

**State of New York
County of Fulton
Town of Stratford REORGANIZATIONAL MEETING MINUTES
Municipal Building, 120 Piseco Road
January 6, 2021**

Heather VanDenburgh	Supervisor
Allan Perkins	Councilman
Joan Ploss	Councilwoman
Lorraine Rumrill	Councilwoman
Tiffany Rutkowski	Councilwoman
Diana Massicotte	Town Clerk

Supervisor VanDenburgh called the Reorganizational Board Meeting to order at 6:34 pm. The meeting was closed to the public due to COVID.

Town Clerk Diana Massicotte was sworn in by Justice Rissmeyer before the meeting.

RESOLUTION #1-21 NAMING APPOINTED POSITIONS FOR THE YEAR 2021

WHEREAS, the Stratford Town Board held its Reorganizational Meeting on January 6, 2021 and

WHEREAS, the following information was examined and reviewed by the Stratford Town Board, now therefore be it

RESOLVED, that the following persons are hereby appointed as officials in the Town of Stratford for the year 2021:

Code Enforcement Officer	Norman Wright
--------------------------	---------------

Offered by: Supervisor VanDenburgh, Seconded by Councilwoman Rutkowski

Adopted:	AYES	VanDenburgh, Perkins, Ploss and Rutkowski	4
	NAYS	Rumrill	1

Registrar of Vital Statistics	Diana Massicotte
-------------------------------	------------------

Offered by: Supervisor VanDenburgh, Seconded by Councilwoman Rutkowski

Adopted:	AYES	VanDenburgh, Perkins, Ploss, Rumrill and Rutkowski	5
	NAYS		0

Dog Control Officer	Karen Jaquay
---------------------	--------------

Offered by: Supervisor VanDenburgh, Seconded by Councilwoman Rutkowski

Adopted:	AYES	VanDenburgh, Perkins, Ploss, Rumrill and Rutkowski	5
	NAYS		0

Health Officer	Dr. Glenn
----------------	-----------

Offered by: Supervisor VanDenburgh, Seconded by Councilwoman Rutkowski
Adopted: AYES VanDenburgh, Perkins, Ploss, Rumrill and Rutkowski 5
NAYS 0

Historian Moira Marshall

Offered by: Supervisor VanDenburgh, Seconded by Councilwoman Rutkowski
Adopted: AYES VanDenburgh, Perkins, Ploss, Rumrill and Rutkowski 5
NAYS 0

BTI Director Michael Sokira

Offered by: Supervisor VanDenburgh, Seconded by Councilwoman Rutkowski
Adopted: AYES VanDenburgh, Perkins, Ploss, Rumrill and Rutkowski 5
NAYS 0

Building Maintenance Staff Leo Aubin

Offered by: Supervisor VanDenburgh, Seconded by Councilwoman Rutkowski
Adopted: AYES VanDenburgh, Perkins, Ploss, Rumrill and Rutkowski 5
NAYS 0

Building Janitorial Staff Emma Baulch

Offered by: Supervisor VanDenburgh, Seconded by Councilwoman Rutkowski
Adopted: AYES VanDenburgh, Perkins, Ploss, Rumrill and Rutkowski 5
NAYS 0

Sole Assessor David Galarneau

Offered by: Supervisor VanDenburgh, Seconded by Councilwoman Rutkowski
Adopted: AYES VanDenburgh, Perkins, Ploss, Rumrill and Rutkowski 5
NAYS 0

Attorney to the Town Michael Albanese

Offered by: Supervisor VanDenburgh, Seconded by Councilwoman Rutkowski
Adopted: AYES VanDenburgh, Perkins, Ploss, Rumrill and Rutkowski 5
NAYS 0

Deputy Town Supervisor Alicia Rice
Deputy Highway Superintendent William Pollard
Deputy Town Clerk/Tax Collector/Sub-Registrar Larry Neely

Offered by: Supervisor VanDenburgh, Seconded by Councilwoman Rutkowski

Adopted: AYES 5
NAYS 0

RESOLUTION #2-21 NAMING ELECTED OFFICIALS AND THEIR POSITIONS FOR THE YEAR 2021

WHEREAS, the Stratford Town Board held its Reorganizational Meeting on January 6, 2021 and

WHEREAS, the Stratford Town Board did examine and review the list of the elected officials and their titles, now therefore be it

RESOLVED, that the following persons are hereby listed as the elected officials, in the Town of Stratford for the year 2021:

Supervisor	Heather A. VanDenburgh
Highway Superintendent	Lawrence Staring
Town Clerk Tax Collector, Registrar, RMO	Diana Massicotte
Town Justice	Nicholas Rissmeyer
Councilman	Allan Perkins
Councilwoman	Joan Ploss
Councilwoman	Lorraine Rumrill
Councilwoman	Tiffany Rutkowski

Offered by: Supervisor VanDenburgh, Seconded by Councilwoman Rumrill

ADOPTED:	AYES	5
	NAYS	0

RESOLUTION #3-21 TO SET YEARLY SALARIES AND HOURLY RATES FOR THE YEAR 2021

WHEREAS, the Stratford Town Board held its Reorganizational meeting on January 6, 2021, and

WHEREAS, the town board desires to set the salaries of the elected and appointed officials in the Town of Stratford, now therefore be it

RESOLVED, that the following yearly salaries and hourly rates for elected and appointed officials, in the Town of Stratford for the year 2021:

SALARY OF ELECTED AND APPOINTED OFFICIALS TO BE PAID ANNUALLY:

(1) Supervisor	\$ 12,360.00
(1) Town Clerk/Tax Collector	\$ 12,360.00
(4) Town Board Members	\$ 1,600.00 ea. (\$6,400.00 TOTAL)
(1) Budget Officer/Bookkeeper to Supervisor	\$ 5,000.00
(1) Town Justice	\$ 5,000.00
(1) Dog Control Officer	\$ 4,380.00
(1) Code Enforcement Officer	\$ 11,380.00

SALARY OF APPOINTED OFFICIALS TO BE PAID MONTHLY

(1) Attorney to the Town (paid by voucher)	\$ 12,000.00
--	--------------

SALARY OF APPOINTED OFFICIALS TO BE PAID ANNUALLY:

(1) Historian	\$ 750.00
(1) Assessment Review Board Chairman	

(3) Assessment Review Board Members	(paid by voucher)	\$ 235.00
(1) Deputy Superintendent of Highways	(paid by voucher)	\$ 165.00 ea.
(1) Registrar of Vital Statistics		\$ 1,000.00
(1) Deputy Town Supervisor		\$ 250.00
		\$ 700.00

SALARY OF ELECTED & APPOINTED OFFICIALS TO BE PAID WEEKLY:

(1) Sole Assessor	\$16,000.00
(1) Superintendent of Highways	\$35,505.00

APPOINTED EMPLOYEES TO BE PAID HOURLY:

Motor Equipment Operators (Highway; Full-Time)	\$ 18.65/hr
Laborers Per Hour (Highway; Full-time)	\$ 12.50 /hr
Senior Mechanic	\$ 20.61/hr
Senior Equipment Operator	\$ 20.61/hr
(1) Deputy Town Clerk- Not to exceed	
\$1,500.00 per year	\$ 15.00/hr
(1) Laborer (Janitorial & Maintenance Staff)	\$ 12.50/hr

Meeting adjourned at 6:44 to check out hourly amounts. Meeting back in session at 6:46.

Offered by: Supervisor VanDenburgh, Seconded by Councilwoman Ploss

ADOPTED	AYES	5
	NAYS	0

**RESOLUTION #4-21 STATING ORGANIZATIONAL BUSINESS – MISCELLANEOUS
FOR THE YEAR 2021**

WHEREAS, the Stratford Town Board held its Reorganizational meeting on January 6 2021,
and

WHEREAS, the following information is hereby offered for the purpose of conducting business
in the Town of Stratford for the year 2021:

FINANCIAL INSTITUTIONS:

Supervisor: Adirondack Bank, Little Falls, NY

Town Clerk/Tax Collector: M&T Bank, Little Falls, NY

That the Regular meeting of the Town Board of the Town of Stratford will be held on the second
Thursday of each month at 6:30 pm at the Town Hall, located at 120 Piseco Road.

OFFICIAL NEWSPAPERS:

Times Telegram, Little Falls NY

Leader-Herald, Gloversville NY

That the Supervisor is authorized to do the following: Invest money anytime that there is money to invest, pay fixed bills, pay monthly salaries of elected officials on the Thursday of the regular Board meeting.

The gas mileage reimbursement rate for the year 2021 will be .575 /per mile.

Offered by: Supervisor VanDenburgh, Seconded by Councilman Perkins

ADOPTED: AYES 5
NAYS 0

2021 PROCUREMENT POLICY:

After reviewing the current procurement policy in place, Resolution 5-19, passed on January 3, 2019, the Town Board moved to pass the same procurement policy for fiscal year 2021 with the following addendum under Guideline 4, Section B, “Emergencies”

JANUARY 2020 ADDENDUM: In the event that an emergency rental or purchase is needed, the Town Board members will be notified by the Town Supervisor of the situation, amount needed that goes above the procurement policy guidelines, and the reason for the emergency decision to be made prior to the next Town Board meeting.

Offered by Supervisor VanDenburgh, Seconded by Councilwoman Ploss

ADOPTED: AYES 5
NAYS 0

2021 SEXUAL HARASSMENT POLICY:

Discussion about offering Bi-yearly training dates in the spring and fall every year to ensure that all employees have their yearly training. The Town Board appointed Councilwomen Joan Ploss and Town Clerk Diana Massicotte as Compliance Officers.

Offered by Supervisor VanDenburgh, Seconded by Councilwoman Rumrill

ADOPTED: AYES 5
NAYS 0

After reviewing the sexual harassment policy in place, Resolution 6-19 passed on January 10, 2019, the Town Board moved to pass the same Sexual Harassment policy for 2021.

Offered by Supervisor VanDenburgh, Seconded by Councilman Perkins

ADOPTED: AYES 5
NAYS 0

NEW BUSINESS:

Date will be set to audit the books of the Town Clerk and the Judge after discussing what date they will both be available. Audit has to be finished by January 20, 2021. The Board will meet on January 16 at noon to audit books.

We have to advertise for two BAR positions by the next meeting. It will be open to everybody. Supervisor VanDenburgh will set a time to interview.

Supervisor VanDenburgh said the Verizon Fiber will be install January 15.

With no further business, a motion was made by Supervisor VanDenburgh, seconded by Councilman Perkins to adjourn the 2021 Reorganization Meeting at 7:01.

Respectfully Submitted,

Diana B. Massicotte
Town Clerk