

**Town of Schroepfel
Organizational Meeting
January 4th 2022**

Present: Town Supervisor Cary Redhead, Town Board Members Zachary Gelling, Lewis Hoyt, Nicklaus Hoyt, JoAnn Nazarian and Town Clerk Darlene Owens.

At 5:00 p.m. Redhead called the meeting to order with the Pledge Allegiance.

SEQR Motion:

Gelling made a **Motion** that all actions taken tonight are excluded, exempt or Type II actions for the purpose of the State Environmental Quality Review Law unless otherwise stated, seconded by N Hoyt. All ayes: Nazarian, Gelling, L. Hoyt, N. Hoyt and Redhead

Supervisor' Yearly Appointments:

Deputy Supervisor: N. Hoyt
Clerk to Supervisor: Desiree Salvagni
Budget Officer: Brenda Weissenberg
Historian: Barbara Dix

Town Clerk's Yearly Appointment:

Deputy Town Clerk: Michele Swidowski

Highway Superintendent Yearly Appointment:

Deputy Highway Superintendent: Jeffrey Jones

Receiver of Taxes Yearly Appointment

Deputy Receiver of Taxes: Michele Swidowski

Marriage Officer Cary Redhead & Kelsey Redhead

Motion: N. Hoyt Second: Gelling All aye

Town Board Appointments:

Liaison to Community Services: Redhead (Yearly)
Motion: Nazarian Second: N. Hoyt All aye

Liaison to Ethics Board: N. Hoyt (Yearly)
Motion: Nazarian Second: Redhead All aye; All ayes: Nazarian, Gelling, L. Hoyt, and Redhead
Abstain N. Hoyt

Liaison to Fire Departments: Gelling (Yearly)
Motion: Nazarian Second: N. Hoyt All aye; All ayes: Nazarian, L. Hoyt, N. Hoyt and Redhead
Abstain Gelling

Liaison to Highway Department: Nazarian (Yearly)
Motion: Redhead Second: L. Hoyt All aye; Gelling, L. Hoyt, N. Hoyt and Redhead Abstain Nazarian

Liaison to Building & Grounds: Redhead (Yearly)
Motion: Nazarian Second: Gelling All aye; Nazarian, Gelling, L. Hoyt, N. Hoyt and Redhead

Liaison to Planning Board: L. Hoyt (Yearly)
Motion: Nazarian Second: N. Hoyt All aye; Nazarian, Gelling, N. Hoyt and Redhead Abstain L. Hoyt

Liaison to Village of Phoenix: Gelling (Yearly)

**Town of Schroepfel
Organizational Meeting
January 4th 2022**

Motion: Nazarian _____ Second: I. Hoyt _____ All aye Nazarian, L. Hoyt, N. Hoyt and Redhead Abstain Gelling

Liaison to ZBA: N. Hoyt (Yearly)

Motion: Nazarian Second: Redhead All aye; Nazarian, Gelling, L. Hoyt and Redhead Abstain N. Hoyt

Liaison to the Town Engineer: Nazarian (Yearly)

Motion: Redhead Second: N. Hoyt All aye; Gelling, L. Hoyt, N. Hoyt and Redhead Abstain Nazarian

Tabled

Town Counsel: _____ (Yearly)

Motion: _____ Second: _____ All aye

Town Engineer: Barton & Loguidice and C2AE (Yearly)

Motion: Redhead Second: Nazarian All aye

Comptroller: Brenda Weissenberg

Motion: Redhead Second: N. Hoyt All aye

Clerk to Comptroller: Desiree Salvagni (Yearly)

Motion: Redhead Second: Nazarian All aye

Deputy Registrar of Vital Stats. Michele Swidowski

Motion: Redhead _____ Second: Nazarian _____ All aye

Records Management Officer: Darlene Owens (1 Year Term)

Motion: Redhead Second: Nazarian All aye

Highway Clerk: Linda Carioti (Yearly)

Motion: Redhead Second: Nazarian All aye

Justice Clerk: Christina Mitchelson (Yearly)

Motion: Redhead Second: N. Hoyt All aye

Justice Clerk: Angela Puma (Yearly) 2nd Clerk

Motion: N. Hoyt _____ Second: Gelling _____ All aye

Head of Buildings and Grounds: Chip Thomas (Yearly)

Motion: Redhead Second: Nazarian All aye

Community Services Coordinator: Helen Knipp (Yearly)

Motion: Redhead Second: N Hoyt All aye

Custodian of Fixed Assets: Chip Thomas (Yearly)

Motion: Nazarian Second: L. Hoyt All aye

Tabled All aye; Nazarian, Gelling and Redhead Abstain L. Hoyt and N. Hoyt

Dog Control Officer: Harry Hankey Jr. (Yearly)

Motion: _____ Second: _____ All aye:

Assistant Dog Control Officer: Eileen Hankey (Yearly)

Motion: _____ Second: _____ All aye:

**Town of Schroepfel
Organizational Meeting
January 4th 2022**

Constables:

Leland Dusharm, Harry Hankey Jr., / DCO, Herb Hawker, Mike Wood, Roger Phillips, Matthew Mallory, Frank Vadala Mike Morrison and Mitchell Eastman. (Yearly)

Motion: Redhead Second: Nazarian All aye: **Contingent on their Training**

Planning Board Appointments

Planning Board Appointments Planning Board: Chairman Don Clark (1 Year Term)

Planning Board: Peter Stancampiano (7 Year Term) exp. (2028)

Planning Board: William McDonald Open seat exp. (2024)

Planning Board: Chairman Don Clark (1 Year Term)

Planning Board Secretary: Leslie Orman (1 Year Term)

Planning Board Alternate: David Mosher (1 Year Term)

Motion: Redhead Second: N. Hoyt All aye

Zoning Board of Appeals Appointments

Zoning Board of Appeals: Timothy Dunnigan (exp. 2025) 5 Year Term

Zoning Board Chairperson: Doug Deeb Yearly

Zoning Board of Appeals – Gerald Nolan Alternate: (Yearly)

Zoning Board Secretary – Vickey Morrison (1 Year Term)

Motion: Gelling Second: N. Hoyt All aye

Motion: N. Hoyt Second: L. Hoyt All aye

Board of Assessment Review

Board of Assessment Review: _____ Open seat (5 Year Term) (2026)

Board of Assessment Review: _____ Open seat (2025)

Motion: _____ Second: _____ All aye

Board of Ethics

Board of Ethics: Janice Johst Chairperson (1 Year term)

Motion: Redhead Second: L. Hoyt All aye

Board of Ethics: _____ (5 Year term) exp. 2025

Motion _____ Second: _____ All aye

Official Newspaper: Valley News and Northern NY Newspaper (Yearly)

**Town of Schroepfel
Organizational Meeting
January 4th 2022**

Motion: Redhead Second: Nazarian All aye

Official Depository: M & T Bank (Yearly)

Motion: Redhead Second: Gilling All aye

Meeting Dates:

Official meeting dates for the Town Board will be set as the First and Third **Tuesday** of the month. Meetings will start at 6:00 p.m. and will be posted as needed. The Town Board may change the location and dates. Town Board Meetings will be done by Tele-Conference and in the Court room and following the guide lines from the State. The dates are as follows:

January 4 th and 18 th	May 3 rd and 17 th	September 6 th and 20 th
February 1 st and 15 th	June 7 th and 21 st	October 4 th and 18 th
March 1 st and 15 th	July 5 th and 19 th	November 1 st and 15 th
April 5 th and 19 th	August 2 nd and 16 th	December 6 th and 20 th

Motion: Redhead Second: Nazarian All aye

2022– Holiday List:

Martin L. King Day 01/17/22 Mon	Labor Day 09/05/22 Mon	Thanksgiving Day 11/24/2022 Thurs
President’s Day 02/21/22 Mon	Columbus Day 10/10/22 Mon	Christmas Day 12/26/22 Mon
Memorial Day 05/30/22 Mon	Election Day 11/08/22 Tues	New Year’s Day 01/02/22 Mon
Independence Day 07/04/22 Mon	Veteran’s Day 11/11/22 Fri	

Motion: Redhead Second: Gelling All aye

Vouchers:

All vouchers will be reviewed by the Town Comptroller, the Town Supervisor.

Motion: Redhead Second: Nazarian All aye

Official Undertaking:

Employees of the Town of Schroepfel are bonded for \$25,000.00 per claim except for the following:
Town Supervisor: \$80,000.00; Town Justice \$20,000.00; Receiver of Taxes: \$500,000.00.

Motion: Redhead Second: Nazarian All aye

Attached to minutes:

Polling Places for 2022:

District #1 – Town of Schroepfel Town Hall	District #5 – Pennellville United Methodist Church
District #2 – Town of Schroepfel Town Hall	
District #3 – Town of Schroepfel Town Hall	
District #4 – Pennellville United Methodist Church	

Motion: Redhead Second: N. Hoyt All aye

Policies:

Each Department will receive a copy of their departmental balances (Comparison Budget) from the Comptroller for the end of each month, therefore, if a department needs something and the money **is not** available in their budget,

**Town of Schroepfel
Organizational Meeting
January 4th 2022**

they will need prior Board approval before purchases are made. There will be no more purchases of any items and then come to the Board for their approval and automatically expect payment.

Funds have been put into budgets for schooling and conferences. All departments have Board approval to attend so long as the money is in their budget and the schooling or conference is department related.

No personal vehicles are to be parked in the Town Building.

Each Department Head will be required to submit a **written** Departmental Report **each and every month**; a copy should be submitted to each of the Board Members, the Town Clerk and the Clerk to the Supervisor.

Members of the public shall be permitted to address the Town Board when recognized by the Town Supervisor for the Town Board Meeting. In no event may any such person speak on one occasion for more than **three (3) minutes** unless the Town Board approves. Time may be donated.

Constables on Court duty are to be paid a minimum of three (3) hours time

Mileage Rates as of January 2022 will be .56 cents. Mileage vouchers will be turned in monthly or by the end of the next month otherwise mileage will be forfeited back to the Town.

Anyone wishing to have something placed on the agenda for the Town Board Meetings, except Town Board Members must submit information to the Town Supervisor, who will then copy the Town Board Members, on or before the Friday prior to the scheduled Town Board meetings of the month. Exceptions are at the discretion of the Town Supervisor.

A copy of any and all request, reports and or paperwork submitted to the Town Board Members for action to be taken at a Town Board Meeting must also be submitted to the Town Clerk.

Return Check Fee charge will be set at \$20.00 (Twenty) above the banks charge for all departments.

Employee Vacations: An employee of the Town of Schroepfel who is taking vacation time must notify the Town Supervisor in writing, and give it to the Town Supervisor 1 week in advance of vacation. This is so other offices in the building can be notified, can inform the public as to the re-opening of said office, and take messages and collect paperwork if needed for the closed office. Also, all offices must **POST ON THE DOOR** of office when it is closed, and the date of re-opening excluding Highway.

Motion: Redhead Second: Nazarian All aye

Petty Cash amounts for departments are set as follows:

Assessor / Code Enforcement:	\$ 50.00	Justice Department:	\$ 150.00	Clerk to Comptroller:	\$250.00
Buildings & Grounds:	\$ 200.00	Receiver of Taxes:	\$ 250.00	Highway Department	\$200.00
Community Services:	\$ 200.00	Town Clerk:	\$ 250.00		

Motion: Redhead Second: Gelling All aye

Salaries and Hourly Rates for 2022:

Elected Officials:

<u>Name:</u>	<u>Title:</u>	<u>Yearly Rate:</u>
Cary Redhead	Town Supervisor	\$ 17,307.25

**Town of Schroepfel
Organizational Meeting
January 4th 2022**

Zachery Gelling	Councilman	\$ 3,796.20
Lewis Hoyt	Councilman	\$ 3,796.20
Nicklaus Hoyt	Councilman	\$ 3,796.20
Joann Nazarian	Councilman	\$ 3,796.20

Town Board Total: \$ 32,492.05

Darlene M Owens	Town Clerk / Records Management Officer and Registrar of Vital Statistics	\$ 35,251.90
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Clifford J. Hoyt	Highway Superintendent	\$ 56,581.44
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Steven Kempisty	Town Justice	\$ 14,565.93
Michael Trask	Town Justice	\$ 14,565.93

Total Justice: \$ 29,131.86

Ryan Wood	Receiver of Taxes	\$ 17,483.66
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Motion: Redhead Second: L. Hoyt All aye

Salary Employees:

<u>Name:</u>	<u>Title:</u>	<u>Yearly Rate:</u>
Brenda Weissenberg	Comptroller	\$ 18,548.33
Brenda Weissenberg	Budget Officer (Yearly)	\$ 4,202.40
Harold Henty	Assessor	\$ 16,284.30
Helen Knipp	Community Services Coordinator	\$ 18,183.01
Vickey Morrison	Clerk to Assessor/ Code Enforcement (832 hours for each)	\$ 30,467.84
Desiree Salvagni	Clerk to the Supervisor (208 hours)	\$ 3,642.08
Desiree Salvagni	Clerk to Comptroller (1240 hours)	\$ 18,210.40
Chip Thomas	Buildings and Grounds	\$ 32,136.00
Barbara Dix	Historian	\$ 750.13
Harry Hankey Jr.	Dog Control Officer	\$ 20,276.58
Eileen Hankey	Assistant Dog Control (622)	\$ 8,008.25

Hourly Employees:

<u>Name:</u>	<u>Title:</u>	<u>Hourly Rate:</u>
Michele Swidowski	Deputy Town Clerk (520 Hours)	\$ 13.66
Michele Swidowski	Deputy Tax Receiver up to (300) hours	\$ 13.20
Christina Mitchelson	Clerk to the Justices (1976) hours	\$ 19.30
Patricia Maguire	Clerk to the Justices (624 Hours)	\$ 17.45
Jack Haven	Clerk to Justice (6 hours) a month	\$ 13.20
Linda Carioti	Clerk to Highway Superintendent (1040 Hours)	\$ 13.20
Douglas Shaffer	Buildings & Grounds (1100 Hours)	\$ 13.20
Kristen MacDonald	Asst. Coordinator Community Service (288 hours) \$14.71)	\$ 4,236.48
Chloe Branshaw	Arts & Craft Instructure (112 hours) \$13.20	\$ 1,478.40
	Park Coordinator (112 hours) \$13.66 Hour	\$ 1,529.92
	Soccer Coordinator (per season)	\$ 3605.00

Board of Assessment

Robert Loreman	09/30/2023	Board of Assessment Review Member	\$100.00 Total
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**Town of Schroepel
Organizational Meeting
January 4th 2022**

Keith Lybolt	09/30/2024	Board of Assessment Review Member	\$100.00 Total
	09/30/2025	Board of Assessment Review Member	\$100.00 Total
Adriana Armstrong	09/30/2022	Board of Assessment Review Member	\$100.00 Total
	09/30/2026	Board of Assessment Review Member	\$100.00 Total

Redhead made the **Motion** to approve the salaries and hourly rate seconded by Nazarian. All aye

Highway Workers:		Highway Payroll	
Name:	Title:		Hourly Rate: *See Union Contract*
Jeff Jones	Deputy Highway Superintendent – Foreman / MEO		\$ 27.85
Corey Baker	Highway Worker Medium Equipment Operator		\$ 25.98
Travis Baum	Highway Worker – Medium Equipment Operator		\$ 26.48
Matthew Lenway	Highway Worker – Medium Equipment Operator		\$ 25.98
Kasey Kline	Highway Worker – Medium Equipment Operator		\$ 26.48
Robert Kingsley	Highway Worker – Medium Equipment Operator		\$ 26.48
Scott Trask	Highway Worker – Medium Equipment Operator		\$ 26.48
Chad Jewell	Highway Worker – HEO/ Mechanic		\$ 26.85
Clifford Hoyt Jr.	Highway Worker – HEO /Mechanic / NYS Inspection		\$ 27.35
Chris Harvey	Highway Worker – HEO /Mechanic		\$ 26.35

Highway Worker – Seasonal / Sub \$ 20.00

Douglas Shaffer, Chip Thomas, Jeff Barley and Chuck Baum.

Motion: Redhead Second Gelling All aye

Tabled

Planning Board:

Donald Clark	Yearly	Planning Board Chairman	\$150.00 per meeting
Donald Clark	(2023)	Planning Board Member	
Robert Loreman	(2022)	Planning Board Member	\$75.00 per meeting
Peter Stancampiano	(2028)	Planning Board Member	per person
Lee Goodman	(2027)	Planning Board Member	(7 year Term exp. 2027)
Regina Drumm	(2026)	Planning Board Member	Total 10 Meetings
Gordon Walts Jr.	(2025)	Planning Board Member	
William MacDonald	(2024)	Planning Board Member	
Dave Mosher	Alternate	Planning Board Member	
Leslie Orman		Planning Board Secretary	(\$75.00 per Meeting Held)

_____ made the **Motion** seconded by _____ All aye

Tabled

ZBA:

Douglas Deeb		Zoning Board of Appeals Chairman	\$240.00 per meeting
Douglas Deeb	(2023)	Zoning Board of Appeals Member	(exp. 2023)
Jason Connolly	(2025)	Zoning Board of Appeals Member	\$100.00 per meeting
Ronald Johst	(2025)	Zoning Board of Appeals Member	per person 4 meetings total
Robert Morrow	(2022)	Zoning Board of Appeals Member	
Timothy Dunnigan	(2026)	Zoning Board of Appeals Member	
Gerald Nolan	Alternate	Zoning Board of Appeals Member	

**Town of Schroepfel
Organizational Meeting
January 4th 2022**

Vickey Morrison Zoning Board of Appeals Secretary (\$75.00 per Meeting Held)

Gelling made the **Motion** seconded by N. Hoyt All aye

Constables:

3 Hour Minimum
4 Hour Minimum for DA Night

Leland Dusharm	Constable	\$ 21.00
Michael Wood	Constable	\$ 21.00
Herbert Hawker	Constable	\$ 21.00
Matthew Mallory (Reserve)	Constable	\$ 21.00
Roger Phillips	Constable	\$ 21.00
Frank Vadala	Constable	\$ 21.00
Harry Hankey Jr.	Constable / DCO	\$ 21.00
Mitch Eastman	Constable	\$ 21.00
Mike Morrison (Reserve/Park)	Constable	\$ 21.00

Redhead made the **Motion** to approve the salaries seconded by Nazarian. All aye:

2022 Fire Contracts:

2022 Fire Protection Contracts for Fire Protection District No. 1 –in the amount of Two Hundred Seventy One Thousand Seven Hundred and Eighty Eight Dollars and Two Cents (\$271,788.02); Fire Protection District No. 2 –in the amount of Two Hundred Twenty Six Thousand Nine Hundred and Thirty Six Dollars and Fifty Four Cents (\$226,936.54) and Fire Protection District No. 3 – in the amount of One Hundred Seventy Seven Thousand Eight Hundred Fifty Four Dollars and Sixth Seventy Cents (\$177,854.67) as prepared and submitted by Town Clerk Darlene Owens. Attached to Minutes

Motion: Redhead Second: Nazarian All aye

At 5:28 Redhead made the **Motion** to adjourn the Organizational Meeting seconded by Gilling. All aye
Nazarian, Gelling, L. Hoyt, N. Hoyt and Redhead

The Town Board members said they would have a workshop the second meeting of the month after the Board meeting. The board members had discussion about the website, legal ads what paper they are ran in. Discussion on what needs to done and priorities in the Town.

At 6:20 the workshop was closed.

Respectfully submitted,

Darlene M. Owens
Town Clerk