

The **Organizational meeting of the Town Board** was held on Thursday January 4th, 2018 at 7:30 PM with the following members present: Daniel Pemrick, Supervisor; Daniel Cochran, MaryAnn Johnson, Rick Capasso and Kevin Veitch, Councilmen. Also present were Superintendent of Highways, Walter Barss and five residents.

Supervisor Pemrick stated that the Board members have copies of the draft resolutions for the various designations, appointments and pay rates.

Supervisor Pemrick gave an overview of the Resolutions and if all in agreement, the Board would adopt proposed resolutions with one roll call vote.

Motion: Johnson,C.

Seconded:Capasso,C.

RESOLUTION # 1 - Designations

RESOLVED, That the following designations be made:

1. Regular meeting night to be the second Thursday of the month at 7:00PM
2. Agenda meeting to be the first Thursday of the month at 7:00 PM
3. Official newspaper for notices to be The Daily Gazette.
4. Depository for all Town funds to be The Adirondack Trust Company, Saratoga Springs, NY; Ballston Spa National Bank, Greenfield Center, NY; Central National Bank, Saratoga Springs, NY, and/or such other depository as may be named later.
5. That the Supervisor be authorized to invest any idle Town funds with The Adirondack Trust Co.; Ballston Spa National Bank; Central National Bank; NBT Bank and/or such other depository which may be named later by the Town Board and which must have a branch bank operating within Saratoga County.

RESOLUTION # 2 - Salaries Affixed

RESOLVED, That the salaries be set as specified in the annual budget:

Supervisor	\$21,228.00	Tax Collector	\$9,364.00
Town Clerk	\$55,611.00	Assessor	\$45,986.00
Justices (2) each	\$16,765.00	Highway Supt.	\$71,396.00
Councilman (4) each	\$8,348.00		

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and that the hourly rate for the **Deputy Town Clerk** be set at \$17.57 per hour, and that the **mileage rate** for official Town business to be set at the rate equal to the Federal Rate at the beginning of the year 2018 – 54.5 cents per mile.

RESOLUTION # 3 - Appoint Town Legal Counsel

RESOLVED, That Mark Schachner and/or Miller, Mannix, Schachner & Hafner of West Notre Dame Street, Glens Falls, NY be appointed Town Legal Counsel at the annual rate of \$35,000.00 as per contract and to be paid on a monthly basis.

RESOLUTION # 4 - Appoint Town Engineer

RESOLVED, That Charlie Baker and/or Environmental Design Partnership, Clifton Park, NY be appointed Town Engineer for the year 2018 and to be paid on an hourly basis as billed.

RESOLUTION # 5 - Set rate of pay for Building Inspector Code Enforcement & Zoning Administrator

RESOLVED, That Gerard McKenna III, be paid the annual salary of \$62,945.00 on a bi-weekly basis for the year 2018 for Building Inspector, Code Enforcement & Zoning Administrator.

RESOLUTION # 6 – Appointment of Part-Time Code Enforcement Officer

RESOLVED, That the Town Board hereby maintains the position of Part Time Code Enforcement Officer and appoints Robert Gizzi at the rate of \$25.69 per hour.

RESOLUTION # 7 - Appoint Kimberly McMahon as Executive Secretary to the Planning and Zoning Board of Appeals

RESOLVED, That Kimberly McMahon be appointed as Executive Secretary for the Planning/Zoning Board of Appeals, with said term to expire on December 31st, 2018 and to be paid at the rate of \$17.57 per hour, and an additional \$3,460.00 per annum for attending all Planning Board and Zoning Board of Appeals meetings,

And that the top rate for all clerical positions in the Town of Greenfield to be set at \$17.57 per hour,

And that the rate for part time clerical positions in the Town of Greenfield to be set at \$17.57 per hour.

RESOLUTION # 8 – Appoint Town Security Officer

RESOLVED, That Jack Sadousky be appointed Court Officer/ Security Officer for the Town of Greenfield at the rate of \$23.58 per hour.

RESOLUTION # 9 – Appoint Bookkeeper/Payroll Clerk to Supervisor and Budget Officer

RESOLVED, That Joan Stunzi be appointed Bookkeeper/Payroll Clerk to the Supervisor to be paid at the hourly rate of \$32.48 per hour and to be appointed Budget Officer for the Town at the annual salary of \$3,036.00 and

RESOLUTION # 10 – Appoint Sherry Kloss as Part Time Clerk to assist the Bookkeeper

RESOLVED, That Sherry Kloss be appointed as Part Time Clerk to assist the bookkeeper at a rate of \$17.57 per hour.

RESOLUTION # 11 - Appoint Part Time Clerk to Assist Assessor

RESOLVED, That Darlene Singer be appointed as Part Time Clerk to assist the Town Assessor at the rate of \$17.57 per hour and additional \$1,025.00 per annum for maintenance of 911 records.

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RESOLUTION # 12 - Appoint Town Justice Clerk

RESOLVED, That Cynthia Havens be appointed Full Time Town Justice Clerk with said term to expire on December 31st, 2018 at the rate of \$17.57 per hour with benefits and an additional \$791.00 per annum for records maintenance.

RESOLUTION # 13 - Appoint Maintenance Workers

RESOLVED, That Channon Emigh be appointed Full Time Parks Maintenance Worker for the Town for the year 2018 and to be paid at the rate of \$19.79 per hour and to receive the same benefits as highway employees, and

FURTHER RESOLVED, That Robert Madison be appointed Full Time Parks Maintenance Worker for the Town for the year 2018 at the rate of \$16.03 per hour plus benefits, and

FURTHER RESOLVED, That Stephanie Fanelli as a Part Time Parks Maintenance Worker for the Town for the year 2018 at the rate of \$14.90 per hour with no benefits.

RESOLUTION # 14 - Appoint Channon Emigh as Dog Control Officer

RESOLVED, That Channon Emigh be appointed Dog Control Officer for the Town to be paid monthly at the annual salary of \$11,908.00 with said term to expire December 31st, 2018, and

FURTHER RESOLVED, That Melanie Bedford be appointed Deputy Dog Control Officer at the rate of \$35.00 per day for a maximum of 60 days total.

RESOLUTION # 15 - Reappoint Dog Control Officer as Rabies Control Officer & authorize Pickup of cats killed along the highways

RESOLVED, That Channon Emigh be reappointed Rabies Control Officer for the Town and also be authorized to pick up cats killed along the highways and to be paid at the hourly rate of \$10.40 per hour.

RESOLUTION # 16 – Set Annual Salary of Deputy Supervisor

RESOLVED, That the sum of \$1,247.00 be set as the annual salary of the Deputy Supervisor for the year 2018.

RESOLUTION # 17 – Authorize payment of certain claims prior to audit

RESOLVED, That the Supervisor be authorized to pay in advance of audit all claims for public utility services, highway materials i.e. salt, postage, freight and express charges pursuant to Sec. 118 of Town Law.

RESOLUTION # 18 - Supervisor to file Annual Report within ninety days with Town Clerk

RESOLVED, That the Supervisor shall submit to the Town Clerk within ninety days after the close of the fiscal year, a copy of his report to the State Comptroller, in lieu of filing an annual financial report.

RESOLUTION # 19 – Official Mailing Address for Town Hall

RESOLVED, That the Official mailing address for all Town officials shall be PO Box 10, Greenfield Center, NY 12833. All mail will be picked up and sorted at the Town Hall and distributed to various Town officials, including the Highway Department and Brookhaven Golf Course mail.

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RESOLUTION # 20 – Designations of Polling Places

RESOLVED, That the following be designated as polling places for the Town of Greenfield for the year 2018:

- District # 1 - Greenfield Fire Hall #1, So. Greenfield Rd.
Greenfield Center
- District # 2 - Porter Corners Fire Hall #2, Bockes Road
Porter Corners
- District # 3 - Middle Grove Fire Hall #3, North Creek Road
Middle Grove
- District # 4 - Greenfield Community Center, 25 Wilton Road
Greenfield Center
- District #5 - Greenfield Community Center, 25 Wilton Road
Greenfield Center
- District #6 - Middle Grove Fire Hall #3, North Creek Road
Middle Grove
- District #7 - Porter Corners Fire Hall #2, Bockes Road
Porter Corners
- District #8 - Greenfield Fire Hall #1, So. Greenfield Road
Greenfield Center

RESOLUTION # 21 – Appoint Highway Department Clerk

RESOLVED, That the Town Board hereby appoints Duane Wright as Highway Department Clerk for the Year 2018 at an hourly rate of \$25.95.

RESOLUTION # 22 – Set annual salary for Deputy Superintendent of Highways.

RESOLVED, That the sum of \$1,030.00 be set as the annual salary of the Deputy Highway Supt. for the year 2018.

RESOLUTION # 23 – Highway Supt. Purchases

RESOLVED, That all purchases in excess of \$3,000.00 must be made on a Town Purchase Order. This Purchase Order must have the approval and signature of the Town Supervisor and/or Deputy Town Supervisor prior to purchase being made. In addition, all purchases must be made in accordance with Resolution #133 adopted August 13th, 1992 entitled “Procurement Policy and Procedures”, including all subsequent amendments.

FURTHER RESOLVED, That the Highway Supt. be authorized to purchase Federal Surplus property for the Town of Greenfield and to attend the New York State Thruway Authority sales as the Town representative.

RESOLUTION # 24 – Appoint Chairman & Vice Chairman of Planning Board

RESOLVED, That Tonya Yasenachak be appointed Chairman of the Planning Board with a salary of \$75.00 per meeting and Stanley Weeks be appointed Vice Chairman of the Planning Board, with said terms to expire December 31st, 2018 and

FURTHER RESOLVED, That Denise Eskoff be appointed Chairman of the Zoning Board of Appeals with a salary of \$75.00 per meeting and Joseph Szpak be appointed Vice Chairman of the Zoning Board, with the said terms to expire December 31st, 2018.

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RESOLUTION # 25 – Appoint Recreation Director

RESOLVED, That Rebecca Sewell be appointed Recreation Director at the probationary rate of \$15.43 per hour. Rate will increase to \$17.57 at end of probationary period January 31st, 2018 with said term to expire December 31st, 2018

RESOLUTION # 26 – Appoint Town Representative to Saratoga County Youth Bureau

RESOLVED, That Ty Stacey be appointed as the Town Representative to the Saratoga County Youth Bureau.

RESOLUTION # 27 – Appoint UDAG Administrator

RESOLVED, That James Lee be appointed UDAG Revolving Loan Fund Administrator for the Year 2018 at an annual salary of \$4,800.00.

RESOLUTION # 28 – Appoint Environmental Committee Members

RESOLVED, That the Town Board hereby re-appoints Kenneth Blom, Chairman; James Bruchac, Vince Walsh, Daniel McIntyre, Linda Beauregard, Kathy Bozony, Rosemary Jensen and Casey Holtzworth as members of the Environmental Committee.

Highway Superintendent Barss advised the Town Board of his appointment of Duane Wright as Deputy Highway Superintendent, with an additional \$1030.00 per annum as Deputy Superintendent of Highways.

Town Clerk Louise Okoniewski advised the Town Board of her appointment of Karen Downen as Deputy Town Clerk with an additional \$1500.00 per annum for increased duties, including the Engineering Billing for the Building Dept., maintenance of the Town's Website, signups and collection of Youth Committee activities, and demand of other non-revenue services, and an additional \$500.00 per annum for receipt of taxes and the On-line Tax payment program,

Supervisor hereby makes the following appointments:

Town Historian	--	Ron Feulner
Deputy Town Historian	--	Joyce Woodard
Deputy Supervisor	--	MaryAnn Johnson
Highway Representative	--	MaryAnn Johnson
Building & Grounds	--	Rick Capasso
ZBA Representative	--	Kevin Veitch
Planning Board Representative	--	Kevin Veitch
Youth Committee Representative	--	Rick Capasso
Fire Commissioner Representative	--	Daniel Pemrick
Environmental Commission Representative	--	Daniel Cochran
Building Department	--	Kevin Veitch
Liaison to UDAG Committee	--	Rick Capasso
Representative to Office for Aging	--	Patty Veitch
Brookhaven Committee	--	Supervisor, Deputy Supervisor, Highway Supt, Deputy Highway Supt., Town Clerk, Bookkeeper

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RESOLUTION # 29 - Transfer of Funds

Resolved, the Supervisor be authorized to make the following transfer of funds to close out the 2017 books:

\$ 95.11	From: A3310.4	To: A1310.4
\$ 124.95	From: A1110.4	To: A1410.1
\$ 174.93	From: A1010.2	To: A4540.4
\$ 157.23	From: A1330.2	To: A 4540.4
\$ 61.96	From: A1110.4	To: A4540.4
\$ 13.70	From: A1010.4	To: A5132.4
\$ 25.32	From: A1110.4	To: A5132.4
\$ 39.09	From: A1410.4	To: A5132.4
\$ 5.57	From: A1910.4	To: A5132.4
\$ 18.00	From: A3520.1	To: A5132.4
\$ 12.57	From: A3520.4	To: A5132.4
\$ 163.01	From: A5010.1	To: A5132.4
\$ 53.35	From: A5010.2	To: A5132.4
\$ 333.10	From: A6410.4	To: A5132.4
\$ 766.16	From: A6772.4	To: A5132.4
\$ 100.00	From: A7020.4	To: A5132.4
\$ 222.24	From: A7140.1	To: A5132.4
\$ 722.00	From: A7150.1	To: A5132.4
\$ 25.66	From: A7310.2	To: A5132.4
\$ 13.50	From: A7520.1	To: A5132.4
\$ 261.99	From: A8010.2	To: A5132.4
\$ 500.00	From: A8015.2	To: A5132.4
\$ 56.51	From: A8090.4	To: A5132.4
\$ 300.44	From: A9030.8	To: A5132.4
\$ 265.91	From: A4540.4	To: A1310.4
\$1425.00	From: A1440.4	To: A9060.8
\$ 563.42	From: A4540.4	To: A9060.8
\$ 65.80	From: A7510.2	To: A9060.8
\$ 31.07	From: A7510.4	To: A9060.8
\$ 152.31	From: A9030.8	To: A9060.8

NO ENCUMBRANCES

On a motion by Cochran, C. and seconded by Johnson, C., the meeting was adjourned at 7:35 PM.

Town Clerk

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