

# AGENDA / January 10, 2017 / TOWN BOARD MEETING – INCLUDING ANNUAL ORGANIZATIONAL MEETING

## **Call to Order**

- Pledge of Allegiance

## **Acceptance of Minutes**

- Regular Town Board meeting December 13, 2016
- Special Town Board meeting December 31, 2016

## **Organizational Meeting**

- Organizational Meeting Agenda attached

## **Privilege of the Floor**

- (For the convenience and consideration of others, please make comments as brief as possible.)

## **Committee Reports**

- Highway-Public Facilities / Health-Education-Welfare / Economic Development / Fire & Water / Youth / Assessor, Judge / Town Clerk / Planning & Zoning / Supervisor

## **OLD BUSINESS**

- A. Employee handbook
- B. Unsafe Building
- C. Performance evaluations
- D. CSEA MOA regarding clarification on health insurance and health insurance opt-out
- E. CSEA Vision Gold benefits for employees who opt-out of Town health insurance
- F. Policy for sending Planning Board & Zoning Board members to training workshops

## **NEW BUSINESS**

1. Authorize Supervisor to accept LARAC grant
2. Authorize Supervisor to apply for NYS Mobile and Manufactured Home Replacement Program
3. Discuss Proclamation Request for National School Choice Week
4. Any other business appropriate to come before the Board at this time.
5. Abstracts, budget transfers and accounting requirements

## **PENDING**

**Organizational Meeting Agenda      January 10, 2017**

1. Approve Schedule of Appointments and Various Rates of Pay,  
Resolved: to accept the 2017 Schedule of Appointments and Various Rates of Pay as presented in attached document so titled.
2. Designate dates, time, and location for Regular Town Board Meetings  
Resolved: The Town Board will meet on the second Tuesday of each month at 7PM in the Town of Chester Municipal Center.
3. Designate Official Depositories  
Resolved: Glens Falls National Bank shall be the Official Depository.
4. Designate Official Newspapers  
Resolved: The Post Star shall be the Official Newspaper
5. Designate Official Town Holidays  
Resolved: Official Town Holidays will be observed as presented in attached document so titled.
6. Designate Town Board Committees  
Resolved: Town Board Committees are appointed as presented in attached document so titled.
7. Set Mileage Allowance Rate
8. Resolved: The mileage allowance rate shall be the IRS set at \$.535 per mile when personal vehicles are used by Town Employees for official business.
9. Set Returned Check Charge  
Resolved: The Returned Check Charge shall be \$25 per returned check.
10. Authorize Official Bonding of Town Officials  
Resolved: Town Officials requiring bonding shall be bonded by...
11. Authorize payment of claims prior to audit  
Resolved: Payment of claims prior to audit is permitted for utilities, insurances, postage,...
12. Authorize Town Clerk to issue Fireworks Permits  
Resolved: The Town Clerk is authorized to issue Firework Permits in accordance with Penal Law Section 405.05

**2017 SCHEDULE OF APPOINTMENTS AND VARIOUS RATES OF PAY**

<b>SCHEDULE OF APPOINTMENTS AND RATE OF PAY</b>		
<b>TITLE</b>	<b>NAME</b>	<b>2017</b>
Animal Control Officer	Florence Converse	\$7,570 /year
Assessor	Greg Klingler	32,941 /year
Audit Committee	Edna Wells & Karen DuRose	\$308 /year
Budget Officer	Craig Leggett	\$1,635 /yr
Deputy Supervisor	Karen DuRose	\$165 /year
Director of Youth	Mindy Conway	\$5,740 /year
Health Officer	Dr Ruge	\$950 /year
Historian	Donna LaGoy	\$3,936 /year
Legal Counsel	Miller, Mannix & Schachner	Rates by position
North Warren EMS Liason	Amy Culver	None
Planning Board Chair & Members	Paul Little, Chairman	\$29 ea /meeting

Sexton	Greg Bolton	\$814 /yr
Water Superintendent	Jason Monroe	\$16,325 /year
Water Superintendent, Ass't	Kim Frazier	17.44 /hour
ZBA Chair & Members	Mary Jane Dower, Chairman	\$29 ea /meeting
Zoning Admin & Sanitary Code Enforce	Walter Tennyson	\$23,781 /year
AOT NYS & AATV Alternate Delegate	Edna Wells, Alt. Delegate	None
AOT NYS & AATV Delegate	Craig Leggett, Delegate	None
Registrar Vital Statistics	Mindy Conway	None
Registrar Vital Statistics, Deputy	Jessica Phillips	None
Service Officer	Craig Leggett	None

**SCHEDULE OF ANNUAL SALARIES - ELECTED OFFICIALS**

<b>TITLE</b>	<b>NAME</b>	<b>2017</b>
Town Supervisor	Craig Leggett	\$34,862
Town Clerk	Mindy Conway	\$34,291
Town Councilwoman	Edna Wells	\$6,589
Town Councilman	Michael Packer	\$6,589
Town Councilman	Steve Durkish	\$6,589
Town Councilwoman	Karen DuRose	\$6,589
Town Highway Superintendent	Jason Monroe	\$57,365
Town Justice	James McDermott	\$27,127

**SCHEDULE OF HOURLY RATES - EMPLOYEES**

<b>TITLE</b>	<b>NAME</b>	<b>2017</b>
Assessors Clerk	Marion Eagan	\$15.00
Boat Wash Attendants	N/A	\$12.48
Bookkeeper	Bruce Nolin	\$21.11
Building Maintenance Mechanic	William Rowell	\$15.30
Constable	David Cavanaugh	\$16.32
Court Clerk, Temporary Part Time	N/A	\$11.40
Court Officer	David Cavanaugh	\$16.55
Data Collector	Dan Smith	\$15.73
Deputy Town Clerk	Jessica Phillips	\$12.75
Election Inspectors	N/A	Paid by Warren County
Food Pantry Worker	Amy Culver	\$11.85
Justice Clerk	Karen Griffen	Set by CSEA contract
Laborer, Part Time	William Rowell	\$11.34
Library Aide	Sharon Berg	\$11.59
Library Technician	Alma Alvarez	\$17.39
Library Technician, Ass't	Wendy Joy-Hayes	\$13.41

Lifeguards	N/A	\$10.25 for 1st year (\$10.75 for lessons) plus \$.25 second year and later.
Museum	Nancie Welch	Set by Historical Society
Planning Board Secretary	Jeremy Little	\$15.00
Records Management Officer	Mindy Conway	\$15.91
Recreation Assistants	N/A	Min Wage for 1 <sup>st</sup> year, Min wage plus \$.50 for 2 <sup>nd</sup> year and later years.
Recycling Attendant, Part time	Lowell Laschomb, Deborah Burch	\$13.64
School Bus Drivers	N/A	Based on School wage
Substitute Cleaner	William Rowell	\$11.59
Unsafe Building Inspector	N/A	\$77/inspection
ZBA Secretary	Brandi Bessette	\$13.26
Zoning Clerk	Jeremy Little	\$15.00

<b>2017 OFFICIAL TOWN HOLIDAYS</b>	
Friday before Memorial Day	Election Day
Memorial Day	Thanksgiving Day
Martin Luther King Day	Day After Thanksgiving
Independence Day	Christmas Day
Labor Day	New Year's Day
Veteran's Day	
If a holiday falls on a Saturday, the day of observance shall be the preceding Friday. If a holiday falls on a Sunday, the day of observance shall be the following Monday.	

<b>2017 Committee List</b>		
<b>Committees</b>	<b>Member 1</b>	<b>Member 2</b>
Highway, Transfer Station, Water Facilities, Fire Protection	Mike Packer	Steve Durkish
Parks & Rec, Cemetery, Municipal Center, Health Center	Steve Durkish	Karen DuRose
Assessor, Judge, Town Clerk, Planning & Zoning	Edna Wells	Mike Packer
Youth, Library, Economic Development & Tourism	Karen DuRose	Edna Wells