

An Organizational Meeting was held by the Town Board of the Town of Moreau on January 5, 2017, in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

Councilwoman LeClair called the meeting to order at 7:00 p.m.

The Town Clerk called the roll.

**Town Board Members Present**

Alan VanTassel	Councilman
Bob Prendergast	Councilman
Gina LeClair	Councilwoman
Todd Kusnierz	Councilman

**Town Board Members Absent**

Gardner Congdon	Supervisor
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**Also present:** Leeann McCabe, Town Clerk; Malcolm O'Hara, Attorney for the Town; Elizabeth Lanfear, Supervisor's Confidential Secretary; Reed Antis, Town Resident and Planning Board member; Kathleen Moore, Post Star Reporter; Brian Chesney, Town Resident.

Councilwoman LeClair led the Pledge of Allegiance.

Councilwoman LeClair read down through Resolutions #1 and #2. She suggested that Ted Monsour's job description be changed to more adequately describe his position. She stated that he's listed as a laborer/cleaner but does managerial duties. Councilman VanTassel stated that he didn't want to make matters worse. He stated that they're working with the County on job titles and doesn't want to pick a title that's not on their list. He stated that to arbitrarily pick a job title would compound the problems they're having.

A motion was made by Councilman Prendergast and seconded by Councilwoman LeClair to approve Resolution 1 and 2 as follows:

1. Resolution setting 2017 salaries for elected officials:

Supervisor	\$45,076.00
Council people (each)	\$11,300.00
Town Justice (each)	\$27,478.00
Town Clerk	\$44,361.00
Highway Superintendent	\$55,658.00

2. Resolution setting the following respective annual salaries (52 Week) or hourly rate, as approved in the 2017 Budget except as otherwise provided under Town Law, Civil Service Law, or other applicable law, rule, or agreement.

Leeann McCabe	Receiver of Taxes and Assessments	\$8,632.00
	Records Management Officer	\$1,025.00
	Registrar of Vital Statistics- [1/2 Birth & Death Certificate Filing Fees in accordance with NYS Public Health Law Section 4173(3)]	
Margaret Jenkins	Assessor (10/01/13-9/30/19) (FLSA EXEMPT)**	\$52,002.00
Helen Potter	Crossing Guard- Part-Time (Moreau)	\$12.00 hour
John Hayes	Crossing Guard (Tanglewood), PT	\$12.00 hour

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John Helwig	Crossing Guard (Tanglewood), PT	\$12.00 hour
Mary Wood	Substitute Crossing Guard	\$12.00 hour
Joel Nolin	Substitute Crossing Guard	\$12.00 hour
Matthew Dreimiller	Building Inspector/Code Enforcement Officer	\$52,000.00
Kathy Perez	Building Inspector's Clerk	\$33,091.00
Theodore Monsour	Laborer/ Cleaner, Part-Time	\$14.57 hour
Art Gadway	Cleaner, Part-Time	\$12.00 hour
Michael Hastings	Laborer, PT	\$12.67 hour
Charles E. Mattison	Laborer, PT	\$12.42 hour
Jeffrey Stevens	Laborer, Part-Time	\$12.42 hour
Kimberly Zupan	Transfer Station Clerk PT	\$12.67 hour
Francine Thibodeau	Principal Account Clerk/Typist	\$48,000.00
Rudolph Klick	Part-Time Account Clerk	\$13.82 hour
Linda Blackburn	Court Clerk Full-Time	\$33,621.00
Jennifer Miller	Court Clerk, FT	\$30,000.00
Karen Epifanio	Clerk Part-Time	\$12.00 hour
Ron Belisle	Court Clerk Part-Time	\$12.06 hour
Edward Scalo	Court Officer	\$15.10 hour
Tom Gerahty	Court Officer	\$15.10 hour
Jesse Fish	Water Superintendent District 1	\$5,278.00
	Water Superintendent District 2	\$11,715.00
	Water Superintendent District 3	\$4,175.00
	Water Superintendent District 4	\$12,295.00
	Water Superintendent District 5	\$3,480.00
	Water Superintendent District 6	\$12,353.00
	Sewer District 1 Superintendent	\$8,699.00
	Total	\$57,995.00
Earl Ruff	Deputy Water Superintendent, PT/on call	\$18.57 hour
John Dixon	Assistant Water Superintendent, PT/on call	\$18.57 hour
Christine Clifton	Water Meter Reader	\$13.76 hour
Denise Jones	Water Meter Reader	\$13.76 hour
Linda Blackburn	Water Meter Reader	\$13.76 hour
Jennifer Miller	Water Meter Reader	\$13.23 hour
Peter Corlew	Recreation Maintenance Supervisor, FT	\$16.32 hour
Bruce Siergiey	Laborer, FT	\$14.48 hour
James Davenport	Laborer, PT	\$13.00 hour
	(Laborer, FT/Seasonal; April 1 – October 31, 2017)	
Jeremy Fifield	Laborer, PT, Seasonal	\$12.24 hour
	(Laborer, FT/Seasonal; April 1 – October 31, 2017)	
Royce Pixley	Laborer, PT	\$12.73 hour
Herbert Adamson	Laborer, FT/Seasonal	\$12.24 hour
Bradford Gordon	Laborer, PT/Seasonal	\$12.24 hour
Christopher Rich	Laborer, FT, Seasonal	\$12.24 hour
Sandra Mahoney	Recreation Director, PT	\$14.05 hour
Maureen Leerkes	Clerk Full-Time Highway Department	\$13.28 hour
Dexter Baker	Dog Control Officer Part-Time	\$12.73 hour
Bruce Abare	Laborer, PT Temp/on call as needed	\$12.00 hour
Royce Gilligan	Laborer, PT Temp/on call as needed	\$12.00 hour

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Sean Dunbar	Laborer, PT Temp/on call as needed	\$12.00 hour
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Roll call vote resulted as follows:

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

Councilwoman LeClair read Resolutions #3 through #14.

A motion was made by Councilwoman LeClair and seconded by Councilman VanTassel to approve Resolutions #3 through #14 as follows:

3. Supervisor's, At Will, Appointments:

Budget Officer	Supervisor Unpaid
Elizabeth Lanfear	Confidential Secretary / Assistant Bookkeeper (FLSA EXEMPT) ** Annual Salary (52 Weeks): \$34,333.00
Deputy Supervisor	Unpaid
Supervisor's Committee Appointments	See Attached 2017 Schedule

4. Town Clerk's, At Will, Appointments:

Deputy Town Clerk and Receiver of Taxes: Tammy Daley	Annual Salary (52 Weeks): \$28,102.00
Deputy Town Clerk and Receiver of Taxes: Lisa Sperry	Annual Salary (52 Weeks): \$27,560.00
Deputy Registrar of Vital Statistics: Tammy Daley	(1/2 of Birth & Death Certificate filing Fees Paid to Registrar in accordance with NYS Public Health Law-Section 4173(3))

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.

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.

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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.

Roll call vote resulted as follows:

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

A motion was made by Councilwoman LeClair and seconded by Councilman VanTassel to approve Resolution #15 as follows:

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 Recreation purchases for paper products, cleaning supplies, garbage bags, sanitary items, hand soap and everyday supplies may be purchased up to \$1,000.00, subject to being competitively priced and 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.

Roll call vote resulted as follows:

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

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast to approve Resolutions #16 and #17 as follows:

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.

Roll call vote resulted as follows:

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

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast to approve

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Resolution #18 as follows:

18. 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:

Vacations: Full-time permanent employees will earn vacation leave upon completion of the employee’s anniversary date of employment as follows:

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

Vacations: Full-time permanent employees hired on or after 1/1/07 will earn vacation leave upon completion of the employee’s anniversary date of employment as follows:

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 the 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.

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 (5<sup>th</sup>) working day or seventh (7<sup>th</sup>) 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 that 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.

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

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

Personal Days: All full-time permanent 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 permanent 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-law).

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	

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, 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, year-round, permanent 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

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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.

Roll call vote resulted as follows:

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

Councilwoman LeClair read Resolutions #19 - #33. Councilman Kusnierz commented on #20 by stating that the Deputy Supervisor position is an at will appointment and doesn't have to be a duly elected official and in view of the fact that the Supervisor hasn't appointed a Deputy Supervisor this evening, he asked that the language stating that the Deputy Supervisor is designated to cast the vote of the Town be stricken.

A motion was made by Councilwoman LeClair and seconded by Councilman Kusnierz to approve Resolutions #19 through #33 with the noted amendment as follows:

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 19-22, 2017 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 Clerk each	\$140,000

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

24. Resolution designating the regular monthly meetings of the Town Board be set for the second and fourth Tuesdays of each month at 7:00 p.m. and Month-End Meetings will be held at 6:30 p.m. on the fourth Tuesday of each month before the regular meeting of the Town Board unless otherwise designated by Town Board resolution.

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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 first regularly scheduled bi-monthly meeting outlining pertinent department activities, data and problems the Town Board should be made aware of.
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.
  - a. Mirabito Energy Products (State Contract #PC66705)  
Diesel Fuel for the 2017 Budget Year in the amount of \$20,000
  - b. Global Monticello Group (State Contract #PC66690)  
Gasoline for the 2017 Budget Year in the amount of \$10,000
  - c. American Rock Salt Co. Inc. (County Contract #16-PWS-10R)  
Rock Salt for the 2017 Budget Year in the amount of \$80,000
29. 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.
30. Resolution authorizing the Highway Superintendent to hire temporary employees to help with snow and other operations as needed at \$12.00 per hour.
31. 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.
32. 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.
33. Resolution authorizing the expenditure of town highway funds in the amount of \$860,255.00 for General repair and improvement of 83.10 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 in such improvements, until the Highway Superintendent and Town Board approves the expenditures, specifications and estimates for such construction.

Roll call vote resulted as follows:

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

A motion was made by Councilwoman LeClair and seconded by Councilman VanTassel to approve Resolution #34 as follows:



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34. 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.

Roll call vote resulted as follows:

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

Councilwoman LeClair read resolution #35 and there was discussion of Garry Robinson being a Town Designated engineer. Councilman VanTassel stated that he hadn't submitted his proposal on time and his position is that he believes he's taken himself out of the running. He did state that he's actively involved in current projects that are underway. He stated that the Highway Superintendent is concerned of him being pulled off these projects. Councilman VanTassel stated that although they won't be allowing Mr. Robinson to be a part of any new projects, he's uncomfortable not having some kind of language that will allow him to complete the projects. He stated that he's also not uncomfortable naming the projects. Councilman Kusnierz stated that by naming him in the Organizational Resolution, it doesn't obligate the Town to hire him but allows the Town to hire him. He stated this will give the Town leeway in engaging his limited service. He suggested that Garry Robinson be included in the Resolution.

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast to approve Resolution #35 as follows:

35. 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:

Garry Robinson, P.E. (Per 2017 Rate Schedule)  
C2ae (Per 2016 Rate Schedule)  
Wade Sherman/JR Pettis Computer Consultant/Technician (PS Technical Services) @ \$95.00 per hour  
C.T. Male Associates (Per the 2017 rate schedule)  
LA Group – Per finalization and acceptance of contract by the Town Board  
Laberge Group – Per finalization and acceptance of contract by the Town Board

Roll call vote resulted as follows:

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

A motion was made by Councilman Prendergast and seconded by Councilman Kusnierz to approve Resolution #36 as follows:

36. 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.

Roll call vote resulted as follows:

Councilman Kusnierz	Yes
Councilman VanTassel	Yes
Councilman Prendergast	Yes
Councilwoman LeClair	Yes

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Supervisor Congdon                      Absent

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast to approve Resolution #37 as follows:

37.        Resolution appointing Ronald Zimmerman, Jr., Chairman of the Planning Board.

Roll call vote resulted as follows:

Councilman Prendergast	Yes
Councilwoman LeClair	Yes
Councilman Kusnierz	Abstain
Councilman VanTassel	Yes
Supervisor Congdon	Absent

A motion was made by Councilwoman LeClair and seconded by Councilman VanTassel to approve Resolution #38 as follows:

38.        Resolution appointing Richard Kubis, Chairman of the Zoning Board.

Roll call vote resulted as follows:

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

Councilwoman LeClair read Resolutions #39 through #42. Councilman Kusnierz as that Resolution #41 have the wording "from the Commissioner of Jurors" at the end of the Resolution.

A motion was made by Councilwoman LeClair and seconded by Councilman VanTassel to approve Resolutions #39 through #42, adding the above language, as follows:

39.        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.
40.        Resolution requiring the following to file an Oath of Office prior to the commencement of their new term each year:

All Deputies  
Building Inspector/Code Enforcement Officer  
Planning and Zoning Board Members whose terms expired 12/31/16  
Court Officers  
Dog Control Officer

41.        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 from the Commissioner of Jurors.
42.        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.

Roll call vote resulted as follows:

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

There was discussion of item #43 and Board members were in agreement that the time limit for speaking at public hearings should be limited to 5 minutes.

Elizabeth Lanfear stated that Resolution #45 is new. Attorney O'Hara stated that there is a legal process that needs to take place but the first step is to approve the Resolution.

A motion was made by Councilman Prendergast and seconded by Councilman Kusnierz to approve Resolutions #43 through #45 as follows, with a change to #43 allowing 5 minutes per person to speak instead of 10 minutes.

43. Resolution setting a time limit of 5 minutes per person to speak during Public Hearings with additional time to be allowed after all others have been heard.
44. Resolution authorizing payment of the budget amount to the Historical Society.
45. Resolution authorizing the Supervisor's Office to accept block, faxed and electronic signatures on vouchers (with instruction from the Town Attorney and Town Board as to the requirements).

Roll call vote resulted as follows:

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

Councilman VanTassel asked Attorney O'Hara if he would have information available for the next Town Board meeting relative to Resolution #45. He stated that he would try to have it ready.

Councilwoman LeClair explained Resolution #46 for the Standard Work Day and Reporting Resolution. When those listed were re-elected, they had completed Recertification of the Record of Activities Statements instead of completing a new 90 day Record of Activities. The Town was to pass a Resolution for each, listing their Standard Work Days even though they didn't have to complete a new 90 day Record of Activities.

A motion was made by Councilman Prendergast and seconded by Councilman Kusnierz to approve a prepared Resolution #46 as follows:

Be it Resolved, that the Town of Moreau Town Board/Location code 30078 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records for the record of activities maintained and submitted by these officials to the clerk of this body:

Town Clerk/Leeann McCabe/Standard Work Day (7 hrs. per day) Term 1/1/16-12/31/17 – 24.29 Days per Month.

Councilwoman/Gina LeClair/Standard Work Day (6 hrs. per day) Term 1/1/16-12/31/19 – 8 Days per Month.

Assessor/Margaret Jenkins/Standard Work Day (7 hrs. per day) Term 10/1/13-9/30/19 – 29.86 Days per Month.

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Town Supervisor/Preston Jenkins/Standard Work Day (7 hrs. per day) Term 1/1/14-12/31/15 – 17.2 Days per Month.

Town Justice/Timothy Alden/Standard Work Day (7 hrs. per day) Term 1/1/14-12/31/17 – 4.19 Days per Month.

Highway Superintendent/Paul Joseph/Standard Work Day (8 hrs. per day) Term 1/1/14-12/31/17 – 22.14 Days per Month.

Councilman/Robert Prendergast/Standard Work Day (6 hrs. per day) Term 1/1/14-12/31/17 – 10.5 Days per Month.

Councilman/Theodore Kusnierz/Standard Work Day (6 hrs. per day) Term 1/1/14-12/31/17 – 6.76 Days per Month.

Roll call vote resulted as follows:

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

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast to approve Resolution #47 as follows:

47. Resolution to purchase the Post Star daily paper at the current rate, for the Town Hall.

Roll call vote resulted as follows:

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

A motion was made by Councilwoman LeClair and seconded by Councilman Kusnierz to approve Resolution #48 as follows:

48. Resolution authorizing engaging the services of Bartlett, Pontiff, Stewart and Rhodes as Town Attorney, per finalization and acceptance of the contract, by the Town Board.

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast to approve Resolution #49 as follows:

49. Resolution to amend the Town Procurement Policy to allow the Highway Superintendent to make purchases up to \$2,000 with three written quotes and purchases of \$2,000 or greater to require a Town Board approved purchase order, with three written quotes.

Roll call vote resulted as follows:

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

An Organizational Meeting was held by the Town Board of the Town of Moreau on January 5, 2017, in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

A motion was made by Councilwoman LeClair and seconded by Councilman Prendergast authorizing the Highway Superintendent to purchase Rock Salt for the 2017 Budgeted Year from American Rock Salt Co. Inc. in the amount of \$80,000.00 under County contract #16-PWS-10R. This will be paid from account DB5142.490 with a balance of \$170,000.00 as of 1/1/17; And to purchase Diesel Fuel for the 2017 Budgeted Year from Mirabito Energy Products in the amount of \$20,000.00 under State contract #PC66705. This will be paid from account DB5142.460 with a balance of \$70,000.00 as of 1/1/17; And to purchase Gasoline for the 2017 Budgeted Year from Global Montello Group in the amount of \$10,000.00 under state contract #PC66690. This will be paid from account DB5142.460 with a balance of \$70,000.00 as of 1/1/17.

Roll call vote resulted as follows:

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

A motion was made by Councilman VanTassel and seconded by Councilwoman LeClair to close the meeting at 7:35 p.m.

Roll call vote resulted as follows:

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

Meeting adjourned.

Respectfully submitted,

Leeann McCabe  
Town Clerk

An Organizational Meeting was held by the Town Board of the Town of Moreau on January 5, 2017, in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

**MOREAU TOWN BOARD  
2017 COMMITTEE APPOINTMENTS**

Buildings & Grounds.....	Councilwoman LeClair
.....	Councilman Prendergast
Cable TV.....	Councilman Kusnierz
.....	Councilman VanTassel
Cemetery.....	Councilman Prendergast
.....	Councilman Kusnierz
Highway Department.....	Councilman Prendergast
.....	Councilman VanTassel
Insurance.....	Councilman Kusnierz
.....	Councilwoman LeClair
Mosquito Control.....	Councilman Prendergast
.....	Councilman Kusnierz
Personnel & Employee Benefits.....	Councilwoman LeClair
.....	Councilman Prendergast
Recreation.....	Councilwoman LeClair
.....	Councilman VanTassel
Transfer Station/Lanfill.....	Councilman Kusnierz
.....	Councilwoman LeClair
Water 1, 2, 3, 4, 5, 6 & Sewer 1.....	Councilman Prendergast
.....	Councilman VanTassel
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 VanTassel
.....	Councilwoman LeClair
Zoning Liaison.....	Councilman VanTassel
.....	Councilman Prendergast