

AGENDA / January 7, 2020 / TOWN BOARD MEETING – INCLUDING ANNUAL ORGANIZATIONAL MEETING

Call to Order

- Pledge of Allegiance

Organizational Meeting

- Open Organizational Meeting
 - Proceed with Agenda attached
- Close Organizational Meeting

PRIVILEGE OF THE FLOOR

ORGANIZATIONAL MEETING AGENDA January 7, 2020

RESOLUTIONS #1 - #14 of 2020

1. 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 with the exception for the months of April and September when the meeting will be held at the Pottersville Fire House.
2. Designate Official Depositories
Resolved: Glens Falls National Bank shall be the Official Depository
3. Designate Official Newspapers
Resolved: The Post Star shall be the Official Newspaper
4. Set Mileage Allowance Rate
Resolved: The mileage allowance rate shall be the IRS set at \$.575 per mile when personal vehicles are used by Town Employees for official business.
5. Set Returned Check Charge
Resolved: The Returned Check Charge shall be \$20 per returned check.
6. Set investment of surplus funds policy
Resolved: The Supervisor is empowered to invest surplus funds to draw interest for the accounts from which the funds were drawn. Investments shall be made with federally insured banks doing business in NYS and with NYCLASS
7. Authorize Official Bonding of Town Officials
Resolved: Whereas, under Section 25 of Town Law, the Town Board is required to set the amounts of a Blanket Bond for Town Officers & Employees by Resolution, be it resolved, that the Town Board of the Town of Chester establishes the following limits of insurance: Public Employee dishonesty bond-per employee \$10,000.00 /Additional indemnity-specified positions: Town Supervisor \$ 110,000.00 / Bookkeeper \$60,000/ Justice Court Judge \$60,000 / Court Clerk \$60,000 / Town Clerk - Tax Collector \$260,000
8. Authorize payment of claims prior to audit
Resolved: That authorization is given for payment of utilities, postage, and other similar expenses as allowed by law previous to audit.
9. 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
10. Accept Town of Chester Procurement Policy for 2020
Resolved: Whereas, the TOWN OF CHESTER PROCUREMENT POLICY is to be reviewed and adopted each year and, whereas the policy was updated on August 9, 2016 and no changes have been needed, be it resolved, that the Town Board hereby adopts said

Procurement Policy and Procedures Pursuant to S104B of the General Municipal Law for 2020.

11. Approve Schedule of Appointments and Various Rates of Pay,
Resolved: to accept the 2020 Schedule of Appointments and Various Rates of Pay as presented in the attached document titled "Schedule A: 2020 Schedule of Appointments and Various Rates of Pay".
12. Designate Official Town Holidays
Resolved: Official Town Holidays will be observed as presented in the attached document titled "Schedule B: 2020 Official Town Holidays".
13. Designate Town Board Committees
Resolved: Town Board Committees are appointed as presented in the attached document titled "Schedule C: Town Board Committee List".
14. Set Chestertown and Pottersville Water District Rates
Resolved: The Town Board sets Rates for the Chestertown and Pottersville Water Districts as presented in the attached document titled "Schedule D":

OTHER BUSINESS

15. AUTHORIZE TRAVEL TO NYC FOR NY AOT ANNUAL CONFERENCE FOR BOOKKEEPER
BE IT RESOLVED, the Town Board authorizes Maja Tlokiska-Scroggins to attend the NY Association of Town Annual Meeting and Training School held in NYC February 2020 and will pay for registration, hotel, meals and travel costs from budget code 1220.4 (Supervisor Contractual) and, BE IT FURTHER RESOLVED, the cost of the training, travel, accommodations, and meals will be split 50/50 with the Town of Johnsburg.
16. Executive Session to discuss the employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.

SCHEDULE A: 2020 ANNUAL SALARIES - ELECTED OFFICIALS		
TITLE	NAME	2020
Town Supervisor	Craig Leggett	\$37,452
Town Clerk	Mindy Conway	\$37,000
Town Councilman	Michael Packer	\$7,078
Town Councilman	Larry Turcotte	\$7,078
Town Councilman	Christopher Aiken	\$7,078
Town Councilwoman	Karen DuRose	\$7,078
Town Highway Superintendent	Jason Monroe	\$61,624
Town Justice	James McDermott	\$29,140

SCHEDULE A: 2020 SCHEDULE OF APPOINTMENTS AND VARIOUS RATES OF PAY		
TITLE		2020
Animal Control Officer	Florence Converse	\$ 8,117.00
Assessor	Greg Klingler	\$ 38,491.00
Audit Committee	K. DuRose & S. Durkish	\$335 each
Board of Assessment Review	Arnold Jensen, Chairman	\$180 each / \$240 chair
Budget Officer	Craig Leggett	\$ 1,757.00
Deputy Supervisor	Marion Eagan	\$ 150.00
Deputy Town Clerk	Florence Converse	\$15.00/hr
Director of Youth	Mindy Conway	\$ 8,000.00
Health Officer	Dr Rugge	\$ 950.00
Historian	Donna LaGoy	\$ 4,233.00
Legal Counsel	Miller, Mannix & Schachner	Rates by position
North Warren EMS Liaison	David Gross	None
Planning Board Chair & Members	Paul Little, Chairman	\$30 ea/meeting
Records Management Officer	Mindy Conway	\$ 2,000.00
Registrar Vital Statistics	Mindy Conway	per document
Registrar Vital Statistics, Deputy	Florence Converse	per document
Sexton	Greg Bolton	\$ 874.00
Unsafe Building Inspector	John MacMillen	\$80/inspection
Website Maintenance	Jeremy Little	\$ 1,045.00
Water Superintendent	Jason Monroe	\$ 17,572.00
Water Superintendent, Ass't	Kim Frazier	\$ 18.00/hr
ZBA Chair & Members	John MacMillen, Chair	\$30 ea/meeting
Zoning Admin & Sanitary Code Enf.	Jeremy Little	\$18.50/hr
Zoning Admin, Deputy	Tom Thorsen	None
AOT NYS & AATV Alternate Delegate	Karen Durose, Alt. Delegate	None
AOT NYS & AATV Delegate	Craig Leggett, Delegate	None

SCHEDULE A: 2020 SCHEDULE OF HOURLY RATES - EMPLOYEES		
TITLE		2020
Assessors Clerk		\$18.50
Boat Wash Attendants		\$13.14

Bookkeeper		\$18.50
Backup Bookkeeper		\$15.00
Chester Challenge Trail Coordinator		\$16.85
Confidential Secretary		\$18.50
Constable / Lake Safety Officer		\$16.30
Court Clerk		\$18.50
Court Officer		\$16.00
Cleaner		\$12.12
Data Collector		\$15.00
Dynamite Hill Labor		\$12.19
Food Pantry Worker		\$12.74
Justice Clerk		\$18.50
Laborer, Part Time		\$11.80
Library Aide		\$13.60
Library Technician		\$18.18
Library Technician, Ass't		\$14.00
Lifeguards		\$13.80
Mealsite Worker		\$12.12
Museum Director		Set by Hist. Society
Parks & Rec Seasonal		\$14.65
Planning Board Secretary		\$18.50
Recreation Assistants		\$11.80
Recycling Attendant, Part time		\$14.65
School Bus Drivers		Based on School wage
Substitute Cleaner		\$12.12
ZBA & Planning Board Secretary		\$15.00
Zoning Code Enforcement Officer		\$16.00

Schedule B: 2020 Official Town Holidays	
New Year's Day	UNION & NON-UNION
Martin Luther King Day	UNION & NON-UNION
Presidents Day	NON-UNION ONLY
Friday before Memorial Day	UNION ONLY
Memorial Day	UNION & NON-UNION
Independence Day	UNION & NON-UNION
Labor Day	UNION & NON-UNION
Election Day	UNION & NON-UNION
Veteran's Day	UNION & NON-UNION
Thanksgiving Day	UNION & NON-UNION
Day After Thanksgiving	UNION & NON-UNION
Christmas Day	UNION & NON-UNION
Floating holiday	UNION & NON-UNION
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.	

Schedule C: Town Board Committee List	
Committees	Lead Member
Parks & Recreation, Buildings & Grounds, EMS, Fire Districts, Streetlights & Sidewalks, Traffic Control, Court	Mike Packer
Finance, Human Resources, Audit, Cemeteries, Library, Senior Services, Beautification, Historical Society/Historian, Food Pantry	Karen DuRose
Highway, Youth Programs, Economic Development, Health Center, Assessment, Town Clerk	Chris Aiken
Waste Management & Recycling, Water Districts, Loon Lake Park District, Public Safety, Planning & Zoning, Environmental Quality	Larry Turcotte

SCHEDULE D : Water District Rates 2020

SCHEDULE D : Water District Rates 2020		
1/7/2020	Chestertown Water District	
Code	Description	2020 Rate
1	Base Rate: Metered Residential	\$ 131.25
2	Base Rate: Metered Business	\$ 131.25
3	Base Rate: Metered Outside of District	\$ 217.50
6	Base Rate: Unmetered Inside District	\$ 210.00
8	Base Rate: Unmetered Outside of District	\$ 360.00
20	Base Rate: NWCS for 30,000 gallons	\$ 525.00
10	Flat Rate: Unmetered Special Annual Rate	\$ 400.00
	Rate per 1,000 gallons for Over 30,000 gallons	\$ 4.00
	Swimming Pool Rate (Res #181-2002)	\$ 200.00
13	Hydrant Rental	\$ 506.25
15	Turn On / Turn Off	\$ 18.00
	Connection Charge - Standard Install	\$ 1,200.00
16	Replace Water Meter	\$ 165.00
1-7-2020	Pottersville Water District	
Code	Description	2020 Rate
17	Base Rate: Metered Residential	\$ 217.50
18	Base Rate: Metered Business	\$ 300.00
4	Base Rate: Metered Outside of District	\$ 348.75
5	Base Rate: Unmetered Inside District	\$ 300.00
14	Base Rate: Unmetered Outside of District	\$ 435.00
21	Base Rate: Word of Life for 24,000 gallons	\$ 487.50
10	Flat Rate: Unmetered Special Annual Rate	\$ 247.50
	Rate per 1,000 gallons for Over 24,000 gallons	\$ 3.00
	Swimming Pool Rate (Res #181-2002)	\$ 200.00
12	Hydrant Rental (9 hydrants + 2 dry)	\$ 97.50
9	Base Rate: Glendale	\$ -
15	Turn On / Turn Off	\$ 18.00
7	Connection Charge - Standard Install	\$ 1,200.00
16	Replace Water Meter	\$ 165.00

2020 WATER RATES REFLECT ADJUSTMENT FOR SHORTENED BILLING YEAR. AS PER RESOLUTION NO. 143 OF 2019: "TOWN BOARD HEREBY CHANGES THE MONTH OF APPROVING THE WATER WARRANT FOR THE CHESTERTOWN AND POTTERSVILLE WATER DISTRICTS TO MAY, STARTING IN 2020". THE USAGE AMOUNTS ARE FROM AUGUST 1, 2019 THROUGH APRIL 30, 2020 – OR ¾ OF A REGULAR YEAR.