

Town of Harrietstown
Organizational Meeting
January 14, 2016

Roll Call

APPOINTMENTS:

By Supervisor:

Deputy Supervisor:	Edward Goetz
Bookkeeper to Supervisor:	Tracy Mauler
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 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.

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.

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.

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

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 2nd and 4th Thursdays of the month starting at 5:00PM. November and December meeting dates may change due to holidays.

January 14	1 st 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 23		
August 11		
August 25		
September 8		
September 22		
October 8		
October 13		
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.

Committees:

1. Airport	Ed Goetz	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	Ed Goetz	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

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
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.