

Town of Johnstown

Organization Meeting January 10, 2024

Present: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee, Caitlin Hart, Lucas Hart, Nate Matthews

Meeting called to order at 5:02pm

Battery Storage: Proposed facility on Johnson Ave Ext.. Amy Ward expressed concern with fires. Land owner has 28 acres. Board will look through proposed storage law for next meeting.

Investment Policy: Nate stated that the policy lays out what is permitted. Investment banks include Pioneer, NBT, and NYCLASS.

Res. 2024-1: Motion made by Christina VanValkenburgh to approve investment policy.

Second: Paul Catucci

Ayes: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee Nays: NONE

Credit Card Policy: Credit cards should be used minimally will be kept in the safe in the Clerk's office with a sign out sheet.

Res. 2024-2: Motion made by Christina VanValkenburgh to approve Credit Card Policy.

Second: Joel Wilson

Ayes: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee Nays: NONE

Committees: Ful Co committees can have people from township involved. Christina and Amy both approved to be on Youth Bureau. Gloversville has juvenile task force which Christina will member as well. Paul will be involved in cemetery and economic development with Jeff Persch to begin work on master plan. Amy will be liaison to Zoning and Planning boards. Joel will continue to be liaison to Highway. Cemetery committees will be going from 2 down to 1.

Christina stated there will be a training for newly elected officials on January 19th and 20th is asking board for approval to attend.

Res. 2024-3: Motion made by Paul Catucci to allow Christina to attend training in January.

Second: Greg Satterlee

Ayes: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee Nays: NONE

Nate will be attending a training session in February and would like to split the cost of the training with Northampton.

Res. 2024-4: Motion made by Christina VanValkenburgh to split the cost of training with Northampton.

Second: Paul Catucci

Ayes: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee Nays: NONE

Fulton County Waste Management Contract: 5 year contract Christina talked to David Rhodes only wants 1 yr contract to be able to get data for hours spent and material used for our guys to plow. Also share with other municipalities and would like to come up with figure to help cover cost. Contract can be cancelled with 30 day written notice. Joel asked why there was no truck anymore. Christina stated that

person going out on leave. Joel stated it is a fulltime station with attendants historically operating the plow truck. Lucas stated that they have a truck with a plow that could take its place that is in need of a lot of repair and would need to replace it in their fleet. Paul and Joel both stated the verbiage is missing in the current contract stating the town is required to plow.

Res. 2024-5: Motion made by Joel Wilson to accept current Fulton County Waste Management Contract.

Second: Paul Catucci

Ayes: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee Nays: NONE

Voucher Policy: to move turn in time for vouchers from Friday to the Wednesday before the meeting.

Res. 2024-6: Motion made by Paul Catucci to accept Voucher Policy.

Second: Greg Satterlee

Ayes: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee Nays: NONE

Res. 2024-7: Motion made by Joel Wilson to approve the 2023 Justice Court Audit in compliance.

Second: Paul Catucci

Ayes: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee Nays: NONE

Salaries:

Resolutions: Supervisor Christina VanValkenburgh offered the following resolution and moved them into adoption.

Res. 2024-8: RESOLVED: The salaries of the following Town Officials be and are hereby fixed in the annual amount as follows:

Supervisor: \$21,200

Budget Officer: \$6,500

Councilmen: \$3,588.25

Town Clerk: \$37,687

Longevity Program for Clerks: \$50 for each year of service from 1-10 years

\$100 for each year of service from 11 years plus.

FURTHER RESOLVED: That the Town Councilman to be paid in equal bi-weekly installments.

SECONDED: Joel Wilson

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-9: Motion made by Greg Satterlee to pay longevity pay retro active for 2023.

SECOND: Joel Wilson

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-10: RESOLVED: The salary for the Assessor be and hereby is as follows: \$50,000. To be paid in equal biweekly installments.

FURTHER RESOLVED: Clerk to the Assessor \$20.14 per hour, not to exceed 35 hours per week and to be shared with the Code Enforcement Officer.

FURTHER RESOLVED: To authorize pay to the Assessor and Clerk in equal biweekly installments.

FURTHER RESOLVED: Assessor's Clerk to be appointed to Deputy Assessor at an annual salary of \$2000 to be paid in equal biweekly installments.

FURTHER RESOLVED: The Board of Assessment Review be paid \$60 per each member for Grievance Day meeting.

SECOND: Paul Catucci

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-11: RESOLVED: The salary of the Building Inspector/ Code Enforcement Officer with duties to include attendance of meetings of the Zoning, Planning, and Town Boards at an annual salary of \$61,148. To be paid in equal biweekly installments.

FURTHER RESOLVED: Clerk to the Code Officer \$20.14 per hour, not to exceed 35 hours per week to be shared with the Assessor.

FURTHER RESOLVED: Code's Clerk to be appointed to Deputy Code Enforcement at an annual salary of \$2000 to be paid in equal biweekly installments.

SECOND: Paul Catucci

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-12: RESOLVED: The salary of the Highway Superintendent be and hereby as follows: \$67,310. To be paid in equal biweekly installments.

FURTHER RESOLVED: Deputy Highway Superintendent to be paid an annual salary of \$2000 to be paid in equal biweekly installments.

FURTHER RESOLVED: The Highway Superintendent be allowed \$500 for office expenses.

SECOND: Greg Satterlee

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-13: RESOLVED: The rate of the Highway employees be and hereby paid per the Union Contract.

FURTHER RESOLVED: The Highway employees be reimbursed per their Union Contract for the purchase of work boots.

SECOND: Amy Ward

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-14: RESOLVED: That the Highway Superintendent be authorized to purchase equipment, tools, and implements for the use of the Town in highway maintenance, construction, re-construction, snow plows or other devices for the removal of snow from the highways without prior approval of the Board in the amount not to exceed \$8,000.00 for 2024.

SECOND: Joel Wilson

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-15: That the Highway Superintendent be authorized to act on behalf of the Town in the purchase of any items for sale by the NYS DOT, the NYS Thruway Authority, the Federal Surplus property, and Auctions International, and the Town will honor any and all commitments made by him up to \$10,000.00, not to exceed the Highway equipment budget.

SECOND: Paul Catucci

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-16: RESOLVED: The Deputy Supervisor to be paid an annual salary of \$2000 to be paid in equal biweekly installments.

FURTHER RESOLVED: Paul Catucci is hereby appointed as the Deputy Supervisor.

SECOND: Amy Ward

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-17: RESOLVED: Custodian for the Town Hall be and hereby paid \$18.18 per hour to be paid in equal biweekly installments. (Based on 20 hour work week)

SECOND: Joel Wilson

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-18: RESOLVED: The Town will continue to employ two (2) Court Clerks at a rate of \$20.62 per hour to be paid in equal biweekly installments. To be set at a standard 35 hour work week not to exceed 40 hours including court hours.

SECOND: Joel Wilson

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-19: The Town Bookkeeper salary be set and hereby is as follows: \$45,000 to be paid in equal biweekly installments.

FURTHER RESOLVED: That Nathan Matthews be appointed as Town Bookkeeper.

SECOND: Paul Catucci

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-20: RESOLVED: That the Town Clerk be permitted to engage a clerk at a salary of \$18.39 per hour, not to exceed 35 hours per week and hire part time clerk for seasonal work at \$18.18 per hour to be paid in equal biweekly installments.

FURTHER RESOLVED: The Deputy Town Clerk to be paid an annual salary of \$2000 to be paid in equal biweekly installments.

SECOND: Paul Catucci

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-21: RESOLVED: The Town Clerk office expenses be allowed up to \$6000

SECOND: Paul Catucci

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-22: RESOLVED: The Registrar of Vital Statistics be paid an annual salary of \$4425 to be paid in equal biweekly installments.

FURTHER RESOLVED: Caitlin Hart be appointed as Registrar of Vital Statistics

FURTHER RESOLVED: Deputy Registrar of Vital Statistics be paid an annual salary of \$2000 to be paid in equal biweekly installments.

FURTHER RESOLVED: Sara Fosmire be appointed as Deputy Registrar of Vital Statistics

SECOND: Greg Satterlee

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee *NAYS:* NONE

Res. 2024-23: RESOLVED: The Dog Control Officer be and hereby paid as follows \$10500 to be paid in equal biweekly installments.

FURTHER RESOLVED: Caitlin Hart be appointed as Dog Control Officer.

FURTHER RESOLVED: The Deputy Dog Control officer be paid an annual salary of \$2000 to be paid in equal biweekly installments.

FURTHER RESOLVED: Nancy Hart be appointed as the Deputy Dog Control Officer.

FURTHER RESOLVED: Dog Control Officer be allowed expenses not to exceed \$10000.

SECOND: Greg Satterlee

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-24: RESOLVED: The Shelter Manager be and hereby paid as follows: \$8500 to be paid in equal biweekly installments.

FURTHER RESOLVED: Caitlin Hart be appointed as Shelter Manager

SECOND: Joel Wilson

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res.2024-25: That the Full Time, regular, non-union employees, and elected/appointed officials be protected with health insurance, including vision and dental, and 90 percent of the cost will be paid by the Town, with all enrollees to pay a portion (10%) of their premium costs.

SECOND: Amy Ward

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-26: To establish the Standard Work Day as seven (7) hours for the elected and appointed officials established for the Town of Johnstown under NYS and Local Retirement System Section 315.4 for Regulation on Reporting for Elected or Appointed Officials.

SECOND: Greg Satterlee

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-27: That all necessary expenses incurred for the use and benefit of the Town by Town officials in executing the duties of his or her office, such as books, stationary supplies, mileage, toll calls and postage be a Town charge.

SECOND: Paul Catucci

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-28: That the rate per mile be hereby fixed at the current federal rate at the time of reimbursement for the actual and necessary travel by Town Officials and employees.

SECOND: Greg Satterlee

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-29: To appoint the firm of Miller, Mannix, Schachner and Hafner, LLC to be contracted as Town Attorney for the year 2024 at an hourly rate of \$240.00 per hour.

FURTHER RESOLVED: That attorney expenses are not to exceed \$50,000.00 annually.

SECOND: Amy Ward

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-30: To appoint Kevin Cope, M.D., as Health Inspector for 2022 at an annual salary of \$1000.00 to be paid annually.

SECOND: Joel Wilson

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-31: To appoint Noel Levee as the Town Historian at an annual salary of \$1500 per year to be paid in equal biweekly installments.

Res. 2024-32: That the Town be insured with the NYS Municipal Reciprocal, (NYMIR).

SECOND: Greg Satterlee

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-33: That the NBT and the Key Bank be designated as the depositories for Town Funds, and the Supervisor, Deputy Supervisor, Town Clerk, Tax Collector, and Justices shall deposit monies coming into their hands by virtue of their offices in such banks.

SECOND: Greg Satterlee

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-33: That the Leader Herald be designated as the official paper of the Town for the Publication of all legal notices, ordinances, laws and reports and other matters required by law.

SECOND: Greg Satterlee

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-34: RESOLVED: That the regular meetings of the Town Board will be held at 6:00 PM on the third Monday of each month, except the months of January and February when the meeting will be set on the 4th Monday of the month at 6:00 PM due to the Holidays.

SECOND: Paul Catucci

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-35: RESOLVED: To hold the Planning Board meetings on the second Tuesday of each month at 6:00 PM and to appoint Aaron Enfield as Secretary to the Planning Board, and that the members of the Planning Board and the Zoning Board must attend at least 8 meetings a year and get the required training.

FURTHER RESOLVED: Zoning Board meetings on the 4th Thursday of the month at 6:00 PM.

SECOND: Joel Wilson

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-36: RESOLVED: To pay both zoning and planning Board members \$50.00 per attended meeting to be paid in full at the end of the year.

SECOND: Paul Catucci

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-37: RESOLVED: To ratify and confirm the terms of office of the Town Planning Board:

Albert Peck

1-1-21 to 12-31-26

| | |
|-------------------------|----------------------|
| Ernest Niforos | 1-1-19 to 12-31-24 |
| Amy Ward | 1-1-22 to 12-31-27 |
| Michael Mc Grail | 1-1-22 to 12-31-27 |
| Jessica Bearden | 1-1-21 to 12-31-24 |
| Rosemarie Perez Jaquith | 9//19/22 to 12/31/28 |
| Jean-Paul Courtens | 9/19/22 to 12//31/28 |
| <u>Alternates:</u> | |
| Rob Van Avery | 1-1-22 to 12-31-27 |
| Geoffrey Gray | 1-1-22 to 12-31-27 |

Zoning Board

| | |
|--------------------|--------------------|
| Joseph Cirillo | 1-1-22 to 12-31-27 |
| Edmund DeRossi | 1-1-24 to 12-31-27 |
| Margaret Graves | 1-1-20 to 12-31-24 |
| Denis Wilson | 1-1-20 to 12-31-24 |
| Brian Manzer | 1-1-21 to 12-31-25 |
| <u>Alternates:</u> | |
| Patricia May | 1-1-21 to 12-31-25 |
| Lance Gundersen | 1-1-23 to 12-31-28 |

SECOND: Paul Catucci

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-38: Motion made by Christina VanValkenburgh to terminate Nicole Wolfe as an Alternate to the Zoning Board due to lack of interest and participation.

SECOND: Joel Wilson

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-39: RESOLVED: To contract with Fulton Co. Planning Dept. to render planning services with regard to land use and community planning, and to compensate the county in 4 quarterly payments, in 2024 totaling up to \$7,000.

SECOND: Greg Satterlee

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-40: RESOLVED: That the Town renew its membership in the NYS Association of Towns for the year 2023 at a fee of \$1,100.00.

FURTHER RESOLVED: That the Town renew its membership in the Adirondack Association of Towns and Villages for 2024 and to renew its membership in the Fulton Co. Regional Chamber of Commerce for the year 2024, and pay the NYS Planning Association dues for the year 2024 at the 2024 rate and the Adirondack Park Local Government Review Board for at the 2024 rates for each organization.

SECOND: Joel Wilson

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-41: RESOLVED: To dispose of 2023 Transfer Station Stickers. (964 count)

SECOND: Amy Ward

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-42: RESOLVED: To adjust the rate of the Procurement Policy from \$5000 down to \$2500.

SECOND: Joel Wilson

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-43: RESOLVED: That the Supervisor is authorized to make any necessary budget transfers for the end of the year and start to close out the books.

SECOND: Greg Satterlee

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-44: Motion made by Joel Wilson authorizing the Budget Officer to make adjustments to the budget in the amount of \$3000 or less without Board approval.

SECOND: Greg Satterlee

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Res. 2024-45: Motion made by Christina VanValkenburgh to allow Clerk Caitlin Hart to adjust meeting minutes to be in a better position. Seconded by Amy Ward

AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee NAYS: NONE

Christina state that Groff networks is currently being paid about \$50k per year and are having a lot of issues with access to things on our computers. Is suggesting that another company that she uses at her store be brought in to potentially replace Groff. USM solutions out of Amsterdam.

Motion made by Paul Catucci to enter executive session for employment history at 6:55pm. Seconded by Greg Satterlee. AYES: Christina VanValkenburgh, Paul Catucci, Joel Wilson, Amy Ward, Greg Satterlee

NAYS: NONE

Motion made to leave executive session at 7:40pm

Motion made to adjourn meeting at 7:41pm.

