

The 2023 Organizational meeting of the Town Board of the Town of Moreau was held on January 5, 2023 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

The Supervisor called the meeting to order at 5:00 p.m.

Town Board Members Present

Mark Stewart	Councilmember
Kyle Noonan	Councilmember
Alan VanTassel	Councilmember
John Donohue, Jr.	Councilmember
Theodore T. Kusnierz, Jr.	Supervisor

Town Board Members Absent

None

Also present: Dianne Lewis, Deputy Town Clerk; Chris Abrams, Highway Superintendent; Lisa Sperry, Supervisor's Confidential Secretary

The Supervisor stated that all Town Board Members should have a copy of the Agenda and Resolutions and that all changes for 2023 were in red. As there are only a few minor changes, the Supervisor specified that he would go over them as we come to them, and the Board will make the resolutions in groups to facilitate the meeting more easily.

1. Resolution setting 2023 salaries for elected officials:

Supervisor	\$52,273.00
Council people (each)	\$13,375.00
Town Justice (each)	\$30,937.00
Town Clerk	\$49,943.00
Highway Superintendent	\$80,000.00

2. Resolution setting the following respective annual salaries (52 Week) or hourly rate, as approved in the 2023 Budget except as otherwise provided under Town Law, Civil Service Law, or other applicable law, rule, or agreement.

Brenda Hutter	Receiver of Taxes and Assessments	\$9,719.00
	Records Management Officer	\$1,155.00
	Registrar of Vital Statistics- [1/2 Birth & Death Certificate Filing Fees in accordance with NYS Public Health Law Section 4173(3)]	
Leah Cronin	Assessor (10/01/19-9/30/25) FLSA (Fair Labor Standards Act) EXEMPT	\$70,338.00
Riley McGuiggan	Senior Assessment Clerk, Full-Time	\$44,558.00
Arthur Gadway	Crossing Guard (Moreau), PT	\$14.20 hour
John Helwig	Crossing Guard (Tanglewood), PT	\$14.20 hour
Adeline Rivers	Crossing Guard (Tanglewood), PT	\$14.20 hour
Pamela Youker	Substitute Crossing Guard, As Needed	\$14.20 hour
Matthew Dreimiller	Building Inspector/Code Enforcement Officer	\$61,470.00
Katrina Flexon	Building Inspector's Clerk	\$40,425.00
Peter Bachem	Code Enforcement Officer, Part-Time	\$21.52 hour
Art Gadway	Cleaner, Part-Time	\$15.35 hour
Michael Hastings	Laborer, Part-Time	\$14.98 hour
Jeffrey Stevens	Laborer, Part-Time	\$14.69 hour

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Mary Vaillancourt	Transfer Station Clerk, Part-Time	\$14.20 hour
Stephen Rice	Transfer Station Laborer/Clerk PT	\$14.20 hour
Linda Hart	Transfer Station Laborer/Clerk PT	\$14.20 hour
Marsha Morehouse	Transfer Station Laborer/Clerk PT	\$14.20 hour
John McDermott	Transfer Station Laborer/Clerk PT	\$14.20 hour
James Wright	Transfer Station Laborer/Clerk PT	\$14.20 hour

Jeffrey Cruz	Principal Account Clerk	\$58,185.00
Anna Labiak	Clerk, Full-Time	\$46,000.00

Jamie Green	Court Clerk, Full-Time	\$40,425.00
Colleen Nichols	Court Clerk, Full-Time	\$40,425.00
Ron Belisle	Court Clerk, Part-Time	\$14.27 hour
Kristine Brown	Court Clerk, Part-Time	\$14.20 hour
Kaitlyn Martin	Court Clerk, Part-Time	\$14.20 hour
Jennifer Miller	Court Clerk, Part-Time	\$20.00 hour
Edward Scalo	Court Clerk, Part-Time	\$14.20 hour
Edward Scalo	Court Officer	\$17.51 hour
Tom Geraghty	Court Officer	\$17.51 hour

David Jones	Working Supervisor	\$20.47 hour
Bruce Siergiey	Laborer, Full-Time	\$18.46 hour
James Davenport	Laborer, Part-Time	\$16.00 hour
David Gould	Laborer, Part-Time	\$16.00 hour
Vincent French	Laborer, Part-Time	\$16.00 hour
Xavier DeRush	Laborer, Part-Time	\$14.20 hour
Bruce Homicz	Laborer, Part-Time	\$14.20 hour
William Noonan	Laborer, Part-Time	\$14.20 hour

Maureen Leerkes	Clerk, Full-Time (Highway Department)	\$16.39 hour
Sean Dunbar	Laborer, PT Temp/on call as needed	\$18.00 hour
Bret Mellon	Laborer, PT Temp/on call as needed	\$18.00 hour

Jeffery Parrish	Laborer, Full-Time	\$54,000.00
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Supervisor's, At Will, Appointments:

Budget Officer		\$3,706.00
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Lisa Sperry	Confidential Secretary/Assistant Bookkeeper Annual Salary (52 Weeks): FLSA (Fair Labor Standards Act) EXEMPT	\$49,014.00
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Kyle Noonan	Deputy Supervisor	Unpaid
Kyle Noonan	Town Representative for the Saratoga County Advisory Youth Board	Unpaid

Supervisor's Department Liaisons: (See Attached)

Town Clerk's, At Will, Appointments:

Deputy Town Clerk and Receiver of Taxes:	Dianne Lewis Annual Salary (52 Weeks):	\$40,500.00
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Deputy Town Clerk and Receiver of Taxes, PT:	Ellen Buttles Hourly Pay Rate:	\$20.60 hour
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Deputy Registrar of Vital Statistics: Dianne Lewis
(1/2 of Birth & Death Certificate filing Fees Paid to Registrar in accordance with NYS Public Health Law-Section 4173(3))

Highway Superintendent's Appointments:

Deputy Highway Superintendent: Brian Huntley (Compensated per CSEA Contract)

A motion was made by Councilmember Noonan, seconded by Councilmember VanTassel, and carried, to adopt Resolutions #1 and #2 as presented.

Asked if all were in favor, the following responses were given:

Councilmember Stewart	Aye
Councilmember Noonan	Aye
Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Supervisor Kusnierz	Aye

3. Resolution setting non-employee compensation per annum of \$1,260.00 for the Local Historian and requiring monthly reports 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.
4. Resolution setting stipend for Planning Board & Zoning Board of Appeals Members at \$50.00 per meeting for each attending member, including alternate members, and \$60.00 per meeting for the Chairperson or Acting Chairperson in the absence of the appointed Chairperson.
5. Resolution setting stipend for Planning Board & Zoning Board of Appeals Secretary at an amount not to exceed \$100.00 per meeting.
6. Resolution setting stipend for Board of Assessment Review Members at an amount not to exceed \$70.00 per meeting.
7. Resolution authorizing the Supervisor to sign the following contracts and/or make payment in the amounts and terms stated in the contracts.
 - South Glens Falls Fire Company, Inc.
 - Moreau Emergency Squad, Inc.
 - Civic Center of Moreau, Inc.
 - Saratoga County Animal Shelter
 - Saratoga County Youth Bureau
 - Saratoga County IMA Recycling Agreement
 - Saratoga County Office for the Aging Nutrition Agreement
 - City of Glens Falls Transportation Agreement
 - Dog Control Services
 - Professional Fire Protection, Inc.
8. Resolution allowing 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.
9. Resolution authorizing the Town Clerk the right to accept bingo and games of chance licenses and amendments and the authority to approve same.
10. Resolution to adopt the attached Purchasing Guidelines and the Town of Moreau's Procurement Policy. (See Attached)

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11. Resolution designating Glens Falls National Bank and Trust as the depository for Town monies.
12. Resolution designating the Glens Falls Post Star and the Chronicle as the official newspapers to be used for all legal advertising.
13. Resolution setting 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

Except that those Full-Time permanent employees that work less than a standard work week shall be prorated.

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 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.

Any employee out on disability 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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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 end of the year.

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.

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.

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

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.

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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.

The above insurance benefits will also be extended to Town Supervisor, Town Clerk and Highway Superintendent and grandfathered part-time elected officials, except that eligibility for retirement health insurance benefit for elected officials, shall only apply to the Town Supervisor, Town Clerk and Highway Superintendent. 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.

A motion was made by Councilmember VanTassel, seconded by Councilmember Stewart, and carried, to adopt Resolutions #3 through #13.

The Supervisor stated that the only change over last year is the language after "Employee Leave Records".

Asked if all were in favor, the following responses were given:

Councilmember Stewart	Aye
Councilmember Noonan	Aye
Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Supervisor Kusnierz	Aye

14. Resolution in relation to a Town Employee who is an active volunteer of the Moreau Emergency Squad or South Glens Falls Volunteer Fire Company and member responds to an emergency during the normal workday shall be covered by policy on Fire and Emergency Calls, as adopted by the Town Board on March 28, 2017.
15. Resolution authorizing the reimbursement to a Town Official and employee for 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 Town Board approval for mileage reimbursement. In addition, 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 Attached)
16. 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 at the New York Marriott Marquis, on February 19-22, 2023 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 for the Town, and in the absence of the Deputy Supervisor, any designated member of the Town Board may cast the vote.
17. Resolution designating 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,

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auto, fire, inland marine, cyber-security, and Town Officers and Employees Bonds currently in effect.

18. Resolution authorizing the Town Clerk to collect all water and sewer rents and receive all applications and fees for taps in Consolidated Water District and in Sewer District I.

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

Officers & Employees:
Town Clerk/Tax Collector:

Blanket \$500,000
Additional \$1,000,000

20. 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 6:45 p.m. on the fourth Tuesday of each month before the regular meeting of the Town Board unless otherwise designated by Town Board resolution.

21. 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 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.

22. Resolution requiring 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.

23. 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.

24. Resolution authorizing diesel, oil, and gasoline for the highway department be purchased at State Bid Price or below.

- a. Main Brothers Oil Co., Inc. dba Main Care Energy (State Contract #PC69482)
Diesel Fuel for the 2023 Budget Year
- b. Global Montello Group Corp. (State Contract #PC69516)
Gasoline for the 2023 Budget Year
- c. American Rock Salt Company, Inc. (County Contract #22-PWS-10R)
Rock Salt for the 2023 Budget Year

25. Resolution authorizing South Glens Falls Fire Company, Civic Center of Moreau, Inc., Moreau Emergency Squad, South Glens Falls Central School, Saratoga County Public Health Nurse, Recreation and Building Departments, Transfer Station, Sewer Department and Water Departments to purchase diesel & gasoline from the Town of Moreau Highway Department and be invoiced appropriately.

26. Resolution authorizing the Highway Superintendent to hire temporary employees to help with snow and other operations as needed at \$18.00 per hour.

27. Resolution authorizing 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.

28. 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,

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pending approval of the Town Board for all items purchased costing \$3,000.00 or more within monies budgeted for such purposes.

A motion was made by Councilmember Stewart, seconded by Councilmember Noonan, and carried, to adopt Resolutions #14 through #28.

The Supervisor listed the changes as follows: The dates for the Business Session of the Association of Towns had changed for Resolution 16; for Resolution 17 "Cybersecurity" was added to the insurance package; the amounts of the bonds changed for Resolution 19; and for Resolution 24, the state bids for the Highway Department had changed.

Asked if all were in favor, the following responses were given:

Councilmember Stewart	Aye
Councilmember Noonan	Aye
Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Supervisor Kusnierz	Aye

29. Resolution authorizing the expenditure of town highway funds in the amount of \$842,418.00 for General repair and improvement of 85.64 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.
30. Resolution authorizing 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. Resolution authorizing engaging the following firms for professional services per a 2023 rate schedule unless otherwise noted and to authorize the Supervisor to sign the following contracts:

Barton & Loguidice
C.T. Male Associates, P.C.
LA Group
Laberge Group
Bartlett, Pontiff, Stewart & Rhodes, P.C.
Tabner, Ryan & Keniry, LLP
Lewis & Greer, P.C.
Stored Technology Solutions, Inc.
32. 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 5-328.
33. 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.
34. Resolution requiring the following to file an Oath of Office prior to the commencement of their employment or each newly elected term:

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

35. Resolution to pay an employee who serves on active jury duty his/her normal wages with the understanding that if they only have to serve on jury duty for a portion of their workday that they will return to work, subject to proof of service from the Commissioner of Jurors.
36. 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.
37. Resolution setting a time limit of 5 minutes per person to speak during Public Hearings.
38. Resolution setting a time limit of 3 minutes per person to speak during the privilege of the floor, after recognition by the Supervisor or presiding officer, at Town Board Meetings and after first identifying his/her name and address. The nature of the conversations shall be for the purposes of legitimate Town business.
39. Resolution authorizing payment of \$16,000.00 to the Historical Society of Moreau & South Glens Falls.
40. Resolution authorizing payment of \$6,000.00 to Grant Cottage.
41. Resolution authorizing the Supervisor's Office to accept block, faxed, scanned and electronic signatures from vendors on vouchers for payment, including photocopied signatures.

A motion was made by Councilmember VanTassel, seconded by Councilmember Noonan, and carried, to Adopt Resolutions #29 through #41 as read into the record by the Supervisor.

The Supervisor stated that a new development had added to the total milage covered by the Highway Department in for Resolution 29, therefore the amount in the "Agreement to Spend Town Highway Funds" was increased.

Asked if all were in favor, the following responses were given:

Councilmember Stewart	Aye
Councilmember Noonan	Aye
Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Supervisor Kusnierz	Aye

42. Resolution that a terminating Town employee shall receive their final paycheck upon return of all Town property in his/her possession.
43. Resolution adopting the attached Employee Training Reimbursement Policy and Training Reimbursement Agreement. (See Attached)
44. Resolution 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).

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45. Resolution specifying 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.
46. Resolution allowing any employee an excused leave not to exceed four (4) hours on an annual basis, to undertake a screening for cancer.
47. Resolution prohibiting 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 delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars.
48. Resolution 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.
49. Resolution requiring all department heads to submit requests for a Town Board Agenda by 12:00 p.m. of the Friday preceding the regularly scheduled board meeting.
50. Resolution setting the annual payment per megawatt for Payment in Lieu of Taxes ("PILOT") Agreements pursuant to Moreau Town Code Chapter 63, Section 6(H) shall be \$900. In the event this amount exceeds the amount that would otherwise be payable as taxes but for the exemption under Real Property Tax Law 487, the Assessor has the ability to negotiate the per megawatt amount, subject to final approval of the Agreement by the Town Board.

A motion was made by Councilmember VanTassel, seconded by Councilmember Noonan, and carried, to Adopt Resolutions #42 through #50.

The Supervisor stated that Resolution #50 was in response to the local law done last year for solar and read Resolution #50 out loud.

Asked if all were in favor, the following responses were given:

Councilmember Stewart	Aye
Councilmember Noonan	Aye
Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Supervisor Kusnierz	Aye

The Deputy Town Clerk read the following Resolution aloud:

AGREEMENT TO SPEND TOWN HIGHWAY FUNDS

TOWN OF MOREAU

COUNTY OF SARATOGA

PURSUANT TO THE PROVISIONS OF SECTION 284 OF THE HIGHWAY LAW, WE AGREE THAT MONEYS LEVIED AND COLLECTED FOR THE REPAIR AND IMPROVEMENT OF HIGHWAYS AND RECEIVED FROM THE STATE FOR THE REPAIR AND IMPROVEMENT OF HIGHWAYS, SHALL BE EXPENDED AS FOLLOWS:

GENERAL REPAIRS AND IMPROVEMENTS, THE SUM OF \$842,418.00 MAY BE EXPENDED FOR GENERAL REPAIRS AND IMPROVEMENTS UPON 85.64 MILES OF TOWN HIGHWAYS, INCLUDING SLUICES, CULVERTS AND BRIDGES HAVING A SPAN LESS THAN FIVE FEET AND BOARDWALKS OR THE RENEWALS THEREOF AND PERMANENT IMPROVEMENT OF TOWN ROADS.

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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 APPROVES 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 5th DAY OF JANUARY, 2023.

Resolution #2023-51

A motion was made by Councilmember VanTassel, seconded by Councilmember Noonan, and carried, to approve the Agreement to Spend Town Highway Funds.

Asked if all were in favor, the following responses were given:

Councilmember Stewart	Aye
Councilmember Noonan	Aye
Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Supervisor Kusnierz	Aye

Resolution #2023-52

A motion was made by Councilmember Stewart, seconded by Councilmember Noonan, and carried, to open a purchase order for the purchase of Diesel Fuel from the 2023 budget year. The purchase would be made under State Contract #PC69482 from Main Care Energy in the amount of \$25,000.00. The expense would be paid from account DB5142.460.

Asked if all were in favor, the following responses were given:

Councilmember Stewart	Aye
Councilmember Noonan	Aye
Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Supervisor Kusnierz	Aye

Resolution #2023-53

A motion was made by Councilmember Stewart, seconded by Councilmember Noonan, and carried, to open a purchase order for the purchase of Rock Salt in the amount of \$80,000.00 from the 2023 budget year from American Rock Salt Company, under County Contract #22-PWS-10R, and to be paid from account DB5142.490.

Asked if all were in favor, the following responses were given:

Councilmember Stewart	Aye
Councilmember Noonan	Aye
Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Supervisor Kusnierz	Aye

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Resolution #2023-54

A motion was made by Councilmember Stewart, seconded by Councilmember Noonan, and carried, to open a purchase order for the purchase of Gasoline in the amount of \$15,000.00 from the 2023 budget year from Global Montello Group, under State Contract #PC69516, and to be paid from account DB5142.460.

Asked if all were in favor, the following responses were given:

Councilmember Stewart	Aye
Councilmember Noonan	Aye
Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Supervisor Kusnierz	Aye

A motion was made by Councilmember Noonan, seconded by Councilmember Stewart, and carried, to close the Organizational Meeting for the evening at 5:18 p.m.

Asked if all were in favor, the following responses were given:

Councilmember Stewart	Aye
Councilmember Noonan	Aye
Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Supervisor Kusnierz	Aye

Meeting adjourned.

Respectfully submitted,

Dianne Lewis
Deputy Town Clerk

SUPERVISOR
2023 Department Liaisons

Recreation Department.....	Councilmember Stewart
Highway Department.....	Councilmember Noonan
Transfer Station/Landfill.....	Councilmember Noonan
Water & Sewer	Councilmember VanTassel
Fire Company Liaison.....	Councilmember VanTassel
Crandall Library Liaison.....	Councilmember VanTassel
Moreau Community Center Liaison.....	Councilmember Stewart
Moreau Emergency Squad Liaison.....	Councilmember Stewart

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.

TOWN OF MOREAU

Employee Training & Conference

Reimbursement/Expense Worksheet (01/2020)

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

\$

(TB to est. Max. if not included)

(# nights)

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 \$55.00/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	\$ 14.00	* X		
Dinner	\$ 23.00	* X		
Incidental	\$ 5.00	* X		

Total \$ 55.00

SAMPLE - TB NEEDS TO DETERMINE
MAXIMUM DAILY ALLOWANCES/MEAL

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..56

Total Mileage:

\$

Tolls:

\$

TOTAL COST : \$

Account #:

Account Starting Balance: \$

Account Ending Balance: \$

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 "Employer" 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