

**Town of Stuyvesant**

**Town Board Meeting**

**Organizational Meeting  
January 11, 2018**

The Town Board of the Town of Stuyvesant held their yearly organizational meeting on Thursday, January 11, 2017 at 7:00pm at the Town Hall. In attendance were Supervisor Ron Knott, Councilman Bill Schneider, 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**

<b>Official Depository:</b> National Union Bank of Kinderhook;	<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> \$.50 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> Morris Associates @ \$85.00/hour
<b>Budget Director:</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> Howard Gleason, Jr./ <b>Clerk:</b> Catherine Knott
<b>Dog Control Officer:</b> Wes Powell	
<b>Columbia Co. Traffic Safety Board:</b> Chuck Stiffler	<b>Columbia Co. Council of Aging Delegate:</b> Ida Leiser Rich Moran
<b>Assessment Board of Review:</b> Cheryl Trowbridge	<b>Chairman Planning Board:</b> Gale Bury
<b>Member – Planning Board:</b> Wendee Aglow-Lentz	<b>Alternate Member Planning Board:</b>
<b>Chairman – Zoning Board of Appeals:</b> Jeff Jensen	<b>Member of Zoning Board:</b> Jeff Jensen
<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> Doreen Danforth
<b>Custodian of Town Office:</b> Joe Scrum	<b>Emergency Coordinator:</b>
<b>Town Accountant:</b> Stickler,Torchia, Allen & Churhill CPA's <b>Town 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 transfer funds from Money Market account to trust & agency or general checking
<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. 1) Sr. MEO: \$20.03/hour 2) MEO-1: \$17.85/hour 3) MEO-2: \$19.52/hour 4) Per Diem: \$15.30--Driver 5) Labor : \$12.75 6) Deputy Highway Super : additional .50/hour 7) Head Mechanic : additional .50/hour	<b>Gasoline, Fuel Oil&amp; Propane-</b> 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
<b>Rules of Procedure at Board Meetings:</b> Adopt 2015 procedures	<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> Tom Burrall/Ron Knott <b>Cemetery Committee:</b> , Cathy Knott/Tom Burrall <b>Railroad Restoration Committee:</b> Ronald Knott Co-chair- Marilyn Burch <b>Trails Liaison:</b> Lee Jamison <b>Bridge Committee:</b> Ron Knott/Bill Schneider <b>Highway Dept:</b> Brian Chittenden	<b>Policy Adoptions:</b> 1. Procurement Policy 2016 2. Investment Policy 3. Standard Workday Resolution 2017 (pending) 4. Personnel Policy 2016 (pending for changes) 5. Type Reserve – Highway 6. Special Reserve – Buildings-Depot 7. Capital Reserve – Buildings

**Organizational Meeting  
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Supervisor Knott reviewed the Organizational Chart and appointments.

- Chuck Stiffler reappointed to Columbia County Traffic & Safety Board;
- Cheryl Trowbridge reappointed to Board of Assessment Review;
- Wendee Aglow-Lentz reappointed to Planning Board;
- Jeff Jensen reappointed to Zoning Board of Appeals
- Tom Burrall appointed to Town Hall Committee, with Ron Knott;
- Tom Burrall appointed to Cemetery Committee, with Cathy Knott; and
- Bill Schneider appointed to Bridge Committee, with Ron Knott.

Absences still exist in the Alternate Member position for the Planning Board and Emergency Coordinator. Following the sudden resignation of Gerry Ennis, the Building Inspector and Code Enforcement Officer position is now vacant. Supervisor Knott will prepare an advertisement and ask Town Clerk Melissa Naegeli to post in newspaper and online.

Adopted most policies with the exception of the Standard Workday Resolution and Personnel Policy as they are under review for additional changes.

A motion was made by Councilman Bill Schneider to approve the Organizational Chart as presented. The motion was seconded by Brian Chittenden and was approved by unanimous vote.

Supervisor Knott begin the regular business meeting following the conclusion of the Organizational meeting.