

**TOWN OF GREENVILLE
ORGANIZATIONAL RESOLUTIONS
JANUARY 3, 2022**

BE IT RESOLVED:

- 1) that the third Monday of each month be the regular business meeting of the town, held at 7:00 p.m. at Pioneer Hall
- 2) that an agenda for a regular Town Board Meeting shall be prepared five days prior to the regular meeting date. Individuals or Board Members who wish to discuss a particular topic at a regular Town Board Meeting shall submit a statement of the topic to the Town Supervisor, either orally or in writing, no less than ten days before the meeting. If the submission is made fewer than ten days before the meeting, then the Supervisor shall have the right to address the topic despite late notice or adjourn the discussion of the topic until the next succeeding Town Board Meeting and that the Rules of Order adopted December 10, 2003 be continued
- 3) that the Procurement Policy adopted on July 6, 1994 and amended on December 20, 2021 be continued
- 4) that the Catskill Daily Mail be designated as the official newspaper of the town and WGY and WRIP the official radio stations
- 5) that a Secretary/Bookkeeper to the Supervisor, the Sewer Department and the Water Superintendent be employed to do all books and correspondence @ \$22.04 per hour for 40 hours a week. In January \$3,572 and \$1,839 be transferred from Water and Sewer budgets and put in the bookkeeper's 1310.1 personal services line.
- 6) that Jacqueline Fitzmaurice be appointed Deputy Tax Collector at \$18.22 per hour for up to 100 hours per year
- 7) that Hope Nugent be appointed Assistant Clerk-Collector at \$18.22 per hour, compensated five hours per week
- 8) that Jessica Lewis be appointed Registrar of Vital Statistics at \$1,777 per year
- 9) that Mark Overbaugh be appointed Code Enforcement Officer/Sanitary Septic Ordinance Inspector and Zoning Officer @ \$31,201 per year, as he serves as sole Code Enforcement Officer, until if/when another CEO is hired
- 10) that Hope Nugent work 7 hours per week as Clerk for the Building Department at \$18.22 per hour
- 11) that Gordon W. Bennett be appointed Sole Assessor for the sum of \$28,000 per year and that Hope Nugent be appointed Assessor Clerk @ \$18.22 per hour, and to authorize the Assessor to employ data collectors as needed, at \$15.43 per hour. The Sole Assessor will

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hold weekly office hours, consisting of (2) eight-hour days per week (832 hours per year) plus 48 hours per year for attendance at Town Board meetings. The Assessor's Clerk will work 28 hours per week.

12) that, upon receipt, the Town Board will accept the affidavit of the Tax Collector that the notices stating the times for collection have been posted and published

13) that Paul Macko be appointed delegate to the Association of Towns convention to be held in New York City during February, and that Jessica Lewis be appointed alternate delegate

14) that the Superintendent of Highways be authorized to spend a sum not to exceed the amount of \$1,500 in aggregate to tools, equipment and implements

15) that the Town of Greenville may purchase goods at the New York State contract prices, and also at Greene County or surrounding county bid or contract prices. A copy of this resolution, so stating, to be sent to the Greene County Superintendent of Highways, and to the Clerk of the Greene County Legislature.

16) that bonds be purchased for the following town officials:

Supervisor and Deputy Supervisor

Superintendent of Highways and Deputy Highway Superintendent

Town Clerk-Collector, Deputy Tax Collector, and Assistant Town Clerk-Collector

Town Justices and Justice Clerk

Bookkeeper

Library Director and Library Clerks

Water Superintendent of Water Works

Recycling Operator and per-diem Operators

Code Enforcement Officer and Code Enforcement Clerk

17) that the officers and appointees of the Town of Greenville be authorized to attend seminars offered for their respective office. Expenses to be reimbursed by the Town Board with prior Town Board approval

18) that the Town Board reimburse travel expenses at a rate set by federal guidelines for all town officials and appointees while engaged in town business

19) that the wage scales for the highway department personnel continue per the collective bargaining agreement dated January 1, 2019 thru December 31, 2022

20) that fringe benefits for all full time employees of the Town of Greenville, not covered by collective bargaining, are as follows:

- After Completing one year of service:

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5 days personal leave, all personal days must be scheduled 3 days in advance with immediate Supervisor's approval and 12 days sick leave time, 1 day per month worked, and each year commencing the first day of each month, accumulating to 30 days; a doctor's certificate shall be required after 3 consecutive days absence.

- Vacation time shall be as follows – after completing one year:

1-5 years of service	10 days per year
6-10 years of service	15 days per year
11-15 years of service	18 days per year
16 and over	21 days per year

Ten (10) days of vacation time will be allowed to roll over to next year. Also 3 days leave with pay will be given in the event of the death of an immediate family member

- 21) that the town library, town highway department and town offices will be closed on the following holidays:

New Year's Day	Juneteenth (6/19)	Election Day
Martin Luther King Day	July Fourth	Veterans Day
Presidents Day	Labor Day	Thanksgiving Day
Memorial Day	Columbus Day	Christmas Day and one floating day

When the holiday falls on a Saturday, the prior Friday will be observed. When the holiday falls on a Sunday, the following Monday will be observed

- 22) that the Town of Greenville will continue with the Drug & Alcohol Testing Program per contract signed with the Kingston Hospital pending renewal. Said Kingston Hospital to do all testing and record maintenance in regard to said program and Employee Assistance Services will also be provided

- 23) that P. Leroy Bear be appointed Superintendent of Water Works for Water District #1 @ \$29,067 annually, and that Renee Hamilton and _____ be appointed Meter Readers at \$300 per quarter, and Renee Hamilton be appointed Deputy Water Superintendent @ \$7,749 annually (vacant position to be posted)

- 24) that local law number one of 2005 requires that the Town Board review the sliding scale for the real property exemption for senior citizens and handicapped individuals on a yearly basis. The base income criterion is hereafter referred to as "M". It is resolved that the "M" for the 2021 tax roll be \$29,000. The balance of the sliding scale will be according to RPTL 467 and 459c.

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- 25) that Cindy Moore be appointed Secretary to the Highway Superintendent at \$18.22 per hour, not to exceed 18 hours per pay period, to perform all Highway Department correspondence and required paperwork.
- 26) that the appointment by the Highway Superintendent of Erik Nichol森 as Deputy Highway Superintendent be accepted with no compensation
- 27) that Donald Teator be appointed to serve as Town Historian @ \$3,100 annually
- 28) that Justin Case be appointed to serve as Town Dog Control Officer @ \$5,382 annually and that the town contract with the Columbia-Greene Humane Society to utilize its services be continued. An ongoing census will be conducted. The enumerator will receive \$2 for each unlicensed dog counted and \$1 for each licensed dog counted.
- 29) that Gordon W. Bennett be appointed to sit with the Board of Assessment Review; member terms remain through September of each year, each with \$400 annual stipend
- 30) that Dr. Walter Hubicki II be appointed Health Officer @ \$1,125 annually
- 31) that Tal Rappleyea be retained to serve as Attorney for the Town of Greenville with a monthly retainer fee of \$1,200 for agreed standard scope of service and \$125 per hour for non-contractual services
- 32) that a full time Maintenance Supervisor be employed for the town buildings at \$22.63 per hour, and 1 full time maintenance worker at \$17.29 per hour, and 1 part time maintenance worker at \$15.00 per hour for up to 30 hours per week, and a part time Recycle person be employed for the recycling center at \$15.00 per hour and two per-diem substitutes may be used at \$15.00 per hour on an as-needed basis
- 33) that any person employed by the Town of Greenville for 28 hours or less per week be considered to be a part-time employee. As such, they receive no employee benefits. The term “benefits” covers: paid vacation; health insurance; sick days; unemployment insurance, etc. Payroll options are bi-weekly, monthly, or quarterly

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34) that any part-time town employee who does not accrue leave credits and who takes extended time off (defined as greater than one month away from duties, i.e., vacations, extended sick time, etc.), will not be paid for the time off

35) that the appointment by the Supervisor of John Bensen as Deputy Supervisor be accepted with no compensation

36) that the Town Board continue the policy adopted by resolution on July 2, 1986 pertaining to termination of full time employees

37) that Renee Hamilton, Barbara Flach, and Herb Williams be appointed to the Safety Committee; that John Bensen and Richard Bear be appointed to the Employee Manual Committee, and that Travis Richards and Joel Rauf be appointed to the Skateboard Park Committee

38) that Debra Danner be appointed to the Greenville Planning Board for a 5 year term (2025); that William Bardel be appointed to fill the unexpired term of Brian Wickes, term ending 2024; and that Donald Teator be appointed Chair and that an annual stipend of \$400 per member or alternate and \$500 for the Chair shall be paid in December. Stephen Jay Goodman is appointed as Alternate Member (2022). Regular attendance is an expectation for all members, including alternates

39) that Orloff Bear continue to represent the Town of Greenville at the Greene County Planning Board, reappointed March 15,2021 through term ending July 20, 2022

40) that Tom Vance be appointed to the Zoning Board of Appeals for a 5 year term (2025); and that Tom Vance be appointed Chair and John Ingalls Deputy Chair and that an annual stipend of \$200 per member or alternate and \$300 for the Chairs shall be paid in December. Tom Briggs and Art Marini are appointed as Alternates (2022). Regular attendance is an expectation for all members, including alternates

41) that Hope Nugent be appointed Planning and Zoning Board of Appeals Clerk at \$40.00 per session and \$18.22 per hour for up to 10 hours per month, to be paid monthly with taxes withheld, to file and prepare for monthly meetings

42) that Kim Leggio be appointed Court Clerk at \$17.68 per hour, working 17 hours/week

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43) that the amount of \$200 be paid monthly from the General Fund to the Water District #1 for the rental of space for the State Police Substation

44) that Barbara Flach be appointed Library Director @\$25.80 per hour not to exceed 32 hours per week

45) that all Department Heads must be in attendance at regular Town Board meetings, budget workshops, and certain other special meetings/hearings as requested, and a written or oral report be received from all Department Heads, and that Department Heads be present for the bill paying session of each Town Board meeting if vouchers were submitted at that meeting, for the purpose of clarifying monies spent

46) that each town board member attend at least 2 planning board meetings per year

47) that Fran Sickles be appointed as representative to Greene County EMS Council.

48) that Elected Official's salaries for 2022 are:

Supervisor	(1)	\$14,420 per year
Town Board	(4)	\$6,289 per year
Town Justices	(2)	\$10,481 per year
Town Clerk – Collector	(1)	\$39,266 per year
Superintendent of Highways	(1)	\$60,383 per year

49) that the Board has reviewed the Workplace Violence Prevention Policy adopted on November 19, 2012 and finds it acceptable and appropriate and thereby readopts the Workplace Violence Prevention Policy

50) that a benefit for longevity pay be added to align with the Teamster's Contract for full time employees outside of the Highway Department; Elected Officials do not qualify; Employees qualify after completion of 1 year of service, as follows:

1-5 years ~ \$100; 6-10 years ~ \$150; 11-15 years ~ \$200; 16-20 years ~ \$300; over 21 years ~ \$400. Qualifying employees for 2021 are Joann Kratz (2005; \$300 to base pay to equal \$44,250/year or \$21.27 per hour), Renee Hamilton (2014; \$150 to base pay to equal \$47,070.40/year or \$22.63 per hour), Hope Nugent (2015; \$150 to base pay equal to \$38,043/year or \$18.29/hour)

51) that the following be adopted as the Investment Policy of the Town of Greenville:

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I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

OBJECTIVES

The Primary objectives of the Town of Greenville's investment activities are, in priority order:

- to conform with all applicable federal, state and other legal requirements
- to adequately safeguard principal to provide sufficient liquidity to meet all operating requirements and
- to obtain a reasonable rate of return

II. DELEGATION OF AUTHORITY

The Town Board's responsibility for administration of the investment program is delegated to the Chief Fiscal Officer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines.

Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates and other relevant information; and regulate the activities of subordinate employees.

III. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Town of Greenville to govern effectively. Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

IV. DIVERSIFICATION

It is policy of the Town of Greenville to diversify its investments by financial institution, by investment instrument, and by maturity scheduling.

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V. INTERNAL CONTROLS

It is the policy of the Town of Greenville for all moneys collected by and officer or employee of the government to transfer those funds to the Chief Fiscal Officer within thirty days of deposit, or within the time period specified by law, whichever is shorter. The Chief Fiscal Officer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VI. DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit of monies are the National Bank of Coxsackie, Greenville Branch, and The Bank of Greene County, Greenville Branch.

VII. COLLATERALIZATION OF DEPOSITS

In accordance with the provisions of General Municipal Law, Section 10, all deposits of the Town of Greenville, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with the aggregate "market value", or provided by General Municipal Law, Section 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

VIII. SAFEKEEPING AND COLLATERALIZATION

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Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to the security and custodial agreements. The security agreement shall provide that eligible securities are being pledged to secure Town of Greenville deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Town of Greenville to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Town of Greenville, such securities shall be delivered in a form suitable for transfer or with assignment in blank to the Town of Greenville or its custodial Bank. The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Town of Greenville, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodial shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Town of Greenville a perfected interest in the securities.

IX. PERMITTED INVESTMENTS

As authorized by General Municipal Law, Section 11, the Town of Greenville authorized the Chief Fiscal Officer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments: Special time deposit accounts; Certificates of deposits; Obligations of the United States of America: Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America; Obligations of the State of New York; Obligations issued pursuant to LFL Sec. 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Greenville. Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments; Certificates of Participation issued pursuant to GML, Section 109-b. Obligations of the Town of Greenville, but only with any moneys in a reserved fund established pursuant to GML, Section 6-c, 6-d, 6-e, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n. All investments obligations shall be payable to redeemable at the option of the Town of Greenville within such times as the proceeds will be needed to meet expenditure for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Greenville within two years of the date of purchase.

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X. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Greenville shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Town of Greenville conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition at the request of the Town of Greenville. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Chief Fiscal Officer is responsible for evaluation the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually

XI. PURCHASE OF INVESTMENTS

The Chief Fiscal Officer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion Number 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized tracking partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the Town of Greenville, shall be purchased through, delivered to and held in the custody of a bank or trust company only in accordance with prior written authorization from the Chief Fiscal Officer. All such transactions shall be confirmed in writing to the Town of Greenville by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10. The custodial agreement shall provide that securities held by the bank or trust company, as agent of an custodian for, the Town of Greenville, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such an agreement shall include all provisions necessary to provide the Town of Greenville a perfected interest in the securities.

XII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

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1. All repurchase agreements must be entered into subject to a Mater Repurchase Agreement.
2. Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
3. Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
4. No substitutions of securities will be allowed.
5. The custodian shall be a party other than the trading partner.

APPENDIX A: SCHEDULE OF ELIGIBLE SECURITIES

- * Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- * Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
- * Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under specific State statute may be accepted as security for deposit of public moneys.
- * Obligations issued by states (other than NYS) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- * Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- * Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- * Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- * Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.

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- * Commercial paper and banker's acceptances issued by a bank, other than the bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of no longer than 60 days from the date they are pledged.
- * Zero coupons obligations of the US Government marketed as "Treasury Strips"