

**Town of Schodack  
Town Board Organizational Meeting  
January 5, 2018**

Public Session - 6 p.m.

Call to Order

Pledge of Allegiance

Roll Call

Public Comment -Board Resolutions only

**NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN BOARD OF THE TOWN OF SCHODACK DOES HEREBY:**

**2018-01)** Authorize the approval of the Official Undertaking as to its form and manner of execution and the sufficiency of the insurance, as surety as prescribed by law.

**2018-02)** Regular meetings of the Town Board will generally be held at 7 p.m. on the second and fourth Thursdays of each month, at the Schodack Town Hall at 265 Schuurman Road unless otherwise duly noticed, as follows:

|             |  |
|-------------|--|
| January 11  | July 12                                  |
| January 25  |  |
| February 8  | August 9                                 |
| February 22 | August 23                                |
| March 8     | September 13                             |
| March 22    | September 27                             |
| April 12    | October 11                               |
| April 26    | October 25                               |
| May 10      | November 8                               |
| May 24      | No second meeting scheduled for November |
| June 14     | December 13                              |
| June 28     | December 27 @ 6:00 PM/Close of Business  |

**2018-03)** Full-time employees (non-union) are given the following holidays for the year 2018:

| <u>Date</u> | <u>Holiday</u>              |
|-------------|-----------------------------|
| January 1   | New Year's Day              |
| January 15  | Martin Luther King, Jr. Day |

|             |                         |
|-------------|-------------------------|
| February 19 | Presidents Day          |
| May 28      | Memorial Day            |
| July 4      | Independence Day        |
| September 3 | Labor Day               |
| October 8   | Columbus Day            |
| November 12 | Veterans Day Observance |
| November 22 | Thanksgiving Day        |
| November 23 | Day after Thanksgiving  |
| December 25 | Christmas               |
| December 26 | Day after Christmas     |

**2018-04)** Designate Transfer Station holidays for year 2018 as follows:

| <u>Date</u> | <u>Holiday</u>             |
|-------------|----------------------------|
| January 2   | New Year's Day Observance* |
| May 29      | Memorial Day Observance*   |
| July 4      | Independence Day           |
| September 4 | Labor Day Observance*      |
| November 22 | Thanksgiving Day           |
| November 23 | Day after Thanksgiving     |
| December 25 | Christmas                  |

7 Floating Holidays consist of: Martin Luther King's Day, Presidents' Day, Independence Day, Columbus Day, Veteran's Day, Christmas Day and Day after Christmas Day.

\*Transfer Station is closed on Mondays, therefore, pursuant to the Collective Bargaining Agreement, Monday holidays will be observed on Tuesday.

**2018-05)** Designate the following banks as depositories for all Town funds for the calendar year 2018: Key Bank, N.A., National Union Bank of Kinderhook and Pioneer.

**2018-06)** Supervisor Harris, being the Chief Fiscal Officer or the officer having custody of monies of the said Town of Schodack, has the authority to temporarily deposit or invest monies of the said Town of Schodack, not required for immediate expenditures, except proceeds of loans and monies the investment of which otherwise is provided by law, in special time deposit accounts or certificates of deposit issued by a bank or trust company located and authorized to do business in this State; provided, however, that such time deposit accounts or certificates of deposit be secured by a pledge of obligations of the State of New York or obligation of any municipal corporation, school district or district of the State of New York as authorized pursuant to the provisions of Section II of the General Municipal Law of the State of New York. Investment may also be made in obligations of the State of New York subject to conditions set forth in Section II of the General Municipal Law.

**2018-07)** Adopt the following annual salaries schedule

|   |    |           |       |
|---|----|-----------|-------|
| Town Board Members                      | \$ | 10,000.00 |       |
| Town Justices                           | \$ | 31,591.00 |       |
| Court Officer                           | \$ | 25.50     | /hour |
| Secretary to the Town Justice           | \$ | 22.47     | /hour |
| Secretary to the Town Justice           | \$ | 15.55     | /hour |
| Supervisor                              | \$ | 58,367.00 |       |
| Secretary to the Supervisor             | \$ | 43,097.00 |       |
| Comptroller                             | \$ | 77,090.00 |       |
| Assistant Comptroller                   | \$ | 32.41     | /hour |
| Accountant                              | \$ | 26.76     | /hour |
| Human Resources Manager                 | \$ | 26.41     | /hour |
| Receiver of Taxes                       | \$ | 37,495.00 |       |
| Deputy Tax Receiver                     | \$ | 17.19     | /hour |
| Senior Tax Clerk                        | \$ | 13.79     | /hour |
| Tax Clerk                               | \$ | 13.22     | /hour |
| Budget Officer                          | \$ | 3,696.00  |       |
| Sole Assessor                           | \$ | 56,877.00 |       |
| Assistant to the Assessor               | \$ | 36,467.00 |       |
| Data Collector                          | \$ | 14.10     | /hour |
| Board of Assessment Review (BAR)- Chair | \$ | 552.00    |       |
| BAR Members                             | \$ | 462.00    |       |
| BAR- Secretary                          | \$ | 258.00    |       |
| Town Clerk                              | \$ | 60,179.00 |       |
| Deputy Town Clerk-FT                    | \$ | 18.69     | /hour |
| Deputy Town Clerk                       | \$ | 36,467.00 |       |
| Records Management                      | \$ | 26.12     | /hour |
| Buildings/Janitorial                    | \$ | 20.26     | /hour |
| Police Chief                            | \$ | 74,460.00 |       |
| Police Officers (part-time)             | \$ | 20.56     | /hour |
| Dog Control Officer                     | \$ | 15,074.00 |       |
| Highway Superintendent                  | \$ | 68,563.00 |       |
| Secretary to Highway Superintendent     | \$ | 18.49     | /hour |
| Secretary to Park                       | \$ | 18.49     | /hour |
| Park Attendants                         | \$ | 13.94     | /hour |
| Director of Youth and Recreation        | \$ | 11,371.00 |       |
| Historian                               | \$ | 2,352.00  |       |
| Director of Transfer Station            | \$ | 54,185.00 |       |
| Park Manager                            | \$ | 19.91     | /hour |
| Building Inspector                      | \$ | 55,080.00 |       |
| PT Building Inspector                   | \$ | 31.16     | /hour |

|  |    |           |       |
|--|----|-----------|-------|
| Secretary to Building Department       | \$ | 30,385.00 |       |
| Registrars of Vital Statistics         | \$ | 1,400.00  |       |
| Director of Planning and Zoning        | \$ | 56,000.00 |       |
| Secretary to Director of P/Z           | \$ | 32,060.00 |       |
| Secretary to Director of P/Z           | \$ | 17.62     | /hour |
| Zoning Board Attorney                  | \$ | 13,165.20 |       |
| Zoning Board Chairperson               | \$ | 2,002.00  |       |
| Zoning Board Members                   | \$ | 1,314.00  |       |
| Planning Board Attorney                | \$ | 19,747.80 |       |
| Planning Board Chairperson             | \$ | 4,203.00  |       |
| Planning Board Members                 | \$ | 2,627.00  |       |
| Summer Grounds                         | \$ | 14.51     | /hour |
| Wingmen                                | \$ | 13.84     | /hour |
| Flaggers                               | \$ | 11.09     |       |
| Pee Wee Wrestling Instructors          | \$ | 500.00    |       |
| Water Safety Instructor                | \$ | 3,000.00  |       |
| Camp Directors                         | \$ | 3,400.00  |       |
| Asst Director/Special Needs Supervisor | \$ | 2,000.00  |       |
| Pool and Summer School Director        | \$ | 3,000.00  |       |
| Camp Nurse                             | \$ | 2,700.00  |       |
| Summer Soccer Director                 | \$ | 800.00    |       |
| Arts and Crafts Director               | \$ | 3,000.00  |       |
| Transportation Director                | \$ | 2,800.00  |       |
| Assistant Directors                    | \$ | 17.00     | /hour |
| Lifeguards                             | \$ | 15.00     | /hour |
| Bus Aides                              | \$ | 12.00     | /hour |
| Counselors                             | \$ | 11.00     | /hour |

1 Board of Assessment Review – Chairperson- \$92.00/meeting; Members - \$77.00/meeting and Secretary - \$43.00/meeting-6 meetings scheduled, not to exceed annual amount stated above without further Town Board approval.

2 Director of Planning - \$33,960; Director of Zoning - \$22,640

3 Secretary to Director of Planning/Zoning - Hourly rate paid for attendance at planning/zoning meetings only.

4 Zoning Board Chairperson - \$166.83/meeting-12 meetings scheduled, not to exceed annual amount stated above without further Town Board approval.

5 Zoning Board Members - \$109.50/meeting-12 meetings scheduled, not to exceed annual amount stated above without further Town Board approval.

6 Planning Board Chairperson - \$200.14/meeting-21 meetings scheduled, not to exceed annual amount stated above without further Town Board approval.

7 Planning Board Members - \$125.10/meeting-21 meetings scheduled, not to exceed annual amount stated above without further Town Board approval.

**2018-08) Supervisor's appointments:**

As the post of Deputy Supervisor was created by the Town Board during 2002, pursuant to §42 of the Town Law, Supervisor Harris appoints James Bult Councilman as Deputy Supervisor;

Pursuant to the Article III, Section 29 (15) of the Town Law, Supervisor Harris hereby appoints Dawne M. Kelly, as Confidential Secretary to the Supervisor, at the annual salary set forth in resolution 2018-07. Term to run concurrent with the term of the Supervisor and expires December 31, 2019.

Pursuant to the Arts and Cultural Affairs Law, Supervisor Harris hereby appoints Diane Hutchinson, Town Historian at the annual salary set forth in resolution 2018-07. Term to run concurrent with the term of the Supervisor and expires December 31, 2019.

**2018-09)** Pursuant to Town Law § 150 (2), appoint Supervisor Harris as Police Commissioner. Term to run concurrent with the term of Supervisor and expires on December 31, 2019

**2018-010)** Appoint Ryan P. Mullahy as Town Attorney, at an annual salary of \$24,000.00.

**2018-011)** Appoint Kenneth Holmes as Superintendent of Highways, at the salary as set forth in resolution 2018-07. Term to run concurrent with the term of the Supervisor and expires December 31, 2019.

**2018-012)** Appoint Kerrie D. Joiner as Part-time Human Resource Manager at an hourly rate as set forth in resolution 2018-07.

**2018-013)** Appoint Nadine Fuda, Director Planning/Zoning, at annual salary as set forth in resolution 2018-07.

**2018-014)** Appoint Melissa A. Knights, Secretary to Director Planning/Zoning, at annual salary as set forth in resolution 2018-07.

**2018-015)** Appoint Martha Reed, Secretary to Building Inspector, at annual salary as set forth in resolution 2018-07.

**2018-016)** Appoint Gary Ziegler, Part-time Temporary Town Building Inspector at the hourly rate as set forth in resolution 2018-07.

- 2018-017)** Appoint Joseph Tremblay as Town Building Inspector/Code Enforcement Officer, at an annual salary as set forth in resolution 2018-07
- 2018-018)** Appoint Paul Harter, as Comptroller at annual salary as set forth in resolution 2018-07.
- 2018-019)** Appoint Susan Pilipczuk as Accountant at the hourly rate as set forth in resolution 2018-07.
- 2018-020)** Appoint Laura Palmer as Assistant Comptroller on a part-time basis at the hourly rate set forth in resolution 2018-07.
- 2018-021)** Pursuant to Article 3, Section 20(1)(a) of Town Law, the Justices hereby appoint Gertrude Valli as Secretary to Justice Court on a full-time basis at the hourly rate as set forth in resolution 2018-07.
- 2018-022)** Appoint William Gonzales part-time Justice Court Officer on a part-time basis at hourly rate set forth in resolution 2018-07.
- 2018-023)** Appoint Sheila Golden as Director of Youth and Recreation at salary set forth in resolution 2018-07.
- 2018-024)** Appoint Gene Paul Martel as the Dog Control Officer at salary set forth in resolution 2018-07.
- 2018-025)** Appoint Lynne Torello as Acting Dog Control Officer for the year 2018. The Acting Dog Control Officer will serve when needed to cover for sick time or vacation time. The rate of payment shall be \$50.00 per call.
- 2018-026)** Appoint Roland D. Ferris as Data Collector on a part-time basis as deemed appropriate by the Assessor at an hourly rate as set forth in resolution 2018-07.
- 2018-027)** Appoint Nicole A. Thomas as part-time janitorial staff at an hourly rate as set forth in resolution 2018-07.
- 2018-028)** Pursuant to Article 3 Section 37 of the Town Law, the Tax Receiver hereby appoints Sandra Schell (13.52/hr.), Elizabeth Swahlan (\$12.96/hr.) and Michael Lubbers (\$12.96/hr.) as part-time Tax Clerks at an hourly rate as set forth in resolution 2018-07.
- 2018-029)** Appoint Stuart McKnight, Josh Walters, Jason Lorenzo, Thomas M. D. Jones, Clark Roehr, Keith M. Boniface, David Harrington, Anthony Belardo and Matthew R. Montross as part-time police officers at an hourly rate as set forth in resolution 2018-07.
- 2018-030)** Pursuant to Article 3 Section 30 of the Town Law, the Town Clerk hereby appoints Lois Ciccolella Deputy Town Clerk at the annual salary set forth in resolution 2018-07.

- 2018-031)** Appoint Debra L. Curtis Registrar of Vital Statistics at a salary of \$1400.00 set forth in resolution 2018-07 and appoint Karen A. Vecchione as Deputy Registrar of Vital Statistics in charge of issuance of birth records at a rate of \$10.00 per certificate pursuant to Section 4122 of the Public Health Law and Lois Ciccolella as Sub-Registrar of Vital Statistics pursuant to Section 4122 of the Public Health Law.
- 2018-032)** Appoint Debra L. Curtis ADA Coordinator for the calendar year 2018 at no additional compensation.
- 2018-033)** Pursuant to Schodack Town Law Section 60.5 the Records Advisory Board shall consist of five members, being the Town Supervisor, the Town Historian, the Town Attorney, the Town Clerk and the Records Coordinator. Karen A. Vecchione is hereby appointed Records Coordinator at an hourly rate as set forth in resolution 2018-07.
- 2018-034)** Appoint Kerrie D. Joiner Affirmative Action Coordinator for the calendar year 2018 at no additional compensation.
- 2018-035)** Appoint Andrew Aubin as a member of the Planning Board. Term to expire on December 31, 2024.
- 2018-036)** Appoint Denise Mayrer as Chair of the Planning Board for the calendar year 2018. (Town Law §271)
- 2018-037)** Appoint David Calarco as Chairman of the Zoning Board of Appeals for the calendar year 2018.
- 2018-038)** Appoint Craig Crist, Esq., as Attorney for the Planning Board at salary as set forth in resolution 2018-07.
- 2018-039)** Appoint William Better, Esq., as Attorney for the Zoning Board of Appeals at salary as set forth in resolution 2018-07.
- 2018-040)** Appoint Gloria Brewer as a member of the Board of Assessment Review at salary as set forth in Year 2018 adopted budget. Term to expire September 30, 2022.
- 2018-041)** Appoint Joseph Belardo as Police Chief, at an hourly rate set forth in resolution 2018-07.
- 2018-042)** Authorize the following individual for appointment to the Winter Youth Recreation Program, as recommended by the Director of Youth and Recreation for Pee Wee Wrestling – Thomas Gibbons at salary as set forth in resolution 2018-07.

- 2018-043)** Appoint Philip Danaher, Esq., to act as Deputy Attorney to the Town (at no compensation) and to act as the Town/Traffic Prosecutor for Vehicle and Traffic matters at Schodack Justice Court, pursuant to retainer agreement dated January 29, 2010, remuneration as set forth in the Year 2018 adopted budget (\$15,000.00).
- 2018-044)** Pursuant to professional services agreement dated January 5, 2018, appoint Tabner, Ryan and Keniry, LLP as Special District Counsel and based on per hour fee schedule as follows: Partners \$260.00, Associates \$170.00 and Paralegals \$95.00. This authorization shall not exceed \$7,500.00 without further board approval.
- 2018-045)** Authorize Supervisor Harris to execute and administer professional services agreement with the Vincelette Law Firm as Counsel, for the year 2018, to represent the Town on assessment related matters at an hourly rate of \$175.00.
- 2018-046)** Authorize Supervisor Harris to execute and administer professional services agreement with Executive Computing, LLC, for the year 2018, to provide information technology services to the Town at an hourly rate of \$112.00.
- 2018-047)** Appoint Hiscock and Barclay, LLP as Bond Counsel with fees in accordance with letter dated December 19, 2013.
- 2018-048)** Appoint Girvin & Ferlazzo, P.C. as Labor Counsel to the Town, pursuant to retainer agreement dated January 5, 2018. This authorization shall not exceed \$10,000.00 without further board approval.
- 2018-049)** Pursuant to Chapter 32 Section 1 of the Code of the Town of Schodack, Supervisor Harris appoint Jeffrey Arno, Police Officer; Alan Roehr Jr., Police Officer; Jordan Harrington, Police Officer; Peter D. Schweigert; Allison Signor; Gary Ziegler; Steven Kelly and Matthew Carner to the Town of Schodack Fire Investigation Unit for the calendar year 2018.
- 2018-050)** Appoint the following as Fire Marshals for 2018: Dawne M. Kelly - Town Hall; Stuart McKnight - Police Station; and Harry Duncan - Highway Garage.
- 2018-051)** Establish the mileage rate of 54.5 cents per mile pursuant to I.R.S. rate for the calendar year 2018.
- 2018-052)** Designate **The Record** as official Town newspaper for the calendar year 2018.
- 2018-053)** Approve the attached Transfer Station Fee schedule, to be effective January 1, 2018. (See separate schedule).
- 2018-054)** Authorize Supervisor Harris to execute New York State Office of Children and Family Services, Individual Program Application, Agency Summary for Youth and Recreation for the Period of January 1 through December 31, 2018.



- 2018-055)** Approve contracts and authorize Supervisor Harris to execute and administer contracts with Castleton Volunteer Ambulance Service, Inc., and Nassau Ambulance for provision of emergency medical services for 2018 as set forth in the Year 2018 adopted budget.
- 2018-056)** Authorize Supervisor Harris to execute and administer contracts with Village of Castleton-on-Hudson, Castleton Fire Company, the Board of Commissioners of Nassau Fire District Number One, and the Board of Commissioners of the East Schodack Fire District for provision of fire and emergency services in each of the respective fire protection districts.
- 2018-057)** Approve contracts and authorize Supervisor Harris to execute contracts with the Castleton Public Library (\$113,400.00), East Greenbush Community Library (\$303,720.00), and Nassau Free Library (\$25,000.00) as set forth in the Year 2018 adopted budget.
- 2018-058)** Authorize Supervisor Harris to execute and administer a contract with the Peter J. Andrews VFW Post No. 7337 for the establishment, maintenance and operation of programs devoted, in whole or in part, to the welfare of veterans for an amount not to exceed \$5,000.00 Terms and conditions of the contract are subject to approval by Attorney to the Town as to form and substance. (As budgeted)
- 2018-059)** Authorize Supervisor Harris to execute contracts with the Edward C. Swartz Southern Tier Senior Center (\$5,000.00) and Castleton Senior Citizens (\$5,000.00) for the establishment, maintenance and operation of programs devoted, in whole or in part, to the welfare of the aged. The terms and conditions of said contracts are subject to the approval by Attorney to the Town. (As budgeted)
- 2018-060)** Authorize Supervisor Harris to execute agreement on behalf of the Town of Schodack with the Rensselaer County STOP DWI program for the calendar year 2018.
- 2018-061)** Authorize Supervisor Harris to execute and administer Addendum Number 2018-01 for professional services from the Laberge Group to assist the Town Board for 2018. Hourly rates for Planning and Zoning Board activities for 2018 are as follows: Principal/project manager \$188.00, Project Engineer \$131.00, Assistant Engineer \$98.00 and Administrative Assistant \$69.00, and Addendum Number 2018-01 for planning and zoning which is reimbursed through engineering escrow; Addendum Number 2018-02 for wastewater issues not to exceed \$5,000.00; Addendum Number 2018-03 for water issues not to exceed \$10,000.00; Addendum Number 2018-04 for Planning & Economic Development related issues not to exceed \$12,000.00 and Addendum Number 2018-05 for MS-4 administration (Municipal Stormwater Management) field work, coalition meetings and testing allowance services not to exceed \$38,900.00.

- 2018-062)** Elected Town officials are authorized by this resolution of the Town Board to attend the 2018 Newly Elected Town Officials School offered by the Association of Towns of New York State January 10-12, 2018 at the Desmond Hotel & Conference Center, Albany, NY shall be reimbursed for expenses under Section 77-b of the General Municipal Law up to an amount of \$375.00. Such amount will reimburse transportation and registration expenses. Those so authorized may obtain an advance of expenses as provided in subsection 6 of Section 77-b. Receipts must be obtained for all applicable expenses.
- 2018-063)** Recommend Roland Ferris be appointed to the Rensselaer County Fire Advisory Board. Oath is to be taken at Rensselaer County Clerk's office. Term to expire December 31, 2018.
- 2018-064)** Authorize Supervisor Harris to execute and administer a shelter agreement with Mohawk Hudson Humane Society for the 2018 calendar year to satisfy the requirements of the New York State Department of Agriculture and Markets Law. It is the policy of the Town that owners, if located, shall be responsible for charges incurred at Mohawk Hudson Humane Society when pets are claimed, as may be allowed by law.
- 2018-065)** Create position of Public Information Officer to provide up to 20 hours per month support services at an annual salary of \$5,000.00
- 2018-066)** Appoint Charles Peter as Public Information Officer at salary as set forth in resolution 2018-065.
- 2018-067)** Ratify and affirm authorizing Kerrie D. Joiner, Human Resource Manager to post internally the full-time Operator 2 position at the Highway Department and authorize the Supervisor to advertise in the official Town newspaper as necessary.

### **Motion to Adjourn**

Pursuant to the regulation of the Americans with Disabilities Act (Public Law 101-336), the Town of Schodack will provide auxiliary aids or special services for persons with disabilities. Please notify the Town Clerk's Office at 477-7590 so arrangements can be made for requested services.

Please forward correspondence regarding Town matters to:  
Supervisor David Harris  
Town of Schodack, 265 Schuurman Road  
Castleton-on-Hudson, New York 12033-9622  
or call the Supervisor at 518-477-7918

1/5/2018 11:00