

**Town of Harrietstown  
Organizational Meeting Minutes  
January 14, 2016**

Roll Call

Supervisor Kilroy called the Organization Meeting to order at 4:45 P.M.

Supervisor Kilroy Present  
Councilman Keough Present  
Councilman Goetz Present  
Councilman Riley Present  
Councilwoman Meagher Present

RESOLUTION # 1 OF 2016

APPROVAL OF PAGE 1 OF ORGANIZATION MEETING

On motion of Councilman Riley, seconded by Councilwoman Meagher, the following resolution was

ADOPTED Ayes 5 Nays 0

Resolved that the following appointments through contract negotiations on this page be approved.

APPOINTMENTS:

By Supervisor:

Deputy Supervisor:	Edward Goetz
Audit/Financial/Budget Officer:	Michael P. Kilroy and Tracy Mauler
Historian:	Mary Hotaling
Annual Update:	Michael P. Kilroy

By Town Clerk:

Deputy Town Clerk:	Colleen Harvey
Deputy Tax Collector:	Colleen Harvey

By Highway Superintendent:

Deputy Highway Superintendent:	Joe DeFuria
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By Town Justices:

Court Clerk:	Sabrina Harrison
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By Town Board:

Town Attorney:	James Maher (Oath of Office)
Building/Zoning & Code Officer:	Edwin Randig
Deputy Bldg/Zoning& Code Officer:	Angela Sirianni-Lucey
Delegate to Association Of Towns:	Michael Kilroy
Health Officer:	Raymond Scollin, Jr
Planning Board Chair:	Dean Baker
Zoning Board of Appeals Chair:	Wayne Voudren

Registrar Vital Stats (Birth & Death):	Contract with Village of Saranac Lake
Dog Control Officer	Contract with Tri-Lakes Humane Society
Town Representative to Association of Sr. Citizens of Franklin County	TBD

Contract Negotiations:

Supervisor requests authorization from the Board to contract and negotiate with parties involved in contracts.

RESOLUTION #2 OF 2016

APPROVAL OF ITEMS THROUGH RETURNED CHECK CHARGE WITH THE  
EXCEPTION OF PROCUREMENT POLICY:

On motion of Councilman Goetz, seconded by Councilman Keough, the following resolution was

ADOPTED            AYES 5            NAYS 0

RESOLVED that the below listed items through return check charge be adopted as listed.

Day to Day Business:

Supervisor requests authorization from the Board to conduct the “ordinary day to day” business of the Town on the Board’s behalf.

Other Items:

- Payroll will be in by 10:00 a.m. on the Wednesday before pay day unless holiday week as per the employee handbook.
- Agenda items are to be submitted by the close of business on Friday prior to a board meeting.
- Vouchers must be submitted no later than 10:00 a.m. on the Monday prior to the board meeting they are to be approved for payment.
- Resolution to authorize prepayment of all legally allowable vouchers.
- All official correspondence will be addressed to 39 Main Street and to be recorded in mail log.

Deputies Stipend:

For the positions of Deputy Highway Superintendent and Deputy Code Officer, there will be a \$1,500.00/year stipend paid to the individual who is designated the title of Deputy. The \$1,500.00 stipend shall be paid on an equal basis as part of the individual’s bi-weekly salary.

In the event the designated individual leaves the town’s employ or for whatever reason does not remain Deputy for the complete year the stipend will be pro-rated.

An individual becoming Deputy for only a portion of the year; the \$1,500.00 stipend will be pro-rated based on the number of months left in the year.

Organizational Meeting Thursday, January 14, 2016 4:45 P.M.

Procurement Policy:

Approval of as written or with corrections/and or additions.

Official Correspondence:

All official correspondence to be addressed to the Town of Harrietstown, 39 Main Street, Saranac Lake, NY 12983. This includes the Adirondack Regional Airport and Highway Department.

Petty Cash:

Town Clerk petty cash fund	\$200.00
Tax Collector petty cash fund	\$300.00
Airport petty cash fund	\$200.00

Official Designations:

Official Depository:	Community Bank
Official Newspaper:	Adirondack Daily Enterprise

Return Check Charge:

Cost added to face value of a returned check for 2016 will be \$35.00.

RESOLUTION # 3 OF 2016

APPROVAL OF BELOW LISTED ITEMS THROUGH FOIL REQUESTS:

On motion of Councilwoman Meagher, seconded by Councilman Riley, the following resolution was

ADOPTED      AYES 5      NAYS 0

Resolved that the below listed items through FOIL request be approved.

Competitive Bids:

Authorization for the Town Clerk and at least (1) Board member to open competitive bids on public and purchase agreements.

Regular Board Meetings:

For 2016 the Town Board will hold its regular meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month starting at 5:00PM. November and December meeting dates may change due to holidays.

January 14	1 <sup>st</sup> Board Meeting & Organizational Meeting	4:45 PM
January 28		
February 11		
February 25		
March 10		
March 24		
April 14		
April 28		
May 12		
May 26		
June 9		
June 23		
July 14		

July 28  
August 11  
August 25  
September 8  
September 22  
October 13  
October 27  
November 3  
November 17  
December 8  
December 22

Tool Purchase:

Authorize Highway Superintendent and Airport Manager to purchase tools without prior approval up to the amount of \$1,500.00 per procurement policy

Account Signatories:

Authorize Board members to be named as signatories on Town Accounts:

- Payroll: Supervisor, Deputy Supervisor \*
- NOW Accounts: Supervisor and Deputy Supervisor
- Class Accounts: Supervisor and Deputy Supervisor

\*In the event both are absent **Councilman Howard Riley** will be an additional signatory on the above mentioned accounts.

Salaries:

Salaries of all elected and appointed officials and wages for hourly employees to be fixed at the rates as listed in the 2016 budget as included.

The amounts listed in the budget for elected officials are maximums.

All officials and employees shall be paid biweekly.

Mileage Reimbursement Rate:

The mileage reimbursement rate for 2016 will be \$.54/ mile or as the federal rate dictates.

Foil Requests:

The cost of any foil request for 2016 will be \$.25 per page.

This cost will be levied for any requests of documents through a foil inquiry including employees.

RESOLUTION # 4 OF 2016

On motion of Councilman Riley, seconded by Councilman Keough the committees listed below be approved

Committees:

- |                           |                            |               |
|---------------------------|----------------------------|---------------|
| 1. Airport                | Ed Goetz and Patty Meagher |               |
| 2. Highway                | Ed Goetz                   |               |
| 3. Personnel:             |                            |               |
| Safety                    | Ron Keough                 |               |
| HR                        | Ed Goetz                   | Howard Riley  |
| 4. Special Districts      |                            |               |
| Water& Sewer:             | Michael Kilroy             | Ed Goetz      |
| Lighting                  | Howard Riley               |               |
| Lake Owner Assoc.:        | Howard Riley               |               |
| 5. Buildings:             |                            |               |
| Town Hall                 | Michael Kilroy             |               |
| Dewey Mountain            | Ron Keough                 | Patty Meagher |
| 6. Cemetery               | Ron Keough                 |               |
| 7. Parks/Recreation/Youth | Mike Kilroy                | Patty Meagher |
| 8. Tourism                | Ron Keough                 |               |
| 9. Business Park:         | Ron Keough                 |               |
| 10. Code/ Zoning          | Michael Kilroy             |               |
| 11. Assessing:            | Michael Kilroy             |               |
| 12. Housing Authority:    | Howard Riley               |               |
| 13. Audit                 | Michael Kilroy             | Ed Goetz      |
| 14. Fire/Rescue           | Ed Goetz                   | Ron Keough    |
| 15. Negotiations (Union)  | Michael Kilroy             | Ed Goetz      |
| 16. Community             | Ron Keough                 |               |

RESOLUTION # 5 OF 2016:

APPROVAL OF REMAINING ITEMS OF THE ORGANIZATIONAL MEETING:

On a motion of Councilman Keough, seconded by Goetz, the following resolution was ADOPTED       AYES 5    NAYS 0

Resolved that the remaining items be approved as listed below.

Minutes:

Town Clerk to receive copies of all Planning/Zoning and Board of Appeals minutes on a monthly basis. A copy of minutes from any Board Committee meeting will also be provided to the Clerk.

Meal Allowances:

Outside New York City:

Breakfast	\$12.00
Lunch	\$15.00

Organizational Meeting Thursday, January 14, 2016 4:45 P.M.

Dinner \$30.00

In New York City

Breakfast \$20.00

Lunch \$25.00

Dinner \$45.00

Holiday Schedule:

New Year's Day	Friday, January 1, 2016
Martin Luther King Day	Monday, January 18, 2016
President's Day	Monday, February 15, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Columbus Day	Monday, October 10, 2016
Veteran's Day	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016
Thanksgiving Friday	Friday, November 25, 2016
Christmas Eve	Friday, December 23, 2016
Christmas	Monday, December 26, 2016
New Year's Eve ½ Day	Friday, December 30, 2016

**!!!!NOTE!!!!**

All department heads, elected officials and non-union town employees will use the above Holiday schedule.

All Union employees (i.e. Highway and Airport) are responsible to check their respective Union contracts for bargained holiday schedule as some holidays may differ from the above schedule.