

**State of New York  
County of Fulton  
Town of Stratford REORGANIZATIONAL MEETING MINUTES  
Municipal Building, 120 Piseco Road  
January 2<sup>nd</sup>, 2020**

Heather VanDenburgh	Supervisor
Allan Perkins	Councilman
Joan Ploss	Councilwoman
Lorraine Rumrill	Councilwoman
Tiffany Rutkowski	Councilwoman
Diana Massicotte	Town Clerk
Lawrence Staring	Highway Superintendent
David Galarneau	Assessor
Michael Sokira	BTI Director
Norman Wright	Code Enforcement Officer
Karen Jaquay	Dog Control Officer
Nicholas Rissmeyer	Justice

The following Residents were in Attendance: Gary Rumrill, Melanie Staring, Sonia Rissmeyer and Alicia Rice.

Supervisor VanDenburgh called the Reorganizational Board Meeting to order at 7:02 pm with the Flag Salute.

Supervisor VanDenburgh thanked all who voted for her.

Supervisor VanDenburgh was sworn in by Justice Rissmeyer. Supervisor VanDenburgh gave the Oath of Office to Lorraine Rumrill, Tiffany Rutkowski, and Lawrence Staring.

**RESOLUTION #1-20 APPOINTMENT OF TOWN CLERK**

**WHEREAS**, the Stratford Town Board held its Reorganization meeting on January 2, 2020, and

**WHEREAS**, Heather VanDenburgh, being duly elected on November 5, 2019 to both the Town Clerk and Town Supervisor Position has chosen to accept the Town Supervisor position, and

**WHEREAS**, as of January 1, 2020, the Town Clerk position became vacant, and

**WHEREAS**, after conferring with the Town Attorney, Fulton County Board of Elections, and Association of Towns, it was determined that the Town Clerk position would be filled by the appointment of the Town Board, and

**WHEREAS**, Diana Massicotte has expressed interest in being appointed as the Stratford Town Clerk, having all of the requisite requirements and experience; now therefore be it

**RESOLVED** that the Stratford Town Board has appointed Diana Massicotte as the Town Clerk/Tax Collector for the year 2020.

**Offered by: Councilman Perkins, Seconded by Councilwoman Ploss**

**ADOPTED: AYES 4  
NAYS 0**

Justice Rissmeyer gave the Oath of Office to Diana Massicotte.

It was decided by the Board after some discussion to search for a new Town Attorney. An ad will be placed in the usual media as soon as possible. Councilwoman Rutkowski asked if the pay would be prorated. The amount of pay has been budgeted for and will be negotiated with new attorney.

**Offered by: Councilwoman Ploss, Seconded by Councilwoman Rumrill**

**ADOPTED: AYES 4  
NAYS 0**

**RESOLUTION #2-20 NAMING APPOINTED POSITIONS FOR THE YEAR 2020**

**WHEREAS**, the Stratford Town Board held its Reorganizational Meeting on January 2<sup>nd</sup>, 2020 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 2020:

Code Enforcement Officer	Norman Wright
Registrar of Vital Statistics	Diana Massicotte
Dog Control Officer	Karen Jaquay
Health Officer	Dr. Glenn
Budget Officer/Bookkeeper to Supervisor	Kelly Wilder (Temporary during transition)
Historian	Moira Marshall
BTI Director	Michael Sokira
Building Maintenance Staff	Leo Aubin
Building Janitorial Staff	Emma Baulch
Sole Assessor	David Galarneau
Attorney to the Town	TBD
Deputy Town Supervisor	Allicia Rice
Deputy Highway Superintendent	William Pollard
Deputy Town Clerk/Tax Collector/Sub-Registrar	TBD

**Offered by: Councilwoman Rumrill, Seconded by Councilman Perkins**

**Adopted: AYES 4  
NAYS 0**

**RESOLUTION #3-20 NAMING ELECTED POSITIONS FOR THE YEAR 2020**

**WHEREAS**, the Stratford Town Board held its Reorganizational Meeting on January 2<sup>nd</sup>, 2020 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 2020:

Supervisor	Heather A. VanDenburgh
Highway Superintendent	Lawrence Staring
Councilman	Allan Perkins
Councilwoman	Joan Ploss
Councilwoman	Lorraine Rumrill
Councilwoman	Tiffany Rutkowski

**Offered by: Councilwoman Ploss, Seconded by Councilwoman Rumrill**

**ADOPTED: AYES 4  
NAYS 0**

**RESOLUTION #4-20 STATING ORGANIZATIONAL BUSINESS – MISCELLANEOUS FOR THE YEAR 2020**

**WHEREAS**, the Stratford Town Board held its Reorganizational meeting on January 2<sup>nd</sup> 2020, and

**WHEREAS**, the following information is hereby offered for the purpose of conducting business in the Town of Stratford for the year 2020:

**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 (SEE RESOLUTION 34-18), pay monthly salaries of elected officials on the Thursday of the regular Board meeting.

The gas mileage reimbursement rate for the year 2020 will be .575 /per mile.

**Offered by: Councilwoman Rumrill, Seconded by Councilwoman Ploss**

**ADOPTED: AYES 4  
NAYS 0**

**RESOLUTION #5-20 TO SET YEARLY SALARIES AND HOURLY RATES FOR THE YEAR 2020**

**WHEREAS**, the Stratford Town Board held its Reorganizational meeting on January 2<sup>nd</sup>, 2020, 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 2020:

**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) Town Justice	\$ 5,000.00
(1) Dog Control Officer	\$ 4,380.00
(1) Code Enforcement Officer	\$ 11,380.00
(1) Budget Officer/Bookkeeper/ Payroll Clerk to Supervisor	\$ 6,483.00

**SALARY OF APPOINTED OFFICIALS TO BE PAID BI-ANNUALLY:**

(1) Attorney to the Town (paid by voucher)	\$ 7,000.00 (Subject to change based on date of employment)
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**SALARY OF APPOINTED OFFICIALS TO BE PAID ANNUALLY:**

(1) Historian (paid by voucher)	\$ 200.00
(1) Assessment Review Board Chairman (paid by voucher)	\$ 235.00
(4) Assessment Review Board Members (paid by voucher)	\$ 165.00 ea.
(1) Deputy Superintendent of Highways	\$ 1,000.00
(1) Registrar of Vital Statistics	\$ 500.00
(1) Deputy Town Supervisor	\$ 700.00

**SALARY OF ELECTED & APPOINTED OFFICIALS TO BE PAID ANNUALLY:**

(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)	\$ 18.11/hr
Laborers Per Hour (Highway; Full-time)	\$ 12.00 /hr
Senior Mechanic	\$ 20.01/hr
Senior Equipment Operator	\$ 20.01/hr
(1) Deputy Town Clerk- Not to exceed \$1,500.00 per year	\$ 15.00/hr
(1) Laborer (Janitorial & Maintenance Staff)	\$ 11.80/hr

**Offered by: Councilman Perkins, Seconded by Councilwoman Ploss**

**ADOPTED      AYES      4  
                     NAYS      0**

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## 2020 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 2020 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 Councilwoman Ploss, Seconded by Councilwoman Rumrill**

**ADOPTED: AYES 4  
NAYS 0**

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## 2020 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 Councilman Perkins, Seconded by Councilwoman Rumrill**

**ADOPTED: AYES 3  
NAYS 0  
ABSTAINED 1**

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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 2020.

**Offered by Councilwoman Rumrill, Seconded by Councilman Perkins**

**ADOPTED: AYES 4  
NAYS 0**

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## 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, 2020.

Supervisor Vandenburg stated that Fulton County and Stratford have been designated by FEMA for financial assistance for the repairs caused by the Halloween storms. FEMA will pay 75 per cent. USDA Grant for Waterway Repairs is uniquely tailored to work with property owners. The repair on Voorhees Road involves two separate private properties. If FEMA designates Voorhees as a repair, we would get no help, if mitigation, we might qualify for a grant. Mr. Santamarie recommended that we apply for the grant. Superintendent Staring wrote a letter to Mr. Blake Glover, State Conservationist to see if we qualify for the USDA grant. In part he wrote:

"We request Federal assistance under the provisions of section 216 of the Flood Control Act of 1950, Public Law 81-516 or section 403 of the Agricultural Credit Act of 1978, Public Law 95-334, to restore

damages sustained in Fulton County by storms of Halloween 2019 Storms on October 31- November 8, 2019. This damage threatens lives and property and without repair it will likely worsen. The funds we have available to repair the damage are insufficient to provide adequate recovery from this event.”

We have to apply for the grant by January 7, 2020 or earlier.

Motion made to apply for USDA Grant for Waterway Repairs

**Offered by Councilman Perkins, Seconded by Councilwoman Ploss**

**ADOPTED:   AYES   4**  
**NAYS   0**

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Superintendent Staring stated that beginning January 6, 2020, employers will be required to conduct queries to check if current and prospective employees are prohibited from performing safety-sensitive functions, such as operating commercial motor vehicles due to an unresolved drug and alcohol program violation. He asked if he could register with the FMCSA drug and Alcohol Clearinghouse. BOCES is our third party administrator will run the queries on that basis. We would need five querie bundles for the year at a cost of \$6.25.

**Motion to have Superintendent Staring purchase five querie bundles from the FMCSA Clearinghouse by Councilwoman Rumrill, Seconded by Councilwoman Joan Ploss**

**ADOPTED:   AYES   4**  
**NAYS   0**

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Supervisor Vandenburg asked for a motion to have new 2020 mailers made up by Mid New York since there are so many changes.

**Offered by Councilman Perkins, Seconded by Councilwoman Ploss**

**ADOPTED:   AYES   4**  
**NAYS   0**

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With no further business, a motion was made by Councilwoman Ploss, seconded by Councilwoman Rumrill to adjourn the 2020 Reorganization Meeting at 7:35.

**AYES   4**  
**NAYS   0**

Respectfully Submitted,

Diana B. Massicotte  
Town Clerk