

# TOWN BOARD MEETING AGENDA

## January 11, 2016

**EXECUTIVE SESSION: 6:00PM** Subjects: **1. Building Department personnel.**  
**2. Police personnel. 3. Salaries.**

### RE-ORGANIZATION

1. Opening & Welcome
2. Eligibility & Qualifications of Town Officers. Every elective officer of the town is an elector of the Town of Highlands.
3. Oaths of Office. Every Town Officer of the Town has taken an oath of office.
4. Official Undertaking. Every Town Officer is covered by a blanket undertaking indemnifying against losses caused by the failure of the officers caused by the failure of the officers or employees to faithfully perform their duties or by their fraudulent or dishonest acts.
5. Vacancies. There are no vacancies in the Town's elective offices.
6. Appointments. Terms to be discussed.
  - A. Town Attorney....Appoint Rider, Weiner.....Town Attorney at the 2016 pay scale.
  - B. Town Engineer....
  - C. Sewer Inspector....Primary Sewer Inspector, Robert Held and Deputy Sewer Inspector Bruce Terwilliger. (pay ?
  - D. Dog Control Officer (2) Appoint Kathy Mc Guinness Dog Control Officer at 2016 pay scale.
  - E. Health Officer....OC Department of Health
  - F. Budget Officer.....Kelly Blauvelt at 2016 pay scale
  - G. Town Historian....Stella Bailey at 2016 pay scale
  - H. Emergency Action Coordinator.....vacancy
  - I. Highway Superintendent at 2016 pay scale
  - J. Deputy Highway Superintendent at 2016 pay scale
  - K. Water Superintendent. At 2016 pay scale
  - L. Executive Assistant to Supervisor at 2016 pay scale
  - M. Ambulance Administrative Services Marty Byrnes 2016 pay scale
  - N. Water/Sewer billing.....Nick Podias at 2016 pay scale
  - O. Treasurer.....Bob Livsey at 2016 pay scale
  - P. Comptroller.....Kelly Blauvelt at 2016 pay scale
- 5 Year:
  - A. Planning Board 2 vacancies
  - B. Consolidated Zoning Board of Appeals 1 vacancy
7. 2016 Salary Schedule
8. Employee Benefits are listed in the Employee Hand Book or the Union contracts for police, highway and sanitation.
9. Mileage Compensation 54 cents per mile.
10. Holiday Schedule, Leave, Vacation, etc. as listed in Employee Hand Book or the Union contracts.
11. Town Board
  - A. Meetings and Procedures meetings will be conducted according to Robert's Rules. Exceptions by a super majority vote
  - B. Fix "Regular Meetings" Regular meeting will be held at 7 PM on the second and fourth Monday of each month. Exceptions and Special Meetings will be advertised in accordance with Town Law.

- C. Powers & Duties of Supervisor. The Supervisor is the Chief Executive of the Town. The Supervisor presides at town board meetings and is assigned by the Town Board certain additional duties and responsibilities as a result of his statutory role as Town Treasurer. The Supervisor is the Town Marriage Officer if appointed by the Town Board.
- D. Deputy Supervisor June Gunza who will assume the duties of the Supervisor in his absence
- E. Board Liaison Assignments. Separate list.
- F. Official Newspaper(s) News of the Highlands and/or the Times Herald Record.
- G. Town Marriage Officer (Supervisor)

- 12. Designation of Depositories. Chase and First Niagara
- 13. Petty Cash Funds (Court \$100 x 2), Town Clerk \$100, Recreation \$100, Police \$100, Recreation \$100 (If needed)
- 14. Accounting Duties. Kelly Blauvelt, Comptroller
- 15. Review and adoption of PROCUREMENT GUIDELINES
- 16. Review and adoption of INVESTMENT POLICY
- 17. Rules for opening competitive bids. Present must be the Supervisor and Town Clerk or their respective deputies.
- 18. Annual Audit. Shall be conducted by Vanacore.....
- 19. Town Comptrollers Annual Audit. Comptroller will conduct an audit of all Town entities at least once a year or when deemed necessary at the Comptrollers discession, when required by the Supervisor or Town Board
- 20. Review of existing Contracts. See list.
- 21. Annual Meeting of Association of Towns
  - A. Delegate and Alternate
  - B. Attendees and Expenses

#### **REGULAR MEETING**

- 1. Public comment on Agenda items only.
- 2. Approval of previous minutes. Nov 9, 2015; Nov 11, 2015; Dec 28, 2015.
- 3. Communications (letters, phone calls, etc.).
- 4. Financial reports, requests and resolutions.
  - A & P Total \$60,449.57. Includes: \$4310.22 Cargill De-icer Salt; \$8,936.41 Elections; \$19,223.70 State for court fines and fees for December; \$4,045.00 Highland Falls for Fines and Fees from December Court.
  - Budget Transfers
- 5. Board Liaison reports and Department Heads (as needed)
- 6. Supervisor's report.
- 7. Attorney's comments and concerns
- 8. Unfinished business.
- 9. General business.
  - Partners in Safety 2015 Service Agreement.
  - Approval of THAC 2016 Operational Officers.
- 10. Any business not listed above.
- 11. General public comment.
- 12. Executive session. (if necessary)
- 13. Adjourn regular meeting.