

An Organizational Meeting of the Town Board of the Town of Moreau for the Year 2013 was held on January 3, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Supervisor Jenkins called the meeting to order at 7:50 p.m.

The Town Clerk called the roll.

**Town Board Members Present**

Robert J. Vittengl, Jr.	Councilman
Gina LeClair	Councilwoman
Todd Kusnierz	Councilman
Preston Jenkins	Supervisor

**Town Board Members Absent**

Bob Prendergast            Councilman

**Also Present:** Jeanne Fleury, Town Clerk; Paul Joseph, Highway Superintendent; Jamie Munks, Post Star Reporter

Councilman Kusnierz asked for a separate vote on resolution #1 on the agenda, which was the setting of the 2013 salaries for elected officials.

Supervisor Jenkins read resolutions #2 through #10.

Councilman Kusnierz asked for the following change to be made to resolution #6 on the agenda:

Delete the words “and requiring an annual report to be submitted at the time request is made for the stipend” and add the words “and requiring an annual report to be submitted prior to the request for a stipend”.

The board members agreed to this change in wording.

The Town Clerk read resolutions #11 through #45.

Councilman Kusnierz referred to resolution #12 on the agenda and said that in the past our recreation director was our liaison for the Saratoga County Youth Advisory Council. Councilman Kusnierz asked if this contract has to be part of the resolution.

Supervisor Jenkins replied Councilman Vittengl or Councilman Kusnierz who are both on the Recreation Committee could be the liaison now that we don't have a full-time director. He also said that the resolution simply authorizes him to sign the contract.

The Saratoga County Youth Advisory Council Contract remained in resolution #12.

Councilman Kusnierz referred to resolution #16 and asked if we still use TD Bank and Supervisor Jenkins replied no and we don't currently use NBT either. Supervisor Jenkins stated that occasionally we may look to open CD's with these two banks depending on what the rates are.

Supervisor Jenkins referred to the first line in resolution #18 and asked if they should add the wording “for all full-time employees hired prior to 1/1/07” after the words “Resolution setting forth the following employee policies”.

The board members agreed to this additional wording.

Councilman Kusnierz referred to the paragraph regarding personal days in resolution #18 and asked for the wording “after six months of continuous service” should be changed to read “after six months of employment”.

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The board members agreed to this change in wording.

Councilman Kusnierz referred to the paragraph regarding bereavement leave in resolution #18 and said they made a change in the CSEA contract about this. Supervisor Jenkins replied yes, they added employee or spouse.

The wording in resolution #18 was changed from "death in the immediate family" to "death in the immediate family of the employee or the employee's spouse".

When the section of resolution #18 was read regarding employee leave records, Councilman Kusnierz asked why the employee fills out their own time sheet and not the department head.

Supervisor Jenkins replied that the employee fills out the time sheet, but the department head has to sign off on the time sheet and then it is submitted to the supervisor's office. It just saves the Department Head from having to fill out time sheets for all of their employees.

Councilman Kusnierz asked what departments use time cards besides the recreation department.

Supervisor Jenkins replied that the court is again now. Their time clock was broken for a while.

Councilman Kusnierz asked for the following wording to be added to resolution #18:

"It will be a violation of Town Policy for any employee to card stamp another employee's time card other than their own. Such violation may result in disciplinary action."

The board members agreed to this additional language.

Councilman Kusnierz referred to resolution #24 which changes the regular Town Board Meetings from the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays to the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays. He said at the last meeting he said he has a major issue with this resolution. He said that it would be a rare instance when he would be able to attend a meeting on Thursdays.

Supervisor Jenkins asked why that would be and Councilman Kusnierz replied because of his schedule.

Supervisor Jenkins asked how it is any different than Tuesday and Councilman Kusnierz replied that it is a different day of the week.

Councilman Kusnierz asked Supervisor Jenkins what the purpose was in changing it and Supervisor Jenkins replied that he told him already, it was because of his schedule.

Supervisor Jenkins said he could make the meetings on Tuesdays, but it is difficult for him because he spends a day without even get a break. When he comes back from the county meetings on Tuesdays, at least twice a month, he has to come right to the Town Board Meetings and sometimes we are here until 10:00 p.m. or later.

Councilman Kusnierz said he sympathized with him, but many times he has to come directly from Albany to here and he has been doing it for twelve years now. It is what he signed on to do. He doesn't see how they

could change the regularly scheduled Town Board Meetings, because in effect what they would be doing was silencing the voice of the people who have asked him to represent them before the board, because he won't be here. He said that once in a while he can make a Thursday meeting, but he can't do it on a regular basis. He said that as far as he knows nothing has changed at the county as far as when they schedule their meetings.

Supervisor Jenkins asked for a separate vote on resolution #24 and if it doesn't pass then they will do something else.

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Councilwoman LeClair stated that when she talked about changing the meetings to Mondays and Wednesdays, what she didn't say was that she couldn't make Wednesday meetings through May, but Wednesdays would be fine the rest of the year. She also couldn't make Monday meetings from September through December. She asked if there is any way they can work with this and if it helps.

Supervisor Jenkins said that the meetings were changed from Wednesdays to Tuesdays years ago so people could go to hockey games. He just wanted to change it so that on Tuesdays he doesn't have that long of a day. He said he has other conflicts on Tuesdays also that he has passed up for a long time.

Councilman Kusnierz said everybody here ran for Town Board knowing what the schedule was.

Supervisor Jenkins replied no, it is being established now by resolution and it doesn't mean that it can't be changed.

Councilman Kusnierz said that was correct, but if there was going to be a change it should be made at the time of a newly elected Town Board when they all come in at the same time.

Supervisor Jenkins replied he didn't think that had to be done or they wouldn't be entertaining this resolution now.

Councilman Kusnierz said that just because Supervisor Jenkins didn't have enough time or he needed more time between meetings wasn't a legitimate reason for the change. He said he was talking to the wrong person about this. He didn't have dinner tonight so he could make the meeting at 6:00 p.m. That is what he signed up for. All of the previous supervisors before served the county and served on committees at the county. He said typically the county meetings start at 3:30 p.m. or 4:30 p.m. and they typically run about 1/2 hour.

Supervisor Jenkins said the length of the county meetings vary. He has left county meetings at 6:25 p.m. and had to be at a Town Board Meeting at 7:00 p.m.

Councilman Kusnierz said that Supervisor Jenkins has had the best attendance record at Town Board Meetings, missing less than a handful since he has been supervisor. He doesn't see where it is a problem.

Councilwoman LeClair asked if it would help if they held the meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays for 1/2 of the year and the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays the second 1/2 of year.

Councilman Kusnierz replied that Tuesday nights were best for him.

Supervisor Jenkins said again that he was prepared to vote on this resolution separately and if three people don't want it then they will make a change.

Councilman Kusnierz asked Councilman Vittengl and Councilwoman LeClair if it was their intent to silence his voice here, because he won't be here.

The board members asked how it was silencing him and Councilman Kusnierz replied, because he won't be here. He won't be able to make a majority of the meetings on Thursday nights.

Supervisor Jenkins said that three weeks ago he asked everybody for their reasons and he still has not heard exactly why Tuesdays are better than Thursdays for Councilman Kusnierz. He asked Councilman Kusnierz what his reason was.

Councilman Kusnierz replied that Tuesdays are his best evenings. The Town Board Meetings have always been on Tuesday nights. It is the best night for him with his responsibilities.

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Supervisor Jenkins said again that he would ask for a separate vote on this resolution and if other people want to vote no on it then they can address it again.

Supervisor Jenkins asked the Town Clerk to continue reading the resolutions and she did.

When resolution #37 was read by the clerk, which lists Burley & Guminiak Engineers, Paul Joseph stated that they have changed their name. Supervisor Jenkins said they still go under the name of Burley & Guminiak. They were just bought out by another company.

Councilwoman LeClair referred to resolution #37 and asked for the rates of Environmental Design Partnership, C.T. Male Associates and Garry Robinson, P.E. to be included in the resolution.

Councilman Kusnierz suggested that the resolution read “per the 2012 rate schedule a copy that is attached”.

The board members agreed to this change.

Councilman Kusnierz referred to resolution #36 regarding special counsel. He stated that with the hydro we have been in a settlement for several years now and there may be a couple more years in the PILOT. He is sure the rate is outdated. He asked if they needed to leave this resolution in.

Supervisor Jenkins replied, probably not. He recalled using the services of Lewis & Greer once last year. He said if the board needs their services then a resolution could be passed at that time.

Resolution #36 was stricken.

Councilman Kusnierz referred to resolution #38 regarding the \$20.00 returned check fee. He stated that he thinks the fee has been increased to \$25.00. He suggested changing the resolution to read “impose a service charge on all returned checks as per General Municipal Law Section 85” and not include the amount of the service charge.

The board members agreed to this change.

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl to adopt resolution #1 that reads as follows:

1. Resolution setting 2013 salaries for elected officials:

Supervisor	\$45,076.00
Councilpeople (each)	\$10,800.00
Town Justices (each)	\$25,934.00
Town Clerk	\$49,998.00
Highway Superintendent	\$51,439.00

Councilman Kusnierz stated that he would be voting no on this resolution as he did when the Town Board established the salaries for the officials at budget time. His reasoning is the same and he wants to be consistent. His feelings then and now are that some part-time elected officials are getting raises and others are not. It should be a uniform policy whereby all elected officials, whether full-time or part-time get raises or they don't. At the time he didn't think elected officials should have received raises this year and he still thinks this way.

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Roll call vote resulted as follows:

Councilwoman LeClair	Yes
Councilman Kusnierz	No
Councilman Vittengl	Yes
Councilman Prendergast	Absent
Supervisor Jenkins	Yes

Supervisor Jenkins asked for a vote on resolution #24 regarding the change in Town Board Meeting nights.

Councilwoman LeClair asked if wouldn't holding the meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays for ½ of the year and the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays for the other ½ of the year work at all for Councilman Kusnierz and Supervisor Jenkins.

Supervisor Jenkins said it wouldn't affect him.

Councilman Kusnierz said they need to be consistent on the day they choose. The public won't know what day of the week the meetings are on if we keep flip flopping. They know right now that the meetings are on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays.

Councilwoman LeClair said she wasn't thinking about changing the Mondays and Wednesdays throughout the month. She was thinking about the 2<sup>nd</sup> and 4<sup>th</sup> Monday each month for the first six months of the year and the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays each month for the second ½ of the year. She thought this would help Supervisor Jenkins with his Tuesdays and help Councilman Kusnierz with his Thursdays.

Supervisor Jenkins said he wouldn't have a problem with that. We publish the meetings in the paper.

Councilman Kusnierz stated that when Terry called him and asked what his best schedule was he told her that Tuesdays, as has been established, has always been the best evening for him.

Supervisor Jenkins replied that Terry also sent another e-mail indicating what his issues were. He said that he was okay with the schedule suggested by Councilwoman LeClair. He said he didn't think it was a big deal. The schedule was changed back in the 1980's so people could go to hockey games.

Councilman Kusnierz stated that was before he was on the board.

Supervisor Jenkins said he understood that, but there is no reason why they can't change the date and he was okay with the schedule suggested by Councilwoman LeClair. He asked Councilman Vittengl if he had a problem with it and Councilman Vittengl replied no, he didn't.

Supervisor Jenkins stated that Councilman Prendergast doesn't have a problem with the days, but sometimes depending on what shift he has to work it keeps him from attending meetings.

Councilman Kusnierz asked what would happen if another board member needs a break, because they don't have time to stop and do whatever before a board meeting? Are we going to change it again?

Supervisor Jenkins replied there is no difference between his problem and Councilman Kusnierz's problem. They are the same problem. Supervisor Jenkins said that he has other things on Tuesday nights.

Councilman Kusnierz said "He doesn't expect other Town Board Members to change their evening because he doesn't get a break. You are asking the rest of the board...." his sentence was not finished, because Supervisor Jenkins interjected by saying that what he was offering was a resolution that Councilwoman LeClair was recommending.

Councilman Kusnierz said it is all over the board and it isn't consistent.

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Supervisor Jenkins said that if Councilman Kusnierz doesn't want to do this then he would ask for a motion to adopt resolution #24 as worded.

Councilman Kusnierz asked how it would work.

Councilwoman LeClair stated that from January through June the Town Board Meetings would be the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month and from July through December the Town Board Meetings would be held the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the each month.

Councilman Kusnierz asked when they would hold the audit meetings.

Councilwoman LeClair said it would be held the same way as it is now. Hopefully the 2<sup>nd</sup> meeting of the month falls close to the end of the month and if it doesn't then we would have to hold a separate meeting like we do now.

Councilman Kusnierz asked if they could do the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month.

Councilman Vittengl said it would leave a long time until the audit meeting.

Councilwoman LeClair said they would have to set a separate audit meeting every month.

Supervisor Jenkins said he doesn't see any reason why they couldn't go along with Councilwoman LeClair's proposal.

Councilman Kusnierz said he was looking at it from the public's perspective, we would be flip flopping.

Supervisor Jenkins didn't see why it would be a problem for the public. It is no different than Tuesday night. Maybe members of the public have a problem with Tuesday nights.

Councilman Vittengl thought it would work.

Councilman Vittengl made the motion to change the regular meetings of the Town Board to the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month for the first six months of the year, January through June, and the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month for the second half of the year, July through December.

Councilwoman LeClair said that next year she won't take on the commitment that she has this year. She took on the commitment thinking it would be okay. If we choose next year to say Mondays or Wednesdays look better for the whole year then she will know going in that she has to verify it with everyone before she does it.

Councilman Kusnierz asked why they couldn't do the other Tuesdays and that would take care of the supervisor's issues.

Supervisor Jenkins said he had other commitments on Tuesday nights also.

Councilman Kusnierz said here is what he is up against and he doesn't know how else to make it any clearer. He can make nearly all Tuesday night meetings. He can rarely make Thursday night meetings. Mondays and Wednesdays it will be hit or miss for him. He will not have the same level of participation he has now at Town Board Meetings. He can't support the change.

Supervisor Jenkins told Councilman Kusnierz that he missed five Tuesday board meetings in 2012.

Councilman Kusnierz said everybody missed meetings. He said he had the second best attendance record here on the board. He said if they wanted to take out the attendance record they can do that.

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Supervisor Jenkins said he missed six meetings in five years.

Councilman Kusnierz said his attendance is better than Councilwoman LeClair's attendance record. He said Councilman Vittengl hasn't been on the board long enough to establish a record. He checked the record for four years.

Councilman Kusnierz stated that by changing the nights of the meetings they were silencing his voice when he represents people who have issues before this Town that he brings to this board. They will not be heard.

Councilwoman LeClair asked if they change the Tuesdays then what happens to the audit meetings.

Councilman Kusnierz said they have always scheduled audit meetings before the 2<sup>nd</sup> regular meeting of the month. The reason they tagged it onto the 2<sup>nd</sup> meeting of the month was because a majority of the board was in favor of the reducing the number of meetings. He said there are Towns in Saratoga County that only hold one meeting a month.

Supervisor Jenkins said he didn't think they wanted to go to one meeting a month.

Councilman Kusnierz replied that he wasn't saying that was the way to solve this. He said there weren't very many Towns in Saratoga County that hold their meetings on Thursday nights. He said there were less than a handful and that includes Villages.

Supervisor Jenkins said he could go along with Councilwoman LeClair's suggestion or the way it is right now.

Councilman Kusnierz stated that the reason for the change that Supervisor Jenkins gave was unacceptable to him. He said that he could only extrapolate that this is an election year and his seat and the supervisor's seat is

up for re-election and Supervisor Jenkins has a politically motivated agenda and that is why he is trying to change the meeting nights.

Supervisor Jenkins asked how it was politically motivated.

Councilman Kusnierz replied that he will not be able to have an attendance record. He said that Supervisor Jenkins researched the attendance record and he said that he missed five meetings in 2012.

Supervisor Jenkins replied that the information was requested by Councilman Kusnierz and the board was copied. Councilman Kusnierz requested the attendance record.

Councilman Kusnierz said that was correct.

Supervisor Jenkins said he didn't say that Councilman Kusnierz had the worst attendance. He said that he missed five Tuesdays last year.

Councilman Kusnierz said that he only asked for regularly scheduled Town Board Meetings and if they wanted to look at overall participation in Town Board Meetings, special meetings included, Supervisor Jenkins would be surprised as to what those numbers are.

Supervisor Jenkins said he thought they would be very similar percentage wise and Councilman Kusnierz said they would not be.

Councilwoman LeClair asked if they could move the audit meetings to the first Tuesday of the month and would that be too late.

The Town Clerk said that most of the bills fall due towards the end of the month and if they didn't hold the audit meeting until the first week of the following month then payments to vendors would be late.

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Supervisor Jenkins stated that the first Tuesdays fall anywhere from the 1<sup>st</sup> to the 7<sup>th</sup> of the month.

Councilman Kusnierz told Supervisor Jenkins that he was hard pressed to find that he needs a break as a legitimate reason.

Supervisor Jenkins replied that it isn't just a break. He has other commitments on Tuesday evenings that he doesn't get to keep very often. He has been a 35 year member of the Rotary Club and he only gets to attend a meeting once every two months if he is lucky.

Councilman Kusnierz told Supervisor Jenkins that is the choice you make when you run for public office.

Supervisor Jenkins replied no and Councilman Kusnierz stated absolutely. Everyone here should know what they are getting into before they run.

Supervisor Jenkins said he has been on the job for five years now and he knows exactly what he does. All he was saying was that Tuesdays aren't good for him and he wants to switch it to another day. It is simple as that.

Councilman Kusnierz stated that days other than Tuesdays won't work for him in the same fashion that Tuesdays don't work for Supervisor Jenkins.

Supervisor Jenkins said he would accept a motion to go with Councilwoman LeClair's suggestion.

A motion was made by Councilman Vittengl to go along with Councilwoman LeClair's plan to change the Town Board Meetings to 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month for the first six months of the year, January through June and the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month for the second half of the year, July through December.

Councilwoman LeClair asked Councilman Kusnierz if this worked for him or not.

Councilman Kusnierz said he could meet either the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays or 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays.

Supervisor Jenkins seconded the motion.

Supervisor Jenkins asked the Town Clerk to call the roll.

Roll call vote resulted as follows:

Councilman Vittengl                      Yes

Councilman Kusnierz asked what the motion was.

The Town Clerk replied it was to change the Town Board Meetings to the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month from January through June and the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month from July through December.

Councilwoman LeClair asked Councilman Kusnierz if she changed her schedule on Mondays could he make meetings on Monday nights.

Councilman Kusnierz replied that he wouldn't have the same attendance record if the meetings aren't on Tuesdays.

Supervisor Jenkins asked the Town Clerk to finish the roll call vote.

Councilwoman LeClair stated that she could understand both viewpoints and she told Councilman Kusnierz that as he knows they don't always see eye to eye on things, but she wasn't trying to silence him.

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Councilman Kusnierz said she wasn't silencing him; she was silencing the causes that he brings to the Town Board.

Councilwoman LeClair said she understands that and she is going to vote no and she wishes they could have come to some sort of a compromise so she didn't have to do that, because it really isn't what she wants to do.

The roll call vote continued as follows:

Councilwoman LeClair                      No

The Town Clerk asked Councilwoman LeClair if she was voting no on the schedule that she came up with and Councilwoman LeClair replied yes if Councilman Kusnierz can't make it to the meetings.

Councilman Kusnierz                      No  
 Councilman Prendergast                  Absent  
 Supervisor Jenkins                        Abstain

Motion and second did not pass.

Councilwoman LeClair made a motion and it was seconded by Councilman Kusnierz to adopt resolutions #2 through #23 as follows:

- |    |   |
|----|---|
| 2. | Resolution setting the following respective annual salaries (52 Week) or hourly rate, as approved in the 2013 Budget except as otherwise provided under Town Law, Civil Service Law, or other applicable law, rule, or agreement. |
|----|---|

Wayne A. Bruce	Special Police Officer as needed	\$13.48 hour
Jeanne Fleury	Receiver of Taxes and Assessments Records Management Officer Registrar of Vital Statistics – [1/2 Birth & Death Certificate Filing Fees in accordance with NYS Public Health Law Section 4173(3)]	\$ 7,978.00 \$ 929.00
Margaret Jenkins	Assessor (10/01/07-9/30/13) (FLSA EXEMPT)**	\$47,118.00
Susan Stockman	Assessment Clerk	\$25,500.00
Helen Potter	Crossing Guard – Part-Time (Moreau)	\$10.40 hour
Mary Wood	Substitute Crossing Guard	\$10.40 hour
John Hayes	Substitute Crossing Guard	\$10.40 hour
Joel Nolin	Substitute Crossing Guard	\$10.40 hour
John Helwig	Crossing Guard Part-Time (Tanglewood)	\$10.40 hour
Frank Joseph Patricke	Building Inspector/Code Enforcement Officer	\$50,382.00
Duane Miller	Assistant Building Inspector/Code Enforcement Officer	\$34,119.00
Kathy Perez	Building Inspector's Clerk	\$29,059.00
Theodore Monsour	Cleaner, Part-Time	\$11.00 hour
Francine Thibodeau	Principal Account Clerk/Typist/Bookkeeper	\$41,656.00

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Rudolph Klick	Part-Time Account Clerk	\$12.40 hour
Linda Blackburn	Clerk Full-Time Court	\$30,000.00
Colleen Nichols	Clerk Full-Time Court	\$35,975.00
Jennifer Miller	Clerk Part-Time Court	\$10.40 hour
Suzanne MacMore	Clerk Part-Time Court	\$10.40 hour
Ron Belisle	Clerk Part-Time Court	\$10.92 hour
Court officer	Thomas Geraghty	\$13.67 hour
Royce Pixley	Laborer Transfer Station Part-Time	\$11.94 hour
Nancy Ryan	Senior Clerk Transfer Station - PT	\$14.84 hour
Jesse Fish	Water Superintendent District 1	\$ 5,463.00
	Water Superintendent District 2	\$ 8,584.00
	Water Superintendent District 3	\$ 4,269.00
	Water Superintendent District 4	\$ 9,364.00
	Water Superintendent District 5	\$ 1,974.00
	Water Superintendent District 6	\$ 9,365.00
	Sewer District 1 Superintendent	\$ 6,886.00
	Total	\$45,905.00
Earl Ruff	Assistant Water/Sewer Department Superintendent As Needed	\$17.50 hour
Cynthia Charpentier	Water Meter Reader	\$12.48 hour
Christine Clifton	Water Meter Reader	\$12.48 hour
Denise Jones	Water Meter Reader	\$12.48 hour
Linda Blackburn	Water Meter Reader	\$12.48 hour
Stacy Evans	Water Meter Reader	\$12.24 hour
Jeremy Tripp	Laborer	\$13.64 hour
Bruce Siergiey	Laborer	\$13.12 hour
Maureen Leerkes	Clerk Part-Time Highway Department	\$12.03 hour
Edward Tracy	Rec. Laborer Temporary On-Call As Needed	\$9.03 hour
Royce Pixley	Laborer Rec. & Cemeteries	\$11.49 hour
Scott Winans	Laborer Rec. Temporary On-Call As Needed	\$8.85 hour
Ronald King	Rec. Specialist PT Seasonal	\$13.68 hour
Gary Plimpton	Laborer Rec. Temporary On-Call As Needed	\$8.85 hour
Daniel Styczynski	Dog Control Officer	\$13,733.00
John Dixon	Assistant Water Superintendent	\$17.50 hour
Wing Person/Flag Person	Highway Department	\$10.00 hour
Kevin Dickinson	Laborer, PT, On-Call, As Needed	\$8.67 hour
Michael Hastings	Laborer, PT, On-Call, As Needed	\$8.67 hour
Scott Winans	Transfer Station Laborer, PT	\$11.94 hour
David Merton	Transfer Station Laborer, PT	\$11.94 hour
Orin Thompson	Rec. Asst. PT, Seasonal	\$8.42 hour

3. Supervisor's, At Will, Appointments:

Budget Officer	Supervisor Unpaid
Teresa McGuire	Confidential Secretary/Assistant Bookkeeper (FLSA EXEMPT)** Annual Salary (52-Weeks): \$31,109.00
Deputy Supervisor	Councilwoman Gina LeClair Unpaid
Supervisor's Committee Appointments:	
Buildings & Grounds	Councilwoman LeClair Councilman Prendergast

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Cable TV	Councilman Kusnierz Councilwoman LeClair
Cemetery	Councilman Prendergast Councilman Kusnierz
Highway Department	Councilman Vittengl Councilwoman LeClair
Insurance	Councilman Kusnierz Councilman Prendergast
Mosquito Control	Councilman Prendergast Councilman Kusnierz
Personnel & Employee Benefits	Councilwoman LeClair Councilman Prendergast
Recreation	Councilman Kusnierz Councilman Vittengl
Transfer Station/Landfill	Councilman Vittengl Councilwoman LeClair
Water 1, 2, 3, 4, 5, 6 & Sewer 1	Councilman Prendergast Councilman Vittengl
Crandall Library Liaison	Councilman Kusnierz
Fire company Liaison	Councilwoman LeClair
Moreau Community Center Liaison	Councilwoman LeClair Councilman Kusnierz
Local Waterfront Revitalization	Councilwoman LeClair
Industrial Park	Councilman Vittengl Councilwoman LeClair
Zoning Liaison	Councilman Vittengl Councilman Prendergast

<b>4. Town Clerk's, At Will, Appointments:</b>		
Deputy Town Clerk and Receiver of Taxes: Leeann McCabe	Annual Salary (52-Weeks):	\$27,179.00
Deputy Town Clerk and Receiver of Taxes: Barbara Porter	Annual Salary (52-Weeks):	\$29,034.00
Deputy Registrar of Vital Statistics: Barbara Porter	(1/2 of Birth & Death Certificate filing Fees paid to Registrar in accordance with NYS Public Health Law-Section 4173(3))	
Sub-Registrar of Vital Statistics: Leeann McCabe	(Receive and file Birth and Death Certificates only. No compensation)	

**5. Highway Superintendent's Appointments:**

**Deputy Highway Superintendent: Michael Montgomery (Per CSEA Contract)**

- |    |   |
|----|---|
| 6. | Resolution setting non-employee compensation per annum of \$1,000 for Mary Antis as Town Historian and requiring an annual report to be submitted prior to the request for a stipend. |
| 7. | Resolution setting stipend for Planning Board Members at \$40.00 per meeting for each of the six members, \$50.00 per meeting for the Chairperson.                                    |

An Organizational Meeting of the Town Board of the Town of Moreau for the Year 2013 was held on January 3, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

- |     |   |
|-----|---|
| 8.  | Resolution setting stipend for Planning Board Secretary at an amount not to exceed \$65.00 per meeting.   |
| 9.  | Resolution setting stipend for Zoning Board of Appeals Members at \$40.00 per meeting for each of the four members and \$50.00 per meeting for the Chairperson. |
| 10. | Resolution setting stipend for Zoning Board of Appeals Secretary at an amount not to exceed \$65.00 per meeting.  |
| 11. | Resolution setting stipend for Board of Assessment Review Members at an amount not to exceed \$70.00 per meeting.   |
| 12. | Resolution authorizing the Supervisor to sign the following contracts and make payment in the amounts and terms stated in the contracts.                        |

Civic Center of Moreau, Inc.
Saratoga County Animal Shelter
Saratoga County Youth Advisory Council
Saratoga County Office for the Aging Nutrition Agreement

- |  |   |   |  |  |  |
|--|---|---|--|--|--|
| 13.  | Resolution instructing the Supervisor to extend a loan to the Town Clerk in the sum of \$200.00 for one year for the purpose of making Change and petty cash and the Receiver of Taxes \$250.00 for the purpose of making change.   |   |  |  |  |
| 14.  | Resolution authorizing the Town Clerk the right to accept bingo and games of chance licenses and amendments and the authority to approve same.  |   |  |  |  |
| 15.  | Resolution requiring all purchases \$500.00 and over for all departments be made with properly approved purchase orders, and that all purchases that may exceed \$500.00 be competitively priced and not purchased without prior Town Board Approval, except highway purchases relating to emergency repairs to equipment may be purchased without prior Town Board approval up to \$1,000.00, subject to being competitively priced.   |   |  |  |  |
| 16.  | Resolution designating TD Bank of Glens Falls, Glens Falls National Bank and Trust and NBT Bank as depositories for town monies.  |   |  |  |  |
| 17.  | Resolution designating the Glens Falls Post Star Newspaper and the Chronicle as the official newspaper to be used for all legal advertising.  |   |  |  |  |
| 18.  | <p>Resolution setting forth the following employee policies for all full-time employees hired prior to 1/1/07 (not applicable to elected officials or those employees covered under CSEA contract), and defining "full-time" as any permanent employee working twenty (20) hours per week or more on a regular, continuing basis and "part-time" as any permanent employee working less than twenty (20) hours per week on a regular basis:</p> <p>Vacations: Full-time employees will earn vacation leave pro-rated per pay period as follows upon successful completion of the employee's probationary period:</p> <table border="1"> <tr> <td>1-5 years of service = 2 weeks vacation</td> </tr> <tr> <td>6-10 years of service = 3 weeks vacation</td> </tr> <tr> <td>11-19 years of service = 4 weeks' vacation</td> </tr> <tr> <td>20 + years of service = 5 weeks vacation</td> </tr> </table> <p>Vacations: Full-time employees hired on or after 1/1/07 will earn vacation leave pro-rated per pay period as follows upon successful completion of the employee's probationary period:</p> | 1-5 years of service = 2 weeks vacation | 6-10 years of service = 3 weeks vacation | 11-19 years of service = 4 weeks' vacation | 20 + years of service = 5 weeks vacation |
| 1-5 years of service = 2 weeks vacation    |   |   |  |  |  |
| 6-10 years of service = 3 weeks vacation   |   |   |  |  |  |
| 11-19 years of service = 4 weeks' vacation |   |   |  |  |  |
| 20 + years of service = 5 weeks vacation   |   |   |  |  |  |

An Organizational Meeting of the Town Board of the Town of Moreau for the Year 2013 was held on January 3, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

1 – 5 years of service = 2 weeks vacation
6 – 12 years of service = 3 weeks vacation
13 and forward years of service = 4 weeks vacation

Unused accrued vacation time may be carried over annually up to 10 work days not to exceed a maximum of 30 days accrued vacation, but unused vacation time will not be paid in cash. Vacation schedules shall be approved in advance by each department head. The department head will notify the Town Supervisor of all vacation schedules approved for all employees in their department. All department head's should request approval of their vacation schedule in advance by the Town Supervisor. Grandfathered Part-Time employees hired prior to January 1, 2005 will be eligible for same vacation schedule with "week" being the same as that employee's work week.

**Sick Days:** All employees after six months of continuous service shall be entitled to one (1) day of paid sick leave for each month of service commencing from the first day of employment. Grandfathered Part-Time employees hired prior to January 1, 2005 will be eligible for sick leave with "week" being the same as that employee's work week. Unused sick leave may be accumulated but cannot be paid in cash at any time. Any employees calling off sick shall notify their department head. The department head will in turn notify the Town Supervisor. A department head calling off sick shall notify the Town Supervisor.

Employee is out on disability they shall not accumulate additional sick time if they are not receiving town wages.

Employee shall pay the percentage of health insurance co-pay established by Town Board resolution while on disability.

**Personal Days:** All full-time employees after six months of employment shall be entitled to four (4) personal days per year; grandfathered part-time hired prior to January 1, 2005 shall be entitled to two (2) per year. If an employee fails to use his/her personal days, all unused days shall be added to the employee's accumulated sick leave.

**Bereavement Leave:** All full-time employees shall be entitled to three (3) days bereavement leave for a death in the employee's immediate family or employee's spouse's immediate family (including nieces and nephews and brother-in-law and sister-in-laws).

**Employee Leave Records:** All employees will be responsible for maintaining an accurate, on-going, accounting of his/her used and unused leave time on forms provided by the town. These forms shall be submitted (with written approval of department heads) to the Supervisor's Office bi-weekly.

**Time Cards:** It will be a violation of Town Policy for any employee to card stamp another employee's time card other than their own. Such violation may result in disciplinary action.

**Holidays:** All permanent full-time employees shall be granted thirteen (13) paid holidays. Grandfathered Part-time employees hired prior to January 1, 2005 will be eligible for the following Holidays schedule with "holiday" being the same as employee's work day:

New Year's Day	Veteran's Day
President's Day	Memorial Day
Thanksgiving Day	Day after Thanksgiving
Fourth of July	Christmas Day
Labor Day	Floater
Columbus Day	Good Friday
Martin Luther King Day	

An Organizational Meeting of the Town Board of the Town of Moreau for the Year 2013 was held on January 3, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

If a holiday falls on a Saturday, the day of observance shall be the previous Friday. If a holiday falls on a Sunday, the day of observance shall be the following Monday. Unused holidays cannot be carried over to next year.

Employee Benefits: All full-time, year-round, employees (see definition) and their eligible dependents will be entitled to receive the following benefits:

- NYS Employees' Retirement Plan (unused sick leave may be converted as additional service credit upon retirement).
- NYS Disability Insurance.
- Saratoga County Self-Insurance Plan (Workman's Compensation).

Insurance Benefits:

All full-time, year-round, employees (see definition) and their eligible dependents will be entitled to receive medical, prescription, optical and dental insurance benefits pursuant to programs approved by the Town Board and continue to pay the same percentage they are currently paying. The health insurance benefits listed above are not applicable to those receiving the insurance buy-out. Those covered under the CSEA Contract will be covered as in their contract.

The above insurance benefits will also be extended to Town Supervisor, Town Clerk and Highway Superintendent and grandfathered part-time elected officials. Unless the Town Board designates a probationary "waiting period" at the time of hire, these benefits will become effective within a thirty (30) day period after the day of employment.

19. Resolution authorizing the reimbursement to Town Officials and Employees who use their own Vehicles for Town Business and setting that rate at the rate set by the Internal Revenue Service and also requires that all elected and appointed officials gain Town Board approval prior to attending a conference or seminar, if expenses for same are to be a town charge.

20. Resolution designating the Supervisor as the representative from the Town to attend the Annual Business Session of the Association of Towns of the State of New York, to be held in New York City, on February 17-20, 2013 and to cast the vote of the aforesaid Town, pursuant to Sect. 66 of Article III of the Constitution and By-Laws of said Association and in the absence of the Supervisor, the Deputy Supervisor is designated to cast the vote of said Town and in the absence of the Deputy Supervisor any member of the Town Board may cast the vote.

21. Resolution designating Adirondack Trust for the term of our current policy as the insurance broker of record for commercial package policy and umbrella, including general liability, public official's liability, auto, fire, inland marine and Town Officers and Employees Bonds currently in effect.

22. Resolution authorizing the Town Clerk to collect all water and sewer rents and receive all applications and fees for taps in Water District I, II, III, IV, V, VI and Sewer District I.

23. Resolution authorizing and accepting as the official undertaking the following bonds for Town Officers and Employees:

Supervisor	\$140,000
Deputy Supervisor	\$140,000
Town Clerk/Tax Collector	\$140,000
Deputy Town Clerk/Tax Collector	\$140,000
Bookkeeper	\$140,000
Senior Transfer Station Clerk	\$140,000
(2) FT Court Clerks Each	\$140,000

All other elected and appointed officials/town employees will be bonded for \$90,000.

An Organizational Meeting of the Town Board of the Town of Moreau for the Year 2013 was held on January 3, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Roll call vote resulted as follows:

Councilman Kusnierz	Yes
Councilman Vittengl	Yes
Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Supervisor Jenkins	Yes

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl to adopt resolutions #25 through #44 (resolution #36 was deleted) as follows:

25.	Resolution establishing the policy that, minutes of all Town Board Meetings be completed and made available for review by the Town Board within two weeks following the meeting and further establishing that all minutes from all regular and special meetings be subject to approval at the following Town Board Meeting and all audios of Town Board Meetings be made available to the public via the Town's website within three days of the meetings.
26.	Resolution requiring all department heads submit a monthly report to the Town Board three days prior to its regular monthly meeting outlining pertinent department activities, data and problems the Town Board should be made aware.
27.	Resolution designating the Town Clerk as the official responsible for notifying the media of regular and special Town Board Meetings in compliance with the New York State Open Meetings Law.
28.	Resolution authorizing diesel, oil, and gasoline for the highway department be purchased at State Bid Price or below.
29.	Resolution authorizing heating oil for court building to be purchased at State Bid Price or below.
30.	Resolution authorizing South Glens Falls Fire Department, Civic Center of Moreau, Inc., South Glens Falls Central School, Corinth Headstart, Saratoga EOC Headstart, Saratoga County Public Health Nurses, Recreation, Building Department, Sewer Department and Water Departments to purchase diesel & gasoline from the Town of Moreau Highway Department and be invoiced for same.
31.	Resolution authorizing the Highway Superintendent to hire temporary employees to help with snow and other operations as needed at \$10.00 per hour.
32.	Resolution authorizing the Highway Superintendent to negotiate with the Superintendent of Highways of any municipality within the County of Saratoga, Warren or Washington to provide for the reciprocal use of town owned highway machinery, tools or equipment, upon such terms and conditions as agreed upon by the parties, including the Town Board of the Town of Moreau.
33.	Resolution authorizing the Highway Superintendent to attend the New York State Transportation and Federal Surplus Auctions and be authorized to purchase items for the highway department, pending approval of the Town Board for all items purchased costing \$3,000.00 or more
34.	Resolution authorizing the expenditure of town highway funds in the amount of \$839,890.00 for General repair and improvement of 84.1 miles of town highways, sluices, culverts and bridges having a span less than five feet and boardwalks or the renewals thereof and permanent improvement of town roads. No moneys set aside for such improvements shall be expended, nor shall any work be undertaken on such improvements, until the Highway Superintendent and Town Board approve the expenditures, specifications and estimates for such construction.

An Organizational Meeting of the Town Board of the Town of Moreau for the Year 2013 was held on January 3, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

35.	Resolution authorizing Supervisor to pay postage to refill postage meter, utility bills, state retirement, leases, Board approved cash advances and payments due on contracts, prior to audit.							
36.	Resolution authorizing engaging the services of the following engineering and consulting firms as follows and subject to the engineers for the Town having filed a current ethics disclosure statement:  <table border="1" style="width: 100%;"> <tr> <td>Burley &amp; Guminiak Engineers (Per the 2012 Rate Schedule – Copy Attached)</td> </tr> <tr> <td>Wade Sherman/JR Pettis Computer Consultant/Technician(PS Technical Services) @ \$80.00 per hour</td> </tr> <tr> <td>Environmental Design Partnership, LLP (Per the 2012 rate schedule – Copy Attached)</td> </tr> <tr> <td>C. T. Male Associates (Per the 2012 rate schedule – Copy Attached)</td> </tr> <tr> <td>Garry Robinson, P.E. (Per the 2012 rate schedule – Copy Attached)</td> </tr> </table>	Burley & Guminiak Engineers (Per the 2012 Rate Schedule – Copy Attached)	Wade Sherman/JR Pettis Computer Consultant/Technician(PS Technical Services) @ \$80.00 per hour	Environmental Design Partnership, LLP (Per the 2012 rate schedule – Copy Attached)	C. T. Male Associates (Per the 2012 rate schedule – Copy Attached)	Garry Robinson, P.E. (Per the 2012 rate schedule – Copy Attached)		
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C. T. Male Associates (Per the 2012 rate schedule – Copy Attached)								
Garry Robinson, P.E. (Per the 2012 rate schedule – Copy Attached)								
37.	Resolution authorizing Town Officers/Employees who collect town fees or other payments to Impose a service charge on all returned checks as per General Municipal Law Section 85 and General Obligations Law Section 5-328.							
38.	Resolution appointing G. Peter Jensen, Chairman of the Planning Board.							
39.	Resolution appointing Gerhard Endal, Chairman of the Zoning Board.							
40.	Resolution conferring the benefits of Section 18 of the Public Officer’s Law upon the Town’s employees, as that term is defined in Section 18(1) (b) of the Public Officer’s Law, and to be held liable for the costs incurred under Section 18 of the Public Officer’s Law.							
41.	Resolution requiring the following to file an Oath of Office prior to the commencement of their new term each year: <table border="1" style="width: 100%;"> <tr> <td>All Deputies</td> </tr> <tr> <td>Building Inspector/Code Enforcement Officer</td> </tr> <tr> <td>Assistant Building Inspector/Code Enforcement Officer</td> </tr> <tr> <td>Special Police Officer</td> </tr> <tr> <td>Planning and Zoning Board Members whose terms expired 12/31/12</td> </tr> <tr> <td>Court Officer</td> </tr> <tr> <td>Dog Control Officer</td> </tr> </table>	All Deputies	Building Inspector/Code Enforcement Officer	Assistant Building Inspector/Code Enforcement Officer	Special Police Officer	Planning and Zoning Board Members whose terms expired 12/31/12	Court Officer	Dog Control Officer
All Deputies								
Building Inspector/Code Enforcement Officer								
Assistant Building Inspector/Code Enforcement Officer								
Special Police Officer								
Planning and Zoning Board Members whose terms expired 12/31/12								
Court Officer								
Dog Control Officer								
42.	Resolution to pay employees who serve on active jury duty their normal wages with the understanding that if they only have to serve on jury duty for a portion of their work day that they will return to work and also that they provide proof of service.							
43.	Resolution authorizing payment pre-audit of the water capacity charge to the Town of Queensbury.							
44.	Resolution authorizing the Saratoga County Animal Shelter to issue dog licenses on behalf of the Town of Moreau prior to the release of any impounded dog to a Town of Moreau resident pursuant to Article 7 of the NYS Agriculture & Markets Law.							
** FAIR LABORS STANDARDS ACT.								

Roll call vote resulted as follows:

Councilman Vittengl	Yes
Councilwoman LeClair	Yes

An Organizational Meeting of the Town Board of the Town of Moreau for the Year 2013 was held on January 3, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Councilman Prendergast	Absent
Councilman Kusnierz	Yes (Except He Voted No on Resolutions #39 and #40)
Supervisor Jenkins	Yes (Except He Abstained on Resolution #16) *

Councilman Kusnierz asked Supervisor Jenkins if he was going to abstain on the vote for resolution #16 because Supervisor Jenkins serves in an advisory capacity for Glens Falls National Bank.

Supervisor Jenkins said he discloses this on his Ethics Disclosure Statement and it really isn't a conflict, but it has the appearance of one. He said he doesn't benefit from it in any way, shape or form, but he would abstain from the vote on this resolution.

Discussion reverted back to when to hold the regular meetings of the Town Board. This was resolution #24 on the agenda.

Councilman Kusnierz said he was willing to offer a motion, but he didn't know if two different nights were better or not. He said he was willing to compromise.

Supervisor Jenkins said it varies. Sometimes the 2<sup>nd</sup> Tuesdays are long meetings at the county and other times it is the third Tuesdays.

Councilman Kusnierz asked Supervisor Jenkins if he has an idea when the meetings are going to run over.

Supervisor Jenkins replied no, it varies.

Councilman Kusnierz said from time to time we do change Town Board Meetings. We did it in December.

Councilman Kusnierz asked Supervisor Jenkins if they meet every Tuesday and Supervisor Jenkins replied no, sometimes two times a month and sometimes three times a month.

The Town Clerk suggested changing the start time of the meetings to 7:30 p.m. This would give Supervisor Jenkins more time to get back from the county meetings.

Supervisor Jenkins said if that is what he has to do then that is what he has to do (referring to leaving the meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday nights at 7:00 p.m.). He said he missed six meetings in five years. He said the 1<sup>st</sup> and 3<sup>rd</sup> doesn't work well for the audit meeting. It would give us a third meeting, which they tried to do away with in 2012.

Councilman Kusnierz asked if they could do the audit on the 1<sup>st</sup> of the month.

The Town Clerk said she didn't know how they would feel about this downstairs, but it may be a problem for the vendors. She said they do like the audit meeting later in the month rather than earlier.

Supervisor Jenkins said if it is earlier in the month it makes it difficult for the account clerks to get it done. He said they would have to leave it at the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays as it appears to be the only thing that works. He said they could go to one meeting a month.

Councilman Kusnierz asked about the 1<sup>st</sup> and 4<sup>th</sup> Tuesday of the month.

Councilwoman LeClair asked if they would be too close together then.

Supervisor Jenkins said it would still be the same problem. He said he would just have to deal it.

Councilwoman LeClair asked Supervisor Jenkins if he knows ahead of time when the county meetings are going to be long and if so they could set the meeting later.

An Organizational Meeting of the Town Board of the Town of Moreau for the Year 2013 was held on January 3, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Supervisor Jenkins replied that they talked about being consistent, so they had better leave it at 7:00 p.m. If he is late to get here then the board can start without him.

Councilman Vittengl said they could hold one meeting a month and a workshop.

Supervisor Jenkins said there is a lot of thought that goes into one meeting a month and having an agenda meeting to schedule it so we have a preliminary for everything on the schedule and it forces everyone to have everything in vs. doing an agenda for the meeting and we find reasons all the time not to follow it.

Councilwoman LeClair said she was trying to think of reasons why some of our meetings are so long and she mentioned recreation.

Supervisor Jenkins said they have done workshop type things at the meetings. He mentioned the Moreau Emergency Squad problems where they spent 45 minutes talking about it and the same with the Recreation Commission. He said they should be limited as to what they do at the meetings. The public would still have their say. He said he wouldn't have a problem setting one meeting a month on the last Tuesday of the month and scheduling an agenda meeting for another night.

Councilman Kusnierz asked if they would take action at the workshop.

The Town Clerk replied that a lot of other towns hold it as a workshop. They get everything out on the table and decide what they are going to do and then when they go to the regular meeting it is one resolution after another that is adopted. There is no discussion on the resolutions the board members already know how they are going to vote. The public still has a chance to speak.

The Supervisor said most of the resolutions are prepared and numbered in advance, but he isn't sure that works for this board.

Councilwoman LeClair said they won't know unless they try it.

Supervisor Jenkins said they should just stick to the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays. He wasn't sure how they would do the agenda meeting.

Paul Joseph said that if they had one meeting a month it would be difficult for his department to wait for approval on purchases.

Councilman Kusnierz added that it would be difficult for a person who has an issue to wait a whole month to bring it before the board.

Supervisor Jenkins stated that towns that hold one meeting a month have a lot more flexibility with their department heads than we do here. A lot of the towns have comptrollers who handle the decisions and it takes more work out of the hands of the board members.

Supervisor Jenkins said it has to be the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month. Anything else is too close together or too far apart.

Councilwoman LeClair said she is always willing to fill in and she said if Supervisor Jenkins is running behind and needs to stop and get something to eat then she is willing to be prepared to start the meeting for him and run the meeting until he arrives.

Supervisor Jenkins said that everything is usually prepared for the meeting ahead of time, but sometimes he is running late and when he gets here the paperwork for the meeting is not ready, primarily because it is a payroll week and they get behind downstairs getting the stuff for the meeting ready for him. Many times he comes back for the meeting on Tuesdays and he hasn't even seen the files. He knows most of what is in them, but he isn't sure everything is in them. He said that anytime Councilwoman LeClair was going to fill in for him on short notice it would be harder than if she was prepared.

An Organizational Meeting of the Town Board of the Town of Moreau for the Year 2013 was held on January 3, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Councilwoman LeClair said she would make the commitment to Supervisor Jenkins that she would be prepared so if he is running late she will be prepared and she will know what needs to be covered.

Supervisor Jenkins said all they need is a motion to do something whatever it is.

Councilman Kusnierz made the motion designating the regular monthly meetings of the Town Board to be held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month at 7:00 p.m. and the Month-End Audit Meetings of the Town Board to be held at 6:30 p.m. on the 4<sup>th</sup> Tuesday of each month before the regular meeting of the Town Board unless otherwise designated by Town Board Resolution.

The motion was seconded by Councilwoman LeClair.

Roll call vote resulted as follows:

Councilwoman LeClair	Yes
Councilman Kusnierz	Yes
Councilman Vittengl	Yes
Councilman Prendergast	Absent
Supervisor Jenkins	Abstain

A motion was made by Councilwoman LeClair and seconded by Councilman Kusnierz to adjourn to executive session at 8:57 p.m. to discuss the interviews held prior to this meeting for the position of part-time Recreation Program Director.

Paul Joseph, Highway Superintendent, had submitted a request for the purchase of rock salt from American Rock Salt in the amount of \$70,000.00 under county contract #12-PWS-10R out of account DB5142.490 that had a balance of \$160,000.00 as of 1/1/13.

After brief discussion a motion was made by Councilwoman LeClair and seconded by Councilman Vittengl authorizing the issuance of a purchase order in the amount not to exceed \$70,000.00 for the purchase of rock salt from American Rock Salt under county contract #12-PWS-10R.

Roll call vote resulted as follows:

Councilman Vittengl	Yes
Councilwoman LeClair	Yes
Councilman Kusnierz	Yes

Councilman Prendergast	Absent
Supervisor Jenkins	Yes

Roll call vote to go into executive session resulted as follows:

Councilman Vittengl	Yes
Councilwoman LeClair	Yes
Councilman Kusnierz	Yes
Councilman Prendergast	Absent
Supervisor Jenkins	Yes

The Town Clerk did not sit in on the executive session.

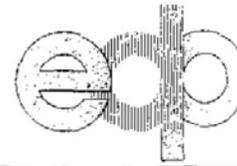
No action was taken in or as the result of the executive session.

Following the executive session the meeting was adjourned.

An Organizational Meeting of the Town Board of the Town of Moreau for the Year 2013 was held on January 3, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Respectfully submitted,

Jeanne Fleury  
Town Clerk



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ENVIRONMENTAL DESIGN  
PARTNERSHIP, LLP

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### TOWN OF MOREAU BILLING RATES

1/4/12

Rate/Hour

2MC	2 Man Survey Crew	116.00
AT	Artie Tompkins	80.00
BF	Brandon Ferguson	50.00
DAD	Doug DePew	55.00
EDF	E. Daniel Fuller	80.00
GPS	GPS Field Crew	116.00
JAF	Jeffrey Ferguson	55.00
JCD	Joseph Dannible	80.00
JEM	James Mitchell	80.00
MSM	Michael McNamara	80.00
PLO	Paul Olund	80.00
TJM	Timothy McAlonen	80.00
TM	Travis Mitchell	80.00
TSH	Thomas Hurtt	55.00
PJP	PAUL PRICE	55.00

Mileage Rate: .45 / mile

An Organizational Meeting of the Town Board of the Town of Moreau for the Year 2013 was held on January 3, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

**GARRY ROBINSON, P.E.**  
**CONSULTING ENGINEER**

**MUNICIPAL HOURLY RATES**  
AS OF JAN. 1, 20012

PROFESSIONAL ENGINEER	\$85.00 PER HOUR
ASSISTANT ENGINEER	75.00 PER HOUR
CADD OPERATOR	60.00 PER HOUR
CONSTRUCTION OBSERVER	55.00 PER HOUR
TECHNICIAN	40.00 PER HOUR

**SCHEDULE A - TERMS AND CONDITIONS**

## SCHEDULE OF REPRESENTATIVE



## CHARGE RATES

January - December 2012

<u>Professional Level Classifications</u>	<u>Rate Per Hour</u>
P7 - President	\$200.00
P7 - Vice President(s)	\$200.00
P6 - <i>Managing:</i> Engineer, Environmental Scientist, Surveyor, Architect, Land Planner, GIS Specialist	\$125.00 to \$165.00
P5 - <i>Senior:</i> Engineer, Environmental Scientist, Surveyor, Architect, Land Planner, Project Manager, GIS Specialist	\$95.00 to \$135.00
P4 - <i>Project:</i> Engineer, Environmental Scientist, Surveyor, Architect, Land Planner, Manager, GIS Specialist	\$90.00 to \$120.00
P3 - <i>Assistant Project:</i> Engineer, Environmental Scientist, Surveyor, Architect, Senior Architect Intern, Land Planner	\$80.00 to \$110.00
P2 - Design Engineer, Environmental Scientist, Architect, Architect Intern, Intern Land Planner; Project Coordinator	\$70.00 to \$95.00
P1 - <i>Intern/Junior:</i> Engineer, Environmental Scientist, Surveyor, Architect	\$45.00 to \$75.00
<u>Technical Level Classifications</u>	
T6 - Senior Designer, Senior Construction Observer, Senior Engineering Technician, Senior GIS Technician, Senior Crew Chief	\$82.00 to \$102.00
T5 - Engineering Technician V, Designer, Senior Designer, Construction Observer, Senior Crew Chief, Environmental Technician, GIS Technician, Survey Technician, GPS Manager	\$73.00 to \$90.00
T4 - Senior Drafter, Construction Observer, Field Scientist, Crew Chief, Designer, Instrument Operator, Survey Technician	\$64.00 to \$85.00
T3 - Drafter, Instrument Operator, Survey Technician	\$55.00 to \$75.00
T2 - Instrument Operator, Drafter	\$40.00 to \$65.00
T1 - Junior Drafter, Instrument Operator Intern	\$39.00 to \$53.00
<u>Support Services</u>	
S - Administrative Assistant, Clerk, Project Coordinator	\$50.00 to \$75.00

Rev 1/26/12

## REIMBURSABLE EXPENSES



January - December 2012

1. **Travel:**
  - \* mileage and tolls (\$.555 per mile)
  - \* train
  - \* taxi, subway, bus
  - \* travel time
  - \* car rental, gas
  - \* airplane (coach fare)
  - \* parking
  - \* tips
2. **Meals and Lodging:** At cost.
3. **Photographs:**
  - \* film processing (average \$.33 each)
  - \* prints
  - \* film
  - \* special work (e.g. enlargement)
4. **Photocopies:**
  - \$ 0.14 each
  - \* sticky-backs \$1.50 each
  - \* color copies/photos 8 1/2x11 \$.75 each
  - 11x17 \$1.50 each
5. **Report Printing:** 10 copies or more (\$.07 per page), less than 10 copies (\$.14 per page)
  - \* specifications
  - \* 3-Ring binders for reports - at cost
  - \* bindings
6. **Printing:**
  - \* B&W: \$.35/per square foot
  - \* Color: \$.38/per square foot
  - \* Mylars: \$2.00/per square foot
7. **Scanning:**
  - \* \$.14/per 8 1/2 x 11
  - \* \$.35/per square foot
8. **CD Burning:**
  - \* \$2.00/per CD
9. **Rental or purchased equipment:** Tools (e.g. scaffolding, special lighting, etc. for measuring and photographing existing building), at cost.
10. **Telephone charges:**
  - \* Long distance charges: At cost
  - \* Cellular telephone charges: \$ .25 per minute
11. **Fax charges:**
  - \* One page \$1.00 (minimum charge)
  - \* Two or more pages \$ .50 (per page up to \$10.00)
12. **Mail Deliveries:**
  - \* Certified mail \$2.95, not including first class postage
  - \* Return receipt \$2.35, not including first class postage
  - \* Insurance \$1.85/\$50 per piece mailed
  - \* Bulk mailings Large reports, etc., Company cost to mail, typically UPS ground
  - \* Courier service Company cost to courier/deliver
  - \* Overnight service Federal Express, UPS, etc., between \$13.25 and \$35.00/letter
13. **Consultant's Expenses:** With 10% mark-up

Rev1/26/12

Burley & Guminiak Rate Schedule

ATTACHMENT III - Engineer/Technical Services Breakdown

<u>TITLE</u>	<u>RATE PER HOUR (without Overtime)</u>
Project Manager <i>JIM BURLEY / ROBERT GUMINIAK</i>	\$85.00 /
Senior Engineer <i>TIM WISCUH / TOM OWLEY / BILL BACKUS / JOHN WOOD / TOBY BOYART - SEE MEMO</i>	\$70.00
Engineer I <i>JAY BERKMAN</i>	\$65.00 /
Designer/Drafter <i>ANAY DRAA / STEVE WILLARD / KARIN FAYAD</i>	\$50.00 ✓ <sup>①</sup> PART TIME INSPECTOR
Construction Administrator	\$55.00
Resident Inspector <i>JOE LAZENBY / RICH BURROW / MIKE WHITMARSH / TERRY PERRIGO</i>	\$45.00 regular hourly / \$55.00 overtime rate <sup>④</sup> DUSY DRAFT
NYS DOT approved inspector	\$55.00
Secretary/Word Processor <i>KRYSTAL TUATSON / GINNY VAN BROECKLIN / DEB WHITMAN</i>	\$35.00
<i>RED KUSIBERZ JUNIOR INSPECTOR</i>	30.00

EXPENSES

Mileage - actual mileage @ IRS Standard Mileage Rate - currently \$0.40 per mile

Copy Charges - \$0.08 cents per copy - discounts on larger runs.

Plans/Plots - \$1.00-\$2.00 per sheet, depending on number of overall prints.

Phone, Postage, Shipping & Other Miscellaneous Expenses will be billed at actual cost incurred. Miscellaneous expenses include, but are not limited to, tax maps, USGS map information, special bindings/binders, excess amounts of supplies such as envelopes for a mass mailing, etc.

Subconsultant services, if required, will be billed at subconsultant's rates and shall be applied to appropriate project phase fee, (i.e. design, construction administration, etc.) Billing for subconsultant services will include a copy of subconsultant's invoice.

An Organizational Meeting of the Town Board of the Town of Moreau for the Year 2013 was held on January 3, 2013 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Tim Burley, P.E. ✓	Project Manager
Robert Gurniak, P.E. ✓	Project Manager
John Woods, P.E. ✓	Senior Engineer (Civil)
Tim Lisicum, P.E. ✓	Senior Engineer (Civil)
William Backus ✓	Senior Engineer (mechanical/Electrical)
Tom Owney ✓	Senior Engineer (Electrical/Controls)
Andrew Dodd ✓	Designer/Drafter (Mechanical/Electrical)
Jay Berkman ✓	Engineer I (Civil)
Toby Bogart ✓	Engineer I (Civil)
Deb Whitmarsh ✓	Secretary/Word Processor
Cynthia Van Brocklin ✓	Secretary/Word Processor
Steve Willard ✓	Designer/Drafter (Civil)
Rich Burrows ✓	Resident Inspector & NYSDOT Approved Inspector
Mike Whitmarsh ✓	Resident Inspector & NYSDOT Approved Inspector

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ADD PER TIM BURLEY 6-26-06  
 TERRY PERRIBO RESIDENT INSPECTOR & NYSDOT APPROVED INSPECTOR  
 JOE LAZENBY RESIDENT INSPECTOR & NYSDOT APPROVED INSPECTOR PER TIM  
 ED KUSIENZ JUNIOR INSPECTOR PER TIM BURLEY 8/24/06 7/24/06