

REORGANIZATION MEETING
January 10, 2022

Office of the Town Supervisor

As per Town Law, the Supervisor as an elected official appointed the following positions:

Deputy Supervisor (Unclassified)	Michele K. Lindsay
Budget Officer	Kenneth English
Secretary to Supervisor - Part-Time (Civil Service - Exempt)	Lori Cosgrove

Supervisor Kenneth English offered the following reorganization meeting resolutions and moved their adoption.

RESOLVED, that **Lori Cosgrove** in the part-time position of **Secretary to Supervisor** (Civil Service #1576 - Exempt) be paid at the hourly rate of \$33.02 per hour for 30 hours per week (1560 hours annually). Budget Code A1220 for \$51,507.14.

RESOLVED, that **Brian Sullivan** is re-appointed to the part-time position of **Account Clerk** in the Office of the Town Supervisor (Civil Service #1001 - Non-Competitive) at the hourly rate of \$33.02 per hour for 30 hours per week (1560 hours annually). Budget Code A1220 for \$51,507.14.

Office of the Town Clerk

As per Town Law, the Town Clerk as an elected official appointed the following positions:

Deputy Town Clerk / Deputy Registrar - Part-Time (Civil Service - Exempt) Alexandra Kinol

Supervisor Kenneth English offered the following reorganization meeting resolution and moved its adoption.

RESOLVED, that **Alexandra Kinol** in the part-time position of **Deputy Town Clerk** (Civil Service #1215 - Exempt) be paid at the hourly rate of \$20.42 per hour for 18 hours per week (936 hours annually). Budget Code A1410 for \$19,109.56.

Building Department

Supervisor Kenneth English offered the following reorganization meeting resolutions and moved their adoption.

RESOLVED, that **David Maikisch** is re-appointed to the part-time position of **Building Inspector III** (Civil Service #1104 - Competitive) at the hourly rate of \$43.38 per hour for 30 hours per week (1560 hours annually). Budget Code B3620 for \$67,673.74.

RESOLVED, that **Deborah Villanueva** is re-appointed to the full-time position of **Project Coordinator** for the Building Department, Planning Board, and Zoning Board of Appeals (Civil Service #1488 - Non-Competitive) at the hourly rate of \$33.03 per hour for 35 hours per week (1820 hours annually). Budget Code B3620 for \$60,108.60.

Highway Department

Supervisor Kenneth English offered the following reorganization meeting resolution and moved its adoption.

RESOLVED, that the wage rates of bargaining unit employees in the Highway Department are as negotiated in the Collective Bargaining Agreement with the International Brotherhood of Electrical Workers.

Other Town Offices

Supervisor Kenneth English offered the following reorganization meeting resolutions and moved their adoption.

RESOLVED, that **Claire Dougher** is re-appointed to the part-time position of **Office and Recreation Coordinator** (Civil Service #1923 - Competitive) at the hourly rate of \$23.78 per hour for 30 hours per week (1560 hours annually).. Budget Code A5010 for \$20,727.87 and A7020 for \$16,363.00. *This position may be assigned when needed to provide clerical support to the highway department, building department, Office of the Town Supervisor, and other Town departments.*

RESOLVED, that **Hugh Davies** is re-appointed to the part-time position of **Assessor** (Civil Service #1025 - Non-Competitive) at the salary of \$32,148.36 and that the minimum hours be 1040 per annum scheduled as needed seasonally for such position. Budget Code A1025 for \$32,148.36.

RESOLVED, that the employee to be appointed later to the part-time position of **Police Chief** (Civil Service #1470 - Competitive) is at the salary of \$35,000. Budget Code B3120 for \$35,000.

RESOLVED, that the wage rates of bargaining unit employees in the **Police Department** are as negotiated in the Collective Bargaining Agreement with Teamsters Local 445.

RESOLVED, that **Michael Cardona** is re-appointed to the part-time position of **Animal/Dog Control Officer** (Civil Service #1020 - Non-Competitive) at the salary of \$8,385.42. Budget Code A3510 for \$8,385.42.

Justice Court

Supervisor Kenneth English offered the following reorganization meeting resolutions and moved their adoption.

RESOLVED, that **Claire Squillini** is re-appointed - with the advice and consent of the Town Justices - to the full-time position of **Clerk to Town Justice** (Civil Service #1175 - Exempt) at the hourly rate of \$29.97 per hour for 35 hours per week (1820 hours annually). Budget Code A1110 for \$54,541.03.

RESOLVED, that **Patricia Marsh** is re-appointed - with the advice and consent of the Town Justices - to the part-time position of **Clerk to Town Justice** (Civil Service #1175 - Exempt) at the hourly rate of \$26.98 per hour for 30 hours per week (1560 hours annually). Budget Code A1110 for \$42,090.87.

RESOLVED, that the employee to be appointed later to the part-time position of **Assistant Court Clerk** (Civil Service #1052 - Non-Competitive) is at the hourly rate of \$20.46 per hour for 15 hours per week (780 hours annually). Budget Code A1110 for \$15,959.74.

Elected Officials

Supervisor Kenneth English offered the following reorganization meeting resolutions and moved their adoption.

RESOLVED, that the yearly salaries be approved as stated for the following Town Officials:

Supervisor Kenneth English	\$38,345	Term: 12/31/2023
Deputy Supervisor Michele Lindsay	\$12,643	Term: 12/31/2023
Town Board Member Maria May	\$7,543	Term: 12/31/2023
Town Board Member Deirdre Murphy	\$7,543	Term: 12/31/2025
Town Board Member Jay Reichgott	\$7,543	Term: 12/31/2025
Town Clerk/Tax Collector Marisa Dollbaum	\$64,200	Term: 12/31/2023
Highway Superintendent Robert Dollbaum	\$97,573	Term: 12/31/2023
Town Justice Shawn Brown	\$27,891	Term: 12/31/2025
Town Justice Alyse McCathern	\$27,891	Term: 12/31/2022

Boards

RESOLVED, that the annual salaries of the **Planning Board** Chairman and six Members are as indicated below, and that **John Banyo** is appointed as Chair of the Planning Board, and that such board be comprised of the following individuals through the term expiration dates indicated (as per Chapter 16 of the Town Code, Article V, Section 16-22) or until a successor is appointed:

John Banyo	\$6,471.29	Term: 12/31/2023
Kristy Apostolides	\$2,938.08	Term: 12/31/2022
Chris Kasker	\$2,938.08	Term: 12/31/2023
William Lemanski	\$2,938.08	Term: 12/31/2024
William Friedlich	\$2,938.08	Term: 12/31/2025
TBA	\$2,938.08	Term: 12/31/2026
TBA	\$2,938.08	Term: 12/31/2026

RESOLVED, that the salaries of the **Zoning Board of Appeals** Chairman and four Members are as indicated below, and that **Francis Peverly** is appointed as Chair of the Zoning Board of Appeals, and that such board be comprised of the following individuals through the term expiration dates indicated or until a successor is appointed:

Francis Peverly	\$1,779.08	Term: 12/31/2025
Marc Citron	\$1,285.93	Term: 12/31/2022
Omar Delgado	\$1,285.93	Term: 12/31/2023
Russell Shaver	\$1,285.93	Term: 12/31/2024
TBA	\$1,285.93	Term: 12/31/2026

RESOLVED, that the salary of the **Board of Assessment Review** Chair is \$1,695.85 and the four Members are each \$588.86 and that such board be comprised of the following individuals through the term expiration dates indicated (as per Real Property Tax Law, Section 523(c)) or until a successor is appointed:

Marie Warniaha	Term: 9/30/2022
Michael Witt	Term: 9/30/2023
Edward Mattes	Term: 9/30/2024
Edward Brennan	Term: 9/30/2025
TBA	Term: 9/30/2026

Note: the Chair of the Board of Assessment Review is determined by the Members of the BAR as per Real Property Tax Law.

RESOLVED, that the **Parks & Recreation Advisory Board**, whose members serve without compensation, be comprised of individuals to be appointed by the Town Board later in 2022.

Professional Services

RESOLVED, that **Jacobowitz and Gubits, LLP** is appointed as **Attorneys for the Town** and that payment for services be pursuant to the professional services agreement for 2021 which is to be on file with the Town Clerk.

RESOLVED, that **H2M (Holzmacher, McLendon & Murrell)** and **Fusco Engineering & Land Surveying ,P.C.** are appointed as **Engineers** for the Town of Tuxedo and that payment for services be pursuant to the professional services agreement for 2021 which is to be on file with the Town Clerk.

RESOLVED, that **Michael Richardson** is appointed as **Municipal Consultant for Workforce Planning and Labor Relations** and that payment for services be pursuant to the professional services agreement for 2021 which is to be on file with the Town Clerk.

RESOLVED, that **Andrew Arias** with Cooper Arias, LLP is appointed for Town Financial Consultant Services budgeted under the Supervisor's Professional Services Account (A.1220.425) to review financial reports on a monthly basis, and assist in accounting and financial matters which arise during fiscal year 2022. The monthly services are billed at \$2,000 per month.

Additionally, Cooper Arias, LLP is appointed to prepare the Annual Update Document (AUD) and that payment for services be pursuant to the three-year professional services agreement for audit years 2021-2023 which is to be on file with the Town Clerk. The fee for the Audit services will be \$20,500, \$21,250 and \$22,000 for the years ending December 31, 2021, 2022 and 2023, respectively. The Town Board has already approved this agreement as per the engagement letter dated November 9th.

The Audit Services are budgeted in Acct (A.1320.401.0000)

RESOLVED, that **Burke, Miele, Golden and Noughten** is appointed as **Legal Counsel** to the **Planning Board** and that payment for services be pursuant to the professional services agreement for 2021 which is to be on file with the Town Clerk.

RESOLVED, that **Burke, Miele, Golden and Noughten** is appointed as **Legal Counsel** to the **Zoning Board of Appeals** and that payment for services be pursuant to the professional services agreement for 2021 which is to be on file with the Town Clerk.

RESOLVED, that **Nelson, Pope, Voorhis** is appointed as **Town Planner** and that payment for services be pursuant to the professional services agreement for 2021 which is to be on file with the Town Clerk.

RESOLVED, that **George Langberg** is appointed as **Town Historian** and that payment for services be pursuant to the contract for services for 2021 which is to be on file with the Town Clerk.

Town Meetings and Notices

Supervisor Kenneth English offered the following reorganization meeting resolutions and moved their adoption.

RESOLVED, that the Regular Bi-Monthly **Town Board Meetings** be held on the second and fourth Mondays of each month at 7:00 p.m. at the Town Hall and, when circumstances deem it desirable, be held at other locations in other parts of the Town. Should a meeting date fall on an observed holiday, the meeting will be held on the Wednesday of that week.

RESOLVED, that the *Times Herald Record* be named the **official newspaper** of the Town of Tuxedo for the calendar year 2022.

Human Resources

Supervisor Kenneth English offered the following reorganization meeting resolutions and moved their adoption.

RESOLVED, that the **standard workweek** for **Town Hall** is five days per week, Monday through Friday, during which a 35-hour employee is to work five seven-hour days (excluding meal periods), a 30-hour employee is to work five six-hour days (excluding meal periods), and an employee scheduled to work less than 30 hours per week is to disperse their work hours throughout the five-day workweek as assigned by the Department Head.

RESOLVED, that the **standard workday** is as specified in the schedule of standard workdays, as updated and filed with the Town Clerk, for elected and appointed officials, and such days worked will be reported to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by those officials to the Town Clerk and/or official time cards completed and submitted to the Office of the Town Supervisor.

RESOLVED, that the **holidays** listed below be observed on the day designated by the Town Board at its organizational meeting in January of each year.

New Year's Day (Friday, December 31, 2021)	Labor Day (Monday, September 5)
Martin Luther King Day (Monday, January 17)	Columbus / Indigenous Peoples Day (Monday, October 10)
Presidents' Day (Monday, February 21)	Veterans' Day (Friday, November 11)
Memorial Day (Monday, May 30)	Thanksgiving Day (Thursday, November 24)
Juneteenth (Monday, June 20)	Day after Thanksgiving (Friday, November 25)
Independence Day (Monday, July 4)	Christmas Day (Friday, December 23)

RESOLVED, that employees be paid on a bi-weekly basis. The **payroll period** begins Saturday at 12:00:01 a.m. and ends fourteen calendar days later on Friday at 11:59:59 p.m. An employee's paycheck is based on the amount earned during the preceding payroll period. Certain employees may be paid on a different schedule as established by the Town Board. Under normal circumstances, paychecks are issued on the Friday following the end of the payroll period. In the event the payday is a designated holiday, paychecks are distributed on the previous workday.

RESOLVED, that the **mileage reimbursement** for personal car usage for Town business is 56 cents per mile for 2022, to be adjusted as promulgated by the Internal Revenue Service.

Finance

Supervisor Kenneth English offered the following reorganization meeting resolutions and moved their adoption.

RESOLVED, that JP Morgan Chase is appointed as the official depository (checking and savings accounts) for the Town of Tuxedo for the calendar year 2022, with the following accounts:

251006052	Operating
251400131	Trust & Agency
2330588019	Trust & Agency
2330588027	Trust & Agency
2330588035	Savings

RESOLVED, that the Town Supervisor and the Account Clerk in the Office of the Town Supervisor are authorized to make **withdrawals** from the bank accounts at JP Morgan Chase and that the Town Clerk is authorized to make transfers for **BAN payments**, and that the Town Supervisor and the Account Clerk in the Office of the Town Supervisor are authorized to **transfer funds** among the Town's accounts.

RESOLVED, that the Town Supervisor and the Account Clerk in the Office of the Town Supervisor are authorized to **make payment** for payroll, medical insurance, dental insurance, vision plans, retirement plans, Workers' Compensation, gas, electric, telephone, cellular telephone, cable service for internet access, water, postage, express mail, garbage contract and debt service **without prior audit** by the Town Board.

RESOLVED, that all **Official Undertakings** and bonds by the officers, clerks or employees of the Town of Tuxedo may be in the form of a blanket undertaking from **National Union Fire Insurance Company**, a duly-authorized corporate surety, and said blanket undertaking shall indemnify the Town of Tuxedo against the loss of the type more particularly set forth in Article 2, Section 11 of the Public Officers Law and shall constitute a guarantee for elected and appointed officials, officers and employees of the Town of Tuxedo for the faithful performance of their duties and the prompt and proper account for paying over all money received by said employees in their official capacities.

RESOLVED, that the **Town Investment Policy**, originally adopted on May 11, 1994, a copy of which is annexed hereto, is reaffirmed as the Town's official investment policy for the fiscal year 2021. *Note: the Town Board is to review and update this policy later in 2022.*

RESOLVED, that the Town Procurement Policy, as updated by amendment adopted on March 1, 2011, a copy of which is annexed hereto, is reaffirmed as the Town's official procurement policy for the fiscal year 2021. *Note: the Town Board is to review and update this policy later in 2022.*

RESOLVED, that the Town Credit Card Use Policy, originally adopted on September 26, 2011, a copy of which is annexed hereto, is reaffirmed as the Town's official credit card use policy for the fiscal year 2021. *Note: the Town Board is to review and update this policy later in 2022.*

Town Fees

RESOLVED, that the annual **parking permit** fee for municipal parking lot at the train station is as follows, plus applicable taxes.

	Daily	3 month	6 month	12 month
Resident	\$3.00	\$50.00	\$96.00	\$190.00
Non-resident	\$3.00	\$78.00	\$146.00	\$250.00

RESOLVED, that the rental fee for use of the **train station** is \$75.00 per one-hour meeting slot or \$250.00 for a private party;

The adoption of the foregoing resolutions was seconded by Deputy Supervisor Lindsay and duly put to a vote on roll call which resulted as follows:

Supervisor Kenneth English Aye
Deputy Supervisor Michele Lindsay Aye
Town Board Member Maria May Aye
Town Board Member Deirdre Murphy Aye
Town Board Member Jay Reichgott Aye

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Internet links to Town documents

- Employment Practices Compliance Manual (January 11, 2021)
- Compensation and Benefits Manual (March 8, 2021)
- Grade & Pay Schedule (January 10, 2022)
- Collective Bargaining Agreement - highway unit
- Collective Bargaining Agreement - police unit
- Medical Insurance Census for 2022
- Town Investment Policy
- Town Procurement Policy
- Town Credit Card Use Policy