

**AGENDA
TOWN OF MOREAU
ORGANIZATIONAL MEETING**

January 4, 2024
7:00 p.m.

1. Resolution setting 2024 salaries for elected officials:

| | |
|------------------------|-------------|
| Supervisor | \$53,842.00 |
| Council people (each) | \$13,777.00 |
| Town Justice (each) | \$31,866.00 |
| Town Clerk | \$51,442.00 |
| Highway Superintendent | \$82,400.00 |

2. Resolution setting the following respective annual salaries (52 Week) or hourly rate, as approved in the 2024 Budget except as otherwise provided under Town Law, Civil Service Law, or other applicable law, rule, or agreement.

| | | |
|--------------------|--|--------------|
| Erin Trombley | Receiver of Taxes and Assessments | \$9,914.00 |
| | Records Management Officer | \$1,179.00 |
| | Registrar of Vital Statistics- [1/2 Birth & Death Certificate Filing Fees in accordance with NYS Public Health Law Section 4173(3)] | |
| Leah Cronin | Assessor (10/01/19-9/30/25) FLSA (Fair Labor Standards Act) EXEMPT | \$80,173.00 |
| Riley McGuiggan | Senior Assessment Clerk, Full-Time | \$45,895.00 |
| John Helwig | Crossing Guard (Tanglewood), PT | \$15.00 hour |
| Adeline Rivers | Crossing Guard (Tanglewood), PT | \$15.00 hour |
| Pamela Youker | Substitute Crossing Guard, As Needed | \$15.00 hour |
| Matthew Dreimiller | Building Inspector/Code Enforcement Officer | \$63,315.00 |
| Katrina Flexon | Building Inspector's Clerk | \$41,638.00 |
| Peter Bachem | Code Enforcement Officer, Part-Time | \$22.17 hour |
| Michael Hastings | Laborer, Part-Time | \$15.95 hour |
| Jeffrey Stevens | Laborer, Part-Time | \$15.45 hour |
| Mary Vaillancourt | Transfer Station Clerk, Part-Time | \$15.45 hour |
| Stephen Rice | Transfer Station Laborer/Clerk PT | \$15.45 hour |
| Linda Hart | Transfer Station Laborer/Clerk PT | \$15.45 hour |
| Marsha Morehouse | Transfer Station Laborer/Clerk PT | \$15.45 hour |
| John McDermott | Transfer Station Laborer/Clerk PT | \$15.45 hour |
| Christopher Abrams | Acting Transfer Station Manager | \$12,000.00 |
| Jeffrey Cruz | Principal Account Clerk | \$65,000.00 |
| Anna Labiak | Clerk, Full-Time (Accounts Payable/Water Department Clerk) | \$47,380.00 |
| Kara Gutowski | Court Clerk, Full-Time | \$41,638.00 |
| Ella McFadden | Court Clerk, Full-Time | \$41,638.00 |
| Ron Belisle | Court Clerk, Part-Time | \$15.00 hour |
| Kristine Brown | Court Clerk, Part-Time | \$15.00 hour |
| Danielle Relyea | Court Clerk, Part-Time | \$15.00 hour |
| Edward Scalo | Court Clerk, Part-Time | \$15.00 hour |
| Edward Scalo | Court Officer | \$18.04 hour |
| Thomas Geraghty | Court Officer | \$18.04 hour |

| | | |
|------------------|---------------------------------------|--------------|
| Jeremy Brogan | Recreation Director | \$60,000.00 |
| Bruce Siergiey | Working Maintenance Supervisor | \$53,560.00 |
| David Jones | Working Supervisor | \$21.08 hour |
| James Davenport | Laborer, Part-Time | \$17.00 hour |
| Vincent French | Laborer, Part-Time | \$17.00 hour |
| Xavier DeRush | Laborer, Part-Time | \$16.48 hour |
| William Noonan | Laborer, Part-Time | \$16.48 hour |
| Kelan Kearney | Laborer, Part-Time | \$15.45 hour |
| Sean Melvin | Laborer, Part-Time | \$15.45 hour |
| Elyse Stocker | Clerk, Full-Time (Highway Department) | \$41,638.00 |
| Maureen Leerkes | Laborer, PT Temp/on call as needed | \$19.00 hour |
| Michael Hastings | Laborer, PT Temp/on call as needed | \$19.00 hour |
| Jeffery Parish | Laborer, Full-Time | \$55,620.00 |
| Michael Mooney | Water Superintendent, PT | \$64.71 hour |

Town Clerk's, At Will, Appointments:

| | | |
|--|---------------------------|-------------|
| Deputy Town Clerk and Receiver of Taxes: | Dianne Lewis | |
| | Annual Salary (52 Weeks): | \$41,715.00 |
| Deputy Town Clerk and Receiver of Taxes, PT: | Ellen Buttles | |
| | Annual Salary (52 Weeks): | \$41,715.00 |
| Deputy Registrar of Vital Statistics: (1/2 of Birth & Death Certificate filing Fees Paid to Registrar in accordance with NYS Public Health Law-Section 4173(3)) | Dianne Lewis | |

Highway Superintendent's Appointments:

| | |
|--------------------------------|---|
| Deputy Highway Superintendent: | Brian Huntley (Compensated per CSEA Contract) |
|--------------------------------|---|

Supervisor's, At Will, Appointments:

| | | |
|-------------------|---|-------------|
| Elizabeth Bennett | Confidential Secretary/Assistant Bookkeeper | |
| | Annual Salary (52 Weeks): | \$50,485.00 |
| | FLSA (Fair Labor Standards Act) EXEMPT | |
| Patrick Killian | Deputy Supervisor | Unpaid |
| Jeremy Brogan | Town Representative for the Saratoga County Advisory Youth Board | Unpaid |

Supervisor's Committee Appointments: (2024 Schedule Attached)

| | | |
|------------|----------------|-----------------------------|
| Reed Antis | Town Historian | (stipend to be established) |
|------------|----------------|-----------------------------|

- Resolution setting non-employee compensation per annum of \$1,500.00 for the Local Historian and requiring monthly reports to be submitted prior to the request for a stipend. Additionally, an annual report shall be submitted to the Saratoga County Historian's office. A copy of the annual report must be provided to the Town prior to the final monthly stipend request.
- Resolution setting stipend for Planning Board & Zoning Board of Appeals Members at \$100.00 per meeting for each attending member, including alternate members, and \$120.00 per meeting for the Chairperson or Acting Chairperson in the absence of the appointed Chairperson.

5. Resolution setting stipend for Planning Board & Zoning Board of Appeals Secretary at an amount not to exceed \$100.00 per meeting.
6. Resolution setting stipend for Board of Assessment Review Members at an amount not to exceed \$70.00 per meeting.
7. Resolution authorizing the Supervisor to sign the following contracts and/or make payment in the amounts and terms stated in the contracts.

South Glens Falls Fire Company, Inc.
 Moreau Emergency Squad, Inc.
 Civic Center of Moreau, Inc.
 Saratoga County Animal Shelter
 Saratoga County Youth Bureau
 Saratoga County IMA Recycling Agreement
 Saratoga County Office for the Aging Nutrition Agreement
 City of Glens Falls Transportation Agreement
 Dog Control Services
 Professional Fire Protection, Inc.

8. Resolution allowing the Supervisor to extend a loan to the Town Clerk in the sum of \$200.00 for one year for the purpose of making change and petty cash and the Receiver of Taxes \$250.00 for the purpose of making change.
9. Resolution authorizing the Town Clerk the right to accept bingo and games of chance licenses and amendments and the authority to approve same.
10. Resolution to adopt the attached Purchasing Guidelines and the Town of Moreau's Procurement Policy. (See Attached)
11. Resolution designating Glens Falls National Bank and Trust as the depository for Town monies.
12. Resolution designating the Glens Falls Post Star and the Chronicle as the official newspapers to be used for all legal advertising, and The Saratogian, as needed
13. Resolution setting forth the following employee policies for all full-time employees after 1/1/07 (not applicable to elected officials or those employees covered under CSEA contract), and defining "full-time" as any permanent employee working twenty (20) hours per week or more on a regular, continuing basis and "part-time" as any permanent employee working less than twenty (20) hours per week on a regular basis:

Vacation Leave:

Full-time permanent employees hired on or after 1/1/07 will earn vacation leave upon the completion of their anniversary date of employment as follows:

| | |
|--|------------------|
| 1 st – 4 th anniversary = | 2 weeks vacation |
| 5 th – 11 th anniversary = | 3 weeks vacation |
| 12 th anniversary and beyond= | 4 weeks vacation |

Except that those Full-Time permanent employees that work less than a standard work week shall be prorated.

Unused accrued vacation time may be carried over annually up to 10 workdays not to exceed a maximum of 30 days accrued vacation, but unused vacation time will not be paid in cash. Vacation schedules shall be approved in advance by each department head. The department head will notify the Town Supervisor of all vacation schedules approved for all employees in their department. All department heads and non-union employees must receive approval of their vacation schedule in advance by the Town Supervisor.

Sick Leave: Sick leave is leave with full pay for an employee's absence due to his/her illness or disability. Sick leave may be used by an employee due to the illness of his/her spouse, child or parent or the illness of any person residing with the employee.

All employees after six months of continuous service shall be entitled to one (1) day of paid sick leave for each month of service commencing from the first day of employment. Unused sick leave may be accumulated but cannot be paid in cash at any time. Any employees calling off sick shall notify their department head. The department head will in turn notify the Town Supervisor. A department head calling off sick shall notify the Town Supervisor.

After five (5) working days of sick leave or seven (7) calendar days, the employee must apply for NYS Disability Insurance Benefits and his/her sick leave pay shall be reduced by the amount of disability benefits he/she receives. For each day of sick leave after the fifth (5th) working day or seventh (7th) calendar day, the employee shall be able to utilize their leave accruals and be paid their full salary by the Town. The Town will retain the employee's Disability payment and credit the employee's leave accruals accordingly.

Any non-union employee that retires from the Town with an excess of 200 accumulated sick days, will be eligible to receive a monthly credit of either \$100.00 toward their co-payment of health insurance premiums or a \$100.00 monthly cash payment as a health insurance buyout, if they are not currently a member on the Town's health insurance plans, for every (20) days of accumulated sick leave in excess of the 200 accumulated days.

Any employee out on disability shall not accumulate additional sick time and shall pay the percentage of health insurance co-pay established by Town Board resolution while on disability if they are not receiving town wages.

Personal Leave: Personal leave is leave with full pay to enable employees to attend to personal business, including religious observance. Such leave is intended to provide employees with time to conduct their necessary personal affairs and it is not intended to be, and shall not be used as, additional vacation leave.

All full-time permanent employees shall receive four (4) personal days per year, prorated for new hires. Unused personal days shall be carried over as sick leave at the end of the year.

Bereavement Leave: Bereavement leave is leave with full pay for all full-time permanent employees for the purpose of attending the funeral, for religious observance or for such other purpose relating to the death of a member of an employee's immediate family. "Immediate family" shall mean a spouse, child, child's spouse, sister, brother, parent, grandparent, grandchild, mother-in-law, or father-in-law of the employee and shall also include any person residing with the employee. Such leave must be approved by the Supervisor and should not extend more than 3 days.

Employee Leave Records: All full-time employees will be responsible for monitoring their unused leave records for accuracy and will notify the Supervisor's office within 30 days of any discrepancies. Leave records may be viewed in the Town's current payroll software application, iSolved.

It shall be a violation of Town Policy for any employee to falsify payroll records. Such violation may result in termination of the offending employee.

Holidays: All permanent full-time employees shall be granted twelve (12) paid holidays, with "holiday" being the same as the employee's workday, as follows:

| | |
|------------------------|------------------------|
| New Year's Day | Martin Luther King Day |
| President's Day | Good Friday |
| Memorial Day | Fourth of July |
| Labor Day | Columbus Day |
| Veteran's Day | Thanksgiving Day |
| Day after Thanksgiving | Christmas Day |

If a holiday falls on a Saturday, the day of observance shall be the previous Friday. If a holiday falls on a Sunday, the day of observance shall be the following Monday. Unused holidays may not be carried over.

Employee Benefits: All full-time, year-round, permanent employees (see definition) and their eligible dependents will be entitled to receive the following benefits:

- NYS Employees' Retirement Plan (unused sick leave may be converted as additional service credit upon retirement).
- NYS Disability Insurance.
- Saratoga County Self-Insurance Plan (Workman's Compensation).

Insurance Benefits:

All full-time, non-seasonal, permanent employees (see definition) and their eligible dependents shall be offered medical, prescription, optical and dental insurance benefits pursuant to programs approved by the Town Board. An employee who declines such insurance shall be entitled to a health insurance buy-out not to exceed \$1,500 per year.

Union employees will be required to contribute towards their health care expenses as per the CSEA contract. Non-union employees/retirees will be required to contribute towards their health care expenses at the following rates:

- Active employees hired before January 1, 2019 will contribute 20%.
- Active employees hired on or after January 1, 2019 will contribute 25%.
- Employees who retired before January 1, 2008 will have no change to contribution rates.
- Employees who retired between January 1, 2008 and December 31, 2021 will contribute 15%.
- Employees who retire on or after January 1, 2022 will contribute at the rate paid prior to retirement.

The above insurance benefits will also be extended to Town Supervisor, Town Clerk and Highway Superintendent and grandfathered part-time elected officials, except that eligibility for retirement health insurance benefit for elected officials, shall only apply to the Town Supervisor, Town Clerk and Highway Superintendent. Unless the Town Board designates a probationary "waiting period" at the time of hire, these benefits will become effective within a thirty (30) day period after the day of employment.

14. Resolution in relation to a Town Employee who is an active volunteer of the Moreau Emergency Squad or South Glens Falls Volunteer Fire Company and member responds to an emergency during the normal workday shall be covered by policy on Fire and Emergency Calls, as adopted by the Town Board on March 28, 2017.
15. Resolution authorizing the reimbursement to a Town Official and employee for use of his/her own personal vehicle for Town Business and setting that rate at the rate set by the Internal Revenue Service. However, Town employees must receive prior Town Board approval for mileage reimbursement. In addition, all employees, elected and appointed officials, must receive Town Board approval prior to attending a conference or seminar, if expenses for same are to be

reimbursed by the Town. A Town of Moreau Employee Conference Reimbursement/Expense Worksheet and receipt(s) must be submitted to the Supervisor's Office prior to Town Board approval. (See Attached)

16. Resolution designating the Supervisor as the representative from the Town to attend the Annual Business Session of the Association of Towns of the State of New York, to be held at the New York Marriott Marquis, on February 18-21, 2024 and to cast the vote of the aforesaid Town, pursuant to Sect. 66 of Article III of the Constitution and By-Laws of said Association and in the absence of the Supervisor, the Deputy Supervisor is designated to cast the vote for the Town, and in the absence of the Deputy Supervisor, any designated member of the Town Board may cast the vote.
17. Resolution designating Amsure, for the term of our current policy, as the insurance broker of record for commercial package policy and umbrella, including general liability, public official's liability, auto, fire, inland marine, cyber-security, and Town Officers and Employees Bonds currently in effect.
18. Resolution authorizing the Town Clerk to collect all water and sewer rents and receive all applications and fees for taps in Consolidated Water District and in Sewer District I.
19. Resolution authorizing and accepting as the official undertaking the following bonds for Town Officers and Employees:

| | |
|---------------------------|------------------------|
| Officers & Employees: | Blanket \$500,000 |
| Town Clerk/Tax Collector: | Additional \$1,000,000 |
20. Resolution designating the regular monthly meetings of the Town Board be set for the second and fourth Tuesdays of each month at 7:00 p.m., with the one exception of the second December meeting being held on Monday, December 23rd, and Month-End Meetings will be held at 6:45 p.m. on the fourth Tuesday of each month before the regular meeting of the Town Board unless otherwise designated by Town Board resolution
21. Resolution establishing the policy that minutes of all Town Board Meetings be completed and made available for review by the Town Board within two weeks following the meeting and all audio recordings of Town Board Meetings be made available to the public via the Town's website within three official workdays. All audio recordings of official Town meetings shall be retained and held within the custody of the Town.
22. Resolution requiring all department heads to submit a monthly report to the Town Board three business days prior to its first regularly scheduled bi-monthly meeting outlining pertinent department activities, data and issues the Town Board should be made aware.
23. Resolution designating the Town Clerk as the official responsible for notifying the media of regular and special Town Board Meetings in compliance with the New York State Open Meetings Law.
24. Resolution authorizing rock salt for the highway department be purchased at State Bid Price or below from Morton Salt, Inc. (State Contract #PC70133) for the 2024 Budget Year.
25. Resolution authorizing the Highway Superintendent to hire temporary employees to help with snow and other operations as needed at \$19.00 per hour.
26. Resolution authorizing the Highway Superintendent to negotiate with the Superintendent of Highways of any municipality within the Counties of Saratoga, Warren, or Washington, to provide for the reciprocal use of Town owned highway machinery, tools, or equipment, upon such terms and conditions as agreed upon by the parties, including the Town Board.
27. Resolution authorizing the Highway Superintendent to attend the New York State Transportation and Federal Surplus Auctions and be authorized to purchase items for the highway department, pending approval of the Town Board for all items purchased costing \$3,000.00 or more within monies budgeted for such purposes.

28. Resolution authorizing the expenditure of town highway funds in the amount of \$844,750.00 for General repair and improvement of 85.64 miles of town highways, sluices, culverts, and bridges having a span less than five feet and boardwalks or the renewals thereof and permanent improvement of town roads. No moneys set aside for such improvements shall be expended, nor shall any work be undertaken in such improvements, until the Highway Superintendent and Town Board approves the expenditures, specifications and estimates for such construction.
29. Resolution authorizing Supervisor to pay postage to refill postage meter, utility bills, state retirement, health insurance, leases, Town Board approved cash advances and payments due on contracts, prior to audit.
30. Resolution authorizing Town Officers/Employees who collect town fees or other payments to impose a service charge on all returned checks as per General Municipal Law Section 5-328.
31. Resolution conferring the benefits of Section 18 of the Public Officer's Law upon the Town's employees, as that term is defined in Section 18(1) (b) of the Public Officer's Law, and to be held liable for the costs incurred under Section 18 of the Public Officer's Law.
32. Resolution requiring the following to file an Oath of Office prior to the commencement of their employment or each newly elected term:
 - Highway Deputy
 - Deputy Town Clerks
 - Building Inspector/Code Enforcement Officer
 - Planning and Zoning Board Members
 - Court Officers
 - Dog Control Officer
33. Resolution to pay an employee who serves on active jury duty his/her normal wages with the understanding that if they only have to serve on jury duty for a portion of their workday that they will return to work, subject to proof of service from the Commissioner of Jurors.
34. Resolution authorizing the Saratoga County Animal Shelter to issue dog licenses on behalf of the Town of Moreau prior to the release of any impounded dog to a Town of Moreau resident pursuant to Article 7 of the NYS Agriculture & Markets Law.
35. Resolution setting a time limit of 5 minutes per person to speak during Public Hearings.
36. Resolution authorizing payment of \$16,000.00 to the Historical Society of Moreau & South Glens Falls.
37. Resolution authorizing payment of \$6,000.00 to Grant Cottage.
38. Resolution authorizing the Supervisor's Office to accept block, faxed, scanned and electronic signatures from vendors on vouchers for payment, including photocopied signatures.
39. Resolution that a terminating Town employee shall receive their final paycheck upon return of all Town property in his/her possession.
40. Resolution adopting the attached Employee Training Reimbursement Policy and Training Reimbursement Agreement. (See Attached)
41. Resolution that an Elected, Appointed Official or Town employee shall be prohibited from accepting gifts in his/her official capacity with the Town with a value that exceeds fifteen dollars (\$15).

42. Resolution specifying that a prospective Town employee who fails to appear at a pre-employment physical and is subsequently employed by the Town shall be subject to a deduction of such costs associated with the exam from their compensation as a Town employee.
43. Resolution allowing any employee an excused leave not to exceed four (4) hours on an annual basis, to undertake a screening for cancer.
44. Resolution prohibiting the use of all tobacco and cannabis products and vaping, in or on all Town owned or operated property and vehicles, to provide a safe and healthy work environment for all employees. Vaping includes the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars.
45. Resolution pursuant to Town Law Section 158, the Town Board of the Town of Moreau establishes the office of peace officer and/or special police officer, who shall be appointed on a temporary basis from time to time as the Town Board determines the services are necessary, with the compensation and uniform and equipment purchase as the Town Board shall fix.
46. Resolution requiring all department heads to submit requests for a Town Board Agenda by 12:00 p.m. of the Friday preceding the regularly scheduled board meeting.
47. Resolution setting the annual payment per megawatt for Payment in Lieu of Taxes ("PILOT") Agreements pursuant to Moreau Town Code Chapter 63, Section 6(H) shall be \$900. In the event this amount exceeds the amount that would otherwise be payable as taxes but for the exemption under Real Property Tax Law 487, the Assessor has the ability to negotiate the per megawatt amount, subject to final approval of the Agreement by the Town Board.

Purchasing Guidelines

The table below summarizes the items required of you when purchasing anything using Town funds. Please note that three verbal/written quotes are required for many purchases, and these must be submitted to the Billing Coordinator with the invoice and voucher for proper payment.

| Town of Moreau Purchasing Requirements Based on 2022 Organizational Meeting & General Municipal Law | | | |
|---|-----------------|-----------------|--------------------------------|
| Amount/Items Purchased | Board Approval? | Purchase Order? | Three/Four Quotes? |
| Under \$ 500 | No | No* | None |
| \$ 500 up to \$ 1,000 | No | No* | Three (Verbal) |
| \$ 1,000 up to \$ 2,000 – for the Supervisor & Highway/Water Depts. | No | Yes | Three (Verbal) |
| \$ 1,000 up to \$ 3,000, Unless Specified Above | Yes | Yes | Three (Verbal) |
| \$ 3,000 up to \$ 10,000 | Yes | Yes | Three (Written) |
| \$ 10,000 up to \$ 20,000 (or \$ 35,000 for public works contracts) | Yes | Yes | Four (RFP Process) |
| Over \$ 20,000 (or \$ 35,000 for public works contracts) | Yes | Yes | Competitive Bidding Process |
| <i>* Purchases (regardless of amount) which have been ordered in the current year but not received must have a purchase order so that the funds will be carried over into the next fiscal year.</i> | | | |

Voucher for Payment

Department Heads must obtain a completed voucher signed by the claimant in the certification section for each purchase. Multiple invoices may be attached to one "Summary Voucher." Each voucher shall be submitted to the Billing Coordinator and include the following: (1) an original and itemized invoice, (2) any document showing approval by the Board, if necessary, (3) proof of delivery or service rendered, if applicable, and (4) a quote summary if over \$500.

The Town of Moreau "Purchase Request & Quote Summary" form shall be used and attached to all vouchers over \$500. If the purchase is subject to any of the following exceptions, please state it on the form: Sole Source Purchase, Emergency Purchase, Professional Services, and/or a purchase through State or County contract.

Purchase Orders

Purchase Orders should be used for EVERY purchase over \$1,000. Since, we use a multi-page purchase order, each page should be separated as follows:

- White – Submitted to vendor to initiate order (if necessary).
- Yellow – Retained by Department Head for documentation.
- Pink – Held by Department Head until the **final** voucher for the PO has been completed (if paid in installments) and submitted with final voucher to the Billing Coordinator to close PO.
- Golden – Submitted to Jeffrey to encumber Department funds when item is ordered.

TOWN OF MOREAU

Employee Training & Conference

Reimbursement/Expense Worksheet (01/2023)

To be completed by *each* employee requesting to attend a conference

Employee Name: _____ Position: _____

Name of Conference: _____

Hosting Agency: _____

Location: _____

Total Professional Development Hours To Be Earned: _____

EXPENSES

Conference Registration Fee: _____

Hosting organization membership fee (Annual dues): _____

Cost for lodging per night: _____ X _____
 (TB to est. Max. if not included) (# nights)

\$ -

Cost of Coverage while position is unstaffed (if applicable): _____

Meals & Incidental reimbursement (M&IE):

Meals will be reimbursed at the NYS rate, which is also the Federal rate. The Standard rate of \$59.00/day covers 3 meals per day. Meals that are offered through the hotel or the conference will not be reimbursed. It is expected the employee will take advantage of offerings included in registration fees. First and last days of M & IE will be reimbursed per meal (see rates below).

| | Rate | | | Quantity | Total |
|------------|------------|---|--|----------|-------|
| Breakfast | \$ 13.00 * | X | | _____ | \$ - |
| Lunch | \$ 15.00 * | X | | _____ | \$ - |
| Dinner | \$ 26.00 * | X | | _____ | \$ - |
| Incidental | \$ 5.00 * | X | | _____ | \$ - |

Total \$ 59.00 SAMPLE - TB MAY ADJUST MAXIMUM DAILY ALLOWANCES/MEALS Total M & IE: \$ -

*INDICATES MAXIMUM DAILY ALLOWANCE PER MEAL - ONLY ACTUAL COSTS WILL BE REIMBURSED.

Mileage: Reimbursed at IRS annual set rate.

Total mileage: _____ X \$0.655 Total Mileage: \$ -

Tolls: _____ Jan-23 \$ -

TOTAL COST : \$ -

Account #: _____

Account Starting Balance: \$ _____

Account Ending Balance: \$ _____

Failure to properly fill out this form and submit a timely request may delay Board action and could negatively impact approval. Receipts must be submitted for reimbursement of expenses.

Moreau Town Board
Committee Appointments
2024

| | |
|---|-----------------------|
| Buildings & Grounds..... | Councilmember Killian |
| | Councilmember Stewart |
| Cable TV..... | Councilmember Noonan |
| | Councilmember Killian |
| Cemetery..... | Councilmember Donohue |
| | Councilmember Noonan |
| Economic, Small Business and Technology Development..... | Councilmember Killian |
| | Councilmember Stewart |
| Highway Department..... | Councilmember Stewart |
| | Councilmember Donohue |
| Industrial Park..... | Councilmember Noonan |
| | Councilmember Donohue |
| Insurance..... | Councilmember Killian |
| | Councilmember Donohue |
| Personnel & Employee Compensation..... | Councilmember Killian |
| | Councilmember Stewart |
| Recreation..... | Councilmember Stewart |
| | Councilmember Donohue |
| Transfer Station/Landfill..... | Councilmember Stewart |
| | Councilmember Noonan |
| Water 1, 2, 3, 4, 5, 6 & Sewer 1..... | Councilmember Killian |
| | Councilmember Donohue |
| Zoning Liaison..... | Councilmember Killian |
| | Councilmember Stewart |
| Moreau Emergency Squad Liaison..... | Councilmember Donohue |
| Fire Company Liaison..... | Councilmember Stewart |
| Crandall Library Liaison..... | Councilmember Noonan |
| Moreau Community Center Liaison..... | Councilmember Donohue |