

## ORGANIZATIONAL MEETING – JANUARY 2021

<b>Official Depository:</b> Greene County Bank	<b>Official Newspaper:</b> The Register Star
<b>Official Meeting Night:</b> 2 <sup>nd</sup> Thursday of each Month @ 7:00pm	<b>Official Working Night:</b> 1 <sup>st</sup> Thursday of each month
<b>Official Mileage:</b> \$.56 per mile	<b>Deputy Supervisor:</b> Kelley Williams
<b>Attorney for the Town:</b> Tal Rappleyea, Esq.	<b>Building Inspector:</b>
<b>Zoning Enforcement Officer:</b>	<b>Town Engineer:</b> CPL
<b>Budget Officer:</b> Supervisor Ron Knott	<b>Deputy Highway Superintendent:</b> Steve Montie
<b>Deputy Town Clerk:</b>	<b>Registrar of Vital Statistics:</b> Melissa Naegeli, Town Clerk
<b>Deputy Registrar of Vital Statistics:</b>	<b>Records Management Officer:</b> Melissa Naegeli, Town Clerk
<b>Town Historian:</b> Juanita Knott	<b>Sole Assessor:</b> Lynn Holtaling./ <b>Clerk:</b> Catherine Knott
<b>Dog Control Officer:</b> Maggie Banker	<b>Deputy Historian:</b> Cathy Knott
<b>Columbia Co. Traffic Safety Board:</b> Charles Stiffler	<b>Columbia Co. Council of Aging Delegate:</b> Marilyn Burch Rich Moran
<b>Assessment Board of Review:</b>	<b>Chairman Planning Board:</b> Gale Bury
<b>Member – Planning Board:</b> Howards Gibbons	<b>Alternate Member Planning Board:</b> Angela Prior
<b>Chairman – Zoning Board of Appeals:</b> Jeff Jensen	<b>Member of Zoning Board:</b> Steven Taylor
<b>Deputy Chairman-Zoning Board of appeals:</b> Margaret Pino	<b>Deputy Chairman Planning Board:</b> Harold Leiser
<b>Alternate Member of Zoning Board:</b> Steve Montie	<b>Secretary to Planning &amp; Zoning Boards:</b> Tana Williams
<b>Custodian of Town Office:</b> Joe Scrum	<b>Emergency Coordinator:</b> Bill Vick
<b>Town Accountant:</b> Stickler, Torchia, Allen & Churhill CPA's <b>Town</b> <b>Bookkeeper:</b> Doreen Danforth	<b>Highway Superintendent:</b> Allowed to purchase tools and equipment under \$3000 without prior Town Board approval
<b>Highway Superintendent:</b> Allowed to purchase sand and gravel at prevailing rates	<b>Highway Superintendent:</b> Allowed to rent County equipment at prevailing rate
<b>Supervisor:</b> Ability to invest idle funds in CDs and Money Market Accounts	<b>Supervisor:</b> Ability to invest funds in approved Money market and transfer funds from Money Market account to trust & agency or general checking as needed
<b>Supervisor:</b> Able to pay utility and health insurance bills without prior approval of Town Board	<b>Official Polling Places:</b> Town Hall
<b>Salaries:</b> Elected & appointed officials to be paid as indicated in the Budget. Salaries for hourly staff as follows; 1) Sr. MEO: \$21.27/hour 2) MEO-1: \$18.95/hour 3) MEO-2: \$20.73/hour 4) Part Time Labor: \$16.24 /hour 5) Part Time Driver; \$17.26 /hour 6) Labor : \$13.53/hour 7) Deputy Highway Super : additional .50/hour 8) Head Mechanic : additional .50/hour	<b>Gasoline, Fuel Oil &amp; Propane-</b> County Bids, or best value  Planning and zoning board members' salaries; Chairs-----\$50.00 per meeting Members-----\$35.00 per meeting BAR members----- \$12.00 per hour After 4hrs \$8.00 per hour
	<b>Compensatory Time for the Highway Department:</b> Not more than 120 hours can be accumulated
<b>Supervisor Appoint Town Board Committee Chairpersons:</b> <b>Recreation Committee:</b> Kelley Williams <b>Public Safety,</b> Tom Burrall <b>Town Hall Committee:</b> Bill Schneider/Ron Knott <b>Cemetery Committee:</b> Cathy Knott/Tom Burrall <b>Railroad Restoration Committee:</b> Ronald Knott/Marilyn Burch <b>Trails liaison</b> Lee Jamison <b>Bridge Committee</b> Ron Knott/Bill Schneider <b>Highway Department</b> Brian Chittenden	<b>Policy Adoptions:</b> 1. Procurement Policy 2017 2. Rules of Procedure 2018 3. Standard Workday Resolution 2020 4. Personnel Policy 2018 5. Type Reserve – Highway 6. Fund Balance Policy 2020 7. Capital Reserve – Buildings