

**NEW LISBON TOWN BOARD---JANUARY 2, 2018---7:00 PM
ORGANIZATIONAL MEETING---TOWN HALL, GARRATTSVILLE**

Present: Supervisor Edward Lentz, Councilmen John Pegg & Robert Eklund, Councilwoman Nancy Martin-Mathewson, Hwy. Supt. Bill Whitaker, Clerk Charlene Wells, Justice William Burdick, Residents Tom Riso, Lenny Melillo, Glen Noto, Stacey Kazacos, Edward George, Robert Taylor, Vicky Lentz

Absent: Councilwoman Flo Loomis

The 2018 Organizational meeting was opened at 7:02 PM. Justice William Burdick swore in all new officials. The Board discussed rules of procedure. Supervisor Edward Lentz felt overall that he was happy with the way the Board had been operating. It was agreed to keep two sections open to the floor, with generally a three minute limit. If anyone feels that they have something of importance to add to an issue, the Supervisor may acknowledge them to speak. Speakers may stand in their place or use the podium if they so choose. After discussion, it was agreed that after a motion and second are made there will be a period of discussion before taking a vote.

The list of annual appointments was reviewed. A motion was made by Councilman Robert Eklund, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/0 Nays to make the following annual appointments: Virginia Schoradt as Town Historian, Susan Smith as Planning Board Clerk, Elizabeth Fish as Dog Control Officer, Katharine Davis as Court Clerk, Edward Lentz as Marriage Officer, Thomas Riso as Land Use Enforcement Officer, and Charlene Wells as Registrar of Vital Statistics. No one was appointed to serve as Administrator at this time.

Highway Superintendent Bill Whitaker has appointed Willard Lasher as Deputy Highway Superintendent. Supervisor Edward Lentz will serve as Budget Officer and will wait until the next meeting to appoint his Deputy. We are still looking for a new Bookkeeper. Clerk Charlene Wells has appointed Robert Wells as Deputy Clerk/Collector and Deputy Registrar.

A motion was made by Councilman Robert Eklund, seconded by Councilman John Pegg and carried 4 Ayes/0 Nays to approve the following items:

-Designate the Daily Star as the official Town newspaper.
-Hold monthly meetings on the 2nd Tuesday of each month at 7:30 PM in the large community room at the Town Hall.
-All bills will be audited by the Board ½ hour before the start time of the meeting.
-Set mileage reimbursement at 50 cents per mile.
-Designate Community Bank, NA for the Town Clerk/Collector & Town Justice.
-Designate Community Bank, NA, Key Bank, NBT Bank, and Bank of Cooperstown as banks for the Supervisor.
-Authorize the Supervisor to pay all utility bills, health insurance premiums (2018 monthly rates are \$775.25 single, \$1550.50 double, \$2209.46 family), justice court fees to the State Comptroller, payroll taxes and purchase postage without prior Board approval.
-Authorize the Highway Supt. to spend up to \$1,000.00 at a time without prior Board approval, except for hiring an outside contractor which requires Board approval and a certificate of insurance.
-Authorize the Supervisor to invest money for interest bearing purposes in the best interest of the Town.
-Acceptance of the Annual Financial Report to the State Comptroller as the Town's final financial report.
-Hire Robin Lasher and Willard Lasher as Schedule Keepers and Town Hall Custodians at \$11.50 per hour.
-Establish a normal work day as eight hours.
-Town Board members will complete audits of the Town Justice, Town Clerk/Tax Collector and Supervisor's offices annually.

A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman Robert Eklund and carried 4 Ayes/0 Nays to contract with the New Lisbon Senior Citizens to provide adult recreation services for 2018 at a cost of \$500.00. We have not yet received a summary of how they spent their 2017 funds.

The Dog Shelter renewal was reviewed. The boarding fee went up to \$20.00 per day and the cremation fee went up by \$10.00. After discussion, a motion was made by

Councilman Robert Eklund, seconded by Councilman John Pegg and carried 4 Ayes/0 Nays to contract with Pittsfield Veterinary Clinic for dog shelter services.

Supervisor Edward Lentz advised that he would like to keep Attorney Martin Tillapaugh as our Town Attorney, but he has not been able to get hold of him. A motion was made by Councilman Robert Eklund, seconded by Councilman John Pegg and carried 4 Ayes/0 Nays to hire Attorney Martin Tillapaugh as our Town Attorney contingent on his acceptance of the position.

A motion was made by Councilman Robert Eklund, seconded by Councilman John Pegg and carried 4 Ayes/0 Nays to adopt the following 2018 Employee Salary and Pay Schedule:

POSITION	WHEN PAID	APPROPRIATION
Supervisor	Monthly	\$8,000.00
Highway Superintendent	Every 2 weeks	\$46,500.00
Assessor	Monthly	\$8,900.00
Town Justice	Monthly	\$6,750.00
Councilmen, 4 at	Annually	\$1400.00 ea.
Registrar of Vital Statistics	Annually	\$500.00
Record Management Officer	Annually	\$500.00
Town Clerk/Collector	Monthly	\$17,000.00
Historian	Annually	\$700.00
Health Officer	Annually	\$250.00
Town Hall Custodian (Schedule Keeper)	Monthly	\$11.50 per hr.
Town Hall Cleaner	Monthly	\$11.50 per hr.
Board of Review, Chairman	Annually	\$105.00
Board of Review, 4 at	Annually	\$85.00
Bookkeeper	Monthly	\$4,750.00
Budget Officer	Annually	\$0.00
Park & Cemetery Mower	Every 2 weeks	\$11.00 per hr.
Planning Board Clerk	Monthly	\$1,200.00
Dog Control Officer	Monthly	\$3,000.00
Court Clerk	Monthly	\$3,950.00
Attorney	Monthly	\$3,200.00
Land Use Enforcement Officer	Monthly	\$3,000.00
Part-time employees	Every 2 weeks	\$10.40 per hr.
Temporary employees	Every 2 weeks	\$10.40 per hr.
Highway employees-MEO	Every 2 weeks	\$12.00 per hr.
Highway employees-HMEO	Every 2 weeks	\$18.00 per hr.
Part-time HMEO	Every 2 weeks	\$17.00 per hr.
Highway employee-Dep. Supt.	Every 2 weeks	\$18.10 per hr.

A motion was made by Councilman John Pegg, seconded by Councilwoman Nancy Martin-Mathewson and carried 3 Ayes/ 0 Nays/ 1 Abstention (Councilman Eklund) to adopt the following 2018 Highway Employee Schedule:

1. WAGES...MEO.....\$12.00 per hour
 HMEO, part-time..\$17.00 per hour (no benefits)
 HMEO.....\$18.00 per hour
 DEPUTY SUPT.....\$18.10 per hour
 All payable every two weeks, with time & half for overtime.
2. SICK LEAVE.....One day per month with no more than 12 days per year. Accumulative to 70 days. Sick days used for five consecutive days require a doctor's note. Employees will not be paid for any unused sick days upon termination or retirement. Employees must be actively working to receive sick days.
3. INSURANCE.....Hospital/Medical/Pediatric Dental through MVP. Enrolled employees will contribute 10% of their monthly premium for 2018. If an employee chooses not to take medical coverage through the Town, he will be paid \$1100.00 in June and \$1100.00 in December. Medical benefits are provided to employees while they are on the payroll, either actively working or using sick and/or vacation days. When an employee is on disability or leave of absence they may remain on the Town policy if they so choose by paying the entire monthly premium themselves. Effective in 2015, new employees are only eligible for single coverage. Disability insurance is paid as per NYS Benefits Law.

4. PAID HOLIDAYS.....total of 9...New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.
5. PERSONAL DAYS.....three per year...not cumulative
6. LEAVE OF ABSENCE.....MUST BE APPROVED BY Town Board and Highway Superintendent.
7. BEREAVEMENT DAYS.....three days, for immediate family only.
8. NYS RETIREMENT----Tier 3, 4 & 6...employee contribution as required by NYS Retirement System.
9. WORKERS COMPENSATION.....total paid.
10. NEW PERSONNEL...will be paid \$10.40 for MEO and \$15.00 for HMEO per hour for a six month probationary period. After 2 months, the pay may be increased by 50 cents per hour upon the review and recommendation of the Hwy. Supt. After 4 months, the pay may again be increased by 50 cents per hour upon the review and recommendation of the Hwy. Supt. Once the six month probationary period is over and the new employee is permanently hired, he will go to full pay for the position and receive all of his benefits. Medical insurance begins after two months.
11. VACATION TIME.....after one year receive one week, then one additional day for each year thereafter, up to a maximum of four weeks.
12. DRUG & ALCOHOL POLICY.....as per policy adopted 12/12/1995.
13. EMPLOYEE HANDBOOK...all provisions of the employee handbook apply.

The Board will review the 2018 Agreement for the Expenditure of Highway Money and Officials Undertaking and complete at the next meeting.

Supervisor Edward Lentz noted that he had met with Otsego Electric CEO Timothy Johnson to discuss their broadband efforts. CEO Johnson advised that they are in their second phase with their overall goal of providing broadband to all of their customers. They are having an information meeting on January 20th, 2018 at the Laurens Central School. Information on this meeting will be on Otsego Electric's website.

Councilman Robert Eklund asked Hwy. Supt. Bill Whitaker to provide him with the breakdown of overtime hours from the last quarter of 2017.

With no further business, a motion was made by Councilman Robert Eklund, seconded by councilman John Pegg and carried 4 Ayes/ 0 Nays to adjourn at 8:07 PM.

Charlene R. Wells, New Lisbon Town Clerk