

Town of Stuyvesant

Town Board Meeting

**Organizational Meeting
January 7, 2016**

The Town Board of the Town of Stuyvesant held their yearly organizational meeting on Thursday, January 7, 2016 at 7:00pm at the Town Hall. In attendance were Supervisor Ron Knott, Councilman Brian Chittenden, Councilwoman Kelley Williams, Councilman Edward Scott, Councilman Tom Burrall, Town Clerk Melissa Naegeli and Highway Superintendent Chuck Stiffler. Supervisor Knott called the meeting to order at 7:00pm and reviewed the following proposed organizational chart:

ORGANIZATIONAL MEETING – JANUARY 2016

Official Depository: National Union Bank of Kinderhook;	Official Newspaper: The Register Star
Official Meeting Night: 2 nd Thursday of each Month @ 7:00pm	Official Working Night: 1 st Thursday of each month
Official Mileage: \$.50 per mile	Deputy Supervisor: Councilman Edward Scott
Attorney for the Town: Tal Rappleyea, Esq.	Building Inspector: Gerald Ennis
Zoning Enforcement Officer: Gerald Ennis	Town Engineer: Morris Associates @ \$85.00/hour
Budget Director: Supervisor Ron Knott	Deputy Highway Superintendent: Steve Montie
Deputy Town Clerk:	Registrar of Vital Statistics: Melissa Naegeli, Town Clerk
Deputy Registrar of Vital Statistics: Catherine Knott	Records Management Officer: Melissa Naegeli, Town Clerk
Town Historian: Juanita Knott	Sole Assessor: Howard Gleason, Jr./ Clerk: Catherine Knott
Dog Control Officer: Wes Powell	
Columbia Co. Traffic Safety Board:	Columbia Co. Council of Aging Delegate: Ida Leiser Rich Moran
Assessment Board of Review: Mike Naegeli	Chairman Planning Board: Gale Bury
Member – Planning Board: Harold Leiser	Alternate Member Planning Board: Charlene Leach
Chairman – Zoning Board of Appeals: Pat Casey	Member of Zoning Board: Margaret Pino
Deputy Chairman-Zoning Board of appeals: Margaret Pino	Deputy Chairman Planning Board: Harold Leiser
Alternate Member of Zoning Board: Steve Montie	Secretary to Planning & Zoning Boards: Doreen Danforth
Custodian of Town Office: Joe Scrum	Emergency Coordinator: Ed Scott
Town Accountant: Stickler, Torchia, Allen & Churhill CPA's Town Bookkeeper: Doreen Danforth	Highway Superintendent: Allowed to purchase tools and equipment under \$3000 without prior Town Board approval
Highway Superintendent: Allowed to purchase sand and gravel at prevailing rates	Highway Superintendent: Allowed to rent County equipment at prevailing rate
Supervisor: Ability to invest idle funds in CDs and Money Market Accounts	Supervisor: Ability to transfer funds from Money Market account to trust & agency or general checking
Supervisor: Able to pay utility and health insurance bills without prior approval of Town Board	Official Polling Places: Town Hall
Salaries: Elected & appointed officials to be paid as indicated in the Budget. 1) Sr. MEO: \$19.64/hour 2) MEO-1: \$17.50/hour 3) MEO-2: \$19.14/hour 4) Per Diem: \$15.00--Driver 5) Labor : \$12.50 6) Deputy Highway Super : additional .50/hour 7) Head Mechanic : additional .50/hour	Gasoline, Fuel Oil & Propane- County Bids Planning and zoning board members salaries; Chairs-----\$50.00 per meeting Members-----\$35.00 per meeting BAR members----- \$11.00 per hour After 4hrs \$7.00 per hour
Rules of Procedure at Board Meetings: Adopt 2015 procedures	Compensatory Time for the Highway Department: Not more than 120 hours can be accumulated
Supervisor Appoint Town Board Committee Chairpersons: Recreation Committee: Kelley Williams Public Safety: Brian Chittenden, Tim Trowbridge, Town Hall Committee: Edward Scott, Tom Burrall Cemetery Committee: Edward Scott Railroad Restoration Committee: Ronald Knott Co-chair- Marilyn Burch Trails Committee:	Policy Adoptions: 1. Procurement Policy 2016 2. Investment Policy 3. Standard Workday 4. Personnel Policy 2016 5. Type Reserve – Highway 6. Special Reserve – Buildings-Depot 7. Capital Reserve – Buildings

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A motion to appoint Joe Scrum as the Town Hall Custodian was made by Councilman Ed Scott, seconded by Councilwoman Kelley Williams and was approved by unanimous vote.

The Procurement Policy was amended to include a Credit Card for use by Town Board.

The Personnel Policy was amended to update language and a page was included for employees to sign as acknowledgement.

A motion to adopt the proposed Organizational Chart was made by Councilman Edward Scott. The motion was seconded by Councilwoman Kelley Williams and was passed by unanimous vote.

A motion to adjourn the Organizational Meeting was made by Councilman Edward Scott, seconded by Councilman Brian Chittenden and was passed by unanimous vote.

Respectfully submitted

Melissa A. Naegeli, RMC
Town Clerk