

**UNION VALE TOWN BOARD MEETING JANUARY 2, 2020 TOWN HALL
ORGANIZATIONAL MEETING
249 DUNCAN ROAD LAGRANGEVILLE, NY 6:30PM**

PRESENT: Supervisor Maas

Council: Kevin Durland, Kevin McGivney, Steven Frazier & John Welsh

Highway Superintendent: Ed Kading

Town Clerk: Andrea Casey

Town Attorney: Jeff Battistoni

Call to Order and Salute to the Flag

Supervisor Maas called the meeting to order and asked for a motion to enter executive session for the purpose of conducting interviews.

MOTION TO ENTER EXECUTIVE SESSION

Councilman Welsh made a motion to enter executive session at 6:43 PM which was seconded by Councilman Durland and all were unanimously in favor.

MOTION TO EXIT EXECUTIVE SESSION

Councilman Welsh made a motion to exit executive session at 7:15 PM which was seconded by Councilman Durland and all were unanimously in favor.

PUBLIC COMMENTS ON RESOLUTIONS

None

Resolutions: (see resolutions)

- 20.1 Approve Town Board Meeting Schedule
- 20.2 Approve Town Hall Hours
- 20.3 Set the Holiday Schedule for 2020
- 20.4 Establishing Undertakings to be Furnished by the Officers & Employees
- 20.5 Acknowledge Appointment of Deputy Supervisor & Bookkeeper
- 20.6 Acknowledge Appointment of Deputy Town Clerk
- 20.7 Authorize Town Clerk to Accept Recycling Center Fees and Issue Permits for 2020
- 20.8 Town Board Official Appointments & Designations for the Year 2020
- 20.9 Appointing and Reaffirming Members and Chairpersons to Boards, Committees, Commissions & Councils
- 20.10 Setting Salaries and Wages for Elective Officers for 2020
- 20.11 Establishing Salaries for Appointed Positions and Employees
- 20.12 Appointment of Equestrian Director for Tymor Park Equestrian Center
- 20.13 Resolution Authorizing of Specific Bills Prior to Audit Pursuant to Town Law 118
- 20.14 Resolution Authorizing Town Supervisor & Deputy Town Supervisor to Comply with Administrative and Financial Requirement for the Year 2020
- 20.15 Authorize Attendance at Association of Towns Conference to be Held in February
- 20.16 Authorize Renewal of Membership in NY State Municipal Workers' Comp Alliance
- 20.17 Authorizations, Policies and Procedures for 2020

Public Comment on Town Issues

Tillman –mentioned many pot holes on Shaughnessy¹, she hopes they will be filled. She also asked: did money get paid to library systems that was budgeted? Supervisor Maas said the contract has expired but they hope to have discussions with the libraries themselves in the very near future.

Old/ New Business – None

Correspondence / Announcements:

Supervisor Maas read an email from Paul Tobin to thank the Town Board and UVFD & Rescue Squad for their impressive and immediate assistance. Tom Murphy passed away as assistant chief of rescue who served the town for 21 years along with resident Leo Pellegrino who was active in the fire company in the 1970's – 1980's earlier this week. Anyone who is interested in serving on the Union Vale Fire or Rescue Squad please contact them through Facebook or their website.

Reminders:

Swearing-in Ceremony & Coffee & Doughnuts with Newly Elected Officials
9:00 – 11:00 a.m., Saturday, January 4th, Town Hall Meeting Room

Next Scheduled Meeting: Thursday, January 16th, 7:30 p.m.

MOTION TO ADJOURN

Councilman Welsh made a motion at 7:47 PM which was seconded by Councilman Durland and all were unanimously in favor.

Respectfully Submitted,

Andrea Casey

Town Clerk

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TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 1 OF 2020:

20-1 APPROVE TOWN BOARD MEETING SCHEDULE

NOW, THEREFORE BE IT RESOLVED, that subject to the schedule set forth below the Town Board work sessions will take place on the first (1st) Thursday of each month at 7:30 PM in the Meeting Room of Town Hall, in the Town of Union Vale, 249 Duncan Road, LaGrangeville, NY 12540; and

BE IT FURTHER RESOLVED, that subject to the schedule set forth below, the Regular Agenda Meetings of the Union Vale Town Board will take place throughout the year 2020 on the third (3rd) Thursday of each month at 7:30 PM in said Meeting Room, and that special meetings will be scheduled and advertised by posting the announcement on the front page of the town web site (www.unionvaleny.us) and the front bulletin board near the entrance to the Town Hall, with notification to the press as required by law; and

BE IT FURTHER RESOLVED, that the 2020 meeting dates are as listed below:

January 2	2020 Town Board Organizational Meeting
January 16	Regular Meeting
February 6	Work Session
February 20	Regular Meeting
March 5	Work Session
March 19	Regular Meeting
April 2	Work Session
April 16	Regular Meeting
May 7	Work Session
May 21	Regular Meeting
June 4	Work Session
June 18	Regular Meeting
July 2	Work Session
July 16	Regular Meeting
August 6	Work Session
August 20	Regular Meeting
September 3	Work Session
September 17	Regular Meeting
October 1	Work Session
October 15	Regular Meeting
November 5	Work Session
November 19	Regular Meeting
December 3	Work Session
December 17	Regular Meeting

INTRODUCED: Councilman Frazier

SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Frazier Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Maas Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 2 OF 2020:

20-2 APPROVE TOWN HALL HOURS

BE IT RESOLVED, that the regular hours for the Town Hall for the Town of Union Vale for the year 2020 are from 9:30 AM to 4:00 PM Monday through Thursday year-round and Saturdays from 9:00 AM to 12:00 PM January through June.

BE IT FURTHER RESOLVED, that the following offices for the Town of Union Vale shall have hours as follows: **Building, Planning & Zoning offices** from 8:00 AM to 4:00 PM Monday through Thursday and Fridays by appointment; the **Town Supervisor, Finance & HR offices** shall be Monday through Thursday from 9:00 AM to 5:00 PM and Fridays by appointment; the **Town Clerk's Office** is open from Monday through Thursday from 9:30 to 4:00 PM and Fridays and evenings by appointment; the **Tax Collector's office** hours will be Tuesday, Wednesday & Thursdays from 9:00 AM to 2:00 PM and 9:00 AM – Noon on Saturdays; the **Tax Assessor** shall have regular hours from 7:30 AM to 11:30 AM on Tuesdays and Wednesdays and the **Assessor's Clerk** will have office hours from 8:30 AM to 4:00 PM on Tuesdays and Wednesdays.

The Parks & Recreation and Facility Rentals Office, located at 8 Tymor Park Road, is open from 9:00 AM to 1:00 PM, Monday through Friday except in June, July and August when the office is open until 4:00 PM.

INTRODUCED: Councilman Durland

SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Frazier Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Maas Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 3 OF 2020:

20-3 SET THE HOLIDAY SCHEDULE FOR 2020

NOW, THEREFORE BE IT RESOLVED, that the Town of Union Vale does hereby establish the following Holiday Schedule to be observed by the Town of Union Vale personnel for the year 2020:

- | | |
|----------------------------|------------------------|
| 1. New Year's Day | Wednesday, January 1 |
| 2. Martin Luther King, Jr | Monday, January 20 |
| 3. Washington's Birthday | Monday, February 17 |
| 4. Memorial Day | Monday, May 25 |
| 5. Independence Day | Friday, July 3 |
| 6. Labor Day | Monday, September 7 |
| 7. Columbus Day | Monday, October 12 |
| 8. Veterans Day | Wednesday, November 11 |
| 9. Thanksgiving Day | Thursday, November 26 |
| 10. Day After Thanksgiving | Friday, November 27 |
| 11. Christmas Day | Friday, December 25 |

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INTRODUCED: Councilman McGivney

SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Frazier Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Maas Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 4 OF 2020:

20-4 ESTABLISHING UNDERTAKINGS TO BE FURNISHED BY THE OFFICERS AND
EMPLOYEES OF THE TOWN OF UNION VALE

WHEREAS, Officers and Employees of the Town of Union Vale are required to file an official undertaking to the effect that he or she “will faithfully discharge the duties of his or her office and promptly account for and pay over all moneys or property received by him or her as such officer, in accordance with law, or in default thereof” or the parties executing such undertaking will protect the Town;

NOW THEREFORE BE IT RESOLVED, that all the official bonds and undertakings by the officers, clerks or employees of the Town of Union Vale may be in the form of a blanket undertaking from any duly authorized corporate surety company and said undertaking shall indemnify the Town of Union Vale against the loss of the type more particularly set forth in Article 2, Section 11 of the Public Officers Law; and, “such undertaking will pay all damages, costs and expenses resulting from such default, not exceeding a sum, if any, specified in such undertaking”; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale does hereby authorize the Town Supervisor to purchase blanket insurance coverage from *New York Municipal Insurance Reciprocal* (NYMIR) in the amount of \$1,000,000 to indemnify the Town of Union Vale against such default.

INTRODUCED: Councilman Welsh

SECOND: Councilman Frazier

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Frazier Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Maas Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 5 OF 2020:

20-5 ACKNOWLEDGEMENT OF APPOINTMENT OF DEPUTY SUPERVISOR AND BOOKKEEPER

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Union Vale, pursuant to Section 42 of Town Law, does hereby continue the positions of Deputy Supervisor and Bookkeeper which positions shall be filled by appointment of the Town Supervisor; and

BE IT FURTHER RESOLVED, that Betsy Maas, Supervisor of the Town of Union Vale does hereby appoint and designate John Welsh to serve as Deputy Supervisor and Danielle Carney to serve as Bookkeeper for the year 2020, both to be compensated at a rate consistent with the salary established within the approved Town of Union Vale 2020 budget.

INTRODUCED: Councilman Frazier

SECOND: Councilman Durland

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Frazier Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Maas Aye

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TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 6 OF 2020:

20-6 ACKNOWLEDGMENT OF APPOINTMENT OF DEPUTY TOWN CLERK

WHEREAS, the Town Clerk is authorized to appoint a first Deputy Town Clerk to perform duties and responsibilities as assigned by the Town Clerk;

WHEREAS, Andrea Casey, Town Clerk has appointed Elizabeth Pancio as Deputy Town Clerk of the Town of Union Vale for 2020;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board acknowledges the appointment of Elizabeth Pancio as Deputy Clerk of the Town of Union Vale for 2020.

INTRODUCED: Supervisor Maas

SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Frazier Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Maas Aye

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TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 7 OF 2020:

20-7 RESOLUTION AUTHORIZING TOWN CLERK TO
ACCEPT RECYCLING CENTER FEES FOR 2020

WHEREAS, the Town of Union Vale operates a Recycling Center on Rt. 55 and encourages both town residents and neighboring non-residents to utilize this facility; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Union Vale does hereby authorize the Town Clerk to issue Recycling Center Permits and Garbage tickets consistent with the established financial processes as approved by the Town Board for the year 2020.

INTRODUCED: Councilman Durland

SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Frazier Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Maas Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 10 OF 2020:

20-10 SETTING SALARIES AND WAGES FOR ELECTIVE OFFICERS FOR 2020

*Corrected on 1/16/2020 by resolution #20-18)

NOW, THEREFORE, BE IT RESOLVED, the salaries of the elected officials for the Town of Union Vale for 2020 will be as follows:

Town Supervisor & Budget Officer

Betsy Maas \$23,095

Councilmen

Councilman Durland \$5,933

Councilman Frazier \$5,933

Councilman McGivney \$5,933

Councilman Welsh \$5,933

Town Clerk & Registrar of Vital Statistics

Andrea Casey \$48,445 (*Corrected on 1/16/2020 by resolution #20-18 to \$47,077.00)

Tax Collector

Kathi Wellman \$8,640

Town Justices

Ray Jurina \$10,596.50

Paul Pancio \$10,506.50

Highway Superintendent

Edward Kading \$60,382

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BE IT FURTHER RESOLVED, that said salaries are paid from the General Fund in bi-monthly installments.

INTRODUCED: Councilman Frazier

SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Frazier Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Maas Aye

TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 11 OF 2020:

20-11 ESTABLISHING SALARIES FOR APPOINTED POSITIONS AND EMPLOYEES

BE IT RESOLVED, that the salaries of all persons holding an appointed position and/or are employed full-time or part-time in the Town of Union Vale, and as fixed for their respective designated positions in the 2020 Town budget, shall be paid to the holder of such offices and positions and in accordance with the Schedule A annexed hereto.

INTRODUCED: Supervisor Maas

SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Frazier Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Maas Aye

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TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 12 OF 2020:

20-12 APPOINTMENT OF EQUESTRIAN DIRECTOR FOR TYMOR PARK EQUESTRIAN CENTER

BE IT RESOLVED, that the Town Board of the Town of Union Vale does hereby appoint Loretta Ryan, to serve as Equestrian Director for the Town of Union Vale for the year 2020 for an annual stipend of \$2,500.

INTRODUCED: Supervisor Maas

SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Frazier Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Maas Aye

TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 13 OF 2020:

20-13 RESOLUTION AUTHORIZING PAYMENT OF SPECIFIC BILLS PRIOR TO
AUDIT PURSUANT TO TOWN LAW § 118(2)

WHEREAS, the Town of Union Vale regularly incurs postage, freight, express charges, electric, gas, water, sewer, fuel oil and telephone services and other public utility charges (hereinafter "Utility Claims"); and

WHEREAS, Utility Claims must be paid in a prompt manner to avoid disruption of these needed services and to avoid financial penalties; and

WHEREAS, New York Town Law § 118(2) permits the Town Board to authorize the payment of certain claims in advance of the audit of such claim in addition to Utility Claims; and

WHEREAS, the Town Board has determined that it is in the best interest of the citizens of the Town of Union Vale to authorize the payment of some specific charges in advance of the audit of such claim;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Union Vale does hereby authorize the Town Supervisor to issue checks and to pay in advance of audit specified bills and contracts, including principal and interest on Bonds and Bond Anticipation Notes, payroll and approved stipend payments including shared services payments for the Town Assessor and employee payroll deduction payments and disbursements such as health insurance premiums and retirement contributions as are recorded by the Finance Office.

BE IT FURTHER RESOLVED, that Vouchers for all claims paid prior to audit shall be presented at the next regular meeting of the Town Board for audit pursuant to the provisions Town Law § 119(1).

INTRODUCED: Councilman Durland

SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Frazier Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Maas Aye

TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 14 OF 2020:

20-14 RESOLUTION AUTHORIZING TOWN SUPERVISOR AND DEPUTY TOWN SUPERVISOR TO
COMPLY WITH ADMINISTRATIVE AND FINANCIAL REQUIREMENTS
FOR THE YEAR 2020

BE IT RESOLVED, that the Town Board of the Town of Union Vale does hereby authorize the Town Supervisor to sign bank checks, when necessary, for all Town business; and to authorize the Deputy Town Supervisor to sign bank checks, when necessary, in the absence of the Supervisor. The Town Board delegates to the Town Supervisor, and in her absence the Deputy Town Supervisor, the duties and responsibilities necessary for the day-to-day administration of the town.

INTRODUCED: Councilman McGivney

SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Frazier Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Maas Aye

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TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 15 OF 2020:

20-15 RESOLUTION AUTHORIZING ATTENDANCE AT THE NY STATE ASSOCIATION OF
TOWNS CONFERENCE TO BE HELD IN FEBRUARY, 2020

NOW, THEREFORE BE IT RESOLVED, that only the Town Supervisor or one Town Councilperson may volunteer to attend the annual business session of the New York State Association of Towns to be held in February of 2020 and to cast one vote for the Town of Union Vale at the business meeting; and

BE IT FURTHER RESOLVED, that the Town Board of Union Vale authorizes the Town Supervisor, Town Council members, Town Clerk, Tax Collector, Land Use Board Chairs and other Town Officers to attend said meeting with advance approval of the Town Board; and

BE IT FURTHER RESOLVED, that the Town Board of Union Vale hereby authorizes that the elected officials and town officers authorized to attend the Association of Towns Training Conference in February will have necessary business expenses reimbursed as deemed appropriate and necessary up to the collective amount approved in the 2020 budget for such training expense.

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INTRODUCED: Councilman Frazier

SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Frazier Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Maas Aye

TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 16 OF 2020:

20-16 RESOLUTION AUTHORIZING THE TOWN BOARD OF UNION VALE TO RENEW
MEMBERSHIP IN NY STATE WORKERS' COMPENSATION ALLIANCE FOR 2020

WHEREAS, the Town of Union Vale provides Workers Compensation coverage for Town employees and reviews the coverage annually;

WHEREAS, the Comp Alliance program is a not-for-profit, tax-exempt group self-insurance plan that was designed for public entities that offers good claims management and price stability;

NOW, THEREFORE BE IT RESOLVED that the Town Board does hereby renew the Town's Workers' Compensation policy through the NY State Municipal Workers' Compensation Alliance (Comp Alliance) with an effective date of January 1, 2020 – December 31, 2020;

BE IT FURTHER RESOLVED, that the Town Board does hereby authorize the Town Supervisor, Betsy Maas, to execute any documents necessary for the renewal of this policy.

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INTRODUCED: Councilman Durland

SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Frazier Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Maas Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 17 OF 2020:

20-17 AUTHORIZATIONS, POLICIES AND PROCEDURES FOR 2020

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Union Vale does hereby approve all of the following:

- 17.1 The frequency of compensation will be bi-weekly as determined by a 2020 Town Board vote for all employees. Temporary workers or volunteers receiving stipends will be paid at fiscal year-end or as agreed upon.
- 17.2 Official meetings shall follow Modified Robert's Rules of Order as determined by the Supervisor or a majority of the Town Board.
- 17.3 The Rules of Procedure for official meetings shall include the following:
- All comments and questions shall be addressed only to the Town Board.
 - Public comments on Agenda items shall take place prior to the consideration of any Resolution.
 - Public comments on general town issues will take place prior to the close of the meeting.
 - Speakers addressing the Board are given three minutes to speak in order to permit the meeting to stay on schedule and to be fair to all those who wish to speak.
 - Speakers cannot cede their time to other speakers.
 - Given that Regular Town Board meetings are legislative sessions and not public hearings or question and answer sessions, residents are reminded to attend work sessions or to request meetings at town hall to inquire about or discuss important topics.
- 17.4 All purchases are required to be made in compliance with Town Procurement Policy and all applicable laws.
- 17.5 All bills will be submitted on town vouchers for payment.
- 17.6 Vouchers are due to the Town Clerk's Office by all departments within the same week they were received by any vendor.
- 17.7 Mileage reimbursement for Town Officials and designated employees performing their duties while on official town business will be set at the IRS rate per mile or 57.5 cents for 2020.
- 17.8 Petty Cash shall be distributed as follows and if needed: Tax Collector: \$100; Town Clerk: \$200; Park Manager: \$200; Building Department: \$100; Recycling Center: \$100 and Highway Superintendent: \$100.

- 17.9 The rental of 2 Tymor Park Road shall be \$2500 per month (or as negotiated and approved by the Town Board) and the rental of 11 Tymor Park Road shall be a market rate.
- 17.10 The official town polling site for Election Districts 1 and 2 is the Union Vale Senior Center at 8 Tymor Park Road in Tymor Park, and for Election Districts 3 and 4 is the Fire House, Station # 1, 3373 Route 82, in Verbank.
- 17.11 The Highway Superintendent will submit a proposed annual 284 Contract to the Town Board, complete with distances, locations and estimated pricing for review and approval after completing an assessment of the town roads and culverts in Q1 of 2020.
- 17.12 Active members of the Union Vale Fire Company may be covered by the Town's medical insurance at their discretion and expense as per New York State Law.
- 17.13 Active members of the Union Vale Fire Company may purchase seasonal pool passes or annual Recycling Center permits for \$1.00 in recognition of and appreciation for their service to the Town.
- 17.14 Additional insurance coverage or benefits through AFLAC, New York State Retirement and New York State Deferred Compensation are available upon request.
- 17.15 The Town of Union Vale will follow NYS & Town of Union Vale FOIL laws and will respond to FOIL requests within 20 business days, except in situations where the amount of information requested would make the 20-day turnaround impractical. The town will acknowledge all requests within 5 business days, as required by law. There will be a 25¢ fee per page for all documents (sized 8½" x 11") requested, and a \$5.00 fee for any CDs requested to copy voluminous information. In addition, requests for voluminous information that requires more than two hours to search, assemble, scan, print or email will be charged and hourly rate of \$30.00.
- 17.16 The Union Vale Town Board will hold a public hearing for general budget comments in August, and for comments on the Tentative Budget in September prior to official Town Board meetings. A third public hearing will be held on the Preliminary Budget prior to the October official Town Board meeting; and a fourth public hearing will be held prior to the November official Town Board meeting after which the 2020 Budget will be finalized by November 20th, 2020.

17.17 The Town Board will annually review and revise if necessary, the following documents in Q1 of the new year, consistent with the NY State Comptroller's Guidelines and all applicable laws:

Town Financial Control Policies & Processes Policy

Credit Card Use Policies and Procedures

Town Procurement Policy and Procurement Explanation Form

Information Systems Usage & Security Policy (includes Internet Policy)

Cyber Security Citizen's Notification Policy

Employee Handbook

Town Escrow Policy

Town Master Fee Schedule

Financial Processes for Tax Collector and Town Clerk

Cash Handling Procedures for the Recreation Department

17.18 Whereas Town Law requires the Town Board to audit the Supervisor's financial records before January 20th of each year, and whereas prior year financial records and reports are not usually available before January 20, therefore, it is the policy of the Union Vale Town Board that the Union Vale Town Board will review and audit, or have reviewed and audited by an outside auditor the books and records of the Town Supervisor, Town Clerk, Tax Collector, Justice Court and the Building Department, prior to the end of May each year.

INTRODUCED: Supervisor Maas

SECOND: Councilman Frazier

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Frazier Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Maas Aye

Schedule A: 2020 Salaries

Title	Salary
Town Hall	
Assessor	\$32,960
Chief Enforcement Officer/Zoning Administrator/Building Dept. Mgr.	\$77,250
Bookkeeper	\$46,582
Budget Officer	\$3035
Building Clerk	\$23.80/hr
Constables	\$18.03/hr
Constable-in-Charge	\$500
Data Collector	\$20.00/hr
Deputy Supervisor	\$200.00
Deputy Town Clerk	\$18.22/hr
Dog Control Officer	\$7959
Justice Court Clerk	\$5,963
MS4 Coordinator	\$1,500.00
Recycling Personnel	\$16.29/hr
Registrar of Vital Statistics	\$1,479
Assessor's Clerk	\$33,424
Senior Justice Court Clerk	\$6499
Town Events Coordinator	\$25,000
Town Historian	\$635
Highway	
Seasonal – Full Time Crew (MEOs)	\$20.00 - \$27.00/hr
Parks	
Maintenance Helpers – Maintenance Workers	\$16.00-\$25.35/hr
Municipal Park Manager	\$58,000
Recreation	
ASP/TGTT Director	\$18.00/hr
ASP/TGTT Recreation Leader	\$15-\$18.58/hr
Assistant Camp Director	\$17.57-\$23.00/hr
Athletics/Coaches (stipend)	\$2000
Camp Aquatics Director	\$16.00-\$22.00/hr
Camp Director & Rec Supervisor	\$25.38/hr
Camp Nurse (stipend)	\$2,000
Counselor	\$12.00-\$15.95/hr
Food Service Helper	\$10.00-\$14.00/hr

Lifeguard	\$12.00-\$15.00/hr
Parks & Recreation Secretary	\$21.00/hr
Recreation Assistant	\$10.00-\$13.00/hr
Recreation Leader	\$13.00-\$17.00/hr
Land Use	
Planning Board Chairperson	\$1,823
Planning Board Member	\$100 per meeting attended
Zoning Board of Appeals Chairperson	\$1,823
Zoning Board of Appeals Member	\$100 per meeting attended
Land Use Secretary (for both boards)	\$23.80/hr

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