

**NEW LISBON TOWN BOARD—2022
ORGANIZATIONAL MEETING**

1. Swear in new officials.

2. ANNUAL APPOINTMENTS (one motion for all)
 -Historian.....Virginia Schoradt
 -Planning Board Clerk.....Susan Smith
 -Dog Control Officer.....Elizabeth Fish
 -Court Clerk.....Katharine Davis
 -Land Use Enforcement Officer... Thomas Riso
 -Marriage Officer.....Edward Lentz
 -Registrar of Vital Statistics.....Charlene Wells

3. APPOINTMENTS (no motion required)
 -Hwy. Supt. appoints Deputy Hwy. Supt.
 -Supervisor appoints Deputy Supervisor, Budget Officer and any committees.
 -Town Clerk appoints Deputy Clerks and Deputy Registrar.

4. Hire By The Books, Karen Kropp owner, at \$8,211.00 for the year for bookkeeping services.

5. MISC. ITEMS (change, add/delete & make one motion for all 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 or by webconference when permitted by law and approved by the Supervisor.
 -Bills will be audited by the Board ½ hour before the start time of the meeting except when meetings are held by webconference.
 -Set mileage reimbursement at 54 cents per mile. (Discuss increasing.)
 -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 bills (2022 rates are \$637.77 single, \$1,275.54 double, \$1,817.64 family plus deductible account), justice court fees to the State Comptroller, payroll taxes, and NYS Retirement System annual bill without prior Board approval.
 -Authorize the Highway Supt. to spend up to \$2,500.00 at a time without prior Board approval, except for hiring an outside contractor which requires Board approval and a certificate of insurance and excepting emergency situations. The Town's Procurement Policy and Best Value Law apply to all purchases.

.....Authorize the Supervisor to invest money for interest bearing purposes in the best interest of the Town.

.....Authorize the Supervisor, Town Clerk, Justice and Assessor to purchase their own normal office supplies and postage up to \$500.00 without prior Board approval, following our Procurement Policy and Best Value Law.

.....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 \$13.20 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.

6. ATTORNEY---hire Attorney Michelle Kennedy at \$90.00 per hour.

7. 2022 EMPLOYEE SALARY AND PAY SCHEDULE---motion to adopt.

POSITION	WHEN PAID	APPROPRIATION
Supervisor	Monthly	\$8,000.00
Highway Superintendent	Every 2 weeks	\$50,328.00
Assessor	Monthly	\$9,679.00
Town Justice	Monthly	\$6,954.00
Councilmen, 4 at	Annually	\$1400.00 ea.
Highway Committee person	Annually	\$250.00
Registrar of Vital Statistics	Annually	\$500.00
Record Management Officer	Annually	\$500.00
Town Clerk/Collector	Monthly	\$17,863.00
Deputy Town Clerk	Monthly @\$15.00 hr. up to	\$1,500.00
Historian	Annually	\$700.00
Health Officer	Annually	\$250.00
Town Hall Custodian (Schedule Keeper)	Monthly	\$13.20 per hr.
Town Hall Cleaner	Monthly	\$13.20 per hr.
Board of Review, Chairman	Annually	\$105.00
Board of Review, 4 at	Annually	\$85.00
Bookkeeper	Monthly	\$8,211.00
Budget Officer	Annually	\$0.00
Park & Cemetery Mower	Every 2 weeks	\$13.20 per hr.
Planning Board Clerk	Monthly	\$1,200.00
Dog Control Officer	Monthly	\$3,825.00
Court Clerk	Monthly	\$4,794.00
Attorney	Monthly as billed- up to	\$5,000.00
Land Use Enforcement Officer	Monthly	\$3,343.00
Part-time employees	Every 2 weeks	\$13.20 per hr.

Temporary employees	Every 2 weeks	\$13.20 per hr.
Highway employees-MEO	Every 2 weeks	\$13.20 per hr.
Highway employees-HMEO	Every 2 weeks	\$19.49 per hr.
Part-time HMEO	Every 2 weeks	\$18.04 per hr.
Highway employee-Dep. Supt.	Every 2 weeks	\$19.59 per hr.

8. 2021 HIGHWAY EMPLOYEE SCHEDULE---Motion to adopt

1. WAGES...MEO.....\$13.20 per hour
 HMEO, part-time..\$18.04 per hour (no benefits)
 HMEO.....\$19.49 per hour
 DEPUTY SUPT...\$19.59 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 monthly amounts of \$76.50 for single plan, \$153.00 for double plan and \$217.00 for family plan towards their monthly premium for 2022. If an employee chooses not to take medical coverage through the Town, he will be paid \$2,200.00 in July and \$2,200.00 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 by continuing to pay their portion of the monthly premium. 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---employee contribution as required by NYS Retirement System.
9. WORKERS COMPENSATION.....total paid.
10. NEW PERSONNEL...will be paid \$13.20 for MEO and \$17.50 for HMEO per hour for a six month probationary period. 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. EMPLOYEE HANDBOOK.....all policies and provisions of the employee handbook apply.
9. NYS RETIREMENT RESOLUTION.
10. HIGHWAY AGREEMENT.
11. ADJOURN.