

Minutes, January 2, 2025, Organizational Meeting of the Town Board
290 Northline Drive, Melrose, NY 12121

The Town Board of the Town of Schaghticoke met for its annual Organizational Meeting on January 2, 2025 at 6:00 p.m. at the Town Hall, 290 Northline Drive, Melrose, NY at 6:00 p.m. Present were Supervisor Salisbury, Councilman Fogarty, Rustin and Akin. Councilman Ward was absent.

SET ORGANIZAITONAL INFORMATION: Meeting, Depository, Official Newspaper, Set Salaries for Elected and Appointed Positions for 2025.

Resolution: Akin

Second: Fogarty

To set organizational information.

Ayes: All

Nays: None

REVIEW POLICIES – Procurement policy, Fixed Asset policy, Violence in the Workplace Program and Sexual Harassment policy.

Resolution: Akin

Second: Fogarty

To set Town Policies, no changes to policies

Ayes: All

Nays: None

SET BUY-IN FEES FOR WATER AND SEWER DISTRICTS FOR 2025

Resolution: Rustin

Second: Fogarty

To set buy-in fees for water and sewer districts for 2025. See attached list.

Ayes: All

Nays: None

SET HOLIDAY SCHEDULE FOR 2025

Resolution: Fogarty

Second: Rustin

To set holiday schedule for 2025. See attached list.

Ayes: All

Nays: None

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ALL CONTRACTS FOR 2025 see attached list

Resolution: Fogarty

Second: Rustin

To renew contracts for 2025

Ayes: All

Nays: None

AUDIT BOOKS FOR JUDGES BY JANUARY 20TH. TOWN CLERK AND SUPERVISOR BOOKS BY END OF FEBRUARY

Resolution: Rustin

Second: Akin

Audit books for Judges by January 20th. Town Clerk and Supervisor by end of February.

Ayes: All

Nays: None

INCREASE WATER RATES FOR WD#1, #3 and #3E by \$.50 to \$4.95 per 750 CU FT.

Resolution: Rustin

Second: Fogarty

To increase water rates for WD#1, #3 and #3E by \$.50 to \$4.95 per 750 Cu.Ft.

Ayes: All

Nays: None

REDUCE TOWN HALL RESERVE BY \$30,000 FOR NEW GENERATOR AND NEW CHAIRS IN 2024

Resolution: Rustin

Second: Akin

To Reduce Town Hall reserve by \$30,000 for the new generator and new chairs in 2024.

Ayes: All

Nays: None

ADJOURNMENT

Resolution: Fogarty

Second: Rustin

To adjourn at 6:42 p.m.

Ayes: All

Nays: None

Jennifer Molesky

TOWN OF SCHAGHTICOKE
TOWN ORGANIZATIONAL INFORMATION
January 2, 2025 6:00 pm

MEETINGS: To be held on the second Wednesday of the month at 6:30 p.m. at the Town Hall. Work sessions to sign bills will begin at 6:00 p.m. A workshop will be held at 6:30 p.m. on the fourth Thursday of the month, as needed.

DEPOSITORY: M&T Bank and NY Liquid Asset Fund (NYLAF)

OFFICIAL NEWSPAPER: The Record and the Express. Public notices will appear on the official town website and on the official town hall posting board

SET SALARIES FOR:

<u>Elected positions -</u>	<u>Yearly Salary</u>
Supervisor	\$ 28,390
4 Councilpeople @	6,945
Judge Thomas	12,280
Judge Ryan	14,420
Highway Supt.	73,310
Town Clerk	48,475
Tax Collector	6,435
<u>Appointed positions -</u>	
Deputy Town Clerk	37,825
Clerks to the Judges	11,435
Budget Director	62,260
Attorney/General	23,210
Assessor	53,070
Dog Control Officer	8,730
Building/Fire Insp.	28,905
Asst. Bldg./Fire Insp.	\$ 20 hr
Code Enforcement Officer Scott Frisino	11,580
Historian	1,170
Special Districts Manager	6,000
Clean Up Day Manager	3,850
Water & Sewer Operator	61,365
Janitorial Personnel	\$23.00 hr.
Water & Sewer Supt.	8,000
Storm Water Manager Scott Frisino	5,855
Central Communications Manager	1,610

Highway Dept.	All M.E.O.L.'s	\$26.00 hr.
	Mechanic	\$36.00hr
	Asst. Mechanic	\$27.60 hr.
	Deputy Hwy Supt.	\$ 1.00 hr.
	Foreman	\$ 1.00 hr.
	Asst. Foreman	\$.50 hr.
	Water and Sewer Operator	\$ 3.00 hr.
	Temp. Laborers	\$ 23.00hr.
	Seasonal CDL's	\$ 27.00hr.

Planning Board

Chairman	\$ 6,380
Secretary	4,385
5 Members @	2,230
Attorney	8,000

Zoning Board of Appeals Re-appoint Ed McDonough, term to end 12/2029

Chairman	\$ 2,250
4 Members @	1,345
Secretary	2,230
Attorney	8,000

Registrar of Vital Statistics \$.50 per stat

MISCELLANEOUS:

Highway Supt. is authorized to make emergency purchases up to \$500 without authorization from the Supervisor for the Highway Dept. and the Water and Sewer Dept.

Purchase orders must be obtained from the Supervisor's Office for any purchase or combination of purchases totaling \$500 or more in the Highway Department and the Water and Sewer Dept. Other department heads must contact the Supervisor's Office to review their budget account before purchases are made. Purchases must stay within the guidelines of the procurement policy adopted by the Town of Schaghticoke.

Per Diem rates – travel mileage is set at the current New York State rate.

Meals for pre-approved conferences/meetings as follows:

\$ 15 per day for breakfast

\$ 15 per day for lunch

\$ 50 per day for dinner.

2025 BUY-IN FEES FOR WATER & SEWER DISTRICTS

WATER DISTRICTS

Consolidated #1	\$ 5,000
#2	1,600
#3	1,600
#3e	5,000

SEWER DISTRICTS

Consolidated #2	3,298
#3	7,372

2025 HOLIDAY OBSERVATION SCHEDULE

<u>HOLIDAY</u>	<u>WEEKDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	Wednesday	January 1, 2025
Martin Luther King Day	Monday	January 20, 2025
President's Day	Monday	February 17, 2025
Memorial Day	Monday	May 26, 2025
Independence Day Eve	Thursday	Close at noon
Independence Day	Friday	July 4, 2025
Labor Day	Monday	September 1, 2025
Columbus Day	Monday	October 13, 2025
Veteran's Day	Tuesday	November 11, 2025
Thanksgiving Eve	Wednesday	Close at noon
Thanksgiving Day	Thursday	November 27, 2025
Day after Thanksgiving	Friday	November 28, 2025
Christmas Eve	Wednesday	Close at noon
Christmas Day	Thursday	December 25, 2025
New Year's Eve	Wednesday	Close at noon