

January 7th, 2013
Organizational Meeting
Special Meeting
Petersburgh Town Board

On January 7th, 2013 at 7:00 PM the Petersburg Town Board met at the Petersburg Town Hall, 65 Main Street, Petersburg, New York for the purpose of setting salaries for officials and employees, appointing of officials and employees and to set town policies, in addition to holding a Special Meeting.

Present: Supervisor Siegfried Krahforst
Councilman Richard Snyder
Councilman William Seel
Councilman Duane Goodermote
Councilman David Alderman
Town Clerk Callie Crisp

Guests: Charlie Kovage, Timothy Church, Denise Church, Asa Zoesman, Joan Buzerak, PVMCC Director Jeanne Ferland
Press: Alex Brooks, The Eastwick Press

ORGANIZATIONAL MEETING

Following the Pledge of Allegiance the Supervisor called the meeting to order at 7:00 PM.

- Appointment of Town Officials: Several position received more than one application:

Code Enforcement Officer:

1. Doug Hull (current position holder)
2. Charlie Kovage

Town Hall Custodian:

1. Emily Harrison (current position holder)
2. Katie Dastoli

PVMCC Custodian:

1. Katie Dastoli (current position holder)
2. Louise Harrison

Water District Superintendent:

1. Todd Stradinger (current position holder)
2. Benedict Krahforst

The Board review all applications and passed the two resolutions of appointment as follows.

RESOLUTION #1**Resolution on the setting of Salaries for Officers, Officials and Employees of the Town of Petersburg, N.Y.**

On motion of Councilman Seel, the following resolution was adopted.
WHEREAS, the Town Board is required to set and approve the salaries and/or wages of all Town Officers, Officials, and Employees at its organizational meeting; now therefore be it
RESOLVED, that the salaries and/or wages of Town Officers, Officials, and Employees be as follows:

POSITION	NAME	SALARY AMOUNT	PAYMENT SCHEDULE
Town Supervisor	Siegfried Krahforst	\$10,000.00/year	Monthly Payroll
Town Board (1)	William Seel	\$1,704.50/year	Monthly Payroll
Town Board (2)	Richard Snyder	\$1,704.50/year	Monthly Payroll
Town Board (3)	David Alderman	\$1,704.50/year	Monthly Payroll
Town Board (4)	Duane Goodermote	\$1,704.50/year	Monthly Payroll
Town Clerk	Callie Crisp	\$11,776.00/year	Bi-Weekly Payroll
Deputy Town Clerk (1)	Barbara Snyder	\$10.50/hour	Bi-Weekly Payroll- As required, (NOT TO EXCEED \$3,000.00/year in addition to salary of Deputy #2)
Deputy Town Clerk (2)	Anne Schnoop	\$9.50/hour	Bi-Weekly Payroll- As required, (NOT TO EXCEED \$3,000.00/year in addition to salary of Deputy #1)
Registrar of Vital Statistics	Callie Crisp	\$500.00/year	Annually by Voucher
Superintendent of Highways	Raymond Harrison	\$40,055.00/year	Bi-Weekly Payroll
Deputy Highway Superintendent	Steven Harrison	\$950.00/year	Annually
Town Justice (1)	Paul Montgomery	\$4,850.00/year	Quarterly Payroll
Town Justice (2)	Amy Manchester	\$4,850.00/year	Quarterly Payroll
Tax Collector	Emily Harrison	\$3,500.00/year	Monthly Payroll
Assessor	Craig Surprise	\$15,200.00/year	Bi-Weekly Payroll
Assessor's Clerk	Anne Schnoop	\$11.00/hour	Bi-Weekly Payroll NOT TO EXCEED \$4,300.00/year
Board of Assessment Review (1)	Dennis Smith	\$100.00/year	Annually by Voucher
Board of Assessment Review (2)	David Miller	\$100.00/year	Annually by Voucher
Board of Assessment Review (3)	Anne Bossoni	\$100.00/year	Annually by Voucher
Board of Assessment Review (4)	Brandon deWaal	\$100.00/year	Annually by Voucher
Board of Assessment Review (5)	Barbara Snyder	\$100.00/year	Annually by Voucher
BAR Secretary	Callie Crisp	\$110.00/year	Annually by Voucher
Dog Control Officer	Lynne Torello-Burns	\$3,000.00/year	Quarterly by Voucher
Code Enforcement Officer	Douglas Hull	\$9,600.00/year	Monthly Payroll
Town Attorney	Kevin Engel	\$7,000.00/year	Monthly by Voucher
Town Hall Custodian	Emily Harrison	\$50.00/week	Monthly by Voucher
PVMCC Custodian	Katie Dastoli	\$60.00/week	Monthly by Voucher
Water District Superintendent	Benedict Krahforst	\$9,000.00/year	Monthly Payroll
Water District Tax Collector	Callie Crisp	\$1,200.00/year	Monthly Payroll
Highway Dept. Employee (1)	Steven Harrison	\$16.13/hour	Bi-Weekly Payroll
Highway Dept. Employee (2)	James Morgan	\$14.24/hour	Bi-Weekly Payroll
Highway Dept. Employee (3)	Michael Harrison	\$12.33/hour	Bi-Weekly Payroll
Highway Dept. Employee (4)	N/A	\$10.00/hour	Bi-Weekly Payroll
Part-time Maintenance Labor (1)	N/A	\$10.50/hour	Bi-Weekly Payroll
Part-time Maintenance Labor (2)	N/A	\$8.50/hour	Bi-Weekly Payroll
Town Secretary	Callie Crisp	\$8,710.00/year	Bi-Weekly Payroll
Bookkeeper	Charles Guntner	\$7,800.00/year	Monthly Payroll

Councilman Snyder seconded such motion, and roll call showed the following results:

Supervisor Siegfried Krahforst	Aye
Councilman Richard Snyder	Aye
Councilman William Seel	Aye
Councilman Duane Goodermote	Aye
Councilman David Alderman	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

RESOLUTION #2

Appointments of Officials and Employees of the Town of Petersburg, N.Y.

On motion of Councilman Goodermote, the following resolution was adopted. WHEREAS, the Town Board is required at its Organizational Meeting to fill various positions in the Town Government; now therefore be it RESOLVED, that the following persons be appointed to the positions and/or committees as noted:

POSITION	NAME
Deputy Supervisor	Peter Schaaphok
Deputy Town Clerk (1)	Barbara Snyder
Deputy Town Clerk (2)	Anne Schnoop
Registrar of Vital Statistics	Callie Crisp
Deputy Registrar	Barbara Snyder
Deputy Highway Superintendent	Steven Harrison
Code Enforcement Officer	Douglas Hull
Town Historian	Peter Schaaphok
Dog Control Officer	Lynne Torello-Burns
Water District Superintendent	Benedict Krahforst
Water District Tax Collector	Callie Crisp
Town Hall Custodian	Emily Harrison
PVMCC Custodian	Katie Dastoli
Assessor's Clerk	Anne Schnoop
Veterans' Service Officer	David Alderman
Court Clerk	Callie Crisp
Town Secretary	Callie Crisp
Bookkeeper	Charles Guntner
Town Attormey	Kevin Engel
Official New Organ	The Eastwick Press
Official Funds Depository	Pioneer Bank

Councilman Seel seconded such motion, and roll call showed the following results:

Supervisor Siegfried Krahforst	Aye
Councilman Richard Snyder	Aye

Councilman William Seel	Aye
Councilman Duane Goodermote	Aye
Councilman David Alderman	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

- Town Policies: changes are listed in **bold**:

RESOLUTION #3

Town Policies

On motion of Councilman Alderman, the following resolution was adopted.
Be it resolved that the 2013 Town Policies are hereby set as following:

- Paid Holidays for full time Town Employees:
 1. New Year's Day
 2. Martin Luther King Jr. Day
 3. President's Day
 4. Memorial Day
 5. Independence Day
 6. Labor Day
 7. Columbus Day
 8. Election Day
 9. Thanksgiving
 10. Christmas
- Vacation Time:
 - 5 days - after 1 year of employment
 - 10 days - after 3 years of employment
 - 15 days after 10 years of employment
 - 1 day per year of employment, up to 20 days maximum
- Personal Days: 3 days per year
- Sick Days: 10 days to accumulate to a maximum of 30 days per year
- Bereavement Time: 3 days per year
- Town Vehicle Policy: Town vehicles to be used for all Highway Department travel unless broken down or unsuited for trip. Town Vehicles shall not be used for personal travel.
- Mileage for use of a private vehicle for official Town Business: \$.55 per mi.
- Inventory of all Highway Equipment and supplies shall be taken during the month of September and filed with the Town Clerk.

- Purchases above \$1,000.00 require Town Board approval (Includes costs for repairs and/or maintenance of Town facilities, machinery, etc.)
- **Purchases above \$5,000.00 to be let by bid only.**
- All bidders to provide 6 copies of bid upon submission.
- Authorize Supervisor to approve emergency expenditures in excess of \$1,000.00 (with concurrence of at least 1 other Board Member.

Resolution # 3 for 2013 (continued)

- Authorize Supervisor to pay insurance (health, property, auto), electric and phone bills without prior Board approval.
- Authorize Supervisor to pay Youth Commission personnel during the months of July and August on bi-weekly basis by voucher without prior Board approval.
- Regular Town Board Meetings to be held on the 3rd Monday of each month at 7:00 PM at the Petersburg Town Hall.
- Public Address: In an effort to give the public an opportunity to address the Town Board, you will be granted 5 minutes at the public address portion of the agenda. All comments shall be addressed to the board as a whole in a decent courteous and orderly manner. If you require additional time, another 5 minutes shall be granted after everyone else has addressed the Board.
- **Hiring Policy: any new employee of the Town of Petersburg requires the consent of the Town Board prior to hiring.**
- **Workplace Violence Policy: original date of adoption: March 15th, 2010, Resolution #21/10. This document is on file in the office of the Town Clerk.**
- **Harassment and Discrimination Policy: original date of adoption: June 20th, 2011, Resolution #32/11. This document is on file in the office of the Town Clerk.**
 - **Compliance Officers:**
 - Callie Crisp, Town Clerk**
 - Barbara Snyder, Deputy Town Clerk**
- **Credit Card Use Policy: original date of adoption: May 21st, 2012, Resolution #33/12. This document is on file in the office of the Town Clerk.**
 - **Authorized Users:**
 - Siegfried Krahforst, Town Supervisor**
 - Callie Crisp, Town Clerk**

Councilman Seel seconded such motion, and roll call showed the following results:

Supervisor Siegfried Krahforst	Aye
Councilman Richard Snyder	Aye
Councilman William Seel	Aye
Councilman Duane Goodermote	Aye
Councilman David Alderman	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

- Meeting Dates: Councilman Snyder indicated that two regular meeting this year fall on a holiday. A resolution was passed in order to change the date of one such meeting.

Resolution #4 February Meeting Reschedule

On motion of Councilman Snyder, the following resolution was adopted. Be it resolved that February's Regular Monthly Meeting be rescheduled to Monday, February 11th, 2013 in order to avoid a conflict with President's Day. Councilman Seel seconded such motion, and roll call showed the following results:

Supervisor Siegfried Krahforst	Aye
Councilman Richard Snyder	Aye
Councilman William Seel	Aye
Councilman Duane Goodermote	Aye
Councilman David Alderman	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

With no further business, on motion of Councilman Goodermote, seconded by Councilman Seel, the Organizational Meeting was adjourned at 7:58 PM.

SPECIAL MEETING

The Special Meeting was called to order at 7:59 PM.

NEW BUSINESS

- PVMCC Use Agreement: PVMCC Director Jeanne Ferland was present to discuss the Use Agreement with the Town Board. A list of Town expenditures for the building was reviewed, in addition to several financial reports of PVMCC that had been compiled by Ms. Ferland. Currently the Town spends approximately \$35,000.00 per year on PVMCC, which included supplies, maintenance, fuel, bond payment, etc. The Use Agreement dictates a \$2,000.00 reimbursement to the Town once a year. As the income received for the building rentals cannot be predetermined, it was decided to change

the Use Agreement so that PVMCC is required to reimburse \$2,000.00 plus 10% of the annual income for rentals. The Board passed a resolution adopting the revised Use Agreement.

Resolution #5
PVMCC Use Agreement

On motion of Councilman Goodermote, the following resolution was adopted. Be it resolved that the 2013 Use Agreement between the Town of Petersburg and PVMCC be approved as amended. Councilman Seel seconded such motion, and roll call showed the following results:

Supervisor Siegfried Krahforst	Aye
Councilman Richard Snyder	Aye
Councilman William Seel	Aye
Councilman Duane Goodermote	Aye
Councilman David Alderman	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

- Jones Garage: a report on the status of this building was provided for the Board's review to be further discussed at the next regular meeting.

With no further business, on motion of Councilman Goodermote, seconded by Councilman Seel, the meeting was adjourned at 7:28 PM.

Respectfully Submitted,

Callie Crisp, Town Clerk