

**January 2nd, 2012
Organizational Meeting
Petersburgh Town Board**

On January 2nd, 2012 at 7:00 PM the Petersburgh Town Board met at the Petersburgh Town Hall, 65 Main Street, Petersburgh, New York for the purpose of setting salaries for officials and employees, appointing of officials and employees and to set town policies.

Present: Supervisor Siegfried Krahforst
Councilman Richard Snyder
Councilman William Seel
Councilman Duane Goodermote
Councilman David Alderman
Town Clerk Callie Crisp

Guests: Peter Schaaphok
Press: Alex Brooks, The Eastwick Press

Following the Pledge of Allegiance the Supervisor called the meeting to order at 7:00 PM.

**Resolution #1
Setting of Salaries for Officers, Officials and Employees of the
Town of Petersburgh, N.Y.**

WHEREAS, the Town Board is required to set and approve the salaries and/or wages of all Town Officers, Officials, and Employees at its organizational meeting; now therefore be it
RESOLVED, that the salaries and/or wages of Town Officers, Officials, and Employees be as follows:

POSITION	NAME	SALARY AMOUNT	PAYMENT SCHEDULE
Town Supervisor	Siegfried Krahforst	\$10,000.00/year	Monthly
Town Board (1)	William Seel	\$1,654.50/year	Quarterly
Town Board (2)	Richard Snyder	\$1,654.50/year	Quarterly
Town Board (3)	David Alderman	\$1,654.50/year	Quarterly
Town Board (4)	Duane Goodermote	\$1,654.50/year	Quarterly
Town Clerk	Callie Crisp	\$17,776.00/year	Bi-Weekly
Deputy Town Clerk (1)	Anne Schnoop	\$10.50/hour	As Required
Deputy Town Clerk (2)		\$9.50/hour	As Required
Registrar of Vital Statistics	Callie Crisp	\$500.00/year	Annually by Voucher
Superintendent of Highways	Raymond Harrison	\$40,055.00/year	Bi-Weekly
Deputy Highway Supt.	Steven Harrison	\$922.47/year	Annually
Town Justice (1)	Paul Montgomery	\$4,700.00/year	Quarterly
Town Justice (2)	Amy Manchester	\$4,700.00/year	Quarterly
Tax Collector	Emily Harrison	\$3,400.00/year	Quarterly
Assessor	Craig Surprise	\$15,200.00/year	Bi-Weekly
Assessor's Clerk	Anne Schnoop	\$11.00/hour	Bi-Weekly

Board of Assessment Review (1)	Dennis Smith	\$100.00/year	Annually by Voucher
Board of Assessment Review (2)	David Miller	\$100.00/year	Annually by Voucher
Board of Assessment Review (3)	Anne Bossoni	\$100.00/year	Annually by Voucher
Board of Assessment Review (4)	Brandon deWaal	\$100.00/year	Annually by Voucher
Board of Assessment Review (5)	Barbara Snyder	\$100.00/year	Annually by Voucher
BAR Secretary	Callie Crisp	\$110.00/year	Annually by Voucher
Dog Control Officer	Lynne Torello-Burns	\$3,000.00/year	Quarterly by Voucher
Code Enforcement Officer	Douglas Hull	\$9,600.00/year	Monthly
Town Attorney	Kevin Engel	\$7,000.00/year	Monthly by Voucher
Town Hall Custodian	Emily Harrison	\$50.00/week	Monthly by Voucher
PVMCC Custodian	Katie Dastoli	\$60.00/week	Monthly by Voucher
Water District Superintendent	Todd Stradinger	\$12.00/day	Monthly by Voucher
Water District Tax Collector	Emily Harrison	\$1,200.00/year	Quarterly
Highway Dept. Employee (1)	Steven Harrison	\$15.66/hour	Bi-Weekly
Highway Dept. Employee (2)	James Morgan	\$13.83/hour	Bi-Weekly
Highway Dept. Employee (3)	Michael Harrison	\$11.33/hour	Bi-Weekly
Highway Dept. Employee (4)	Richard Gonyea	\$10.00/hour	Bi-Weekly
PT Maintenance Labor (1)		\$10.50/hour	Bi-Weekly
PT Maintenance Labor (2)		\$8.50/hour	Bi-Weekly
Town Secretary	Callie Crisp	\$6,611.00/year	Bi-Weekly
Bookkeeper	Charles Guntner	\$6,500.00/year	Monthly

Resolution #2

Appointments of Officials and Employees of the Town of Petersburg, N.Y.

WHEREAS, the Town Board is required at its Organizational Meeting to fill various positions in the Town Government; now therefore be it
RESOLVED, that the following persons be appointed to the positions and/or committees as noted:

POSITION	NAME
Deputy Supervisor	Barbara Snyder
Deputy Town Clerk (1)	Anne Schnoop
Deputy Town Clerk (2)	
Registrar of Vital Statistics	Callie Crisp
Deputy Registrar	Anne Schnoop
Deputy Highway Superintendent	Steven Harrison
Code Enforcement Officer	Douglas Hull
Town Historian	Peter Schaaphok
Dog Control Officer	Lynne Torello-Burns
Water District Superintendent	Todd Stradinger
Water District Tax Collector	Callie Crisp
Town Hall Custodian	Emily Harrison
PVMCC Custodian	Katie Dastoli
Town Board Rep. to Rescue Squad	Richard Snyder
HUD Coordinator	William Seel
Assessor's Clerk	Anne Schnoop
Veterans' Service Officer	David Alderman
Court Clerk	Callie Crisp
Town Secretary	Callie Crisp
Bookkeeper	Charles Guntner
Town Attorney	Kevin Engel

Official New Organ	The Eastwick Press
Official Funds Depository	Pioneer Commercial Bank

Resolution #3
Town Policies

- Paid Holidays for full time Town Employees:
 1. New Year's Day
 2. Martin Luther King Jr. Day
 3. President's Day
 4. Memorial Day
 5. Independence Day
 6. Labor Day
 7. Columbus Day
 8. Election Day
 9. Thanksgiving
 10. Christmas
- Vacation Time:
 - 5 days - after 1 year of employment
 - 10 days - after 3 years of employment
 - 15 days after 10 years of employment
 - 1 day per year of employment, up to 20 days maximum
- Personal Days: 3 days per year
- Sick Days: 10 days to accumulate to a maximum of 30 days per year
- Bereavement Time: 3 days per year
- Town Vehicle Policy: Town vehicles to be used for all Highway Department travel unless broken down or unsuited for trip. Town Vehicles shall not be used for personal travel.
- Mileage for use of a private vehicle for official Town Business: \$.55 per mi.
- Inventory of all Highway Equipment and supplies shall be taken during the month of September and filed with the Town Clerk.
- Purchases above \$1,000.00 require Town Board approval (Includes costs for repairs and/or maintenance of Town facilities, machinery, etc.)
- Purchases above \$10,000.00 to be let by bid only.
- All bidders to provide 6 copies of bid upon submission.
- Authorize Supervisor to approve emergency expenditures in excess of \$1,000.00 (with concurrence of at least 1 other Board Member.
- Authorize Supervisor to pay insurance (health, property, auto), electric and phone bills without prior Board approval.
- Authorize Supervisor to pay Youth Commission personnel during the months of July and August on bi-weekly basis by voucher without prior Board approval.
- Regular Town Board Meetings to be held on the 3rd Monday of each month at 7:00 PM at the Petersburg Town Hall.
- Public Address: In an effort to give the public an opportunity to address the Town Board, you will be granted 5 minutes at the public address portion of the agenda. All comments shall be addressed to the board as a whole in a decent courteous and

orderly manner. If you require additional time, another 5 minutes shall be granted after everyone else has addressed the board.

OTHER BUSINESS

- Supervisor Krahforst informed the Board that he had topics in mind to review this year, and would like to form several committees:
 - Ethics Board: to review and update the current Ethics policy and form a committee for ethics issues, consisting of one Board Member and volunteers from the public;
 - Town Law Review: to review and update the current Local Laws and ordinances, consisting of one Board Member and volunteers from the public;
 - Planning Board: one member is still needed, so the position will remain advertised;
 - Generating business in Town: a committee may be established to obtain information on drawing businesses into Petersburg, which in turn could lead to a Senior Center with stores within walking distance;
 - Alternative Energy: a committee may be established to research options for alternative energy for the municipal buildings, for which grants may be available. The Supervisor would like to have the public involved with this process;
 - PVMCC: A discussion took place on this building as a disaster shelter, and obtaining a generator for emergency purposes;
 - Sheriff's Sub-station: the status of the room in the basement of the Town Hall will be investigated;
 - Department Meetings: Supervisor Krahforst stated that he would be scheduling meetings with the Highway crew and other departments in order to review procedures, etc.;
 - Monthly Supervisor Hours: beginning this month, the Supervisor will be available to the public for comments, concerns, etc. The Office of the Supervisor will be open on the second Wednesday of the month from 9:00 AM – 3:30 PM.

With no further business, on motion of Councilman Snyder, seconded by Councilman Goodermote, the meeting was adjourned at 7:36PM.

Respectfully Submitted,

Callie Crisp, Town Clerk