

Minutes of the Organizational Meeting of January 8, 2015

**Town of Harrietstown**  
Organizational Meeting  
January 8, 2015

**Pledge to the Flag**

**Call to Order:**

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

Also present Town Clerk Patricia Gillmett and Airport Manager Cory Hurwitch.

**APPOINTMENTS:**

On motion of councilwoman Meyette, seconded by Councilman Riley the 9 (nine) below listed items were approved as written. (m/s/p)

**By Supervisor:**

Deputy Supervisor:	Howard J. Riley
Audit/Financial/Budget Officer:	Michael P. Kilroy/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:	Eugene Strack
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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 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	

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Franklin County

Next Appointment January 2015

### **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 Building/Zoning& Code Officer; there will be a \$1,200.00/year stipend paid to the individual who is designated the title of Deputy. The \$1,200.00 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 \$1,200.00 stipend will be pro-rated based on the number of months left in the year.

### **Procurement Policy:**

On motion of Councilman Goetz, seconded by Councilwoman Meyette the Procurement Policy was approved as written. (m/s/p)

### **Emergency Preparedness Plan for Franklin County:**

Approval of Plan with changes that need to be made due to new officers coming in is referred to Committee.

On motion of Councilman Keough, seconded by Councilwoman Meyette correspondence, contract and budget allocations and petty cash were approved as listed below. (m/s/p)

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**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.

**2014 Contract and Budget Allocations:**

Tri-Lakes Humane Society	A3510.400	\$13,104
Life Flight	A4010.400	\$5,000
ROOST	A6410.410	\$20,000
SL Chamber	A6410.400	\$6,500
Adirondack Park Local Government Review Board	A6460.400	\$300
Veterans Services	A6510.400	\$1,300
SL Adult Center	A6772.400	\$18,000
Playgrounds	A7140.400	\$1,000
Repairs Dewey Mt.	A7150.200	\$3,000.00
Dewey Mountain Manager	A7150.400	\$15,000
Ball Field Maintenance	A7160.400	\$5,350
Ball Field Repairs	A7160.400	\$2,500
Outdoor Ice Rink	A7170.400	\$1,800
The Getaway	B7150.400	\$5,000
Franklin County Snowmobilers	A7310.400	\$1,000
SL Civic Center	A7310.400	\$10,000
SL Pee Wee Hockey	A7310.400	\$1,000
Baseball Coaches	A7310.400	\$1,000
Empire State Games	A7310.400	\$1,000
Winter Carnival	A7550.400	\$3,000
First Night	A7550.400	\$1,000
Village Improvement Society	A7550.400	\$500
Tupper Lake Rescue	B3010.400	\$3,500
Health Officer	B4010.400	\$700
Lake Colby Association	B4010.400	\$3,000
Upper Saranac Lake & Kiwassa Lake Associations	B4010.400	\$1,000
Corey's Residents Association	B4010.400	\$300
Lake Clear Association	B4010.400	\$500
Lake Clear Adult Center	B6772.400	\$2,200
SLYAP	B7150.400	\$4,000 (+ \$4,000*)
Skate Park Completion	B7150.400	\$1,000.00

\*WITH DETAILED VOUCHER

**\*\*\*Any item with a "B" account code means those monies were drawn from the General Outside (outside the Village) all others are drawn from the General fund Village and outside.**

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**Petty Cash:**

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

On motion of Councilman Keough, seconded by Councilwoman Meyette the official designations, return check charge and bid opening policies were approved as below listed.  
(m/s/p)

**Official Designations :**

Official Depository:	Community Bank
Official Newspaper:	Adirondack Daily Enterprise

**Return Check Charge:**

Cost added to face value of a returned check for 2015 will be \$35.00.

**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 2015 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 **5:00P.M.** From 1/1/ -10/31 November and December meeting dates may change due to holidays.

<b>January 8<sup>th</sup></b>	<b>Organizational Meeting</b>	<b>6:45 PM</b>
<b>January 8<sup>th</sup></b>		
<b>January 22<sup>nd</sup></b>		
<b>February 12<sup>h</sup></b>		
<b>February 26<sup>th</sup></b>		
<b>March 12<sup>th</sup></b>		
<b>March 26<sup>th</sup></b>		
<b>April 9<sup>th</sup></b>		
<b>April 23<sup>rd</sup></b>		
<b>May 14<sup>th</sup></b>		
<b>May 28<sup>th</sup></b>		
<b>June 11<sup>th</sup></b>		
<b>June 25<sup>th</sup></b>		
<b>July 9<sup>th</sup></b>		
<b>July 23<sup>rd</sup></b>		
<b>August 13<sup>th</sup></b>		
<b>August 27<sup>th</sup></b>		
<b>September 10<sup>th</sup></b>		
<b>September 16<sup>th</sup></b>	<b>Optional</b>	
<b>September 24<sup>th</sup></b>		
<b>October 8<sup>th</sup></b>		

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**October 14<sup>th</sup>**                    **Optional**  
**October 22<sup>nd</sup>**  
**November 5<sup>th</sup>**  
**November 19<sup>th</sup>**  
**December 3<sup>rd</sup>**  
**December 17<sup>th</sup>**

On motion of Councilman Riley, seconded by Councilwoman Meyette the above listed dates were approved for the year 2015 and the time of board meetings set at 5:00 P.M. (m/s/p)

The nine (9) below listed items were approved as printed. (Keough, Meyette; m/s/p)

**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 Goetz 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 2015 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 2015 will be \$.575/ mile or as the federal rate dictates.

**Foil Requests:**

The cost of any foil request for 2015 will be \$.25 per page.

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

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**Committees:**

- |                           |                 |                 |
|---------------------------|-----------------|-----------------|
| 1. Airport                | Nichole Meyette |                 |
| 2. Highway                | Ed Goetz        |                 |
| 3. Personnel:             |                 |                 |
| Safety                    |                 |                 |
| 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      |                 |
| 6. Cemetery               | Ron Keough      |                 |
| 7. Parks/Recreation/Youth | Nichole Meyette | Ed Goetz        |
| 8. Tourism                | Ron Keough      | Nichole Meyette |
| 9. Business Park:         | Ron Keough      |                 |
| 10. Code/ Zoning          | Michael Kilroy  |                 |
| 11. Assessing:            | Michael Kilroy  |                 |
| 12. Housing Authority:    | Howard Riley    |                 |
| 13. Audit                 | Michael Kilroy  | Nichole Meyette |
| 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

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**Holiday Schedule:**

- |                          |                   |           |
|--------------------------|-------------------|-----------|
| • New Year's Day         | January 1, 2015   | Thursday  |
| • Martin Luther King Day | January 19, 2015  | Monday    |
| • Presidents Day         | February 16, 2015 | Monday    |
| • Memorial Day           | May 25, 2015      | Monday    |
| • Independence Day       | July 3, 2015      | Friday    |
| • Labor Day              | September 7, 2015 | Monday    |
| • Columbus Day           | October 12, 2015  | Monday    |
| • Veterans Day           | November 11, 2015 | Wednesday |
| • Thanksgiving Day       | November 26, 2015 | Thursday  |
| • Thanksgiving Friday    | November 27, 2015 | Friday    |
| • Christmas Eve Day      | December 24, 2015 | Thursday  |
| • Christmas Day          | December 25, 2015 | Friday    |
| • New Year's Eve ½ day   | December 31, 2015 | Friday    |

**!!!!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.