

AGENDA
TOWN OF MOREAU
ORGANIZATIONAL MEETING

January 6, 2026

7:00 p.m.

1. BE IT RESOLVED, that the Town Board sets the 2026 salaries for elected officials:

Town Supervisor		\$57,676.00
Councilmembers (each)		\$14,748.00
Town Justice (each)		\$34,798.00
Town Clerk		\$55,106.00
Highway Superintendent		\$88,267.00
Erin Trombley	Receiver of Taxes and Assessments	\$10,621.00
	Records Management Officer	\$1,286.00
	Registrar of Vital Statistics – (½ Birth & Death Certificate Filing Fees, in accordance with NYS Public Health Law Section 4173(3))	

2. BE IT RESOLVED, that the Town Board accepts the following elected officials' at will appointments and sets the annual salaries (52 Week), as approved in the 2026 Budget except as otherwise provided under Town Law, Civil Service Law, or other applicable law, rule, or agreement.

Town Clerk's, At Will, Appointments:

Dianne Lewis	Deputy Town Clerk and Receiver of Taxes	\$48,204.00
	Deputy Registrar of Vital Statistics – (½ Birth & Death Certificate Filing Fees, in accordance with NYS Public Health Law-Section 4173(3))	
Maria Jennings	Deputy Town Clerk and Receiver of Taxes	\$48,204.00

Highway Superintendent's At Will, Appointment:

Brian Huntley	Deputy Highway Superintendent: (Compensated per CSEA Contract)
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Supervisor's, At Will, Appointments:

Elizabeth Bennett	Confidential Secretary/Assistant Bookkeeper	\$61,003.00
	FLSA (Fair Labor Standards Act) EXEMPT	
*TBA	Deputy Supervisor	Unpaid

3. Supervisor's Committee Appointments: (2026 Schedule Attached)

4. BE IT RESOLVED, that the Town Board sets the following respective annual salaries (52 Week), hourly rates, or stipends, as approved in the 2026 Budget except as otherwise provided under Town Law, Civil Service Law, or other applicable law, rule, or agreement.

Leah Cronin	Assessor (10/01/26-9/30/31)	\$88,000.00
	FLSA (Fair Labor Standards Act) EXEMPT	
Matthew Espey	Senior Assessment Clerk	\$48,204.00
Merritt J. Westfall	Building, Planning & Development Coordinator	\$89,960.00
Matthew Dreimiller	Building Inspector/Code Enforcement Officer	\$67,824.00
Katrina Flexon	Building Department Clerk	\$48,204.00
Peter Bachem	Code Enforcement Officer	\$58,240.00
Kara Gutowski	Court Clerk	\$48,204.00
Ella McFadden	Court Clerk	\$48,204.00
Kristine Brown	Court Clerk, PT	\$20.80 hour
Danielle Relyea	Court Clerk, PT	\$20.80 hour
Parker Taft	Court Clerk, PT	\$20.80 hour
Edward Scalo	Court Clerk/Court Officer, PT	\$20.80 hour
Thomas Geraghty	Court Officer, PT	\$20.80 hour
Kyle Hutter	Court Officer, PT	\$20.80 hour
Elyse Stocker	Highway Department Clerk	\$48,204.00
Maureen Leerkes	Laborer, PT Temp/on call as needed	\$19.00 hour
Michael Hastings	Laborer, PT Temp/on call as needed	\$19.00 hour
Michael Lary	Wing/Flag, PT Temp/on call as needed	\$19.00 hour
Dillon Grace	Wing/Flag, PT Temp/on call as needed	\$19.00 hour
Jeremy Brogan	Recreation Director	\$78,000.00
Ellen Buttles	Recreation Department Clerk, PT	\$20.60 hour
Bruce Siergiey	Working Maintenance Supervisor	\$28.73 hour
Robert Shippee	Recreation Laborer, FT	\$22.88 hour
David Jones	Recreation Laborer, PT	\$22.58 hour
Vincent French	Recreation Laborer, PT	\$19.00 hour
Dave Gould	Recreation Laborer, PT	\$19.00 hour
William Noonan	Recreation Laborer, PT	\$18.00 hour
Talan Fitzgerald	Recreation Laborer, PT	\$17.00 hour
Jacob Trzaskos	Recreation Laborer, PT	\$17.00 hour
Logan Powhida	Recreation Laborer, PT	\$17.00 hour
Carter Rillahan	Recreation Laborer, PT	\$17.00 hour
James Dillon	Recreation Laborer, PT	\$17.00 hour
Asher Martens	Recreation Laborer, PT	\$17.00 hour

Jeffrey Cruz	Principal Account Clerk	\$86,000.00
	Budget Officer	\$4,000
Anna Labiak	Accounts Payable/Water & Sewer Clerk	\$50,752.00
Christopher Rich	Cleaner (Town Hall/Highway)	\$21.42 hour
Marsha Morehouse	Transfer Station Manager	\$22.88 hour
Mary Vaillancourt	Transfer Station Laborer, PT	\$18.00 hour
Michael Hastings	Transfer Station Laborer, PT	\$20.00 hour
Stephen Rice	Transfer Station Laborer, PT	\$18.00 hour
Linda Hart	Transfer Station Clerk, PT	\$18.00 hour
William Amadon	Transfer Station Clerk, PT	\$18.00 hour
John McDermott	Transfer Station Laborer, PT	\$18.00 hour
Donna Estabrook	Transfer Station Laborer/Clerk, PT	\$18.00 hour
Earl Ruff	Transfer Station Laborer, PT	\$18.00 hour
Shawn Weller	Transfer Station Laborer, PT	\$18.00 hour
Kristian Mechanick	Water & Sewer Operator, Full-Time	\$33.52 hour
Jeffrey Guy	Water Department Laborer, Full-Time	\$26.34 hour
John Helwig	Crossing Guard (Tanglewood), PT	\$16.00 hour
Shawn Weller, Sr.	Crossing Guard (Tanglewood), PT	\$16.00 hour
Peggy Rowley	Crossing Guard (Moreau), PT	\$16.00 hour
Pamela Youker	Substitute Crossing Guard, As Needed	\$16.00 hour

5. BE IT RESOLVED, that the Town Board sets the stipend for Planning Board & Zoning Board of Appeals Members at \$100.00 per meeting for each attending member, including alternate members, and \$120.00 per meeting for the Chairperson or Acting Chairperson, should the Chairperson be absent.
6. BE IT RESOLVED, that the Town Board sets the stipend for Planning Board & Zoning Board of Appeals Secretary at an amount of \$150.00 per meeting.
7. BE IT RESOLVED, that the Town Board sets the stipend for Board of Assessment Review Members at an amount not to exceed \$100.00 per meeting.
8. BE IT RESOLVED, that the Town Board appoints Reed Antis as the Town Historian and setting non-employee compensation per annum of \$1,800.00 for the Historian. Monthly reports are required to be submitted prior to the request for a stipend. Additionally, an annual report shall be submitted to the Saratoga County Historian's office. A copy of the annual report must be provided to the Town prior to the final monthly stipend request.

9. BE IT RESOLVED, that the Town Board appoints Jacquelyn Buckley, PA, as the Town of Moreau Local Health Officer for the calendar year 2026, at a stipend of \$2,000/year.
10. BE IT RESOLVED, that the Town Board appoints the Town Supervisor to the position of Freedom of Information Appeal Officer, effective 1/1/2026-12/31/2026

EMPLOYEES AND ELECTED OFFICIALS OF THE TOWN:

11. BE IT RESOLVED, that the Town Board sets forth the following employee policies for all full-time employees after 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:

Vacation Leave: Full-time permanent employees hired on or after 1/1/07 will earn vacation leave upon the completion of their anniversary date of employment as follows:

1 st – 4 th anniversary =	2 weeks vacation
5 th – 11 th anniversary =	3 weeks vacation
12 th anniversary and beyond=	4 weeks vacation

Unused accrued vacation time may be carried over annually up to 10 workdays 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 heads and non-union employees must receive approval of their vacation schedule in advance by the Town Supervisor.

Sick Leave: Sick leave is leave with full pay for an employee's absence due to his/her illness or disability. Sick leave may be used by an employee due to the illness of his/her spouse, child or parent or the illness of any person residing with the employee.

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. 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.

After five (5) working days of sick leave or seven (7) calendar days, the employee must apply for NYS Disability Insurance Benefits and his/her sick leave pay shall be reduced by the amount of disability benefits he/she receives. For each day of sick leave after the fifth (5th) working day or seventh (7th) calendar day, the employee shall be able to utilize

their leave accruals and be paid their full salary by the Town. The Town will retain the employee's Disability payment and credit the employee's leave accruals accordingly.

Any non-union employee who retires from the Town with an excess of 200 accumulated sick days, will be eligible to receive a monthly credit of either \$100.00 toward their co-payment of health insurance premiums or a \$100.00 monthly cash payment as a health insurance buyout, if they are not currently a member on the Town's health insurance plans, for every 20 days of accumulated sick leave in excess of the 200 accumulated days.

Any employee out on disability/suspended shall not accumulate additional sick time and shall pay the percentage of health insurance co-pay established by Town Board resolution while on disability/suspension if they are not receiving town wages.

Personal Leave: Personal leave is leave with full pay to enable employees to attend to personal business, including religious observance. Such leave is intended to provide employees with time to conduct their necessary personal affairs and it is not intended to be, and shall not be used as, additional vacation leave.

All full-time permanent employees shall receive four (4) personal days per year, prorated for new hires. Unused personal days shall be carried over as sick leave at the year end.

Bereavement Leave: Bereavement leave is leave with full pay for all full-time permanent employees for the purpose of attending the funeral, for religious observance or for such other purpose relating to the death of a member of an employee's immediate family. "Immediate family" shall mean a spouse, child, child's spouse, sister, brother, parent, grandparent, grandchild, mother-in-law, or father-in-law of the employee and shall also include any person residing with the employee. Such leave must be approved by the Supervisor and should not extend more than 3 days.

Employee Leave Records: All full-time employees will be responsible for monitoring their unused leave records for accuracy and will notify the Supervisor's office within 30 days of any discrepancies. Leave records may be viewed in the Town's current payroll software application, iSolved.

Holidays: All permanent full-time employees shall be granted twelve (12) paid holidays, with "holiday" being the same as the employee's workday, as follows:

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

It shall be a violation of Town Policy for any employee to falsify payroll records. Such violation may result in termination of the offending employee.

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 may not be carried over.

Employee Benefits: All full-time, year-round, permanent 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, non-seasonal, permanent employees (see definition) and their eligible dependents shall be offered medical, prescription, optical and dental insurance benefits pursuant to programs approved by the Town Board. An employee who declines such insurance shall be entitled to a health insurance buy-out not to exceed \$1,500 per year.

Union employees will be required to contribute towards their health care expenses as per the CSEA contract. Non-union employees/retirees will be required to contribute towards their health care expenses at the following rates:

- Active employees hired before January 1, 2019 will contribute 20%.
- Active employees hired on or after January 1, 2019 will contribute 25%.
- Employees who retired before January 1, 2008 will have no change to contribution rates.
- Employees who retired between January 1, 2008 and December 31, 2021 will contribute 15%.
- Employees who retire on or after January 1, 2022 will contribute at the rate paid prior to retirement.

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. The above insurance benefits will also be extended to Town Supervisor, Town Clerk and Highway Superintendent and grandfathered part-time elected officials.

12. BE IT RESOLVED, that the Town Board authorizes any employee excused leave, not to exceed four (4) hours on an annual basis, to undertake a screening for cancer.

13. BE IT RESOLVED, that the Town Board permits a Town Employee, who is an active volunteer of the Moreau Emergency Squad or South Glens Falls Fire Company, to leave work to respond to fire and ambulance calls without prejudice or loss of time, as adopted 3/28/2017.
(See Appendix)
14. BE IT RESOLVED, that the Town Board authorizes the Supervisor's Office to pay an employee who serves on active jury duty his/her normal wages, subject to proof of service from the Commissioner of Jurors, with the understanding that if they are only required to serve on jury duty for a portion of their workday, that they will return to work upon completion of their commitment for the day.
15. BE IT RESOLVED, that the Town Board authorizes a Town Official or employee to be reimbursed for the use of his/her own personal vehicle for Town Business and setting that rate at the rate set by the Internal Revenue Service. However, Town employees must receive prior Department Head approval for mileage reimbursement and must submit a voucher for reimbursement.
16. BE IT RESOLVED, that the Town Board requires that all employees, elected and appointed officials, must receive Town Board approval prior to attending a conference or seminar, if expenses for same are to be reimbursed by the Town. A Town of Moreau Employee Conference Reimbursement/Expense Worksheet and receipt(s) must be submitted to the Supervisor's Office prior to Town Board approval. (See Appendix)
17. BE IT RESOLVED, that the Town Board determines that a Town employee who is terminated from employment shall receive their final paycheck upon return of all Town property in his/her possession.
18. BE IT RESOLVED, that the Town Board adopts the attached Employee Training Reimbursement Policy and Training Reimbursement Agreement, if the training is a component of the employee's hired position. (See Appendix)
19. BE IT RESOLVED, that the Town Board specifies that a prospective Town employee who fails to appear at a pre-employment physical and is subsequently employed by the Town shall be subject to a deduction of such costs associated with the exam from their compensation as a Town employee.
20. BE IT RESOLVED, that the Town Board designates 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 at the New York Marriott Marquis, on February 16-19, 2025 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 Building, Planning and Development Coordinator is designated to cast the vote for the Town.

21. BE IT RESOLVED, that the Town Board authorizes Town Clerk Erin Trombley and Councilwoman Laura Garrant to attend the Training School For Newly Elected Town Officials on January 14-16, 2026 at the Albany Capital Center, with the registration of \$250.00 each to be prepaid ahead of the January warrant, plus mileage.
22. BE IT RESOLVED, that the Town Board confers the benefits of Section 18 of the Public Officer's Law (Defense and Indemnification of Officers and Employees of Public Entities) 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.
23. BE IT RESOLVED, that an Elected, Appointed Official or Town employee shall be prohibited from accepting gifts in his/her official capacity with the Town with a value that exceeds fifteen dollars (\$15).
24. BE IT RESOLVED, that the Town Board requires the following to file an Oath of Office prior to the commencement of their employment or each newly elected term:

Deputy Highway Superintendent
Deputy Town Clerks
Confidential Secretary
Building Inspector/Code Enforcement Officer
Planning and Zoning Board Members
Court Officers
Dog Control Officer

CONTRACTS AND PAYMENTS:

25. BE IT RESOLVED, that the Town Board authorizes the Supervisor to sign the following contracts and/or make payment in the amounts and terms stated in the contracts.

Dog Control Services	MJ Engineering
Saratoga County Youth Bureau	Civic Center of Moreau, Inc.
Saratoga County Animal Shelter	Professional Fire Protection, Inc.
Mountain Medical Services	Nussbaumer & Clarke Inc.
Saratoga County IMA Recycling Agreement	
City of Glens Falls Transportation Agreement	
Saratoga County Office for the Aging Nutrition Agreement	

26. BE IT RESOLVED, that the Town Board authorizes the payment of \$20,000.00 to the Historical Society of Moreau & South Glens Falls.
27. BE IT RESOLVED, that the Town Board authorizes the payment of \$7,500.00 to Grant Cottage.

28. BE IT RESOLVED, that the Town Board names Miller, Mannix, Schachner and Hafner as the Town's Attorney.
29. BE IT RESOLVED, that the Town Board names MJ Engineering, and Tim Burley from Nussbaumer & Clarke, Inc., as the Town's Engineers.

FINANCIAL/INSURANCE:

30. BE IT RESOLVED, that the Town Board authorizes the Supervisor to pay postage to refill postage meter, utility bills, state retirement, health insurance, leases, Town Board approved cash advances and payments due on contracts, prior to audit.
31. BE IT RESOLVED, that the Town Board authorizes Town Officers and Employees who collect town fees or other payments, to impose a service charge of \$20.00 on all returned checks as per General Municipal Law Section 5-328.
32. BE IT RESOLVED, that the Town Board authorizes the Supervisor's Office to accept block, faxed, scanned and electronic signatures from vendors on vouchers for payment, including photocopied signatures.
33. BE IT RESOLVED, that the Town Board allows 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.
34. BE IT RESOLVED, that the Town Board authorizes the Town Clerk the right to accept bingo and games of chance licenses and amendments, and the Town Board's authority to approve same.
35. BE IT RESOLVED, that the Town Board adopts the attached Purchasing Guidelines and the Town of Moreau's Procurement Policy. (See Appendix)
36. BE IT RESOLVED, that the Town Board designates Glens Falls National Bank and Trust as the depository for Town monies.
37. BE IT RESOLVED, that the Town Board authorizes the Town Clerk to collect all taxes, assessments, water and sewer charges, permit fees and other fees and charges payable to the Town, per Town Law Section 37 (1).
38. BE IT RESOLVED, that the Town Board designates Amsure, 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, cyber-security, and Town Officers and Employees Bonds currently in effect.

39. BE IT RESOLVED, that the Town Board authorizes and accepts as the official undertaking, the following bonds for Town Officers and Employees:

Officers & Employees:

Blanket \$500,000

Town Clerk/Tax Collector:

Additional \$1,000,000

PUBLIC MEETINGS:

40. BE IT RESOLVED, that the Town Board designates the regular monthly meetings of the Town Board to be set for the second and fourth Tuesdays of each month at 7:00 p.m. and Month-End Meetings at 6:45 p.m. on the fourth Tuesday of each month, unless otherwise designated by Town Board resolution.
41. BE IT RESOLVED, that the Town Board approves the following meeting dates and submission deadlines for the Planning Board and Zoning Board of Appeals.

Planning Board	
Meeting Date	Submittal Deadline
January 26, 2026	January 5, 2026
February 23, 2026	February 2, 2026
March 16, 2026	February 23, 2026
April 20, 2026	March 30, 2026
May 18, 2026	April 27, 2026
June 15, 2026	May 26, 2026
July 20, 2026	June 29, 2026
August 17, 2026	July 27, 2026
September 21, 2026	August 31, 2026
October 19, 2026	September 28, 2026
November 16, 2026	October 26, 2026
December 21, 2026	November 30, 2026

Zoning Board of Appeals	
Meeting Date	Submittal Deadline
January 28, 2026	January 7, 2026
February 25, 2026	February 4, 2026
March, 25, 2026	March 4, 2026
April 22, 2026	April 1, 2026
May 27, 2026	May 6, 2026
June 24, 2026	June 3, 2026
July 22, 2026	July 1, 2026
August 26, 2026	August 5, 2026
September 23, 2026	September 2, 2026
October 28, 2026	October 7, 2026
November 18, 2026	October 28, 2026
December 16, 2026	November 25, 2026

42. BE IT RESOLVED, that the Town Board requires department heads to submit requests for the Town Board Agenda by 12:00 p.m. of the Friday preceding the scheduled board meeting.

43. BE IT RESOLVED, that the Town Board establishes the policy that minutes of all Town Board, Planning Board, and Zoning Board of Appeals Meetings be completed and made available for review by the respective Boards, within two weeks following the meeting, and all audio recordings of Town Board Meetings be made available to the public via the Town's website within three official workdays. All audio recordings of official Town meetings shall be retained and held within the custody of the Town.
44. BE IT RESOLVED, that the Town Board sets a time limit of 5 minutes per person to speak during Public Hearings and during the public comment period at Town Board meetings.
45. BE IT RESOLVED, that the Town Board designates the Town Clerk as the Town Official responsible for notifying the media of regular and special Town Board Meetings in compliance with the New York State Open Meetings Law.
46. BE IT RESOLVED, that the Town Board requires all department heads to submit a monthly report to the Town Board three business days prior to its first regularly scheduled bi-monthly meeting, outlining pertinent department activities, data, and issues the Town Board should be made aware of.
47. BE IT RESOLVED, that the Town Board designates the Glens Falls Post Star, the Chronicle, and the Saratogian as the official newspapers to be used for all legal advertising.

HIGHWAY RESOLUTIONS:

48. BE IT RESOLVED, that the Town Board authorizes the purchase of rock salt for the highway department at State Bid Price or below from Morton Salt, Inc. (County Contract #25-PWS-10R) through 7/31/26.
49. BE IT RESOLVED, that the Town Board authorizes the hiring of temporary employees to help with snow and other operations as needed at \$19.00 per hour.
50. BE IT RESOLVED, that the Town Board authorizes the Highway Superintendent to negotiate with the Superintendent of Highways of any municipality within the Counties 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.
51. BE IT RESOLVED, that the Town Board authorizes 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 \$2,000.00 or more within monies budgeted for such purposes.

52. BE IT RESOLVED, that the Town Board authorizes the Town Board and Highway Superintendent to enter into an agreement for the expenditure of Town highway funds in the amount of \$1,481,500.00, per Town Highway Law §284. ([See Appendix](#))

ADDITIONAL DEPARTMENTS AND ITEMS:

53. BE IT RESOLVED, that the Town Board authorizes 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.
54. BE IT RESOLVED, that the Town Board prohibits the use of all tobacco and cannabis products and vaping, in or on all Town owned or operated property and vehicles, to provide a safe and healthy work environment for all employees. Vaping includes the use of electronic nicotine and cannabis delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars.
55. BE IT RESOLVED, that, pursuant to Town Law Section 158, the Town Board of the Town of Moreau establishes the office of peace officer and/or special police officer, who shall be appointed on a temporary basis from time to time as the Town Board determines the services are necessary, with the compensation and uniform and equipment purchase as the Town Board shall fix.
56. BE IT RESOLVED, that the Town Board authorizes the Transfer Station to be closed on the following holidays:
- | | |
|------------------|------------------|
| New Year's Day | Labor Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Christmas Day |
57. BE IT RESOLVED, that the Town Board authorizes the Harry J. Betar Recreation Park to be closed on the following holidays:
- Thanksgiving Day
Christmas Day
- BE IT FURTHER RESOLVED, that the Town Board shall make the determination of any additional full day closures at the Rec Park.
58. BE IT RESOLVED, that the Town Board authorizes the Recreation Director to modify the hours at the Harry J. Betar Recreation Park on days it is open, relative to weather or season, and to close individual fields as deemed necessary, due to maintenance.
59. BE IT RESOLVED, that the Town Board authorizes the purchase of \$90,000 of road salt from Morton Salt, through Saratoga County Contract #25-PWS-10R from account DB5142.490.

MOREAU TOWN BOARD

COMMITTEE APPOINTMENTS 2026

COMMITTEE		BOARD MEMBER
ASSESSOR		Garrant
BUILDING/PLANNING/ZONING		Killian
HIGHWAY		Donohue
RECREATION		Stewart & Donohue
FACILITIES		Killian
WATER & SEWER		Stewart
ECONOMIC DEVELOPMENT		Killian
TECHNOLOGY		Killian
TRANSFER STATION/LANDFILL		Donohue
EMPLOYEE COMPENSATION		Stewart
CEMETERIES		Garrant
INSURANCE		Garrant
INDUSTRIAL PARK		Stewart
MOREAU EMERGENCY SQUAD		Donohue
SGF FIRE COMPANY		Stewart
CRANDALL LIBRARY		Garrant
MOREAU COMMUNITY CENTER		Donohue

Updated: 5 JANUARY 2026

Adopted:

A regular meeting of the Town Board of the Town of Moreau was held on March 28, 2017 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Supervisor Congdon Yes

RECREATION REQUEST-COLOR RUN

Councilwoman Gina LeClair stated the information she received from the Rec Director, Sandy Mahoney via email, regarding the Color Run for 2017. The date she has requested is August 27, 2017. The Moreau Community Center has offered to do online registrations as they did last year, as we do not have the resources to do this. They will turn the funds over to the Town after the run is complete, as they did last year. Ms. Mahoney will collaborate with the Moreau Community Center and hopefully the Family Wellness Coalition. She will be looking for sponsors for the t-shirts and color packets. She believes she has the DJ secured along with the photo booth and will be looking for food donations. Ms. Mahoney noted in her email to please direct any questions we have to her.

Councilman VanTassel advised Ms. Mahoney is looking for the Board's approval to move forward with this event, however, he would like to see her pull together more information on this. He indicated we made some money on this last year but also noted there was a significant donation last year. He would like to be sure the expenses will not exceed the amount they can count on receiving. He stated that he, along with Councilwoman LeClair, will work with Ms. Mahoney to get something more formal on this.

PERSONNEL POLICIES

Sick Days

Councilman Prendergast stated there was a situation that came up recently where an employee requested to use sick leave for a sick family member and wanted to see how the Board felt about that.

A motion was made by Councilman Prendergast and seconded by Councilwoman LeClair to allow non-represented employees to use their own sick time to care for a sick family member.

When asked if all in favor, the following responses were given:

Councilman Kusnierz	Aye
Councilman VanTassel	Aye
Councilman Prendergast	Aye
Councilwoman LeClair	Aye
Supervisor Congdon	Aye

Pay for Fire Calls

Councilman Prendergast stated we have a copy of the Town of Wilton's Fire Call Policy. There was some discussion as to how many current employees respond to fire calls during work hours and how it has been handled in the past. It was indicated that there are a few employees in the Recreation and Highway Departments that have responded in the past to fire calls during work hours and were paid. Rec Director, Pete Corlew, who is a member of the Fire Department, stated it is difficult to know how serious the call is until they arrive on the scene. He also noted that the Fire Company is called when there is personal injury, otherwise the Fire Department doesn't get a call. A brief discussion continued resulting in a vote to adopt a similar Fire Call Policy as the Town of Wilton has in place.

A motion was made by Councilman Kusnierz and seconded by Councilman Prendergast, to adopt a policy for fire and emergency calls, similar to what the Town of Wilton has in place, for employees that are members of the Town of Moreau EMS and South Glens Falls Fire Company.

Roll call vote resulted as follows:

Councilman Prendergast	Yes
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A regular meeting of the Town Board of the Town of Moreau was held on March 28, 2017 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Councilwoman LeClair	Yes
Councilman Kusnierz	Yes
Councilman VanTassel	Yes
Supervisor Congdon	Yes

The following policy is a modified version of the Town of Wilton's Fire and Emergency Call policy. It has been modified for use by the Town of Moreau.

POLICY: FIRE AND EMERGENCY CALLS
ADOPTED: MARCH 28, 2017

In the event of a fire or emergency during the normal work day, requiring assistance of volunteer emergency responders who are also full time Town employees, these employees will be permitted to respond to the emergency without any reduction of their normal pay. This provision applies to emergency situations only and is not intended to apply to administrative or other duties that are able to be performed during the non-Town working hours. Additionally, the following conditions must also apply:

- The employee must be an active volunteer for either the Moreau Emergency Squad or the South Glens Falls Fire Department.
- During work hours, the employee must first notify their Department Head or the Town Supervisor before responding to the call.
- If there is no crucial need, as determined by the Department Head, his/her agent or the Town Supervisor, for the employee to remain at work, then the employee will be allowed to leave work to respond to the call as long as the call is not outside their own fire district.
- If the call occurs during non-work hours and the emergency extends into normal working hours, every effort should be made by the employee to notify their Department Head or Town Supervisor as soon as is reasonable.
- Once the emergency is over, the employee shall return to work during normal working hours.
- The Town of Moreau shall not be liable in any way for employees who respond to calls in accordance with this policy.
- Under no circumstances are fire radios allowed at work or in a Town vehicle. Fire beepers may be used.
- If the employee is a member of a fire company, other than the South Glens Falls Fire Department, and that fire company is called in for a fire in Moreau, the employee would be paid for the time missed at work.
- The following are emergency situations that the Volunteer Emergency Responded may respond to:
 - A working structure fire
 - A motor vehicle accident with entrapment
 - A natural disaster

All situations not listed above will require Department Head approval and the employee must charge leave time.

Town Hall Closed

Supervisor Congdon stated recently the Town Hall was closed due to a snow storm and those that normally would have reported to work that day, will be paid unless time-off without pay was previously scheduled. If time off without pay was previously scheduled, that individual would not be paid for that day. The Board agreed with the Supervisor.

Highway Department

TOWN OF MOREAU

Employee Training & Conference

Reimbursement/Expense Worksheet (01/2023)

To be completed by *each* employee requesting to attend a conference

Employee Name:

Position:

Name of Conference:

Hosting Agency:

Location:

Total Professional Development Hours To Be Earned:

EXPENSES

Conference Registration Fee:

Hosting organization membership fee (Annual dues):

Cost for lodging per night:

X

(# nights)

\$

-

(TB to est. Max. if not included)

Cost of Coverage while position is unstaffed (if applicable):

Meals & Incidental reimbursement (M&IE):

Meals will be reimbursed at the NYS rate, which is also the Federal rate. The Standard rate of \$59.00/day covers 3 meals per day. Meals that are offered through the hotel or the conference will not be reimbursed. It is expected the employee will take advantage of offerings included in registration fees. First and last days of M & IE will be reimbursed per meal (see rates below).

	Rate			Quantity	Total
Breakfast	\$ 13.00	*	X		\$ -
Lunch	\$ 15.00	*	X		\$ -
Dinner	\$ 26.00	*	X		\$ -
Incidental	\$ 5.00	*	X		\$ -

Total \$ 59.00

SAMPLE - TB MAY ADJUST MAXIMUM DAILY ALLOWANCES/MEALS

Total M & IE:

\$

-

*INDICATES MAXIMUM DAILY ALLOWANCE PER MEAL - ONLY ACTUAL COSTS WILL BE REIMBURSED.

Mileage: Reimbursed at IRS annual set rate.

Total mileage:

X

\$0.655

Total Mileage:

\$

-

Tolls:

Jan-23

\$

-

Account #:

Account Starting Balance: \$

Account Ending Balance: \$

TOTAL COST :

\$

-

Failure to properly fill out this form and submit a timely request may delay Board action and could negatively impact approval. Receipts must be submitted for reimbursement of expenses.

TOWN OF MOREAU

TRAINING REIMBURSEMENT POLICY

Background

For some entry level positions, newly hired employees must complete training or some form of education in order to be better equipped to meet the qualifications necessary for the job and successfully perform the employee's job duties. The Town incurs significant expenses for this training in order for employees to best serve the Town's citizens.

As it would be inequitable for the Town to incur expenses for training and have the employee immediately leave employment with the Town of Moreau and use this training elsewhere, the Town is adopting the following policy:

A. Training and Education Reimbursement Requirement

When the Town of Moreau incurs expenses for the training and/or education of an employee for the purpose of allowing that employee to perform their job duties, the employee will be required to enter into a reimbursement agreement for training costs.

B. Reimbursement of "Training Costs"

An employee will be required to reimburse the Town of Moreau for any "training costs" of an employee for the employee to meet the qualifications to perform the employee's job duties if the employee does not meet specific requirements.

1. If the employee withdraws or terminates training on their own volition, prior to the conclusion of training, the employee must reimburse the full amount of "training costs."
2. If the employee does not remain employed by the Town of Moreau for two (2) years after the completion of the training and/or education because the employee voluntarily separates (i.e., resigns or retires) or is discharged for cause from employment, the employee shall reimburse the Town of Moreau for "training costs" on a pro rata basis. The pro rata reimbursement shall be calculated according to the schedule shown below:

NUMBER OF MONTHS OF SERVICE FROM THE COMPLETION DATE OF TRAINING:	REIMBURSEMENT
MONTHS 1-6	100%
MONTHS 7-12	75%
MONTHS 13-18	50%
MONTHS 19-24	25%

C. Advanced Notice of Separation

If an employee voluntarily separates from the Town before completing the period of service agreed, they are required to give the Town written notice of at least ten working days during which time a determination concerning reimbursement will be made. If they fail to give this advance notice, they will be required to pay the full amount of their "training costs."

D. Training Costs Defined

"Training costs" shall mean all fees, such as tuition and related fees, travel costs, and other special expenses, paid in connection with the employee's training, including those costs paid to or on behalf of the Employee for said training.

E. Method for Obtaining Reimbursement

The normal method of obtaining reimbursement shall be withholding the amount from the employee's final paycheck(s). Should a final check(s) be insufficient to cover the amount of the reimbursement, the employee shall pay the balance of the reimbursement within thirty (30) days of their last day worked for the Town.

If any amount of "training costs" remain unpaid after thirty (30) days of their last day worked for the Town, the Town may utilize any and all lawful collection methods for repayment "training costs," including but not limited to:

- garnishment of wages; or
- such other methods as are approved by law.

TRAINING REIMBURSEMENT AGREEMENT

This Training Reimbursement agreement ("Agreement") is entered into by and between

Town of Moreau

and

Employee

WHEREAS, the Town of Moreau ("the Town") has offered to provide certain outside training to "Employee", which the Town believes will enable "Employee" to provide valuable services on behalf of the Town to its citizens;

WHEREAS, the Town of Moreau is providing such training to "Employee" in anticipation of "Employee" continuing to work for the Town for at least (2) years so that the Town recovers some of the benefit of the investment in the training;

WHEREAS, the Town of Moreau and "Employee" recognize that this Agreement is not intended to constitute any type of employment agreement or guarantee of continued employment;

WHEREAS, the undersigned "Employee" understands that the Town would not provide such training unless "Employee" intended to continue to work for the Town and were to agree to reimburse the Town in the event that "Employee" voluntarily terminated his or her employment prior to two (2) years from the conclusion of the training;

NOW, THEREFORE, in consideration of the premises and the promise stated below, the undersigned "Employee" agrees that;

1. Town of Moreau intends to provide the following training to "Employee" on the date(s) indicated:

Training: _____ Date: _____

2. If "Employee" voluntarily terminates his/her employment with the Town within two (2) years following the date of the completion of the training, "Employee" agrees to reimburse the Town the cost of the training incurred by the Town as determined by the schedule shown below.

NUMBER OF MONTHS OF SERVICE FROM THE COMPLETION DATE OF TRAINING:	REIMBURSEMENT
MONTHS 1-6	100%
MONTHS 7-12	75%
MONTHS 13-18	50%
MONTHS 19-24	25%

The training cost incurred by Town of Moreau on behalf of "Employee" will be determined after the date of the completion of the training, and the accumulation of all receipts, invoices or other supporting documents. The training cost incurred will include but may not be limited to registration fees, transportation to and from the training site, food, lodging, salary and/or wages for any time spent by "Employee" traveling to and from the training and attending the training, and any other costs or expenses directly related to the training incurred by Town of Moreau.

TRAINING REIMBURSEMENT AGREEMENT

3. This agreement shall be cancelled two (2) years following the date of completion of the training or if "Employee" terminates employment.
4. "Employee" expressly authorizes the Town of Moreau to deduct the reimbursement amount owned under the terms of the Agreement from any compensation owed by the Town to "Employee" at the time of or following the termination of employment. "Employee" shall promptly pay to Town of Moreau the full balance of any amount owed that is not deducted from compensation.
5. "Employee" may request that a subsequent employer of "Employee" pay the amount owed to the Town of Moreau by "Employee", but "Employee" shall remain personally liable until the entire amount owed is paid in full.
6. "Employee" agrees to sign such further documents, if any, requested by Direct Communications to confirm the precise sum of the amount owed by "Employee" to Town of Moreau following notice by "Employee" to the Town of termination of employment.
7. "Employee" understands and agrees that any books, computer disks, CD's, original certificate, programming key, and other documents, lists, catalogs, information of any kind received in connection with the training remains the property of the Town of Moreau and must be surrendered upon termination of employment.
8. This Agreement shall be construed under the laws of the State of New York,
9. If any provision or part of a provision of the Agreement is finally decided to be invalid by any tribunal of competent jurisdiction, such part shall be deemed automatically adjusted, if possible, if not possible, it shall be deemed deleted from this agreement as though it had never been included herein. In either case, the balance of any such provision and of the Agreement shall remain in full force and effect.

Town of Moreau

Employer

By

Name

Title

Date

Employee Name

Signature

Social Security Number

Date

Employee Location

Town of Moreau

351 Reynolds Road
Moreau, NY 12828-9261

Jesse A. Fish, Jr.

Supervisor

Phone: (518) 792-1030 Ext. 6 Fax: (518) 792-4615

E-mail: moreausuper@townofmoreau.org



Pat Killian

Deputy Supervisor

John Donohue

Councilmember

Mark Stewart

Councilmember

Laura Garrant

Councilmember

AGREEMENT TO SPEND TOWN HIGHWAY FUNDS

TOWN OF MOREAU
COUNTY OF SARATOGA

Pursuant to the provisions of Highway Law §284, we agree that monies levied and collected for the repair and improvement of highways shall be expended in the following manner:

The sum of \$1,481,500.00 may be expended for general repairs and improvements upon 85.64 miles of Town highways, including sluices, culverts, bridges having a span of less than five feet, and boardwalks, or the renewals thereof, as well as permanent improvements of Town Roads. No monies 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.

This agreement shall take effect when it is approved by both the Highway Superintendent and Town Board members.

Executed in duplicate this 6th Day of January 2026.

TOWN SUPERVISOR FISH

COUNCILMAN KILLIAN

COUNCILMAN DONOHUE

COUNCILMAN STEWART

COUNCILWOMAN GARRANT

HIGHWAY SUPERINTENDENT
CHRIS ABRAMS

Purchasing Guidelines

The table below summarizes the items required of you when purchasing anything using Town funds. Please note that three verbal/written quotes are required for many purchases, and these must be submitted to the Billing Coordinator with the invoice and voucher for proper payment.

Town of Moreau Purchasing Requirements Based on 2022 Organizational Meeting & General Municipal Law			
Amount/Items Purchased	Board Approval?	Purchase Order?	Three/Four Quotes?
Under \$ 500	No	No*	None
\$ 500 up to \$ 1,000	No	No*	Three (Verbal)
\$ 1,000 up to \$ 2,000 – for the Supervisor & Highway/Water Depts.	No	Yes	Three (Verbal)
\$ 1,000 up to \$ 3,000, Unless Specified Above	Yes	Yes	Three (Verbal)
\$ 3,000 up to \$ 10,000	Yes	Yes	Three (Written)
\$ 10,000 up to \$ 20,000 (or \$ 35,000 for public works contracts)	Yes	Yes	Four (RFP Process)
Over \$ 20,000 (or \$ 35,000 for public works contracts)	Yes	Yes	Competitive Bidding Process
<i>* Purchases (regardless of amount) which have been ordered in the current year but not received must have a purchase order so that the funds will be carried over into the next fiscal year.</i>			

Voucher for Payment

Department Heads must obtain a completed voucher signed by the claimant in the certification section for each purchase. Multiple invoices may be attached to one “Summary Voucher.” Each voucher shall be submitted to the Billing Coordinator and include the following: (1) an original and itemized invoice, (2) any document showing approval by the Board, if necessary, (3) proof of delivery or service rendered, if applicable, and (4) a quote summary if over \$500.

The Town of Moreau “Purchase Request & Quote Summary” form shall be used and attached to all vouchers over \$500. If the purchase is subject to any of the following exceptions, please state it on the form: Sole Source Purchase, Emergency Purchase, Professional Services, and/or a purchase through State or County contract.

Purchase Orders

Purchase Orders should be used for EVERY purchase over \$1,000. Since, we use a multi-page purchase order, each page should be separated as follows:

- White – Submitted to vendor to initiate order (if necessary).
- Yellow – Retained by Department Head for documentation.
- Pink – Held by Department Head until the **final** voucher for the PO has been completed (if paid in installments) and submitted with final voucher to the Billing Coordinator to close PO.
- Golden – Submitted to Jeffrey to encumber Department funds when item is ordered.



NEWLY ELECTED OFFICIALS 2026 TRAINING SCHOOL



GENERAL INFORMATION

WHEN: January 14 - 16, 2026
Albany Capital Center, 55 Eagle Street, Albany, NY 12207

and

January 21 - 22, 2026
Radisson Hotel Corning, 125 Denison Parkway East, Corning, NY 14830

WHO: All first- and second-term supervisors, town board members, fiscal personnel and town clerks are encouraged to attend.

WHAT'S INCLUDED: Registration begins at 7:30 a.m. on the first day of each session. A breakfast buffet is served between 7:30 and 8:30 a.m.

AUTHORITY TO ATTEND: *Attendance at this training school is permitted by section 77-b of the General Municipal Law. Subdivision 3 of the section permits the town board to authorize attendance by "any of its members or any officer or employee ... or other person who has been elected pursuant to law to a public office of a municipality for which the term of office has not commenced ..." You are entitled to be reimbursed for all reasonable costs incurred while attending this program.*

REGISTRATION INFORMATION: There is a school fee of \$250 per member and non-member, which is payable in advance of the program. This fee covers the cost of tuition, course materials, reception, breakfasts, lunches and coffee breaks. Please complete the registration form and return with payment to the address indicated on the next page. Registration will also be available on-site at a fee of \$350.

NEWLY ELECTED TOWN OFFICIAL TRAINING PACKAGE: All attendees of either NETO school can register for our 2026 Annual Meeting & Training School for the low price of \$100!

HOTEL RESERVATIONS: A block of rooms has been reserved at both locations. To reserve a room at the special rates, call your designated hotel, referencing the Association of Towns' Newly Elected Town Officials School program:

- Renaissance Hotel \$219 Standard Room 1-800-468-3571
Cut-off date for preferential rates: December 28, 2025
- Radisson Hotel Corning \$110 Standard Room (607)962-5000
Cut-off date for preferential rates: December 21, 2025

DID YOU KNOW? As a town officer, you are not required to pay tax on the room. Tax-exempt certificates should be carried with you for check-in. We will have extras available.

FOR FURTHER INFORMATION: Please contact Emily Kurtzner, Conference, Events and Education Manager, Association of Towns, at (518) 465-7933 or via email at ekurtzner@nytowns.org.

Checks made payable to Association of Towns. Please mail completed forms, one per registrant, with full payment to: Association of Towns, Attn: Emily Kurtzner, Conference, Events and Education Manager 150 State St., Albany, NY 12207

2026 Newly Elected Town Officials Schools Agenda

January 14, 15 & 16 - Albany Capital Center
55 Eagle Street, Albany, NY 12207

January 21, 22 & 23 - Radisson Hotel Corning
125 Denison Parkway East, Corning, NY 14830

Time	Topic	Speakers
8:00-9:00	Breakfast - All 3 Days	
7:30	Registration Opens	
Day 1		
8:45-9:00	Welcome, Introduction to OSC, and Material Briefing	Chris Koetzle, Executive Director, Association of Towns and TBD, Division of Local Government and School Accountability, Office of the State Comptroller
9:00-10:00	Town Government 101: What is a Town, What Services Does a Town Provide and Who Provides Those Services	Lori Mithen-Demasi, Chief Counsel; Sarah Brancatella, Deputy Director; and Katie Hodgdon, Association Counsel, Association of Towns
10:00-10:30	Town Board Tool Kit: Motions, Resolutions, Ordinances & Local Laws	Lori Mithen-Demasi, Chief Counsel; Sarah Brancatella, Deputy Director; and Katie Hodgdon, Association Counsel, Association of Towns
10:30-10:40	10-Minute Break	
10:40-11:40	Town Budget Process/Basics	Sarah Brancatella, Deputy Director; and Katie Hodgdon, Association Counsel, Association of Towns; Dan Acquilano, Manager of Local Official Training, Office of the State Comptroller
11:40-12:30	50-Minute Lunch	
12:30-2:00	Local Procurement	Sarah Brancatella, Deputy Director; and Erina Fitzgerald, Senior Attorney, Office of the State Comptroller
2:00-2:10	10-Minute Break	
2:10-3:10	Highways	Lori Mithen-Demasi, Chief Counsel and David P. Orr, Cornell Local Roads Program
3:10-4:10	Basics of Municipal Liability	Peter Baynes, New York Municipal Insurance Reciprocal Mike Kenneally, Esq., NYS Municipal Workers' Compensation Alliance

Town Clerk Breakout Agenda

2:10-4:10	Vital Records: Birth, Marriage and Death	Registration Unit Field Representative, Bureau of Vital Records, NYS Department of Health
4:10-5:10	Reception	Sponsored by: New York Municipal Insurance Reciprocal and New York State Municipal Workers' Compensation Alliance

(Over)

Town of Moreau

1543 Route 9
Moreau, NY 12828

Christopher Abrams
Highway Superintendent

Phone: (518) 792-5675 Cell: (518) 361-2585
Email: hwysuper@townofmoreau.org



Jesse A. Fish, Jr
Town Supervisor

Patrick Killian
Deputy Supervisor

John Donohue
Kyle Noonan
Mark Stewart
Councilmembers

TOWN BOARD MEMO

TO: Board Members
FROM: Chris Abrams
SUBJECT: Rock Salt Purchase Request
DATE: December 30, 2025

This memo is to request authorization from the Town Board to purchase \$90,000.00 of untreated road salt from Morton Salt through Saratoga County Contract 25-PWS-10R. This is the first salt purchase request for 2026.

Chris Abrams
Highway Superintendent

TOWN OF MOREAU
PURCHASE REQUEST & QUOTE SUMMARY

Department: HIGHWAY DEPARTMENT **Date:** 12/30/2025
Description of Purchase Request: Rock Salt 2026

Vendor's Name and Address: **Price: \$90,000.00**
Morton Salt, Inc
444 West Lake Street
Chicago, IL 60606

Vendor's Name and Address: **Price: \$**

Vendor's Name and Address: **Price: \$**

[Please list all vendors contacted for a quote, even if they didn't submit a quote.]

Account number purchase will be paid from: DB5142.490

Balance in account and date: \$240,000 as of 01/06/2026

Amount Budgeted for the current year: \$240,000.00

Department Head's Recommendation: Morton Salt, Saratoga County Contract 25-PWS-10R

Board Approval Received: ____ Yes ____ No

Date Approval Received: _____

Vendor Authorized: _____

Amount Approved: _____ **Total: \$** _____