

January 9, 2023 – Organizational Meeting – ORGANIZATIONAL RESOLUTIONS

RESOLUTION #01: Pay Rates/Periods General Fund

Be it resolved that the following pay rates and pay periods shall cover the following General Fund employees and elected officials effective **December 24, 2022**:

Supervisor	\$10,000.00	per year payable monthly
Council Members (per person)	\$ 1,900.00	per year payable quarterly
Town Clerk/Tax Collector	\$35,255.00	per year payable biweekly
Deputy Town Clerk	\$19.86	per hour payable biweekly*
Justice I	\$13,441.50	per year payable monthly
Justice II	\$13,441.50	per year payable monthly
Court Clerk	\$20.36	per hour payable biweekly*
Planning Board/ZBA Clerks (per person)	\$17.49	per hour payable quarterly*
Superintendent of Highways	\$57,147.00	per year payable biweekly
Highway Clerk	\$19.28	per hour payable biweekly*
Assessor	\$27,917.00	per year payable biweekly
Assessor Assistant/Clerk	\$17.49	per hour payable biweekly*
Town Hall-Stoddard Field Maintenance	\$17.45	per hour payable biweekly*
Dog Control Officer	\$ 5,000.00	per year payable monthly
Registrar Vital Statistics	\$380.00	per year payable annually
Assessment Review Board (per person)	\$125.00	payable after Grievance Period
Code Enforcement Officer	\$27,165.00	per year payable biweekly

*All appointed hourly employees will be compensated for the time actually worked. The Deputy Town Clerk, Court Clerk and Highway Clerk will also receive compensation for five hours on holidays.

STANDARD WORKDAY:

For NYS Retirement System reporting purposes the standard workday for the Town’s General Fund employees will be set at six hours.

RESOLUTION #02: Pay Scale/Benefits Highway Department

Be it resolved that the scale of wage rates and benefits for the Highway Department employees effective January 01,2023 shall be as follows:

WAGES:

Working Foreperson	\$25.40 per hour/one employee*
Motor Equipment Operator II	\$22.79 per hour/two employees*
Motor Equipment Operator I	\$20.88 per hour/one employees*
<u>Part Time</u>	<u>As needed</u>
Laborer	\$17.64 per hour/two employees*
(Probationary)	\$15.91 per hour/none*

Probationary Period: 1 year from date of hire

* Currently authorized by Town Board

CREDIT UNION:

All Town employees will have available to them employee participation through payroll deductions in the Sunmark Credit Union, 1187 Troy-Schenectady Road, Latham, NY 12110.

STANDARD WORKDAY:

The hourly paid employees of the Town of Canaan Highway Department shall work a standard workday commencing at 7:00 AM and ending at 3:30 PM with 1/2 hour for lunch.

STANDARD SUMMER WORKDAY:

The hourly paid employees of the Town of Canaan Highway Department shall work a standard summer workday of ten hours (10) four (4) days a week, commencing at 6:00AM and ending at 4:30PM with 1/2 hour for lunch, or as determined by the Highway Superintendent.

RESOLUTION #03: Longevity Bonus for Certain Town Officials and Employees

Be it resolved (Resolution #49 of 2016) that certain Town officials and employees having worked a minimum of 20 hours per week and have remained employed in good standing and have reached the following anniversary dates as of January 1st 2016 will receive a Longevity Bonus of a cumulative \$100 per year on the following anniversary dates: 25 years - \$2,500, 30 years - \$3,000, 35 years - \$3,500, 40 years - \$4,000, 45 years - \$4,500 and 50 years - \$5,000. Be it also resolved that only current Town officials and employees are eligible for this bonus, those positions being: Town Clerk/Tax Collector, Deputy Town Clerk/Deputy Tax Collector, Court Clerk, Highway Superintendent, Highway Clerk and Highway employees.

RESOLUTION #04

VACATION for full time employees: (more than 20 hours per week)

Completion of 1 year	5 days
Completion of 2 to 5 years	12 days
Completion of 6 to 10 years	15 days
Completion of 11 to 15 years	19 days
Completion of 16 to 20 years	22 days

PAID HOLIDAYS:

New Years Day	January 1, 2023 (paid holiday 01/02/2023)
Martin Luther King Day	January 16, 2023
Presidents Day	February 20, 2023
Good Friday	April 7, 2023
Memorial Day	May 29, 2023
Juneteenth	June 19, 2023
Independence Day	July 4, 2023
Labor Day	September 4, 2023
Columbus Day	October 9, 2023
Election Day	November 7, 2023
Veteran's Day	November 10, 2023
Thanksgiving Day	November 23, 2023
Day after Thanksgiving	November 24, 2023
Christmas Day	December 25, 2023

If New Years Day, Independence Day, Veterans Day or Christmas Day fall on a Saturday then the previous Friday will be the paid holiday. If the same holidays fall on a Sunday, then the following Monday will be the paid holiday.

SICK DAYS:

Five (5) per year with two (2) days convertible to personal days with the prior approval of the Highway Superintendent. Unused sick days may be accumulated to a maximum of forty-five (45) days.

PERSONAL DAYS:

Three (3) per year with no accumulation rights.

HEALTH CARE PLANS:

MVP, Empire Blue Cross-Blue Shield and Delta Dental - Fully or substantially* paid by the Town to include basic health maintenance, major medical, prescription drugs, vision and dental - offered to employees that work a minimum of twenty hours (20) or more each week.

*depending on date of hire.

PENSION PLAN:

New York State Retirement Plan

BEREAVEMENT LEAVE:

Three (3) days for immediate family: father, mother, sister, brother, child or spouse.

BIWEEKLY PAY PERIODS:

The last pay period for fiscal year 2023, with 2023 pay rates, will end December 23, 2022, at 12:00 midnight (check date December 28), with each succeeding pay period ending every other Saturday thereafter. The first payroll period for 2024, with 2024 pay rates, will be December 24 –January 6, 2024. The Highway Superintendent shall submit the payroll to the Supervisor within three (3) days of the close of the pay period and the Supervisor and Accountant shall prepare the payroll and issue paychecks within seven (7) days of the close of the pay period.

RESOLUTION #05: Payment of Monthly and Quarterly Workers: All monthly and quarterly employees and elected officials will be paid on the last Friday of the month in which payment is due.

RESOLUTION #06: Mileage/Travel Allowances

Be it resolved that **65.5 cents per mile** be paid, after audit of properly submitted claims for the use of privately owned vehicles on official Town business, provided that funds for such expenses are available in the current budget; and be it further resolved that THE ASSESSOR, and THE DOG CONTROL OFFICER BE PAID MILEAGE FOR NORMAL OFFICAL BUSINESS TRAVEL; however, no one will be paid mileage for travel to and from his/her Town office or for attending "in" Town Board or Committee meetings. Also, no mileage may be duplicated through any other source (i.e.: County or State government). The CODE ENFORCEMENT OFFICER'S gas mileage compensation is included in the Town's Inter-Municipal Agreement with the Village of Philmont and the Town of Hillsdale (Resolution #29).

RESOLUTION #07: Town Board Meeting Dates

Be it resolved that the Town Board shall meet on the **second Monday** of each month at the Canaan Town Hall at 7:00 PM for the regular monthly meetings; and be it further resolved that **Saturday** Town Board Meetings may be scheduled in place of second Monday meetings by a majority agreement of the members of the Town Board; and be it further resolved that any scheduled meeting may be canceled or the date and/or time changed at any time by a majority agreement of the members of the Town Board with timely public notice.

RESOLUTION #08 Official Newspaper Designation

Be it resolved that the **Columbia Paper** newspaper having a general circulation in the Town of Canaan be is hereby designated and appointed as the official newspaper for the Town for the year 2023. Be it further resolved the public notices regarding meeting schedules and changes, and/or needed vacancies shall appear in same newspaper to insure timely notification to the public.

RESOLUTION #09: Official Bank Designation

Be it resolved that the **Bank of Greene County** is hereby currently designated as the official depository for all funds of the Town of Canaan.

RESOLUTION #10: Investment of Idle Funds

Be it resolved that the Supervisor be and is hereby authorized to invest idle funds of the Town of Canaan in Certificates of Deposit or U.S. Treasury Bills from time to time as it becomes apparent that such funds will not be required to meet the liquidity commitments of the Town, subject to Town Board Resolution.

RESOLUTION #11: Purchasing Practices

Be it resolved that for the fiscal year 2023 the Town Board of Canaan establishes the following purchasing

practices: 1. The Town Supervisor may make purchases not to exceed \$1,000.00 without Town Board approval and per Resolution #42 of the year 1996, the Highway Department may make no purchase over \$5,000.00 without prior approval of the Town Board, per Resolution #7 of the year 2002.

RESOLUTION #12: Required In-Service Training/Education

Be it resolved that all elected and appointed Town of Canaan officials are to successfully complete within a reasonable time frame the necessary in-service training programs to ensure proper compliance with the duties/responsibilities of the office to which each is elected/appointed. Included in this requirement are all in-service programs required by County, State or Federal mandates and any other in-service programs deemed appropriate by the Town Board of the Town of Canaan. Any costs associated with these in-service training programs, including travel expenses, will be the responsibility of the Town of Canaan.

RESOLUTION #13: Sec. 30 Fiscal Report - AUD

Be it resolved that pursuant to Sec. 29 subd.10A of the Town Law the Supervisor is directed to submit to the Town Clerk within sixty days after the close of the fiscal year, a copy of the report to the State Comptroller which is required by Sec. 30 of the General Municipal Law, and that the Town Clerk shall notify the official newspaper within ten days after receiving the report that the report is available at the Town hall for public review.

RESOLUTION #14: Required Reports

Be it resolved that the Assessor, Code Enforcement Officer, Dog Control Officer, Tax Collector and Highway Superintendent shall submit to the Supervisor prior to each monthly meeting of the Town Board, in the form specified by the Town Board, including revenues derived there from and/or expenditures incurred, a report of all business transacted or all activities completed during the previous month, copies of which will be filed with the Town Clerk; and be it further resolved that the Town Clerk shall notify in writing each person involved by January 30, 2023 as to the nature of the required reports. Revenues must be turned in to the Town Clerk as collected. Clerks are required to submit approved meeting minutes to the Town Clerk as explained in the Town Clerks manual. Weekly clerk time sheets (all clerks) must be submitted to the Town Clerk, signed by the chairperson/supervisor of individual departments, before they are submitted for payment.

RESOLUTION #15: Delegating on behalf of the Board

Pursuant to Town Law, S.29 39(16), be it resolved that the Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.

RESOLUTION #16: Appointment Budget Officer

Be it resolved that **Supervisor Brenda Adams** be and is hereby appointed as Town Budget Officer for the Town of Canaan.

RESOLUTION #17: Appointment of Clerks

Be it resolved that **Darsi Frederick** be and is hereby appointed as Court Clerk for the Justice Court of the Town of Canaan at a rate of pay as specified in Resolution #01. Be it further resolved that **Christine Wemple** be and is hereby appointed as Highway Clerk and is hereby paid at the rate of pay specified in Resolution #01. Be it further resolved that **Heather O'Grady** is hereby appointed Deputy Town Clerk/Deputy Tax Collector to be paid at the rate of pay specified in Resolution #01.

RESOLUTION #18: Appointment of Clerks to Zoning Board of Appeals (ZBA)

Be is resolved that **Jillian Kasow** is hereby appointed as Clerk to the ZBA of the Town of Canaan at a rate of pay as specified in Resolution #01.

RESOLUTION #19: Appointment Assessor Assistant

Be it resolved that Margaret Norway be appointed as Assistant to the Assessor at a rate of pay as specified in Resolution #01 for a maximum of 160 hours.

RESOLUTION #20: Appointments Zoning Board of Appeals

Be it resolved that **Heather O'Grady** is reappointed to a five-year term beginning 1/1/2023 and ending 12/31/2027. Be it also resolved that **David Cooper** is hereby designated as Chairman of the Town Zoning Board of Appeals.

RESOLUTION #21: Appointments Planning Board

Be it resolved that **Jillian Kasow** is appointed to a seven-year term beginning 1/1/2023 and ending 12/31/2029. Be it also resolved that **Pierre Gontier** is hereby designated as Chairman of the Planning Board.

RESOLUTION #22: Appointment Records Management and Freedom of Information Officer

Be it resolved that **Joshua Weisbuch** be and is hereby appointed as Records Management and Freedom of Information Officer for the Town of Canaan, with the Supervisor acting as the appeals agent, and will call on the Ethics Committee should there be a conflict for the Supervisor.

RESOLUTION #23: Appointment Registrar of Vital Statistics

Be it resolved that **Joshua Weisbuch** be and is hereby appointed as Registrar of Vital Statistics for the Town of Canaan at an annual salary and payment schedule specified in Resolution #01.

RESOLUTION #24: Appointment Traffic Safety and Control Officer

Be it resolved that the Traffic Safety and Control Officer for 2023 shall be David Patzwahl.

RESOLUTION #25: Appointment Dog Control Officer

Be it resolved that **Lynne Torello** be and is hereby reappointed as Dog Control Officer for the year 2023 at an annual salary and payment schedule as specified in Resolution #01.

RESOLUTION #26: Appointment Representative to Columbia County Office of the Aging Committee

Be it resolved that **Sallie LaValle** is hereby appointed as Town representative to the Office of the Aging Committee.

RESOLUTION #27: Appointment Home Delivered Meals Program Administrator

Be it resolved that **Marcia Kammerer** is hereby appointed to administer the Town's Home Delivered Meals Program and receive mileage and other reimbursements for expenses she may incur in the performance of his duties as the Program's administrator. Be it further resolved that any volunteers delivering meals in the Program are also to receive compensation for gas mileage at the rate specified in Resolution #05.

RESOLUTION #28: Appointment Wednesday 60+ Meal Program Administrators

Be it resolved that **Stephanie Guelpa** hereby be appointed to administer the Town's Wednesday 60+ Meal Program. Be it also resolved that the administrator is eligible for reimbursement for supplies and other expenses associated with the Program.

RESOLUTION #29: Code Enforcement Inter-Municipal Agreement with Hillsdale and Philmont

Be it resolved that the Towns of Canaan and Hillsdale and the Village of Philmont have entered into an agreement to share a Code Enforcement Officer (CEO, ZEO, Building Inspector) and all associated contractual costs of such function divided equally between each municipality. Be it also resolved that the Town of Canaan will be the administrator of the agreement and receive monthly payments \$100 from each of the other two municipalities.

Be it further resolved that the Supervisor may invoice the Village of Philmont and Town of Hillsdale for the 2022 budget shortfall of \$342 each associated with higher fuel prices and number of miles driven.

RESOLUTION #30: Inter-municipal Agreement w/Columbia County, Austerlitz, Chatham, New Lebanon, and Ghent

Be it resolved that a Highway agreement shall be continued for the year 2023 subject to the approval of the Highway Superintendents and the Municipal Boards. Be it further resolved that inter-municipal work between the Town of Canaan, Columbia County, Austerlitz, Chatham, New Lebanon and Ghent shall be at the discretion of the Canaan Highway Superintendant and that estimated costs shall be recorded for the received inter-municipal services to insure an equal share of remuneration to each municipality.

RESOLUTION #31: Appointment Town Hall Caretakers

Be it resolved that **Randy and Jeanine Moshimer** are hereby appointed as Caretaker of the Town Meeting Hall at an annual payment of \$5,636.00 to be paid in quarterly installments - and the said duties be described by the Supervisor and Town Clerk.

RESOLUTION #32: Appointment Accountant

Be it resolved that **Nelson Furlano** is hereby appointed as Town Accountant at an annual payment of \$11,880.00 to be paid in monthly installments.

RESOLUTION #33: Appointment General Insurance Provider

Be it resolved that **NYMIR (New York Municipal Insurance Reciprocal)** is hereby appointed to provide the Town's insurance coverage for structures, vehicles, equipment, general liability, theft and cyber security in 2023 at an estimated premium of \$21,000.

RESOLUTION #34: Appointment Technical Support Services

Be it resolved that **Edmunds GovTech Managed IT Services** is hereby appointed to provide the Town's technical support services for computer hardware, software, internet, website, backup, antivirus and malware software in 2023 at a annual payment of \$3,672 paid in quarterly installments and \$3,000 for two new computers, software and installation. Be it also resolved that the Town has also entered into an inter-municipal technical support agreement with Columbia County.

RESOLUTION #35: Appointment General Counsel

Be it resolved that **Freeman & Howard** shall be appointed as Attorney to the Town for general matters requiring legal advice and litigation during 2023 and be it further resolved that payment for such counsel shall be outlined in a contract at \$200 per hour for general legal services and \$225 per hour for litigation services. Be it further resolved that the Town Board reserves the right to seek and contract additional Attorneys for circumstances which require a particular advisory or litigation expertise.

RESOLUTION #36: Appointment Humane Society

Be it resolved that the Town shall enter into an annual contract with **Columbia-Greene Humane Society** to provide temporary and permanent shelter, if necessary, for dogs impounded by the Dog Control Officer.

RESOLUTION #37: Appointment Ambulance Service

Be it resolved that the Town shall enter into a one year agreement with **Chatham Rescue Squad (CRS)** to provide ambulance service to the Town of Canaan for \$144,388 for the calendar year 2023 to be paid via the county chargeback system.

RESOLUTION #38: Appointment of Town Hall-Stoddard Field Maintenance Person

Be it resolved that **Curt Morris** is appointed to the position of Town Hall-Stoddard Field Maintenance Person at a rate of pay specified in Resolution #01. Be it further resolved that the position is subject to reimbursements of equipment maintenance and fuel costs.

RESOLUTION #39: Appointment of Town Historian

Be it resolved that **Doris Gearing** is appointed to the position of Town Historian for the year 2023.

RESOLUTION #40: Appointment of Board Liaisons to Functions and Organizations

Be it resolved that the Town Board accepts following liaison assignments for the fiscal year 2023.

Highway Department: David Patzwahl

Recreation Commission: Alan Miller

Code Enforcement Officer: Brenda Adams

Berkshire Farm: Brenda Adams

Assessor: David Patzwahl

Planning Board/ZBA: Ginny Nightingale

Climate Smart Task Force: Will Powers

RESOLUTION #41 – Assistance to Public Cemetery Corporations in Canaan

WHEREAS, the State of New York has amended General Municipal Law to include Section 165-a., Voluntary Municipal Assistance to Public Cemetery Corporations, which allows municipalities to financially assist public cemeteries with the purchase of goods and services and

WHEREAS, the Canaan Town Board has received requests from the public cemeteries in the Town of Canaan: Canaan Cemetery, Cemetery of the Maples Inc., and the Red Rock Cemetery, for assistance under General Municipal Law Section 165-a and

WHEREAS, the Canaan Town Board has reviewed prior year costs for the individual cemeteries for annual insurance premiums for property liability and mowing and clean-up maintenance,

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Canaan will allocate the \$23,175 cemetery budget line among the following cemeteries; individual allocations to be determined upon the completion of a biennial bid process.

Canaan Cemetery
Cemetery of the Maples
Flatbrook Cemetery*
Queechy Methodist Cemetery*
Red Rock Cemetery

BE IT FURTHER RESOLVED that the Town Board of Canaan will approve paying such allocations based on the following conditions:

1. The cemetery does not discriminate sales of burial plots because of religious, regional, ethnic or other affiliations,
2. The cemetery conforms with New York State Law by filing its Form DOS-145 (Rev. 10/10), Annual Report of Cemetery Corporation, by March 15th of each year to the New York State Department of State - Cemetery Division,
3. Competitive bidding for services takes place each year and consolidation of services among each cemetery is considered to maintain costs at their lowest possible reasonable level,
4. No financial assistance will be transacted directly with a cemetery. Each cemetery must present their annual, quarterly or monthly bills for only the services mentioned above to the Canaan Town Clerk for approval by the Canaan Town Board. Any costs exceeding the amounts noted above will be the responsibility of the cemetery and,
5. Each cemetery will provide the Town Clerk with their insurance companies' Certificate of Insurance with an annual aggregate two million liability coverage, one million per occurrence, and naming the Town of Canaan as an additional insured on the Certificate.

*town responsibility, there is no longer a cemetery association

RESOLUTION #42: Appointment of Climate Smart Task Force Members

Be it resolved that **Craig Westcott, Marion Bolognesi, Dylan Cipowski, Becky Meier, Thomas Potter and Andrei Vankov** be reappointed to the Town of Canaan Climate Smart Task Force for a one-year term, that **Will Powers** be appointed for a one-year term and as coordinator, and be it further resolved that **Craig Westcott** be re-appointed as Chairperson of the Task Force for one year.

RESOLUTION #43: Appointment of Ethics Committee Member

Be it resolved that **John Kowalski** be reappointed for a three-year term beginning January 01, 2023 and ending December 31, 2025.

Resolution #44: Recreation Committee

Be it resolved that **Kristin Van Note and Jacqueline Ruston** be appointed as members of the Town of Canaan Recreation Committee for the year 2023 with the purpose of operating the summer recreation program within the limits of the 2023 budget.

Resolution #45: Be it resolved that David Patzwahl be reappointed as Deputy Supervisor for the year 2023.

Resolution #46: Required Sexual Harassment Prevention Training

Be it resolved that all elected and appointed Town of Canaan officials are to successfully complete annual Sexual Harassment Prevention Training as required to ensure proper compliance with New York State law. Any costs associated with this training program, including travel expenses, will be the responsibility of the Town of Canaan.