

Organizational Meeting Thursday, January 10, 2019 @ 4:45 P.M.

Town of Harrietstown
Organizational Meeting
January 10, 2019

One motion to approve all the below listed items with the exception of the Procurement Policy.
A motion was made by Councilwoman Schrader, seconded by Councilwoman Meagher;m/s/p)

APPOINTMENTS:

By Supervisor:

Deputy Supervisor:	Howard Riley
Bookkeeper to Supervisor:	Elizabeth Bevilacqua
Audit/Financial/Budget Officer:	Michael P. Kilroy
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
Delegate to Association Of Towns:	Michael Kilroy
Health Officer:	Raymond Scollin, Jr
Planning Board Chair:	Dean Baker
Zoning Board of Appeals Chair:	James Tyler
Registrar Vital Stats (Birth & Death):	Contract with Village of Saranac Lake
Dog Control Officer	Contract with Tri-Lakes Humane Society

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 2019 will be \$35.00.

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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 2019 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 10, 2019^t Board Meeting & Organizational Meeting 4:45 PM
January 24, 2019
February 14, 2019
February 28, 2019
March 14, 2019
March 28, 2019
April 11, 2019
April 25, 2019
May 9, 2019
May 23, 2019
June 13, 2019
June 27, 2019
July 11, 2019
July 25, 2019
August 08, 2019
August 22, 2019
September 12, 2019
September 26, 2019
October 10, 2019
October 24, 2019
November 7, 2019
November 21, 2019
December 12, 2019
December 30, 2019

Tool Purchase:

Authorize Highway Superintendent and Airport Manager to purchase tools, equipment, services, and implele without prior approval up to the amount of \$1,500.00 .

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 **Councilwoman Patricia Meagher** 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 2019 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 2019 will be \$.54/ mile or as the federal rate dictates.

Foil Requests:

The cost of any foil request for 2019 will be \$.25 per page.

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

Committees:

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

Minutes:

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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	Monday January 1, 2019
Martin Luther King Day	Monday, January 21, 2019
President's Day	Monday, February 18, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Columbus Day	Monday, October 14, 2019
Veteran's Day	Monday, November 11, 2019
Thanksgiving Day	Thursday, November 28 2019
Thanksgiving Friday	Friday, November 29, 2019
	Monday December 23, 2019
Christmas Eve	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019

!!!!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.