

Town of Northumberland
Organizational Meeting
January 14, 2021

Supervisor Willard Peck called the Organizational Meeting for 2021 to order @ 8:00 AM. Following the salute to the flag, roll call was taken. Those present included Supervisor Willard Peck; Councilman John DeLisle; Councilman George Hodgson and Councilwoman Patricia Bryant. Councilman Paul Bolesh was absent. Also attending were Clerk Denise Murphy; Highway Supt David Coffinger and Building Inspector Richard Colozza

Councilwoman made a motion to appoint positions and salaries for 2021.

Deputy Town Supervisor – Councilman George Hodgson @ \$500.00 per year
Budget Officer – Supervisor Willard H. Peck @ \$1,600.00 per year
Registrar to Vital Statics – Denise Murphy @ \$646.00 per year
Deputy Town Clerk – Lisa Conlee @ \$15.00 per hour
Town Historian - Georgia Ball @ \$1,386.00 per year
Town Attorney - @ \$28,000.00/ \$225.00 per hour litigation
Deputy Town Attorney – Robert Panasci
Town Zoning/Planning Attorney @ \$7,140.00 per year
Health Officer – Christopher Thomas @ \$1,000.00 per year

Councilman John DeLisle seconded the motions as presented. All in favor, motion carried.

Councilman George Hodgson made a motion to appoint the following salaries for the non-competitive positions for the year 2021.

Dog Control Officer - @ \$65.00 per call out
Building/Zoning Administrator @ \$42,539.00 per year
Account Clerk/Typist @ \$17.00 per hour
Town Janitor @ \$15.00 per hour
Recycling/Transfer Attendant @ \$14.50 per hour
Town Engineer @ \$ 95.00 per hour/\$130.00 Planning Board Consulting
Court Clerk @ \$16.00 per hour
Assistant Court Clerk @ \$15.50 per hour
Recreation/Youth Leader - \$15.50 per hour
Recreation/Youth Aides - \$12.50-\$12.75 per hour

Councilwoman Patricia Bryant seconded the motion. All in favor, motion carried.

Town of Northumberland
Organizational Meeting
January 14, 2021

Councilman John DeLisle made a motion to approve the following Designations for the year 2021.

The Official Newspaper – The Post Star & Saratogian
The Official Banks – Glens Falls National Bank

Councilman George Hodgson seconded the motion. All in favor carried.

Councilman John DeLisle made a motion to adopt resolution #1 - # 21 of 2021.

#1 of 2021 – Authorizing the Supervisor to invest idle funds in interest bearing CD's or Saving Accounts in accordance with the Town's Investment Policy

#2 of 2021 – Authorize payment of utility, telephone and health insurance vouchers upon presentation prior to monthly Town Board audit.

#3 of 2021 – Set monthly Meeting dates for 2021 @ 8:00 AM on the second Thursday of each month unless otherwise scheduled.

#4 of 2021 – Adopt contributory retirement plan as provided for in the 2021 Budget

#5 of 2021 – Confirm elected positions rate of pay as provided for in the 2021 Budget

Supervisor - \$15,202.00

Town Clerk/Tax Collector - \$46,743.00

Councilman 4 @ \$5,077.00

Justices 2 @ \$8,415.00

Highway Supt @ \$61,158.00

#6 of 2021 – Establish Walter D. Smead, Sole Assessor's yearly salary \$30,990.00

#7 of 2021 – Set limit Highway Supt can spend for necessary equipment and/or repairs without prior authorization from Town Board @ \$3,000.00, mechanic can spend up to \$500.00, all other highway employees can charge up to \$100.00, except road building materials and/or salt.

#8 of 2021 – Establish Highway Supt Petty cash fund from the Budget @ \$100.00 to cover emergency purchases. Each expense to be charged back to appropriate contractual expense accounts.

#9 of 2021 – Establish Town Clerk's Petty Cash from the General Budget @ \$150.00 to cover Town Clerk, Assessor, Justices and Supervisor's minor expenses. Each expense to be charged back to appropriate contractual expense account.

#10 of 2021 – Authorize payment for Board of Assessment Review members @ \$90.00 per session/per person.

#11 of 2021 – Authorize vouchers for payment with Board approval.

#12 of 2021 – All persons on General Payroll to be paid once a month, the last business day of the month except for Highway Supt and the Highway Clerk/Planning Clerk who will be paid bi-weekly.

Town of Northumberland
Organizational Meeting
January 14, 2021

#13 of 2021 – Establish Perry Cash Fund @ \$200.00 for Clerk to the Zoning/Planning Board and Building/Zoning Administrator to be used for postage and any other necessary expenses. Each expense to be charged back to appropriate contractual expense account.

#14 of 2021 – establish mileage rate for official town business at \$.56 per mile.

#15 of 2021 – Establish recycling/Transfer Attendant’s Petty cash @ \$55.00.

#16 of 2021 – Establish Youth/Recreation Coordinator’s Petty cash @ \$100.00.

#17 of 2021 – Reaffirm the town’s adopted Procurement, Ethics, Sexual Harassment and Investment Policy.

#18 of 2021 – Establish pay scale for part time highway employees @ \$16.64 per hour.

#19 of 2021 – Sick Leave: A full time employee will be credited with one half day of sick leave each month. The employee will be credited on the first day of the month after the sick leave has been earned. Sick leave is based on the average number of hours an employee is normally scheduled to work each week. An employee whose employment with the Town is terminated due to a resignation, lay-off, or disciplinary discharge will not receive cash for unused sick leave. An employee who retires from the Town (i.e., as applied for and been granted a bona-fide retirement benefit from New York State Employee’s Retirement System) can receive either (1) a cash payment for accumulated sick leave at 50% of value or (2) accumulated sick leave credits can be applied toward the employee’s retiree medical insurance premium payments, if applicable.

#20 of 2021 – Vacation Leave: A full time employee will be credited with paid vacation leave in accordance with the following vacation schedule:

New Employees – newly hired full time employee will receive two hours per month of vacation leave, upon hire.

| After Completion of: | Vacation Leave |
|-----------------------------|-----------------------|
| 1 Year | 5 days |
| 2 Years | 10 days |
| 10 Years | 15 days |

Vacation leave is based on the average number of hours an employee is normally scheduled to work each week. An employee may take vacation leave only after it has been credited. The employee will be credited on their anniversary date for the vacation leave earned during previous year. Vacation time can be used with a minimum of 1-hour intervals. Unpaid vacation leave needs prior authorization by Town Supervisor.

#21 of 2021 – Holidays: The Town Board will establish the schedule of holidays to be observed for each year at the annual re-organizational meeting. This schedule of holidays to be observed will be based on the holidays designated by the Saratoga County Personnel Department. A full-time employee is eligible for holiday pay at the employee’s regular rate pay. A part-time, temporary, or seasonal employee is not eligible for holiday pay. (Part-time employees paid on a salary basis will receive their regular pay during a pay period in which a holiday occurs. In the event a designated holiday occurs on a Saturday, the

Organizational Meeting
January 14, 2021

holiday will be observed on the preceding Friday. In the event a designated holiday occurs on a Sunday, the holiday will be observed on a following Monday.

Councilwoman Patricia Bryant seconded the introduction of Resolution #1 -# 21 of 2021

Supervisor Willard Peck – “Aye”
Councilman John DeLisle – “Aye”
Councilman George Hodgson – “Aye”
Councilwoman Patricia Bryant – “Aye” Resolution #1 - #21 Adopted

Supervisor Willard Peck presented the following Committees for 2021

Insurance: Councilwoman Patricia Bryant/Chairperson- Councilman Hodgson
Highway/Drainage; Chairperson Councilman John DeLisle/Councilman Hodgson
Recycling: Councilman George Hodgson/Chairman- Councilwoman Bryant
Environmental: Councilman Hodgson/Chairman – Councilman Bolesh
Municipal Center/Park: Councilman Bolesh/Chairman- Councilman John DeLisle
Youth/Recreation: Councilwoman Patricia Bryant/Chairman-Councilman Bolesh

(Supervisor Peck is an automatic member of all Committees)

Councilwoman Patricia Bryant made a motion @ 8:10 AM to adjourn the Organizational Meeting
Councilman George Hodgson seconded the motion. All in favor, motion carried.

Respectfully submitted,

Denise Murphy, Town Clerk