**TOWN OF CORINTH**

 **ORGANIZATIONAL MEETING JANUARY 9th, 2025**

 **6:00PM**

Roll Call: ERIC BUTLER, SUPERVISOR

 KILEY CROOKS. COUNCILWOMAN

 PATRICK CLOTHIER, COUNCILMAN

MELANIE DENNO, COUNCILWOMAN

 CAREY MANN, COUNCILMAN

 SHAWN EGGLESTON, HIGHWAY SUPERINTENDENT

 BRENDA PERIS, TOWN CLERK

 MATHHEW FOGARTY, EMS COORDINATOR

 ALBERT BROOKS, BUILDING INSPECTOR

SUPERVISOR BUTLER BUDGET OFFICER

 EMERGENCY MANAGEMENT COORDINATOR

BRENDA PERIS TAX COLLECTOR/TOWN CLERK/KEEPER OF VITAL

 STATISTICS

MILLER, MANNIX,

SCHACHNER & HAFNER, LLC TOWN COUNSEL/ JACKIE WHITE

BARBARA SIRCHIA DEPUTY TOWN CLERK/ DEPUTY TAX COLLECTOR

ALBERT BROOKS, SR. CODE ENFORCEMENT OFFICER AND BUILDING INSPECTOR

MELISSA DISHON DIRECTOR SENIOR CITIZENS CENTER

STACEY MARTINA DOG CONTROL OFFICER

JOEL JENKINS DOG CONTROL OFFICER

DAVID BARRASS CHAIRMAN PLANNING BOARD

WILLIAM CLARKE CHAIRMAN ZONING BOARD

RACHAEL CLOTHIER TOWN HISTORIAN/MUSEUM CURATOR

MARCIA BREAKEY ASSISTANT TOWN HISTORIAN

LOLA SWAN ACCOUNT CLERK/TYPIST/FIXED ASSET COORDINATOR

MALISSA ANDERSON BOOKKEEPER/CONFIDENTIAL SECRETARY

DEREK BRINER DEPUTY EMS DIRECTOR

KELLY PERIS BUILDING DEPARMENT SECRETARY

LYNN SUMMERS PLANNING/ZONING BOARD SECRETARY

BEVERLY JACON ASSESSOR’S SECRETARY

GEORGE KNAUER CHAIRMAN BOARD OF ASSESSMENT REVIEW

CHRISTOPHER EGGLESTON LANDFILL ATTENDENT/ WEIGHMASTER

JAMES YATTAW LANDFILL ATTENDENT

BILL DUELL LANDFILL ATTENDENT

JASON DELONG DEPUTY HIGHWAY SUPERINTENDENT

PAUL COONS RECYCLING ATTENDENT

ROBERT BURNHAM RECYCLING ATTENDENT

MILLER, MANNIX, PLANNING BOARD /

SCHACHNER & HAFNER, LLC ZONING BOARD OF APPEALS

 ATTORNEY- JACKIE WHITE

MARK DEUEL GROUNDSKEEPER/CUSTODIAN

JAMES MURRY CROSSING GUARD

 **RESOLUTION #1**

 **MOTION TO ADOPT ORGANIZATIONAL RESOLUTIONS AS PRESENTED**

BE IT RESOLVED that Organizational Resolutions **#2** through **#57** be approved with

these exceptions:

 Eric Butler -abstains from Resolutions **#3 & #4**

 Councilwoman Crooks -abstains from Resolution **#7**

 Each Council Person- abstains from Resolution **#6** to their own salary.

 NOTE : \*This motion removes the reading of the reorganizational motions in entirety, instead

 giving each department a copy of said minutes and posting on website \*

Motion by : Second by:

Roll Call: C. Eric Butler

 Patrick Clothier

 Kiley Crooks

 Melanie Denno

 Carey Mann

AYES

NAYS 0

Excused 0

Motion

 **RESOLUTION # 2**

 **BUDGET**

BE IT RESOLVED the Corinth Town Board hereby adopts the Final Budget for the year 2025 in the amount of total Appropriations $6,898,317.26 with estimated revenues of $2,773,438.28

**RESOLUTION #3**

**SUPERVISOR’S SALARY**

BE IT RESOLVED that the salary of Supervisor C. Eric Butler at $34,000.00 for the year 2025

**RESOLUTION #4**

**BUDGET OFFICER**

BE IT RESOLVED The Town Supervisor is the Town Budget officer with a stipend of $4,000

**RESOLUTION #5**

**JUSTICES SALARY**

BE IT RESOLVED that Town Justice Lane J. Schermerhorn be set at $19,500 and Michael T. Woodcock be set at $19,500 for 2025.

  **RESOLUTION #6**

 **COUNCIL PERSON’S SALARIES**

BE IT RESOLVED that the salary of Council people be set at $7300 for 2025.

 **RESOLUTION #7**

 **DEPUTY SUPERVISOR**

BE IT RESOLVED THAT Councilwoman Kiley Crooks be named Deputy Supervisor at a stipend of $1,300.00 for the year 2025.

**RESOLUTION #8**

**HIGHWAY SUPERINTENDENT SALARY**

BE IT RESOLVED that the Town Highway Superintendent Shawn Eggleston’s salary be set at $72,000.00 for the year 2025.

**RESOLUTION #9**

**DEPUTY HIGHWAY SUPERINTENDENT**

BE IT RESOLVED the Town Board appoints Jason DeLong to be Deputy Highway Superintendent to assume the duties of that office when the Highway Superintendent (Shawn Eggleston) is absent. This position will be compensated $1.00 hr. in addition to his normal salary for the year 2025

**RESOLUTION #10**

**SOLE ASSESSOR’S SALARY**

 BE IT RESOLVED that Carrie Schermerhorn be named SOLE ASSESSOR at a salary of $44,018 for the remainder of her six- year appointment. She is part time and not eligible for sick or vacation time. For this salary she is responsible for assessments, preparing for re-evaluations, county work and office work.

**RESOLUTION #11**

**ASSESSOR’S OFFICE SECRETARY’S SALARY**

BE IT RESOLVED THAT THE Assessor’s office will have regular hours at which time there will be an Assessor’s Office Secretary to help the public. This secretary will be Beverly Jacon with an hourly salary of $22.50 an hour for actual time worked or benefited time earned for the year 2025.

**RESOLUTION #12**

**TOWN HALL CUSTODIAN’S AND BUILDING AND GROUNDSKEEPER’S SALARY**

BE IT RESOLVED that the salary for the Custodian and Grounds Keeper, Mark Deuel will be $24.68 per hour for actual time worked or benefited time earned for the year 2025; and

BE IT FURTHER RESOLVED that Part-time Town Hall Custodial help be paid $18.00 per hour for the year 2025.

**RESOLUTION #13**

**TOWN COUNSEL**

BE IT RESOLVED THAT Miller, Mannix, Schachner & Hafner, LLC be named Town Counsel at a contract of $3,000 a month and $260hr for addl. billings for the year 2025.

**RESOLUTION #14**

 **ZONING BOARD OF APPEALS STIPEND**

BE IT RESOLVED THAT THE Chairman of the Zoning Board of Appeals be paid a stipend of $85.00 per meeting that is attended for the year 2025 and the Zoning Board of Appeals Members receive a stipend of $65 for each meeting attended, and

BE IT FURTHER RESOLVED that the following are the names and the terms of the members of the Zoning Board of Appeals:

 William Clarke - 4 yrs - Chairman

 Jason Crowl - 5 yrs (reappoint to a new 5 year term)

 Jennifer Michelle - 1 yrs

 Mike McKilligott - 3 yrs

 Mike Stanton - 2yrs

 **RESOLUTION #15**

 **ATTORNEY FOR ZONING BOARD OF APPEALS**

BE IT RESOLVED THAT Miller, Mannix, Schachner & Hafner, LLC be appointed attorney for the Zoning Board of Appeals for the year 2025, and be it further

BE IT RESOLVED that the attorney be paid Four Hundred Dollars ($400.00) for each Planning Board meeting they attend, and Two Hundred Dollars ($200.00) is they do not attend a monthly meeting.

 **RESOLUTION #16**

 **MACHINE OPERATOR’S AND LABORERS’ SALARY**

BE IT RESOLVED that the salary of Machine Equipment Operators in the Town of Corinth be set at $26.88 per hour, and the salary of laborers in the Town of Corinth be set at $24.32 per hour for the year 2025.

BE IT FURTHER RESOLVED that the following is a list of the individual highway employees and their hourly rate of pay not including longevity and stipend:

Jason Lent (MEO) $27.38

John Mann Jr. (MEO/Mechanic) $27.38

Chad Burnham (Welder/MEO) $27.38

Austin Tennant (MEO) $27.38

Wade Holmes (MEO) $27.38

Jason DeLong (MEO) $27.38

Adam Vincent $27.38

Michael Eggleston $24.82

Christopher Eggleston (Full Time Weigh Master) $23.25

James Yattaw (Part Time Weigh Master) $18.00

Brian Lucia (Cleaner) $16.00

Paul Coons/Jim Long (Part-Time Recycling Attendant) $18.00

Robert Burnham (Part-Time Recycling Attendant) $18.00

BE IT RESOLVED that each full time Highway Department Employee will be given a $450.00 clothing allowance to be paid by voucher with receipts.

**RESOLUTION #17**

**EMERGENCY HELP**

BE IT RESOLVED that the Emergency Highway Help for the Town of Corinth be set a salary of $18.00 per hour for the year 2025 and

BE IT FURTHER RESOVLED that Summer Highway Help for the Town of Corinth be set at a salary of $18.00 per hour for the year 2025

**RESOLUTION #18**

**SUPERVISOR’S ACCOUNT CLERK/TYPIST**

BE IT RESOVLED THAT Lola Swan be appointed Account Clerk/Typist/Fixed Asset Coordinator at an hourly rate of $19.50 an hour for actual time worked up to twenty-four (24) hours a week for the year 2025.

BE IT FURTHER RESOLVED that -------------- be appointed Account Clerk/Typist at an hourly salary of ----------- per hour for actual time worked up to Sixteen (16) hours a week for the year 2025.

**RESOLUTION #19**

**BOOKKEPPER/CONFIDENTIAL SECRETARY**

BE IT RESOLVED that Malissa Anderson be appointed Bookkeeper/Confidential Secretary, a full-time position at a rate of $24.00 an hour for actual time worked for the year 2025.

 **RESOLUTION #20**

  **CLERK OF THE COURT**

BE IT RESOLVED that Heather Lutz be appointed Clerk of the Court at an hourly rate of pay of $22.50 per hour for 32 hours per week to be disbursed on an hourly basis for actual time worked plus benefits for the year 2025.

 **RESOLUTION #21**

 **CLERK OF THE COURT**

BE IT RESOLVED that Tina Westad be appointed Clerk of the Court at an Hourly rate of pay of $24.00 per hour for 32 hours per week to be disbursed on an hourly basis for actual time worked for the year 2025.

 **RESOLUTION #22**

  **TOWN CLERK’S SALARY**

BE IT RESOLVED THAT THE SALARY OF Town Clerk Brenda Peris be set at $44,000 for the year 2025.

**RESOLUTION #23**

**DEPUTY TOWN CLERK**

BE IT RESOLVED that the Town Clerk be authorized to appoint Barbara Sirchia as Deputy Town Clerk, Deputy Tax Collector and Deputy Registrar of Vital Statistics at an hourly rate of $19.50 per hour full time for the year 2025.

 **RESOLUTION #24**

**REGISTRAR OF VITAL STATISTICS**

BE IT RESOLVED that the Town Clerk Brenda Peris be appointed Registrar of Vital Statistics at a salary of $2,000 for the year 2025.

 **RESOLUTION #25**

 **COLLECTOR OF TAXES**

BE IT RESOLVED that Brenda Peris be named Collector of Taxes for the year 2025 with a salary of $9,000

**RESOLUTION #26**

**SENIOR CITIZEN DIRECTOR**

BE IT RESOLVED that Missy Dishon shall be named Director of the Corinth Senior Citizens Center Program for the year 2025 at a salary of $22.50 and the person substituting for the Director be paid the hourly rate of $18.00 per hour.

BE IT FURTHER RESOLVED that the person substituting for the van driver will be paid $18.00 per hour.

**RESOLUTION #27**

**DOG CONTROL OFFICER**

BE IT RESOLVED that Stacey Martina shall be named Town of Corinth Dog control Officer at an annual salary of $23,790 to be paid for the year 2025.

BE IT RESOLVED that Joel Jenkins be named Deputy Dog Control officer at an annual salary of $4,000

 **RESOLUTION #28**

 **BUILDING INSPECTOR, CODE ENFORCEMENT OFFICER**

BE IT RESOLVED THAT Albert Brooks Sr. be named part-time Building Inspector and Code Enforcement Officer for the Town of Corinth on an hourly salary of $22.00 for the year 2025. The Inspector will be in the office for a total of 24 hours per week, and

BE IT FURTHER RESOLVED that Mathew Rogers be named Zoning Administrator for the year 2025

**RESOLUTION #29**

**ATTORNEY FOR PLANNING BOARD**

BE IT RESOLVED that Miller, Mannix, Schachner & Hafner, LLC be appointed attorney for the Planning Board for the year 2025, and be it further

RESOLVED that the attorney be paid Five Hundred Dollars ($500.00) for each Planning Board meeting they attend, and Two Hundred Dollars ($200.00) if they do not attend a monthly meeting.

 **RESOLUTION #30**

 **PLANNING BOARD CHAIRMAN STIPEND**

BE IT RESOLVED that the Chairman of the Planning Board be paid a stipend of $85.00 per meeting that is attended, plus $150.00 per month for work performed at home, for the year 2024 and the Planning Board Member receive a stipend of $65.00 for each meeting attended.

BE IT FURTHER RESOLVED that the members of the Planning Board served as board members for the following terms:

 Kevin Cleveland 2 years

 Joan Beckwith 4 years

 David Barrass 5 years (reappointing to a new 5 year term)

 Daniel Willis 3 years

 Nicholas Denno 1 years

**RESOLUTION #31**

**BUILDING DEPARTMENT CLERICAL**

**AND ZONING BOARD OF APPEALS/PLANNING BOARD SECRETARY**

BE IT RESOLVED that Kelly Peris be appointed part time status, Building Department Secretary at a salary of $18.00 for the year 2025; from 8:00AM to 12 Noon, Monday-Thurs. and be it further

RESOLVED that Lynn Summers be appointed Zoning Board of Appeals Secretary and Planning Board Secretary at a combined hourly salary of $18.50 per hour including all jobs to be disbursed on an hourly basis for actual time worked at part time status for the year 2025. She will work from 12:00PM to 4:00PM Wednesday and Thursday.

**RESOLUTION #32**

**YOUTH COMMISSION CHAIRMAN**

BE IT RESOLVED that Lorraine Tefft be appointed as Youth Commission Chairman for the Town of Corinth for the year 2028, a salary of $18.00 per hour, to be paid on presentation of a voucher.

**RESOLUTION #33**

**BOARD OF ASSESSMENT REVIEW**

BE IT RESOLVED that the Chairman of the Board of Assessment Review be paid the sum of Two Hundred Dollars ($200.00) and the members be paid One Hundred Dollars ($100.00) for the year 2025, and

BE IT FURTHER RESOLVED that the names of the members of the Board of Assessment Review and their terms are as follows:

 William Clarke 09/30/2024 to 09/30/2029 (reappointing to a 5year term)

 David R Woodcock 01/14/2021 to 09/30/2025

 Gregory Berg 10/01/2021 to 09/30/2026

 George Knauer 10/01/2023 to 09/30/2028

 Nic Denno 10/01/2022 to 09/30/2027

 **RESOLUTION #34**

**TOWN HISTORIAN**

BE IT RESOLVED that Rachel Clothier be appointed Town Historian for the year 2025 with a salary of $1600

**RESOLUTION #35**

**MUSEUM CURATOR**

BE IT RESOLVED that Rachel Clothier be appointed Museum Curator for the year 2025 with a salary of $1600.

**RESOLUTION #36**

**CROSSING GUARDS**

BE IT RESOLVED that the Town appoint James Murray as Crossing Guard at an hourly rate of $18.00 per hour.

 **RESOLUTION #37**

 **EMERGENCY MANAGEMENT COORDINATOR**

BE IT RESOLVED that the Town appoint ------------- as Emergency Management Coordinator for the year 2025 with a Salary of $2,000.00 to be paid in quarterly increments by voucher

 **RESOLUTION #38**

 **REGULAR MEETING NIGHTS**

BE IT RESOLVED that the Town Board shall meet on the Second and the Fourth Thursday of each month at 6:00PM. The meetings will deal with bill pay, pending business and public input.

\* For Vouchers to be paid they must be to the Town Clerk by 12:00 noon the Monday prior to the meetings.

 **RESOLUTION #39**

 **WORKDAY**

BE IT RESOLVED THAT full-time Town Hall employees will work four days a week for a total of 32 hours per week.

Actual work hours may vary with flex time at the discretion of the Town Board or Supervisor in 2025.

**RESOLUTION #40**

**OFFICIAL DEPOSITORY**

BE IT RESOLVED that Saratoga National Bank, the Corinth Branch, be designated as the official depository for all funds for the Town of Corinth for the year 2025.

**RESOLUTION #41**

**OFFICIAL NEWSPAPER**

BE IT RESOLVED THAT The Saratogian Newspaper will be designated as the Official Newspaper of the Town of Corinth for the year 2025 and notifications may also be sent to the Town Web Master, and to Town Facebook Coordinator

 **RESOLUTION #42**

**INVESTMENT POLICY**

BE IT RESOLVED in 2025, that the Town Supervisor and/or the Deputy Supervisor be authorized to invest money not immediately needed as prescribed by the Town of Corinth’s Investment Policy adopted 10/10/2024. A copy of said Investment Policy is on file in the Town Clerk’s Office.

**RESOLUTION #43**

**TOWN EXPENSES**

BE IT RESOLVED THAT ANY Town Department purchase must be according to the terms in the Procurement Policy adopted by the Town of Corinth on March 9th, 2023 . A copy of said Procurement Policy is on file in the Town Clerk’s Office.

 **RESOLUTION #44**

 **TOWN BOARD COMMITTEES**

BE IT RESOLVED that the Town Supervisor appoints the following people listed on the following committees for the year 2025 and they will hereby work with and report on said committees at the Town Board meetings.

Town Building and Lands Councilmen Clothier and Mann

Town/Village Relations Supervisor Butler and Councilwoman Denno

Town Youth Committee Councilwoman Crooks, and Lorraine Tefft

Town Insurance Town Board & Current Dept. heads

Depot and Rail Councilman Clothier, Supervisor Butler &

 Highway Superintendent Eggleston

Records Management / Supervisor Butler,

Advisory Committee Bookkeeper Malissa Anderson

 and Town Clerk Brenda Peris

Town Web Page Steve Smead

Senior Citizen Board Councilman Clothier

Town Facebook Coordinator --------------------------

Advisor to County Youth Bureau Lorraine Tefft

Land Use/Zoning Liaisons Dave Barrass / William Clark/ Matt Rogers

Advisory to County Fire Council ---------------------------

Personnel Committee Supervisor Butler, Town Clerk Peris, and Councilwoman Denno, Highway Superintendent Shawn Eggleston and Coordinator Fogarty

Cemetery Committee Supervisor Butler

Healthy Corinth Coalition Carey Mann

Grant Committee Councilwomen Crooks and Supervisor Butler

**RESOLUTION #45**

**VILLAGE FIRE PROTECTION**

BE IT RESOLVED that the Town Board of the Town of Corinth and the Village of Corinth duly enter a contract for fire protection to said district of the Town of Corinth upon terms and provisions set forth, amount of said agreement for the year 2025 is $ 513,000.00 A copy of said agreement to be filed in the office of the Town Clerk.

 **RESOLUTION #46**

  **HEALTH OFFICER**

BE IT RESOLVED that George Siniapkin, MD shall be named Health Officer for the Town of Corinth for the year 2025.

 **RESOLUTION #47**

  **CORINTH FREE LIBRARY**

BE IT RESOLVED that the Town of Corinth shall contribute $15,000.00 for the year 2025 to the Corinth Free Library.

 **RESOLUTION # 48**

 **TOWN ENGINEERS**

BE IT RESOLVED that LaBerge Group and LA Group be named Town Engineers on an as needed basis, and

BE IT FURTHER RESOLVED that the Town Supervisor can seek other locally qualified engineers for some areas of work during 2025.

**RESOLUTION #49**

**INDEPENDENT AUDITOR**

BE IT RESOLVED that Thomas Bodden be appointed as Independent Auditor for the Town of Corinth for the year 2025 pursuant to his contract with the Town of Corinth

 **RESOLUTION #50**

 **MEMORANDUM OF UNDERSTANDING**

BE IT RESOLVED that the annual memorandum of understanding, including culverting, bridge repairs, channel clearing and/or realignment of streams for 100 feet or less, be entered into with the Regional Office of the Department of Environmental conservation under Article 15 of the Environmental conservation Law.

**RESOLUTION #51**

**COMMITTEE CHARIMAN**

BE IT RESOLVED that committees working for the Town of Corinth listed below will be continued and the person listed below will serve as Chairman of said Committees for a term of one year each, up for re-appointment each year.

 Planning Board David Barrass

 Zoning Board of Appeals William Clarke

 Assessment Board of Review George Knauer

 County Senior Advisory Committee John Randall

 County Fire Advisory Board

 County Youth Board Lorraine Tefft

 County EMS Advisory Board Matthew Fogarty

**RESOLUTION #53**

 **PETTY CASH FUND**

BE IT RESOLVED that there be established a petty cash fund in the Bookkeeper’s office of $100.00 for the year 2025, for use in small items such as extra postage, miscellaneous and such.

**RESOLUTION #54**

**CORINTH INDUSTRIAL AGENCY**

**The Corinth IDA is not in operation**

**REOLUTION #55**

**HOLIDAYS**

1. All permanent, full- time employees shall have the following paid holidays (following Saratoga County):
2. New Year’s Day Monday (01/01/25)
3. Martin Luther King Day Monday (01/20/25)
4. President’s Day Monday (02/17/25)
5. Memorial Day Monday (05/26/25)
6. Fourth of July Friday (07/04/25)
7. Labor Day Monday (09/01/25)

 7. Columbus Day Thursday (10/13/25)

 8. Veterans Day Tuesday (11/11/25)

 9. Thanksgiving Day Thursday (11/27/25)

 10 . Day after Thanksgiving Friday (11/28/25)

 11. Christmas Thursday (12/25/25)

**RESOLUTION #56**

**HEALTHINSURANCE**

BE IT RESOLVED THAT IN THE YEAR 2025

Permanent, full- time employees shall have their health insurance benefits paid by

Town of Corinth as follows:

**Individuals**, the Town pays 86% of the monthly premium and the employee pays 14% as a payroll deduction.

**Two person and Family**, the Town pays 80% of the monthly premium and the employee pays 20% as a payroll deduction.

**Retirees** at no cost.

\*If any permanent, full- time employee chooses not to participate in the health insurance plan for an entire year they will receive a payment of **$1200.00** at the end of the year 2025

 **RESOLUTION #57**

**FIXED ASSETS**

**BE IT RESOLVED** That the Town Board appoint Lola Swan as Fixed Asset Coordinator. Whenever a piece of equipment is purchased the department head approving the purchase must obtain a Fixed Asset Card from the bookkeeper and fill it out with all required information, for example price, model, brand, where purchased, serial numbers, source of funds, etc. They will return the completed card to be entered into the file.