

**Organization meeting** of the Town of Chester Town Board was held on January 4, 2016 at 7:00 pm at the Town Hall, 6307 State Route 9, Chestertown, NY, 12817.

**Roll Call:** Mike Packer, Edna Wells, Karen DuRose, Steve Durkish and Craig Leggett.

**Organization Agenda:**

Proceedings - "ROBERT'S RULES OF ORDER"

Appointment Authorizations

Deputy Supervisor - Karen DuRose

Deputy Highway Superintendent - Mike Peet

Deputy Town Clerk - Jessica Phillips

Monthly Board meetings - second Tuesday - 7:00 PM at Town of Chester Municipal Center

Official Depositories - Glens Falls National Bank

Official Newspapers - The Post Star.

<b>RATES OF PAY</b>			
<b>TITLE</b>	<b>NAME</b>	<b>2015</b>	<b>2016</b>
Historian	Donna LaGoy	\$315M	\$321M
Water Superintendent/Building Maintenance Mechanic	Jason Monroe	\$21,846Yr	\$22,283Yr
Sexton	Greg Bolton	\$782Yr	\$798Yr
Budget Officer	Craig Leggett	\$1,603Yr	\$1,635Yr
Legal Counsel	Miller, Mannix & Schachner	Rates by position	Rates by position
Deputy Supervisor	Karen DuRose	\$152Yr	\$155Yr
Zoning Administrator & Sanitary Code Enforcement	Walter Tennyson	\$22,858Yr	\$23,315Yr
Ass't Water Superintendent	Kim Frazier	\$17.05Hr	\$17.39
Animal Control Officer	Florence Converse	\$7,276Yr	\$7,422Yr
Planning Board Chairman & Members	Paul Little, Chairman	\$28 per meeting each	\$29 per meeting each

ZBA Chairman & Members	John Grady, Chairman	\$28 per meeting each	\$29 per meeting each
NYS Ass'n of Towns & Adk Ass'n of Towns & Villages Delegate	Craig Leggett, Delegate	None	None
NYS Ass'n of Towns & Adk Ass'n of Towns & Villages Alternate Delegate	Edna Wells, Alt. Delegate	None	None
Registrar Vital	Mindy Conway &	None	None
Statistics & Deputy	Jessica Phillips	None	None
Service Officer	Craig Leggett	None	None

<b>SCHEDULE OF ANNUAL SALARIES FOR 2016</b>			
Supervisor	Craig Leggett	\$ 33,508	\$34,178
Town Clerk	Mindy Conway	\$ 32,960	\$33,619
Town Justice	James McDermott	\$ 26,074	\$26,595
Councilwoman	Edna Wells	\$ 6,377	\$6,460
Councilman	Michael Packer	\$ 6,377	\$6,460
Councilman	Steve Durkish	\$ 6,377	\$6,460
Councilwoman	Karen DuRose	\$ 6,377	\$6,460
Highway Superintendent	Jason Monroe	\$ 55,138	\$56,240
Assessor	Greg Klingler	\$ 30,900	\$32,295
Audit Committee	Edna Wells & Karen DuRose	\$306/year	\$312/year
Health Officer	Dr Rugge	\$950/year	\$950/year

<b>HOURLY RATES</b>
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<b>TITLE</b>	<b>NAME</b>	<b>2015</b>	<b>2016</b>
Bookkeeper	Bruce Nolin	\$20.30H	\$20.70H
Deputy Town Clerk	Jessica Phillips	-	\$12.50H
Justice Clerk	Karen Griffen	CSEA	CSEA
Zoning Clerk P/T & Planning Board Secretary	Jeremy Little	\$13.50H	\$13.77H
ZBA Secretary	Brandi Bessette	-	\$13.00
Real Property Tax Service Assistant	Marion Eagan	\$13.50H	\$13.77H
Library Technician	Alma Alvarez	\$16.72H	\$17.05H
Library Aide	Sharon Berg	\$11.14H	\$11.36H
Ass't Library Technician	Wendy Joy-Hayes	\$12.89H	\$13.15H
Food Pantry Worker	Amy Culver	\$11.39H	\$11.62H
Data Collector	Dan Smith	\$15.12H	\$15.42H
Museum	Betty Meade	Set by Historical Society	Set by Historical Society
Director of Youth		\$5,517/Yr	\$5,627/Yr
Records Management Officer		\$15.60H	\$15.91H
Temporary Part Time Court Clerk		\$11.17H	\$11.39H
Court Officer		\$15.91H	\$16.23H
Recycling Attendant (Part time)		\$13.11H	\$13.37H
Laborer, Part Time		\$10.90H	\$11.12H
Unsafe Building Inspector		\$76/inspection	\$77/inspection
Lake Constable		\$19.10H	\$19.48H
Boat Wash Attendants		\$12.00H	\$12.24H
Lifeguards		\$10.25H (\$10.75 for lessons) plus \$.25 second year and	\$10.25H (\$10.75 for lessons) plus \$.25 second year and

		later.	later.
Recreation Assistants		Min Wage for 1st year, Min wage plus 50 cents 2nd and later years.	Min Wage for 1 <sup>st</sup> year, Min wage plus 50 cents 2 <sup>nd</sup> and later years.
Election Machine Custodian's Pay.		Paid by county.	Paid by county.
Election Inspectors		Paid by County	Paid by County
Substitute Cleaner		\$11.14H	\$11.36
School Bus Drivers		School wage	School wage

Authorize mileage allowance rate - IRS rate. (\$.54 per mile as of 1-1-16)

Attendance at N. Y. State Association of Towns meeting - Pre-pay bus and registration.

Authorize official bonding of Town Officials

Authorize Water Superintendent and Assistant to attend Water Works Meeting.

Returned check charge -\$20.00

Authorize Town Clerk to issue Fireworks permits - Penal Law Section 405.05

Committee report regarding audit of books of Town Clerk, Bookkeeper and Town Justice.

**RESOLUTION #1: AUTHORIZE AND APPROVE PROCEEDINGS OF "ROBERT'S RULE OF ORDER", APPOINTMENT AUTHORIZATIONS, TIME AND PLACE OF**

**MONTHLY BOARD MEETING, OFFICIAL DEPOSITORIES AND OFFICIAL NEWSPAPER.**

Introduced by Mrs. Wells, seconded by Mr. Durkish, accept "Robert's Rule of Order", time and place of Board meetings, official depository and official newspaper.

AYE 5 NO 0

**RESOLUTION #2: APPROVE RATES OF PAY FOR 2016.**

Introduced by Mr. Packer, seconded by Mrs. Wells, accept rates of pay.

AYE 5 NO 0

**RESOLUTION #3: AUTHORIZE AND APPROVE MILEAGE ALLOWANCE RATE, ATTENDANCE AT NYS ASSOCIATION OF TOWNS MEETING AND PREPAYMENT OF BUS AND REGISTRATION, OFFICIAL BONDING OF TOWN OFFICIALS, WATER SUPERINTENDENT AND ASSISTANT TO ATTEND WATER WORKS MEETING, RETURN CHECK CHARGE, ISSUANCE OF FIREWORK PERMITS AND COMMITTEE REPORTS REGARDING AUDIT OF BOOKS.**

Introduced by Mrs. Wells, seconded by Mr. Durkish, approve and authorize the mileage allowance rate, attendance at the NYS Association of Towns meeting and prepayment of bus registration, official bonding of town officials, water superintendent and assistant to attend Water Work meeting, return check charge, issuance of firework permit and committee reports regarding audit of books.

AYE 5 NO 0

Mr. Leggett discussed the chance of inclement weather while attending to the NYS Association of Town's training for newly elected officials, January 13, 14 and 15, 2016.

**RESOLUTION #4: AUTHORIZE AND APPROVE REIMBURSEMENT OF HOTEL FEES FOR MR. LEGGETT AND MRS. CONWAY DURING THE NYS ASSOCIATION OF TOWN'S TRAINING FOR NEWLY ELECTED OFFICIALS IF INCLEMENT WEATHER.**

Introduced by Mrs. Wells, seconded by Mr. Durkish, authorize and approve reimbursement of hotel fees for Mr. Leggett, supervisor and Mrs. Conway, Town Clerk if inclement weather.

AYE 5 NO 0

On a motion by Mrs. DuRose, seconded by Mrs. Wells, Board went into Executive Session at 7:14 pm to discuss health care.

On a motion by Mr. Packer, seconded by Mrs. Wells, Board out of Executive Session at 8:48 pm. No action taken.

**RESOLUTION #5: AUTHORIZE AND APPROVE CHANGES MADE TO PAGES 8 AND 9 OF CONTRACT IN REGARD TO HEALTH CARE REIBURSEMENT ACCOUNTS LANGUAGE AND PAY FOR CURRENT MEDICARE COSTS FOR ELIGIBLE RETIREES THRU DECEMBER 31, 2016.**

Introduced by Mr. Durkish, seconded by Mrs. DuRose, authorize and approve changes to pages 8 and 9 of contract in regard to HRA language and pay for current medicare costs for eligible retirees thru December 31, 2016.

AYE 5 NO 0

**RESOLUTION #6: AUTHORIZE SUPERVISOR LEGGETT TO SEND LETTER TO ALL RETIREES REGARDING CHANGE IN HEALTH CARE REIBURSEMENT ACCOUNTS.**

Introduced by Mrs. Wells, seconded by Mr. Durkish, authorize Supervisor Leggett to send letter to all retirees regarding changes in the Health Care Reimbursement Accounts.

AYE 5 NO 0

On a motion by Mrs. Wells, seconded by Mr. Packer, meeting adjourned at 8:50 pm.

Respectfully submitted,

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Town Clerk