

The **Organizational Meeting of the Town Board** was held on Thursday, January 2<sup>nd</sup> 2025 at 7:00 PM with the following members present: Kevin Veitch, Supervisor, Rick Capasso, Ty Stacey, and Michael Gyarmathy, Councilpersons. Highway Superintendent Justin Burwell and 1 resident. Absent was MaryAnn Johnson Councilperson.

Supervisor Veitch states that the Board members had copies of the draft resolutions for the various designations.

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

**RESOLUTION #1- 2025- Designations**

**RESOLVED**, that the following designations be made:

1. Regular meeting night to be the second Thursday of the month at 7:00 PM.
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; NBT Bank Saratoga Springs, NY, New York Class, Denver CO 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, New York Class 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 #2-2025- Salaries Affixed**

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

Supervisor	\$30,322.08	Tax Collector	\$11,642.32
Town Clerk	\$66,423.50	Assessor	\$61,819.70
Justices (2) each	\$20,024.57	Highway Superintendent	\$94,245.00
Councilman (4) each	\$9,971.13		

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and that the hourly rate for the **Deputy Town Clerk** be set at \$22.19 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 2025 – .67 cents per mile.

**RESOLUTION #3-2025 - 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 #4-2025 - Appoint Town Engineer**

**RESOLVED**, that Charlie Baker and/or Environmental Design Partnership, Clifton Park, NY be appointed Town Engineer for the year 2025 and to be paid on an hourly basis as billed.

**RESOLUTION #5-2025 - Set Rate of Pay for Zoning Administrator**

**RESOLVED**, that Justin Reckner be paid the annual salary of \$76,384.80 on a bi-weekly basis for the year 2025 as Zoning Administrator.

**RESOLUTION #6-2025- Set Rate of Pay for Building Inspector and Code Enforcement Officer**

**RESOLVED**, that CoryLee Burda be paid the annual salary of \$66,500.00 on a bi-weekly basis for the year 2025 as the Building and Code Enforcement Officer.

**RESOLUTION #7-2025 -Appoint Kimberley McMahon as Executive Secretary to the Planning and Zoning Board of Appeals**

**RESOLVED**, that Kimberley McMahon be appointed as Executive Secretary for the Planning/Zoning Board of Appeals, with said term to expire on December 31st 2025 and to be paid at the rate of \$23.69 per hour, and an additional \$3,547.00 per annum for attending all Planning Board and Zoning Board of Appeals meetings,

And that the starting rate for all clerical positions in the Town of Greenfield to be set at \$18.00 per hour.

**RESOLUTION #8-2025 – Appoint Building & Code Enforcement Clerk**

**RESOLVED**, that Amber Lott be appointed as Building & Code Enforcement Clerk, with the said term to expire on December 31<sup>st</sup>, 2025 and to be paid at the rate of \$20.00 per hour.

**RESOLUTION #9-2025- Appoint Principal Account Clerk**

**RESOLVED**, that Tori Zerrenner be appointed Principal Account Clerk to the Supervisor to be paid an annual salary of \$65,000.00.

**RESOLUTION #10-2025 – Appoint Sherry Kloss as Part-time Clerk to assist the Principal Account Clerk**

**RESOLVED**, that Sherry Kloss be appointed part time Clerk to Assist the Principal Account Clerk at a rate of \$26.50 per hour.

**RESOLUTION #11-2025- Appoint Part Time Clerk to assist Assessor**

**RESOLVED**, that Darlene Singer be appointed as Part Time Clerk to assist the Assessor at the rate of \$25.75 per hour and an additional \$1,051.00 per annum for maintenance of 911 records.

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**RESOLUTION #12-2025- Appoint Part Time Court Clerk**

**RESOLVED**, that Jennifer Miller be appointed as Part Time Court Clerk with said term to expire December 31<sup>st</sup>,2025 for up to 40 hours per month at the rate of \$30.00 per hour. Jennifer Miller will receive a monthly stipend of \$50.00 for use of personal cell phone usage during non-office hours.

**RESOLUTION #13-2025 - Appoint Jenn Ginley as Confidential Secretary to Supervisor**

**RESOLVED**, that the Town Board hereby appoints Jenn Ginley as the Confidential Secretary to the Supervisor at the rate of \$30.00 per hour. The position is an "At Will" position.

**RESOLUTION #14-2025-Appoint Building & Grounds Maintenance Workers Under Supervision of the Highway Department**

**RESOLVED**, that Channon Emigh be appointed Full Time Parks Maintenance worker at 40 hours per week for the Town for the year 2025 and to be paid at the rate of \$ 28.12 per hour and to receive the same benefits as highway employees, and

**FURTHER RESOLVED**, that Robert Madison be appointed Full-time Parks Maintenance Worker at 40 hours per week for the Town for the year 2025 at the rate of \$23.00 per hour plus benefits, and

**FURTHER RESOLVED**, that Bob Ferrari be appointed Full-time Parks Maintenance Worker at 40 hours per week for the Town for the year 2025 at the rate of \$21.86 per hour plus benefits, and

**FURTHER RESOLVED**, that Jared Jennings be appointed Full-time Parks Maintenance Worker at 40 hours per week for the Town for the year 2025 at the rate of \$18.00 per hour plus benefits, and

**FURTHER RESOLVED**, that Stephanie Fanelli as part time Maintenance Worker for the Town for the year 2025 be paid at the rate of \$19.67 per hour with no benefits.

**RESOLUTION #15-2025- 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 \$16,500.00 with said term to expire December 31<sup>st</sup>,2025 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 #16-2025 Appoint Dog Control Officer as Rabies Control Officer and authorize the pickup of cats killed along the highways**

**RESOLVED**, that Channon Emigh be appointed 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 \$25.00 per hour.

**RESOLUTION #17-2025- Set Annual Salary of Deputy Supervisor**

**RESOLVED**, that the sum of \$1,445.71 be set as the annual salary of the Deputy Supervisor for the year of 2025.

**RESOLUTION #18-2025- 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.

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**RESOLUTION #19-2025- 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 #20-2025-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 Town Hall and distributed to various Town Officials including the Highway Department and Brookhaven Golf Course mail.

**RESOLUTION #21-2025-Designations of Various Polling Places**

**RESOLVED**, that the following be designated as polling places for the Town of Greenfield for the year 2025:

- 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, North Creek Road, Middle Grove
- District #7-Porter Corners Fire Hall, Bockes Road, Porter Corners
- District #8-Greenfield Fire Hall, So. Greenfield Road, Greenfield Center

**RESOLUTION #22-2025-Appoint Matt Fogarty Health Officer for the Town of Greenfield**

**RESOLVED**, that Matt Fogarty be appointed Health Officer for the Town of Greenfield to be paid monthly at the annual rate of \$2,330.58 with term to expire December 31<sup>st</sup>, 2025.

**RESOLUTION #23-2025-Appoint Highway Department Clerk**

**RESOLVED**, that the Town Board hereby appoints Toni Reynolds as Full Time Highway Department Clerk for the year 2025 at an hourly rate of \$28.84 per hour.

**RESOLUTION #24-2025-Set Annual Salary for Deputy Superintendent of Highways**

**RESOLVED**, that the sum of \$1,500.00 be set as the annual salary of the Deputy Highway Superintendent for the year 2025.

**RESOLUTION #25-2025-Highway Superintendent Purchases**

**RESOLVED**, that all purchases in excess of \$5,000.00 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 13<sup>th</sup>, 1992 entitled "Procurement Policy and Procedures" including all subsequent amendments.

**AND FURTHER RESOLVED**, that the Highway Superintendent be authorized to purchase Federal Surplus Property for the Town of Greenfield and to attend New York State Thruway Authority sales as the Town Representative.

**RESOLUTION #26-2025-Appoint Chairman and Vice Chairman of Planning Board and Zoning Board**

**RESOLVED**, that Tonya Yasenchak be appointed Chairman of the Planning Board with

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a salary of \$150.00 per meeting and Robert Roeckle be appointed Vice Chairman of the Planning Board with said terms to expire December 31<sup>st</sup>, 2025 and

**FURTHER RESOLVED**, that Denise Eskoff be appointed Chairman of the Zoning Board of Appeals with a salary of \$150.00 per meeting with said term to expire December 31<sup>st</sup>, 2025.

**RESOLUTION #27-2025-Appoint Recreation Director**

**RESOLVED**, that Jennifer Zeisler be appointed Full Time Recreation Director at the annual Salary of \$75,000.00 with said term to expire December 31<sup>st</sup>, 2025.

**RESOLUTION #28-2025-Appoint Town Representative to Saratoga County Office of the Aging and Youth**

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

**RESOLUTION #29-2025-Appoint UDAG Administrator**

**RESOLVED**, that James Lee be appointed UDAG Revolving Fund Administrator for the year 2025 at an annual salary of \$4,800.00.

**RESOLUTION #30-2025- Appoint Town Audit Committee**

**RESOLVED**, that the Supervisor hereby appoints the Town Board as the Town Audit Committee, per the audit from the State Comptroller's Office to review bills.

**RESOLUTION #31-2025- Appoint Golf Course Manager**

**RESOLVED**, that Anthony Therrien be appointed Full Time Golf Course Manager at Brookhaven Golf Course, with an annual salary of \$72,100.00.

**RESOLUTION #32-2025- Appoint Superintendent of the Grounds**

**RESOLVED**, that Geoff Leather be appointed Full Time Superintendent of the grounds at Brookhaven Golf Course, with an annual salary of \$69,224.68.

**RESOLUTION #33-2025- Approve Yearly Agreement with NYS DOT to work in their Right of Ways**

**RESOLVED**, that the Town Board hereby directs the Superintendent of Highways to sign a yearly agreement with NYS DOT so the Town can work on Town Roads that intersect with New York State highways within the Town of Greenfield.

Highway Superintendent Burwell advised the Town Board of his appointment of Chris Stanton as Deputy Superintendent of Highways, with an additional \$1,500.00 per annum as Deputy Superintendent of Highways.

Town Clerk, Karen Downen advised the Town Board of her appointment of Shelly Emery as Deputy Town Clerk with an additional \$565.46 per annum for receipt of taxes and monitoring the On-line Tax Payment program.

**RESOLUTION #34-2025- Appoint Town Security Officers**

**RESOLVED**, that Jason Pashoukos and Anton Lo Presti be appointed Court Officer/Security Officer for the Town of Greenfield at the rate of \$25.00 per hour.

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**The Supervisor makes the following appointments:**

Town Historian – Duane Cornell

Deputy Town Historian – Joan Rowland

Deputy Supervisor – Rick Capasso

Highway Representative, Brookhaven, The View & UDAG – MaryAnn Johnson

Fire Commissioner Representative, Assessment Department & Historian – Mike Gyarmathy

Recreation, Community Center & Courts – Ty Stacey

Ambulance, Food Pantry & Dog Control – Rick Capasso

Account Clerk, Budget Officer, Human Resources & Building Department – Kevin Veitch

On a motion by Capasso, C to accept the Organizational Meeting Resolutions #1 - #34 including the Supervisor's appointments with one roll call vote and seconded by Gyarmathy, C.

Vote: Ayes: Veitch, Capasso, Stacey, Gyarmathy

**Motion Carried**

Noes: None

Absent: Johnson

On a motion by and seconded by the organizational meeting was adjourned at 7:12 PM.

**Motion Carried**

Respectfully Submitted,

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Karen Downen, Town Clerk