

Organizational Meeting of the Town of Lake George 2018

Members Present: Dennis Dickinson, Supervisor
Vinnie Crocitto, Dep. Supervisor, Councilperson
Nancy Stannard, Councilperson
Dan Hurley, Councilperson
Marisa Muratori, Councilperson

Also Present: Deb Foley, Town Clerk, Thom Randall, Adirondack Journal/Sun

Town Board Meeting Schedule

Resolution #1-2018, Resolved that the regular meeting of the Town Board of the Town of Lake George shall be held on the second Monday of each month at 6:30 PM at the Town Center, with the exception of those months on which holidays occur on the second Monday at which time the meetings shall be held on the third Monday.

Assignment of Banks for Taxes

Resolution #2-2018, Resolved that the Receiver of Taxes and Assessments deposit in his/her name as Receiver of Taxes and Assessments of the Town of Lake George in the Glens Falls National, Bank Lake George Branch, within 24 hours after receipt, all monies collected by him which are due to the Supervisor. All monies so deposited shall be paid to the Supervisor within 15 days after receipt.

Appointed Positions

Resolution #3-2018, Resolved that the following positions be reappointed:

Town Clerk/Receiver of Taxes/Registrar /Marriage Officer	Deborah Foley
Dep.Town Clerk/Dep Rec of Taxes/Dep Registrar	Patricia Schuster
Comptroller	Rachel Jacobs
Historian	Margy Mannix
Marriage Officer	George LaPoint
Counsels to the Town Board	1. Miller, Mannix, Schachner, & Hafner
	2. Bartlett, Pontiff, Stewart & Rhodes

Salaries of Officers and Employees

Resolution #4-2018, Resolved that this Board does hereby fix the base salaries of the following officers and employees of the Town of Lake George, for the year beginning January 1, 2018, at the amounts respectively stated in the budget, and that such salaries shall be payable at the stated time interval:

Name	Office	Amount
Dennis Dickinson	Supervisor	\$ 27,986.44
Vincent Crocitto	Councilperson	\$ 10,175.06
Marisa Muratori	Councilperson	\$ 10,175.06
Dan Hurley	Councilperson	\$ 10,175.06

Nancy Stannard	Councilperson	\$ 10,175.06
Brian Reichenbach	Justice	\$ 33,144.53
Michael Stafford	Justice	\$ 33,144.53
Dan Davis	Highway Superintendent	\$ 70,636.00
Linda McMahon	Justice Court Clerk	\$ 34,154.68
Nancy Earl	Justice Court Clerk	\$ 47,032.64
Jennifer Bashant	PT Court Clerk	\$ 12.88/hr
Rebecca Coon	Assistant/Highway	\$ 53,516.88
Deborah Foley	Town Clerk/ Registrar of Vital Statistics/ Rec of Taxes	\$ 59,602.10
Dan Barusch	Director of Planning & Zoning & Village Zoning Administrator	\$ 68,158.31 \$ 10,000
James Martino	Senior Bldg Maintenance Mechanic	\$ 65,681.97
Patty McKinney- Schuster	Dep Town Clerk /Dep Receiver of Taxes/ Dep Registrar	\$ 50,597.52
Doug Frost	PT Code Enforcement Asst	\$ 21,592.18
Adele Behrmann	Planning & Zoning Clerk	\$ 39,434.32
Lori Barber	Assessor	\$ 46,779.71
Rachel Jacobs	Comptroller	\$ 50,079.80
Kathleen Erceg	Secretary to Supervisor	\$ 37,595.00
Michelle Martino	Deputy Comptroller	\$ 18.54/hr
Daniel Bennett	Court Att.	\$ 8,955.50
Margi Mannix	Historian	\$ 3,376.42
Cathy O'Brien	Rec Director YC	\$ 19,543.78
Denis Schuster	Bus/Trolley Driver	\$ 14.85/hr
Thomas Brennan	Bus driver	\$ 14.85/hr
James Schoemaker	Bus driver	\$ 14.85/hr
Elizabeth Mastrodomenico	Bus driver	\$ 14.85/hr
Board Chairman P&Z		\$ 50.00/mtg
Planning Bd/Zoning Bd		\$ 45.00/mtg
Jim Mathis	Webmaster	\$ 35.00/hr
Jeff Adams	IT Coordinator	\$ 65.00/hr

Town Clerk Petty Cash Fund

Resolution #5-2018 Resolved that the Town Clerk and Receiver of Taxes is authorized to establish a Petty Cash Fund not to exceed the amount of \$700.00 (Seven Hundred Dollars).

Justice Court Petty Cash Fund

Resolution #6-2018 Resolved that the Justice Court is authorized to establish a petty cash fund not to exceed \$200.00 (Two Hundred Dollars).

Highway Department Purchase Authorization

Resolution #7-2018, Resolved that the Superintendent of Highways is authorized to purchase equipment, tools, and implements without prior approval of the Town Board in an amount not to exceed \$1000.00 (One Thousand Dollars).

Vehicle Mileage Reimbursement

Resolution #8-2018, Resolved that Town employees and officers so authorized to use their personal vehicles for Town business be allowed reimbursement as per Federal Standards for the year being \$0.545 per mile.

Supervisor's Annual Report

Resolution #9-2018, Resolved that in accordance with Section #29, paragraph 10a of the Town Law, the Supervisor shall submit to the Town Clerk within 60 days after the close of the fiscal year, a copy of the report to the State Comptroller, and the Town Clerk shall cause a summary of such report or notice, that a copy of such report is on file and available for inspection and copying, to be published within 10 days after receipt thereof, in the official newspaper of the Town of Lake George.

Official Newspaper Designation

Resolution #10-2018, Resolved that the Post Star and Adirondack Journal/The Sun are hereby designated as the official newspapers of the Town of Lake George.

Depository Designation

Resolution #11-2018, Resolved that in accordance with Section #63, Paragraph 1 of the Town Law, that the Glens Falls National Bank and Trust Company be and hereby designated as depository for all Town funds.

Investment Policy

Resolution #12-2018, Resolved that the Supervisor be empowered to invest funds not immediately required for payment of claims and expenses of Town Government in C D's to be secured in a manner provided by Law; and that the Supervisor is invested with the power to negotiate the best terms of interest and maturity for the benefit of the Town Of Lake George with the Glens Falls National Bank and Trust Company, depository for Town Funds.

Association of Towns Expenses

Resolution #13-2018, Resolved that all actual necessary expenses of any Town Officer attending the Annual Meeting of the Association of Towns of New York State, Inc, to be held in February, 2018, shall be a Town charge.

Association of Towns Delegates

Resolution #14-2018, Resolved that Vinnie Crocitto be and hereby appointed delegate and Dan Hurley be and hereby is appointed alternate to the Annual Meeting of the Association of Towns of New York State, Inc.

Jury Stenographers

Resolution #15-2018, Resolved that the Town Justices are hereby authorized to hire a stenographer for all jury trials and hearings at prevailing Warren County wage rates.

Highway Department Pay Rates

Resolution #16-2018, Resolved that the base salaries of the Highway, Buildings and Grounds, and Transfer Station Departments employees be set at the following rates for 2018 as adopted in the 2018 Budget:

MEO/Highway, Buildings, Transfer Station	\$ 20.46 - 22.37/hr
Labor/Buildings	\$ 16.48 - 19.09/hr
MEO Mechanic	\$ 26.15/hr
MEO /Water Supt	\$ 21.55 - 31.10/hr
Working Supervisor, Hwy, Bldgs, Sewer	\$ 25.73/hr
Labor/Highway	\$ 15.40 - 16.48/hr
MEO/Auto Mechanic helper	\$ 23.77/hr

School Tax Collection

Resolution #17-2018, Resolved that the Town Board of the Town of Lake George does hereby authorize the Receiver of Taxes and Assessments in the Town of Lake George to collect school taxes of the said Town, the Town of Fort Ann, and Town of Bolton in the Lake George School District #1, for thirty days (30) from September 1st without additional charge, and further, Resolved that the funds shall be deposited in the Town’s Receiver of Taxes and Assessments bank account, and taxes collected shall be transferred to the schools on a weekly basis during the period of the Warrant, and further, Resolved, that following the expiration of such thirty-day period, the Receiver of Taxes and Assessments shall collect a fee of 2% for the next thirty-day period, and 3% for the last period, and said fees to be retained by the Town of Lake George.

Employee Bonds

Resolution #18-2018- Resolved that the bonds for the following are established as follows:

Receiver of Taxes and Assessments & Town Clerk	Amount of Warrant less State Lands and Franchises
Deputy Receivers of Taxes and Deputy Town Clerks	\$50,000.00 each
Supervisor	\$100,000.00
Deputy Supervisor	\$100,000.00
Town Justices	\$10,000.00 each
Justice Court Clerk	\$10,000.00 each
Highway Superintendent	\$10,000.00
Comptroller	\$10,000.00

And further Resolved that these bonds be paid under a Public Employee Blanket Bond for the Town of Lake George.

Accounting Firm Designation

Resolution #19-2018, Resolved that L C S and Z, be and hereby is appointed as Accounting firm for the Town of Lake George.

Setting of Medical Insurance Caps for Employees

Resolution #20-2018, Resolved that the per month cap for medical insurance premiums paid by the Town for covered employees be set at \$ 6,930.00 for individual employees, \$ 11,812.50 for employee and spouse, \$ 10,920.00 for employee and child(ren) and \$ 15,151.50 for emp. and family. The medical health insurance buyout will be \$ 2,360.00 for 2018.

Setting of Sick Leave Reimbursement

Resolution 21-2018, Resolved that sick leave reimbursement rate be set at \$ 7.50 per hour for 2018, According to section 803 of the Employee Handbook.

Collective Voting and adoption of Resolutions

Resolution #22-2018, Resolved that Resolutions #1 to 21-2018 be voted on collectively and adopted.

Motion made by Councilperson Crocitto, seconded by Councilperson Hurley
All In Favor

Use of Meeting Rooms

Resolution #23-2018, , Resolved that the meetings rooms of the Town Center be available for use by non-profit groups at the discretion of the Town Board and/or the Town Clerk, and further be it resolved that any other group must also have the approval of the Town Board.

Planning Board Chairman and Vice Chairman Appointments

Resolution #24-2018, Resolved that Sean Quirk be and hereby appointed Chairman and Fred Pape appointed Vice Chairman of the Town of Lake George Planning Board for the year 2018.

Zoning Board of Appeal Chairman and Vice Chairman Appointments

Resolution #25-2018, Resolved that Gary Moon be and hereby appointed Chairman and Karen Hanchett appointed Vice Chairman of the Town of Lake George Zoning Board of Appeal for the year 2018.

Permitted Absences for Planning and Zoning Boards

Resolution #26-2018, Resolved that the policy for permitted absences from regularly scheduled meetings of the Board of Appeals and the Planning Board be as follows: four (4) absences per year, or three (3) absences in a row, whichever occurs first. Further absence from meetings shall be cause for removal from the board.

Contract Agreements

Resolution #27-2018, Resolved that the Town Board of the Town of Lake George authorizes the entering of contracts with the many agencies for financial support and/or services rendered.

They are as follows:

- a. **Caldwell-Lake George Library**
- b. **Hill View Free Library**
- c. **Lake George Arts Project**
- d. **Lake George Historical Society**
- e. **Lake George Emergency Squad**
- f. **Community Maternity**
- g. **Office of the Aging**
- h. **Lake George Chamber of Commerce**
- i. **Lake George Regional Planning Board**
- j. **Miller, Mannix, Schachner, and Hafner**
- k. **L C S & Z Accounting Firm**
- l. **Chris LaFountain/Computer programs**
- m. **South Warren Snow Mobile Club**
- n. **Steve Burns, Meals on Wheels**
- o. **Greater Glens Falls Transit**
- p. **Warren County SPCA (Jim Fitzgerald, Darlene Hayes)**
- q. **Glens Falls Animal Hospital (Impound)**

General Municipal Law Adoption/ Procurement Policy as adopted on August 3, 2010

Resolution #28-2018, Resolved that the Town Board of the Town of Lake George will adopt General Municipal Law Section 104-B, sections that pertain to the Town of Lake George including Procurement Policy adopted on Feb. 9, 2015

Review of Court Records

Resolution #29-2018, Resolved that the Comptroller of the Town of Lake George shall review the court records for the year 2018.

COMMITTEES FOR THE TOWN

Committee

**Deputy Supervisor
Public Works (Highway, Mines & Landfill)
Sewer
Water
Insurance
Tourism/Occupancy Tax
Buildings, Grounds, Parks
Planning and Zoning
Public Safety (Fire Dept, EMS.)
Lighting
Courts
Dog Control
Youth Commission
Personnel
Senior Citizens
Go Green Comm./Village Relations
Library**

Councilperson

**Crocitto
Crocitto/Hurley
Dickinson/Stannard
Stannard/Hurley
Crocitto
Crocitto
Hurley/Muratori
Muratori
Hurley
Stannard
Stannard
Hurley
Crocitto/Stannard
Muratori/Stannard
Hurley
Muratori
Stannard**

Resolution # 30-2018 -- to collectively vote on and adopt resolutions #23 to 29

**Motion made by Councilperson Stannard, Seconded by Councilperson Muratori
All In Favor.**

Supervisor Dickinson asked if there was anything else....

And then asked for a motion to adjourn..

**A Motion was made by Councilperson Stannard, Seconded by Councilperson Hurley,
The meeting was adjourned at 10:30 AM**

Minutes respectfully submitted by:

**Deb Foley, RMC
Town Clerk**