

January 5<sup>th</sup>, 2012

The Organizational Meeting of the Town Board was held at the Town Hall on Thursday, January 5<sup>th</sup>, 2012 with the following members present: Richard Rowland, Supervisor; Daniel Pemrick, Thomas Kinsella, Daniel Cochran and Walter E. Chandler, Councilman. Also present was Highway Supt. Walter Barss and one resident.

At 7:25 PM Opening of Bids was held for a 2012 Towable Wood Chipper. Clerk presented proof of legal publication. The following bids were received:

<u>Company</u>	<u>Brand</u>	<u>Gross Bid</u>	<u>Trade In Allowance</u>	<u>Net Bid</u>
Wm. Biers, Inc.	Model 1590 XP Brush Bandit	40,695.00	21,000.00	19,695.30
Wm. Biers, Inc.	Model 1590 XP Brush Bandit	40,695.00	----	40,695.00
Nortrax, Inc.	M18R Morbark	45,790.00	7,500.00	38,470.00

Bids were turned over to the Highway Supt. for review and recommendation.

At 7:30 PM the Organizational Meeting was called to order by the Supervisor and opened with the pledge to the flag.

Town Clerk advised that the Board received a letter of resignation from Pamela Young as member of the Environmental Committee.

The following resolutions were voted on with one roll call vote.

RESOLUTION # 1 – Designations

Motion: Cochran, C.

Seconded: Kinsella, C.

RESOLVED, That the following designations be made:

1. Regular meeting night to be the second Thursday of the month at 7:30PM
2. Agenda meeting to be the first Thursday of the month at 7:30 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 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	\$18,575.00	Tax Collector	\$ 8,194.00
Town Clerk	43,629.00	Town Health Officer	5,171.00
Justices (2) each	14,672.00	Assessor	28,091.00
Councilman (4) each	7,305.00	Highway Supt.	59,361.00

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and that the hourly rate for the Deputy Town Clerk be set at \$15.68 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 2012 – 55.5 cents per mile.

RESOLUTION #3 - Appoint Town Legal Counsel

RESOLVED, That Mark Schachner and/or Miller, Mannix, Schachner & Hafner of Glen Street, Glens Falls, NY be appointed Town Legal Counsel at the annual rate of \$35,000. as per contract and to be paid on a monthly basis.

RESOLUTION #4 - Appoint Town Engineer

RESOLVED, That James E. Mitchell and/or Environmental Design Partnership, Clifton Park, NY be appointed Town Engineer for the year 2012 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 \$56,182.00 on a bi-weekly basis for the year 2012 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 at the rate of \$22.18 per hour.

RESOLUTION #7 - Appoint Rosamaria Rowland as Executive Secretary to Planning and Zoning Board of Appeals

RESOLVED, That Rosamaria Rowland be appointed as Executive Secretary for the Planning/Zoning Board of Appeals, with said term to expire on December 31st, 2012 and to be paid at the rate of \$15.68 per hour, and an additional \$3,028.00 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 \$15.68 per hour.

RESOLUTION #8 – 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 \$25.09 per hour and to be appointed Budget Officer for the Town at the annual salary of \$2,221.00.

RESOLUTION #9 – Appoint Lorraine Fiorino as Assessor Clerk

RESOLVED, That Lorraine Fiorino be appointed as Clerk to the Assessor with said term to expire on December 31st, 2012 and to be paid at the rate of \$15.68 per hour.

RESOLUTION #10 - Appoint Town Justice Clerk

RESOLVED, That Cynthia Havens be appointed Full Time Town Justice Clerk with said term to expire on December 31st, 2012 at the rate of \$15.68 with benefits.

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RESOLUTION #11 - Appoint Maintenance Workers

RESOLVED, That Channon Emigh be appointed Full Time Parks Maintenance Worker for the Town for the year 2012 and to be paid at the rate of \$17.69 per hour and to receive the same benefits as highway employees, and

FURTHER RESOLVED, That the Town Board maintains the position of Seasonal Parks Maintenance Worker at the rate of \$13.04 per hour.

RESOLUTION #12 - 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 \$10,370.00. with said term to expire December 31st, 2012, and

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

RESOLUTION #13 - 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 \$8.76.

RESOLUTION #14 – Set Annual Salary of Deputy Supervisor

RESOLVED, That the sum of \$1,092. be set as the annual salary of the Deputy Supervisor for the year 2012.

RESOLUTION #15 – 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, postage, freight and express charges pursuant to Sec. 118 of Town Law.

RESOLUTION # 16 - 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 # 17 – 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.

RESOLUTION # 18 – Designations of Polling Places

RESOLVED, That the following be designated as polling places for the Town of Greenfield for the year 2012:

District # 1 - Greenfield Fire Hall #1, So. Greenfield Rd.  
Greenfield Center

District # 2 - Porter Corners Fire Hall #2, Bockes Road  
Porter Corners

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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 # 19 – Appoint Highway Department Clerk  
RESOLVED, That the Town Board hereby appoints Duane Wright as  
Highway Department Clerk for the Year 2012 at an hourly rate of \$22.72.

RESOLUTION # 20 – Set annual salary for Deputy Highway Supt.  
RESOLVED, That the sum of \$902.00 be set as the annual salary of the  
Deputy Highway Supt. for the year 2012.

RESOLUTION # 21 – Highway Supt. Purchases  
RESOLVED, That all purchases in excess of \$3,000. 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 #22 - Appoint Chairman & Vice Chairman of  
Planning Board & Chairman of Zoning Board  
of Appeals

RESOLVED, That Tonya Yasenchak appointed Chairman of the Planning  
Board and John Streit be appointed Vice Chairman of the Planning Board, with said  
terms to expire December 31st, 2012 and

RESOLVED, That Taylor Conard be appointed Chairman of the Zoning  
Board of Appeals, with said term to expire December 31st, 2012.

RESOLUTION #23 – Appoint Recreation Director  
RESOLVED, That Karyn Zanetti be appointed Recreation Director with  
said term to expire December 31<sup>st</sup>, 2012 at the annual salary of \$16,961.00.

RESOLUTION # 24 – Appoint Town Representative to Saratoga  
County Youth Bureau

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

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RESOLUTION # 25 – Appoint UDAG Administrator

RESOLVED, That James Lee be appointed UDAG Revolving Loan Fund Administrator for the Year 2012 at an annual salary of \$4,800.00

RESOLUTION # 26 – Appoint Chairman and Members of Environmental Commission

RESOLVED, That the following persons be appointed to the Environmental Commission, with said terms to expire on December 31st, 2012: Janice B. Hill and Kenneth Blom, Co-Chairman, Lavern Utter, James Bruchac, Nancy Kmen and Sarah Leiberman as members and Vince Walsh as Alternate Member.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

Highway Superintendent Barss advised the Town Board of his appointment of Duane Wright as Deputy Highway Superintendent.

Town Clerk Johnson advised the Town Board of her appointment of Louise Okoniewski as Deputy Town Clerk.

Supervisor hereby makes the following appointments:

Town Historian	--	Ronald Feulner
Deputy Town Historian	--	Joyce Woodard
Deputy Supervisor	--	Daniel Pemrick
Building & Grounds	--	Thomas Kinsella
Highway	--	Daniel Cochran
ZBA Representative	--	Daniel Cochran
Planning Board Representative	--	Daniel Cochran
Youth Committee Representative	--	Walter E. Chandler
Fire Commissioner Representative	--	Daniel Pemrick
Environmental Commission Representative	--	Walter E. Chandler
Building Department	--	Thomas Kinsella
Liaison to UDAG Committee	--	Daniel Pemrick
Representative to Office for Aging Council	--	Joan Rowland

Budget Amendments & Transfers - Supervisor Rowland advised that the Bookkeeper had provided the Board with information regarding a few transfers that were necessary to close out the year. Also, a small adjustment needs to be made to the 2012 Park Budget to accommodate for credit card expenses that were not included in the budget as adopted at the December 15<sup>th</sup> meeting.

RESOLUTION # 27 - Budget Transfers

Motion: Kinsella, C.

Seconded: Pemrick, C.

RESOLVED, That the Supervisor be authorized to make the following transfer of funds in the 2011 budgets:

Revenues:

\$39,000.	Debit to CR0510
\$39,000.	Credit to CR2089

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Expenses:

\$4,554.02	Debit to CR7110.1		
3,445.98	Debit to CR7110.4		
39,000.00	Credit to CR0960		
2,093.86	From DA5100.4	to	DA5130.2

FURTHER RESOLVED, That the Town Board hereby adopts the 2012 Park Budget as amended.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

Highway Equipment Budget – Highway Supt. Barss stated that they recently received \$27,100. for the sale of a surplus plow truck. He asked the Board if they would consider adjusting his Highway Equipment Budget for 2012 by adding this amount to the budget rather than put it in the Equipment Reserve Fund.

RESOLUTION # 28 - Amend 2012 Highway Budget

Motion: Pemrick, C.

Seconded Chandler, C.

RESOLVED, That the Town Board hereby amends the 2012 Highway Budget by increasing the Highway Equipment Fund by \$27,100.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

On motion of Cochran, C. and seconded by Chandler, C., the meeting was adjourned at 7:40 PM.

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Town Clerk