

ORGANIZATIONAL MEETING AGENDA
JANUARY 6, 2010

1. Resolution to authorize the Town Board to appoint Melinda A. Wormuth Chairman of the Town Board for the year beginning 1/1/10 through 12/31/10.

{Resolutions organize the Town of Halfmoon for the year 2010; appoint employees; set salaries/hourly rates, beginning January 1, 2010 (unless otherwise specified) to be paid on a bi-weekly basis (unless otherwise specified).}

2. Resolution to authorize the Town Board to approve wages for Town officials, elected and appointed, Supervisors appointments, and operational responsibility for the Town

Supervisor Wormuth, Budget Officer, salary \$3,000 (paid in December)
Walter F. Polak, Deputy Town Supervisor, salary \$1,272

Town Board to serve on committees and/or as liaison for the Town Board for the year 2010

- a) Walter Polak: Planning; Highway; Buildings/Maintenance department; liaison Halfmoon Baseball
- b) Craig Hayner: Parks; Trails ; Open Space; Rec. Department; Ethics Board
- c) Paul Hotaling: Seniors; Water committee; CAPTAIN Contract; Co-liaison to Planning department; co-liaison Character Counts; liaison Historical Society; ZBA
- d) Regina Parker: Animal Control; Personnel/co-liaison Ambulance/Fire; co-liaison Character Counts; Insurance/Risk Management

Elected Town Officials, salary: Supervisor, Melinda A. Wormuth, \$46,331
Council: Walter Polak, Regina C. Parker, Paul Hotaling, Craig Hayner, \$10,972 (each)
Justice: Lester Wormuth, Kevin Tollisen - \$27,543 (each)
Town Clerk, Mary Pearson; Records Access Officer; Records Management Officer- \$52,496
Superintendent of Highways & Transfer Station, John Pingelski, Jr. – \$66,121
Receiver of Taxes, Karen Pingelski - \$21,628

Lyn A. Murphy, Town Attorney, two-year term, 1/1/10 –12/31/11 - Grade 15, Step 6
Robert Chauvin, Deputy Town Attorney, Grade 10, Step 9
Matthew Chauvin, Deputy Town Attorney, Grade 10, Step 2
Kathleen Smith, legal stenographer, Grade 5, Step 7
Nelson Ronsvalle, Coordinator of Grant Writing, Grade 8, Step 3
Kimberly Martin, Senior Clerk, Grade 2 Step 5

3. Resolution to authorize the Town Board to approve salaries for employees in Supervisor's office.

Patricia Temple, Director of Finance, (Towns) Grade 10, Step 9
Bonnie Hatter, Employee Services Coordinator, Grade 8 Step 7
Lisa Perry, Confidential Secretary to the Supervisor, Grade 6 Step 6
Terri Russell, Payroll Clerk, Grade 3 Step 5
Kathy Dougherty, part time Account Clerk Typist, Grade 2 Step 1

4. Resolution authorizing the Town Board to approve salaries for employees in Town Clerk's office.

Each Deputy Town Clerk designated Record Access Officers & Record Management Officers:
Laurie Sullivan Senior Deputy Town Clerk & Deputy Registrar of Vital Statistics, Grade 5 Step 8
Sharon Phelps, Deputy Town Clerk & Sub-Registrar of Vital Statistics, Grade 3 Step 7
Carol Cooper, Deputy Town Clerk & Sub-registrar of Vital Statistics, Grade 3 Step 2
Mary Pearson, Registrar of Vital Statistics, salary \$1500.00

5. Resolution authorizing the Town Board to approve salaries for employees in Town Justice's office:

Marlene A. Carey, Clerk to Town Justice, Grade 4 Step 7
Cathy Leggett, Court Clerk, Grade 3 Step 8
Virginia Loffredo, part time Clerk Grade 1 Step 7
David Kohls, Court Officer, part-time Grade 6 Step 8
Jacqueline Bigelow, Court Clerk, Grade 3 Step 6
Greg Burke, part-time Court Officer, Grade 6 Step 5
Denise Swahlan, part-time Court Officer, Grade 6 Step 2
Christine Phillips, Clerk to the Town Justice, Grade 4 Step 8
Virginia Daigle, part- time Clerk, Grade 1 Step 6
Jeffrey Decatur, part-time Court Officer Grade 6 Step 2

Allow Town Justices to employ part-time court reporters to take/transcribe minutes of hearings on trials that in the Justice's opinion deemed necessary; charges set at court reporter's current session & page charge

6. Resolution authorizing the Town Board to set salaries for Highway Department employees and approve Highway Department resolutions.

William Bryans, Jr. Deputy Highway Superintendent, Grade 8 Step 5
Sandra McBride, Account Clerk, Grade 2 Step 6

WORKING SUPERVISORS:

William Suchocki, Grade 7, Step 6
Michael Hickok, Grade Step 7 Step 5
Rodney Smallwood, Grade 7 Step 5

AUTOMOTIVE MECHANICS:

Courtney Maxwell, Grade 6 Step 6
Dennis R. Ayotte, Jr., Grade 6 Step 2

MEO:

Thomas Ceremuga, Grade 5 Step 11
Janice Espey, Grade 5 Step 6
Bruce Betts, Grade 5 Step 6
Andrew Jerome, Grade 5 Step 6
Derek Pingelski, Grade 5 Step 6
Shane Liberty, Grade 5 Step 5
Kenneth Robbins, Jr., Grade 5 Step 5
Patrick Mullahey, Grade 5 Step 5
Raymond Anuszewski, Grade 5 Step 5
Edward Ceremuga, Jr., Grade 5 Step 4

Seren Lambertson, Grade 5, Step 7

Danny Hoyt, Grade 5, Step 2

Kurt Schneider, Grade 5, Step 2

LABORERS:

Dennis M. Landry, Jr., Grade 2 Step 2

Brian Selig, Grade 2 Step Base

MEO to work only when needed, at current Grade and Step: Frank Brammer and James McBride; Thomas Lundquist at Grade 5, Base; Gene Morrissey Grade 5 Base

Authorize Superintendent of Highways to post Town highways for a four-ton load limit, during spring thaw, at his discretion when necessary.

Authorize Superintendent of Highways to post Stop Signs at his discretion when necessary

Authorize Superintendent of Highways to utilize the Asphalt Concrete, Rock Salt and Unleaded Gas bids as awarded by the County of Saratoga and/or State of New York for the year 2010

Authorize Superintendent of Highways to purchase, without Board approval, materials for the Department not to exceed \$10,000 at one time and purchases over \$5,000 subject to review and approval of Town Supervisor and Town Attorney.

Authorize the Deputy Highway Superintendent or Working Supervisor (with the most seniority) to sign highway department vouchers in the absence of the Superintendent of Highways

Joseph Mantica, part-time Transfer Station attendant, Grade 1 Step 7; Henry Pelo, part-time Transfer Station attendant, Grade 1 Step 7; & John C. Porter, part-time Grade 1 Step 5 to work during transfer station hours as set, Robert Govin as temporary seasonal part-time attendant to be paid \$11.00 per hour.

Authorize any fulltime highway department employee to work at the Transfer Station when unexpected vacancy occurs at discretion of the caretaker, to be paid current hourly rate

7. Resolution authorizing the Town Board to approve Town employee resolutions:

Authorize the Supervisor, without Board approval, to purchase materials at a cost not to exceed \$10,000 subject to satisfactory review of the Town Attorney

Authorize Town departments to utilize bids awarded by the County of Saratoga and/or State of New York and/or Federal contracts for the year 2010.

All part time employees are employed on strictly a part time basis working 20 hours per week or less depending on the needs of the position or as assigned by the Town Supervisor.

Authorize Town Supervisor to enter into agreement with Saratoga Corporate Care, Saratoga Springs for membership for random drug testing program for 2010, at annual cost of \$100 for administrative costs.

8. Resolution authorizing the Town Board to approve wages for employees in Receiver of Taxes office, Assessor's office and Buildings.

Deputy Receiver of Taxes, Kiva Cropsey Grade 3 Step 1
Dorothy Pingelski, Temporary part-time Clerk, Grade 1 Base
Edward Pearson, Assessor, Grade 8 Step 7
Jo-Ann Smith, Assistant Assessor, Grade 5 Step 6
Ryan McCarty, Town Property Tax Data Collector, Grade 2 Step 6
Assessment Board of Review Member, \$30.00 hourly by payroll.
Leo Brady, Building Maintenance Supervisor, Grade 8 Step 7
Glenn Waldron, Building Maintenance Worker, Grade 3 Step 6
Harold Robbins, Building Maintenance Mechanic, Grade 5 Step 4
James McBride, Sr., Buildings Laborer, Grade 2 Step 4
Brian Zusy, part-time Cleaner, Grade 1 Step 5

9. Resolution authorizing the Town Board to approve wages for Water Department employees.

Frank Tironi, Superintendent of Water and Director of Sewer Grade 11 Step 9
Sean McCarthy, Water Maintenance Supervisor, Grade 8 Step 8
Scott Houle, Water Maintenance Worker, Grade 7 Step 7
Frank Brammer, MEO, Water department Grade 5 Step 7
Gene Morrissey, MEO, Water Department, Grade 5 Base
John C. Cooper, Jr., Water Plant Operator Grade 7 Step 6
William Robitaille, Water Plant Operator Grade 7 Step 4
Ronald Fellows, Water Department Laborer, Grade 2 Step 5
Cindy Jensen, Account Clerk typist, Water department Grade 2 Step 7

Authorize the Director of Water to purchase, without Board approval, materials for the Water Department, not to exceed \$10,000 at one time, and purchases over \$5,000 subject to review and approval of Town Supervisor and Town Attorney.

Authorize the Water Maintenance Supervisor / Water Maintenance Worker to sign water department vouchers in the absence of the Director of Water.

10. Resolution authorizing the Town Board to approve all Zoning, Planning, Code and various employee and committee appointments, and further resolution authorizing any Town employee working at the Senior Center must report to work or account for the appropriate time if the Senior Center is closed but Town Offices remain open.

George Hansen, Zoning Board member 1/1/10 through 12/31/14
Jeff Burdyl, Lois Smith- Law, Alternate Zoning Board Members - 1/1/10 through 12/31/2013
George Hansen, Zoning Board Chairman, \$487.00 annually paid in December.
Zoning Board Members, \$233.00 annually paid in December.
Jeffrey Williams, Senior Planner Grade 8 Step 6
Lindsay Zepko, Planner, Grade 7 Step 4
Stephen Watts, Planning Board Chairman, \$2163 annually in December.
Thomas Ruchlicki, Planning Board member, 1/1/10 through 12/31/16
Planning Board Members, \$865.00 annually, paid in December
Mildred Pascuzzi, Senior Typist, Grade 2 Step 5
Douglas Mikol, part-time Personal Computer Tech, Grade 13 Step 8
Beth Abramson, Animal Control Officer, Grade 4 Step 6

John Cuttita, part time Animal Control Officer, Grade 4 Step 6
Stephen Watts, part-time Building and Development Administrator, Grade 11 Step 5
Gregory Stevens, Director of Code Enforcement, Grade 9 Step 5
Steffen Buck, Code Enforcement Officer / Emergency Management Coordinator, Grade 6 Step 7
David Milkiewicz, Code Enforcement Officer Grade 6 Step 4
Denise Mikol, Senior Typist, Grade 2 Step 8
Dr. Barry Constantine & Dr. Harry Miller, Health Officers, salary \$500.00 each.
Ellen Kennedy, Historian salary \$2,500.
Eileen Pettis, Director of Senior Center, Grade 7 Step 6
Gale Hayner, part-time Clerk, Grade 1 Step 5
Meg Bearce, part-time clerk, Grade 1 Step 3
Substitute Senior Express Chauffeurs, to work only as needed, paid hourly rate; Julia McHargue, Grade 3 Step 9; Linda Sabourin, Grade 3 Step 6; Art Hayner, Grade 3, Step 6; Donald Espey, Grade 3 Step 3 and Highway Department employees to work only in an emergency.
Shannon McCarthy, Asst. Recreation Director, Grade 4 Step 6
Paul Maiello, Recreation Maintenance Supervisor; Grade 5 Step 7
Matt Hickok, Recreation Maintenance Worker, Grade 3 Step 4
Trails Advisory Chair, \$600 annually, in December
Matthew Shea, Sandra Rohner Trails Advisory Committee, voluntary 2-year term 1/1/2010 through 12/31/2011.
David Kohls, Recreational Bus Driver, \$16.00 hourly
William Uber, seasonal substitute Recreational Driver, \$14.50 hourly

Appoint Beverly McBride, Scott Fischer, Mark Pierre and Craig Hayner to the Ethics Board for the Town of Halfmoon for the year 2010.

11. Resolution authorizing that the Town approves the Town Polling Locations:

District:

1 & 6 -	West Crescent Firehouse;
2 & 4 & 13 -	Halfmoon Town Hall
3 & 18-	Hillcrest Firehouse
5 & 12 -	Halfmoon-Waterford Firehouse
7 & 17 -	Bishop Hubbard Senior Housing
8 & 9 & 15 -	American Legion Post #1450
10 -	Twin Lakes Clubhouse
11 & 14 & 16 & 19-	Halfmoon Senior Center

and further resolved that they are to be paid \$200.00, per district, for other than Town owned buildings for the year.

12. Resolution authorizing that the Town Board approves the functions for the Town:

Authorize Supervisor to secure safe deposit box for the Town of Halfmoon at First National Bank of Scotia and authorize its use by the Supervisor, Director of Finance & Employee Services Coordinator.

Funds under authorization of Town Supervisor, Town Justice Wormuth, Town Justice Tollisen, Town Clerk, Receiver of Taxes and Recreation department be deposited in First National Bank of Scotia, HSBC, JP Morgan Chase Bank.

Authorize Supervisor to open any and all Bank/statement savings/checking accounts /money markets/certificate of deposit for Town of Halfmoon financing.

Authorize that Town Officials collecting money from persons doing business in the Town of Halfmoon charge \$20.00 for any check returned for insufficient funds, in accordance with Chapter 203 of the Laws of the State of New York, 1989, and that any person having had a check which was returned for insufficient funds shall be required to remit any further payments only in the form of cash or by certified or cashier's check, and that such fee may only be waived for those persons who can prove that it was through no fault of their own that a check was returned for insufficient funds.

Authorize the Supervisor to pay utility bills and postage, medical insurance premiums prior to audit of the Town Board to meet due date specifications and avoid late charge payments.

Appoint Department Managers, at no additional compensation: Patricia Temple, Director of Finance; Ed Pearson, Assessor; Frank Tironi, Superintendent of Water; Beth Abramson, Animal Control; George Hansen, Zoning Board of Appeals; Steve Watts, Building and Development Administrator; Leo Brady, Building Maintenance Supervisor; Paul Maiello, Recreation Maintenance Supervisor, Nelson Ronsvalle, Coordinator of Grants

Authorize Supervisor, Town Board Members, Town Clerk, Deputy Town Clerks, Recreation Director and Assistant Recreation Director, Clerks and Secretary to Supervisor, Director of Code Enforcement, Code Enforcement Officers, Director of Water, Justice/Court Clerks, Assessor, Assistant Assessor, Tax Data Collector, Receiver of Taxes, Deputy Receiver of Taxes, Director of Finance, Board of Assessment Review members, Building & Development Administrator, Senior Director, Building Maintenance Worker, Building Maintenance Mechanic, Recreation dept.: site directors, tot director, working supervisors, assistant tot director, sports directors, arts & crafts directors, trip coordinators, assistant trip coordinators, summer secretary, lifeguards, WSI's, Head counselors, Senior Planner, Planner, Coordinator of Grants to voucher for mileage at rate established by the IRS when using personal vehicle for Town business.

All elected officials & all Town employees shall be paid every second Friday for the previous two weeks worked with the first payroll beginning January 1, 2010 that all employees who are paid on an hourly basis turn in their hours every second Monday.

All salary employees will submit a detailed sick/vacation timecard every pay. All employees shall submit an approved time card every 2nd Monday except for pay weeks that include a holiday; time card submitted on Friday of pay period ending week.

Authorize Supervisor to utilize facsimile signature stamps for the signing of documents.

Authorize Town to join the Association of Towns for 2010.

Authorize the Town to continue with Health Insurance coverage with CDPHP stating that the Towns contract is still in effect until March 31, 2010.

Authorize the continuing payment of health benefits for Kathy Smith, Legal Stenographer.

The following holidays will be observed by Town of Halfmoon employees for year 2010:

New Years Day, Friday, January 1

Martin Luther King Day, Monday, January 18

Presidents Day, Monday, February 15

Good Friday, April 2nd @ noon or Passover, (when applicable)
Memorial Day, Monday, May 31
Independence Day, Monday, July 5
Labor Day, Monday, September 6
Columbus Day, Monday, October 11
Veterans Day, Thursday, November 11
Thanksgiving Day, Thursday, November 25
Day after Thanksgiving, Friday, November 26
Christmas Day, Friday, December 24
Christmas Eve & New Years Eve, Floating Holiday
New Years Day 2011, Friday December 31, 2010

The Town of Halfmoon Employee Policies and Procedures Manual and Benefit Package, which includes Health Insurance policy, is approved for 2010 with changes to be effective 1/1/10, and authorize the changes made to the Employee Policies and Procedure Manual; set stipend amount for employees who elect not to benefit from Health Insurance option offered by the Town in 2010 will be \$1000 per year if eligible for family coverage or \$500.00 per year if eligible for single coverage, prorated monthly. All employees must sign acknowledgement form for manual.

Per Employee Manual: Employee Pager & Cell Phone User

Town Supervisor	Council
Animal Control Officer	Recreation Maintenance Worker
Confidential Secretary to the Supervisor	Water Maintenance Worker
Superintendent of Water and Director of Sewer	Water Maintenance Supervisor
Water Department Account Clerk Typist	Building Maintenance Mechanic
Recreation Maintenance Supervisor	Computer Technical Network Specialist
Deputy Animal Control Officer	Director of Code Enforcement
Senior Code Enforcement Officer	Building Maintenance Worker
Code Enforcement Officers	Highway Working Supervisors
Highway Account Clerk	Part-time Cleaner
Highway Department Mechanic	Senior Van Drivers
Senior Van Substitute Driver	Building Maintenance Supervisor
Buildings Laborer	

Authorize the Supervisor to sign annual renewal permits such as the DEC Stream Disturbance Permit, etc., and authorize Supervisor to apply for financial funding and reimbursement for the Youth Program, Senior Recreation Program and any other programs, permits, applications or reimbursements and other required documents that may occur throughout the year and to further authorize the Supervisor to sign annual Nutrition Agreement with Saratoga County, annual contract with Saratoga County Animal Shelter (within budgeted amounts) and to apply for employees through Employment and Training, Workfare, Inmate Labor or any other programs that provide employees not paid with town funds.

The official mailing addresses for the Town are, 2 Halfmoon Town Plaza, Halfmoon, New York, 12065; Receiver of Taxes, address is 2A Halfmoon Town Plaza, Halfmoon, New York 12065; Town Justices, 1 Halfmoon Town Plaza, Halfmoon, New York 12065, Town website: www.townofhalfmoon.org

Roberts Rules of Order be the guide for all town meetings except as may be otherwise decided by the Town Board. The Town Clerk shall eliminate the reading of the previous Town Board minutes but a copy of the minutes shall be given to all Board members and a copy be posted on the Clerk's bulletin board.

The official newspapers for the Town are the Daily Gazette and Times Union, official notices to be published in one or both papers.

Set Board meetings in the Town of Halfmoon, to be held at the Town Hall, 2 Halfmoon Town Plaza, as follows:

- a) Town Board meetings held first and third Wednesday of each month at 7:00 pm except: Wednesday, May 5th at 2:00 pm
- b) Zoning Board of Appeals, first Monday of month at 7:00 pm.
- c) Planning Board, second & fourth Monday of month at 7:00 pm.
- d) Board of Assessment Review, fourth Tuesday in May.

Authorize a general Fixed Asset inventory of all equipment, land, or buildings purchased over \$500.00 and for financial reporting purposes only purchases over \$5000; all dispositions of fixed assets authorized by resolution of Town Board.

13. Resolution authorizing the Town Board appoint firm of Clough, Harbour and Associates to provide engineering services to the Town of Halfmoon for the year 2010 on a case by case basis by separate resolutions, or, if a resolution is not required, by written letter agreement with the Supervisor and authorize the Supervisor to enter into contract on behalf of the Town of Halfmoon with Clough, Harbour and Associates, subject to the review and approval of the Town Attorney.

14. Resolution authorizing the Town Board approve Town agreements and contracts:

CAPTAIN be paid **\$81,885**, Saratoga Center for the Family be paid **\$6,000** Care Links be paid **\$11,000**, whenever funds are available for 2010, and Clifton Park-Halfmoon Ambulance Corp be paid **\$1,046,993** per contract date; YMCA Agreement for 2010-2011 be paid \$10,000.

Resolution to authorize entering into Specialized Law Enforcement Service Agreement with the County of Saratoga Office of the Sheriff for a term of two years, in the not to exceed amount of **\$201,378** for the year 2010.