

The meeting was held in person and called to order by the Supervisor at 9:08 a.m. with an attendance roll call and the pledge of allegiance.

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| PRESENT: | John Donohue | Councilmember |
| | Mark Stewart | Councilmember |
| | Jesse A. Fish, Jr. | Supervisor |
| ALSO PRESENT: | Erin Trombley | Town Clerk |
| | Elizabeth Bennett | Confidential Secretary |

TOWN CLERK’S OFFICE

Supervisor Fish said there would be a vacancy in the Town Clerk’s office that needed to be advertised. He suggested a pay range of \$38,000-\$46,000 with an application deadline of April 7 ahead of the April 14 Town Board meeting. Councilmember Stewart asked if a week was enough time to interview people. Town Clerk Trombley said that according to the resolution passed on March 24, Dianne Lewis’ last day in the Town Clerk’s office would be April 10 so she hoped to have selected a candidate by then. The Councilmember asked if it was a Town Clerk or Board appointment. Ms. Trombley said it was a Town Clerk appointment. Councilmember Stewart asked if the Board had to record the appointment officially and hire the candidate. Ms. Trombley said she believed that was how Deputy Clerk II Maria Jennings was brought on board. The Councilmember said he would make himself available for a special meeting after the 7th for the purpose of hiring if needed.

Resolution 123-2026 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to advertise the Deputy Town Clerk vacancy at a salary of \$38,000-\$46,000 with an application deadline of April 7.

Asked if all were in favor, the responses were as follows:

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| Councilmember Donohue | Aye |
| Councilmember Garrant | Absent |
| Councilmember Killian | Absent |
| Councilmember Stewart | Aye |
| Supervisor Fish | Aye |

The motion carried 3:0.

BUILDING, PLANNING & DEVELOPMENT

Supervisor Fish said he wanted to change the start date for the Building, Planning & Development (BPD) Clerk to Monday, March 30. Councilmember Stewart said he had spoke with Ms. Lewis who said she had some upcoming training and would be split with time off in the coming weeks. He said he thought they could make the appointment effective March 30 with the understanding that Ms. Lewis could work in both departments to get the Town Clerk’s office through tax collection. Ms. Trombley said that a Deputy Town Clerk is a Town official and has a different legal status with the Town—they can legally act in place of the Town Clerk. She said a non-Deputy Town Clerk cannot do much of the work in the Town Clerk’s office. She said she also needed to reassign the Deputy Registrar role to process deaths when Dianne leaves the office.

Councilmember Stewart asked if the Deputy Registrar could be reassigned immediately. Ms. Trombley said she could not do it immediately, that it had to be done with the Department of Health. She said she would begin the process that day. Councilmember Stewart asked how long it would take to complete. Ms. Trombley said she was unsure but that it had taken months for the Dept. of Health to send the acknowledgement when she was appointed in 2024. She said she was the Registrar and could continue to do certify the deaths in the meantime. Ms. Trombley said that it would be easier for Dianne to assist in the BPD office as a Deputy Town Clerk, than to assist in the Town Clerk's office as the BPD Clerk.

Confidential Secretary Bennett said there was a payroll concern because Principal Account Clerk Cruz would no longer be employed by the Town after March 30 so it would be difficult for the new Bookkeeper to process a pay split. Ms. Trombley questioned if April 13 wasn't the beginning of the next pay period. She said if a clean break in pay was desired, changing departments on April 13 would be a new pay period. Councilmember Stewart asked if the new pay rate could be set effective March 30 since both positions were paid from the same fund. Ms. Bennett said the salaries do not come from the same fund. Councilmember Stewart asked if Deputy Jennings could cover any certified work that needed to be done. The Town Clerk said the issue was the volume of work to be completed for tax settlement. Supervisor Fish asked if Maria Jennings would be made Deputy Clerk I since she had been there the longest when the new hire is made. Ms. Trombley said it would depend on the candidate.

Councilmember Stewart said he wanted to complete the transition before PAC Cruz left the Town (the following day) and that what prompted the meeting that day was the realization that the Board didn't authorize posting the position on March 24. He asked how it could be accomplished that Dianne could work in both offices during the transition. Ms. Trombley said Ms. Lewis could not work behind the counter if she were no longer a Deputy Town Clerk. The Councilmember said Ms. Lewis had applied for the position and had been respectful throughout the process, wanting to avoid controversy. Ms. Trombley said all the details could have been worked out in advance if she had known about it before Tuesday, March 24. Councilmember Stewart said he understood and asked if there was a way to take advantage of Mr. Cruz's final days to input the payroll change and prevent the need to contact him after he leaves.

Ms. Trombley said she was trying to think what a non-Deputy Town Clerk could do in the office. She listed things that could not be done, including working the counter, handling money, and back-end banking. The Supervisor said if they had a floating clerk, they wouldn't be able to help in the Town Clerk's office anyway. Ms. Trombley said a non-Deputy Clerk could box up documents for storage, and add documents to Laserfiche, which she said is not a lot of volume on a daily basis. Councilmember Stewart asked if there was a reason Ms. Lewis couldn't be appointed to the new position and retain her Deputy Town Clerk appointment without pay. Ms. Trombley said that could be done. Councilmember Stewart said being appointed to a role doesn't mean someone gets paid. Ms. Trombley said it would be helpful to have her to assist because it would be crazy in her office in the coming days. Councilmember Donohue said that plan sounded like it would work. Councilmembers Stewart and Donohue both thought Ms. Lewis would be fine with this arrangement.

Resolution 124-2026 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to change the Building, Planning & Development Clerk start date to Monday, March 30, at the specified salary, and at the request of the Town Clerk, Dianne Lewis will retain the Deputy Town Clerk I appointment without salary.

Asked if all were in favor, the responses were as follows:

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| Councilmember Donohue | Aye |
| Councilmember Garrant | Absent |

A special meeting of the Moreau Town Board was held at 9:00 a.m. on March 26, 2026 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

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| Councilmember Killian | Absent |
| Councilmember Stewart | Aye |
| Supervisor Fish | Aye |

The motion carried 3:0.

OTHER BUSINESS

Councilmember Donohue said the prior year the Town had opened its electronics recycling to people outside the Town for a single Saturday. He said it was successful and hoped to do it again in 2026. He said he would work with the Transfer Station Manager to set a good date. Councilmember Stewart said he hoped they could get ahead of it for staffing. Ms. Bennett said they had to coordinate it with the e-waste recycling company in advance to get extra containers and so on so it would not be done on short notice. Councilmember Stewart said he would also like to warn residents so they could avoid trying to recycle their electronics on that specific day. Supervisor Fish said they could use the Highway Department entrance for electronics recycling. Councilmember Donohue said he thought that is what they had done the year before and ran a separate line. Councilmember Stewart said he fully supported it.

ADJOURNMENT

Resolution 125-2026 A motion was made by Councilmember Donohue, seconded by Councilmember Stewart to adjourn the meeting.

Asked if all were in favor, the responses were as follows:

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| Councilmember Donohue | Aye |
| Councilmember Garrant | Absent |
| Councilmember Killian | Absent |
| Councilmember Stewart | Aye |
| Supervisor Fish | Aye |

The motion carried 3:0. The meeting was adjourned at 9:24 a.m.

Respectfully submitted,
Erin Trombley
Erin Trombley
Town Clerk