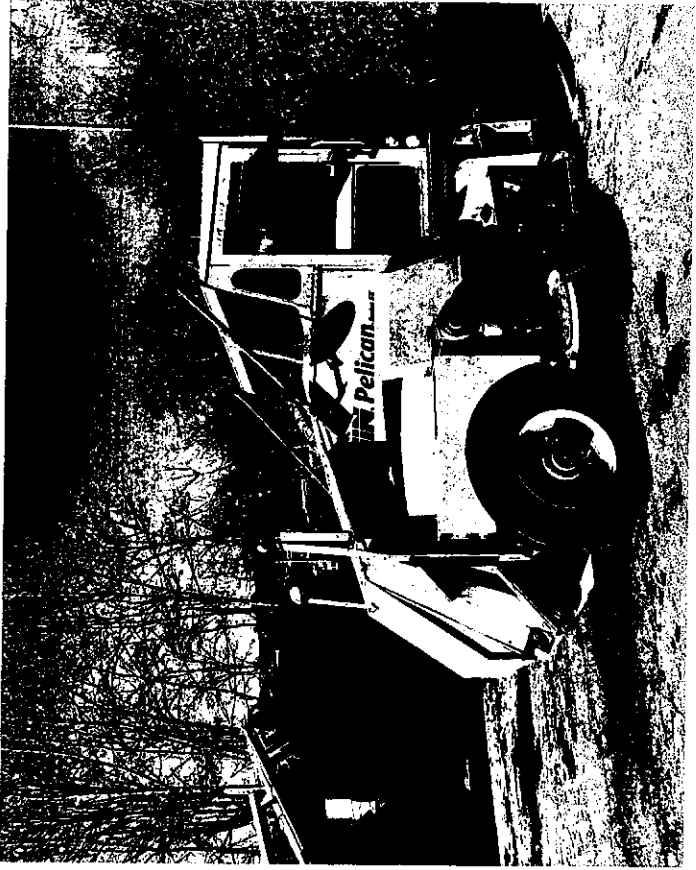
IN THE MATTER OF THE TOWN BOARD OF THE TOWN OF POESTENKILL AUTHORIZING DAVID GOYER, HIGHWAY SUPERINTENDENT OF THE TOWN OF POESTENKILL TO PURCHASE A 2002 ELGIN PELICAN SWEEPER SERIAL # S9054D IN THE AMOUNT OF \$9,321 FROM MILTON CAT.

MOVED BY: _____
SECONDED BY: _____

VOTED UPON AS FOLLOWS:

Councilwoman Butler: _____
Councilman Hass: _____
Councilman Van Slyke: _____
Councilman Wohlleber: _____
Supervisor Hammond: _____





DRAFT

MEMORANDUM OF AGREEMENT (MOA)
by and between the Town of Poestenkill (Town)
and
the United Public Service Employees Union (UPSEU)

WHEREAS, the Town of Poestenkill (“Town”) and the United Public Service Employees Union (UPSEU) are parties to a Collective Bargaining Agreement (Agreement) that expires on December 31, 2021; and

WHEREAS, the parties have engaged in good faith negotiations on the terms for a successor contract, to begin on January 1, 2022; and

WHEREAS, the parties’ bargaining representatives have tentatively agreed to the terms for a successor contract covering the period January 1, 2022 to December 31, 2024; and

WHEREAS, the parties agree that the current CBA and all terms and conditions of employment set forth therein shall remain in full force and effect except as herein modified; and

WHEREAS, unless otherwise noted, all changes shall be prospective from the ratification of this MOA; and

WHEREAS, this MOA is subject to ratification by UPSEU and approval by the Town’s legislative body.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereby stipulate and agree as follows:

1. The recitations of the facts and circumstances set forth in all the preceding “WHEREAS” clauses are expressly incorporated herein and form part of the terms of this MOA.
2. **Article 7 Wage Longevity**: Employees shall receive the following wage increases, which shall be retroactive to January 1, 2022 if the Agreement is not executed by then:

Section A:

- Effective January 1, 2022-Three percent (3%) General Wage Increase.
- Effective January 1, 2023-Two percent (2%) General Wage Increase.
- Effective January 1, 2024-Two percent (2%) General Wage Increase.

Section B:

- Effective January 1, 2022-Two percent (2%) Increase to years one (1) through four (4).
 - Effective January 1, 2022- Ten cents (\$.10) increase to years five (5) and greater.
3. Every bargaining unit member that is employed at the time of ratification of this Agreement shall receive a lump sum ratification bonus of three hundred dollars (\$300).
4. **Article 16 Leave with Pay:**

Section A 1.:

- Employees shall be entitled to a floating holiday, which shall be added to the current holiday schedule.

Section C 3.:

- The cash out of accumulated sick time upon separation from employment shall increase from thirty (30) days to sixty (60) days.

5. **Article 18 Health and Dental Insurance:**

Section A:

The parties agree to transition to the Capital District Physicians Health Plan (CDPHP) Silver 324 HMO health plan and to the CDPHP Plan L-PPO Comprehensive dental plan. This provision is meant to record an earlier agreement which has already been implemented by mutual consent.

Health insurance coverage for employees hired on or after January 1, 2022 shall increase according to the following schedule:

- Effective January 1, 2022-eleven-point sixty-seven percent (11.67%).
- Effective January 1, 2023-thirteen-point thirty-four percent (13.34%).
- Effective January 1, 2024-fifteen percent (15%).

Section B:

- Beginning on January 1, 2022, employees that have reached 20 years of service with the Town and fifty-five (55) years of age, shall be entitled to one hundred (100) percent of individual healthcare coverage until the age of sixty-five (65).

TOWN OF POESTENKILL

By: _____

Date: _____

UNITED PUBLIC SERVICE EMPLOYEES
UNION

By: _____
Jose Manjarrez

Date: _____

Received Date

**Standard Work Day Resolution
 for Employees***

Please type or print clearly
 in blue or black ink

Employer Location Code

□ □ □ □ □

See Instructions for completing form on reverse side

RS 2418

(Rev. 12/19)

BE IT RESOLVED, that the Town of Poestenkill, Location code 30362, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Town Board Member	6
Town Clerk and	8
Secretary	7
Highway Superintendent	8
Assessor	7
Assessor Clerk	7
Building Inspector and Code Enforcer	8
Clerk to Planning and Zoning Board	6

On this _____ day of _____, 20____

 (Signature of Clerk) Date enacted: _____

I, _____, clerk of the governing board of the Town of Poestenkill
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 6th day of January, 2022 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of _____ members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
 Set my hand and the seal of the

 (Name of Employer)



(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

For important information and instructions – See Back Page



Received Date

**Standard Work Day Resolution
 for Employees***

Please type or print clearly
 in blue or black ink

Employer Location Code

See Instructions for completing form on reverse side

RS 2418

(Rev.12/19)

BE IT RESOLVED, that the Town of Poestenkill, Location code 30362, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Water Manager	8
Assistant Water Manager	7
Justice	6
Clerk to Town Justice	6
Camp Counselor	7
Custodian	6
Building Assistant	6
Planning Board Member	6

On this _____ day of _____, 20 ____

 (Signature of Clerk) Date enacted: _____

I, _____, clerk of the governing board of the Town of Poestenkill
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 6th day of January, 20 22 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of _____ members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
 Set my hand and the seal of the

 (Name of Employer)



(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

For important information and instructions – See Back Page



Received Date

**Standard Work Day Resolution
 for Employees***

Please type or print clearly
 In blue or black ink

Employer Location Code

See Instructions for completing form on reverse side

RS 2418

(Rev.12/19)

BE IT RESOLVED, that the Town of Poestenkill, Location code 30302, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Zoning Board Member	6
Highway Employee	8

On this _____ day of _____, 20__

 (Signature of Clerk) Date enacted: _____

I, _____, clerk of the governing board of the Town of Poestenkill
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 6th day of January, 2022 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of _____ members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
 Set my hand and the seal of the

 (Name of Employer)



(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

For important information and instructions – See Back Page

