

**AGENDA
TOWN OF MOREAU
ORGANIZATIONAL MEETING**

January 7, 2025

7:00 p.m.

1. Resolution setting 2025 salaries for elected officials:

Town Supervisor	\$55,457.00
Councilmembers (each)	\$14,180.00
Town Justice (each)	\$33,459.00
Town Clerk	\$52,986.00
Highway Superintendent	\$84,872.00

Erin Trombley	Receiver of Taxes and Assessments	\$10,212.00
	Records Management Officer	Unpaid
	Registrar of Vital Statistics – (1/2 Birth & Death Certificate Filing Fees, in accordance with NYS Public Health Law Section 4173(3))	

2. Resolution accepting the following elected officials' at will appointments and setting the annual salaries (52 Week), as approved in the 2025 Budget except as otherwise provided under Town Law, Civil Service Law, or other applicable law, rule, or agreement.

Town Clerk's, At Will, Appointments:

Dianne Lewis	Deputy Town Clerk and Receiver of Taxes	\$46,350.00
	Deputy Registrar of Vital Statistics – (1/2 Birth & Death Certificate Filing Fees, in accordance with NYS Public Health Law-Section 4173(3))	
Maria Jennings	Deputy Town Clerk and Receiver of Taxes	\$46,350.00

Highway Superintendent's At Will, Appointment:

Brian Huntley	Deputy Highway Superintendent: (Compensated per CSEA Contract)
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Supervisor's, At Will, Appointments:

Elizabeth Bennett	Confidential Secretary/Assistant Bookkeeper	\$58,656.00
	FLSA (Fair Labor Standards Act) EXEMPT	
Patrick Killian	Deputy Supervisor	Unpaid

3. Supervisor's Committee Appointments: (2025 Schedule Attached)

4. Resolution setting the following respective annual salaries (52 Week), hourly rates, or stipends, as approved in the 2025 Budget except as otherwise provided under Town Law, Civil Service Law, or other applicable law, rule, or agreement.

Leah Cronin	Assessor (10/01/19-9/30/25) FLSA (Fair Labor Standards Act) EXEMPT	\$82,578.00
Matthew Espey	Senior Assessment Clerk	\$46,350.00
Merritt J. Westfall	Building, Planning & Development Coordinator	\$86,500.00
Matthew Dreimiller	Building Inspector/Code Enforcement Officer	\$65,215.00
Katrina Flexon	Building Department Clerk	\$46,350.00
Peter Bachem	Code Enforcement Officer, PT	\$22.84 hour
Kara Gutowski	Court Clerk	\$46,350.00
Ella McFadden	Court Clerk	\$46,350.00
Kristine Brown	Court Clerk, PT	\$20.00 hour
Danielle Relyea	Court Clerk, PT	\$20.00 hour
Edward Scalo	Court Clerk/Court Officer, PT	\$20.00 hour
Thomas Geraghty	Court Officer, PT	\$20.00 hour
Elyse Stocker	Highway Department Clerk	\$46,350.00
Maureen Leerkes	Laborer, PT Temp/on call as needed	\$19.00 hour
Michael Hastings	Laborer, PT Temp/on call as needed	\$19.00 hour
Michael Lary	Wing/Flag, PT/on call as needed	\$19.00 hour
Dillon Grace	Wing/Flag, PT/on call as needed	\$19.00 hour
Jeremy Brogan	Recreation Director Representative for the Saratoga County Advisory Youth Board	\$75,000.00 Unpaid
Bruce Siergiey	Working Maintenance Supervisor	\$55,167.00
David Jones	Working Supervisor, PT	\$21.71 hour
James Davenport	Laborer, PT	\$18.03 hour
Vincent French	Laborer, PT	\$18.03 hour
Sean Melvin	Laborer, PT	\$16.43 hour
Dave Gould	Laborer, PT	\$18.03 hour
Jake Carpenter	Laborer, PT	\$15.97 hour
Jeffrey Cruz	Principal Account Clerk Budget Officer	\$70,000.00 \$4,000
Anna Labiak	Accounts Payable/Water & Sewer Clerk	\$48,800.00
Christopher Rich	Cleaner (Town Hall/Highway)	\$20.60 hour

Christopher Abrams	Acting Transfer Station Manager	\$12,000.00
Mary Vaillancourt	Transfer Station Laborer, PT	\$16.43 hour
Michael Hastings	Transfer Station Laborer, PT	\$17.43 hour
Stephen Rice	Transfer Station Laborer, PT	\$16.43 hour
Linda Hart	Transfer Station Clerk, PT	\$16.43 hour
Marsha Morehouse	Transfer Station Clerk, PT	\$16.43 hour
John McDermott	Transfer Station Laborer, PT	\$16.43 hour
Donna Estabrook	Transfer Station Laborer/Clerk, PT	\$15.97 hour
Earl Ruff	Transfer Station Laborer, PT	\$16.43 hour

Kristian Mechanick	Water & Sewer Operator, Full-Time	\$63,860.00
Jeffery Parish	Water Department Laborer, Full-Time	\$60,000.00

John Helwig	Crossing Guard (Tanglewood), PT	\$15.50 hour
Shawn Weller, Sr.	Crossing Guard (Tanglewood), PT	\$15.50 hour
Peggy Rowley	Crossing Guard (Moreau), PT	\$15.50 hour
Pamela Youker	Substitute Crossing Guard, As Needed	\$15.50 hour

5. Resolution setting the 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, should the Chairperson be absent.
6. Resolution setting the stipend for Planning Board & Zoning Board of Appeals Secretary at an amount of \$100.00 per meeting.
7. Resolution setting stipend for Board of Assessment Review Members at an amount not to exceed \$100.00 per meeting.
8. Resolution appointing Reed Antis as the Town Historian and setting non-employee compensation per annum of \$1,800.00 for the Historian. Monthly reports are required 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.
9. Resolution appointing Jacquelyn Buckley, PA, as the Town of Moreau Local Health Officer for the calendar year 2025, at a stipend of \$2,000/year.
10. Resolution appointing the Town Supervisor to the position of Freedom of Information Appeal Officer, effective 1/1/2025-12/31/2025

EMPLOYEES AND ELECTED OFFICIALS OF THE TOWN:

11. 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

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/suspended shall not accumulate additional sick time and shall pay the percentage of health insurance co-pay established by Town Board resolution while on disability/suspension 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.

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

President's Day

Memorial Day

Labor Day

Veteran's Day

Day after Thanksgiving

Martin Luther King Day

Good Friday

Fourth of July

Columbus Day

Thanksgiving Day

Christmas Day

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.

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.

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. The above insurance benefits will also be extended to Town Supervisor, Town Clerk and Highway Superintendent and grandfathered part-time elected officials.

12. Resolution to allow any employee excused leave not to exceed four (4) hours on an annual basis, to undertake a screening for cancer.

13. Resolution permitting a Town Employee, who is an active volunteer of the Moreau Emergency Squad or South Glens Falls Fire Company, to leave work to respond to fire and ambulance calls without prejudice or loss of time, as adopted 3/28/2017. (See Appendix)
14. Resolution to pay an employee who serves on active jury duty his/her normal wages, subject to proof of service from the Commissioner of Jurors, with the understanding that if they are only required to serve on jury duty for a portion of their workday, that they will return to work upon completion of their commitment for the day.
15. Resolution authorizing the reimbursement to a Town Official or 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 Department Head approval for mileage reimbursement and must submit a voucher for reimbursement.
16. Resolution requiring that 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)
17. Resolution that a terminating Town employee shall receive their final paycheck upon return of all Town property in his/her possession.
18. Resolution adopting the attached Employee Training Reimbursement Policy and Training Reimbursement Agreement. (See Appendix)
19. 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.
20. 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 16-19, 2025 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 Building, Planning and Development Coordinator is designated to cast the vote for the Town and, in his absence, the Town Clerk may cast the vote.
21. Resolution conferring the benefits of Section 18 of the Public Officer's Law (Defense and Indemnification of Officers and Employees of Public Entities) 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.

22. 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).

23. Resolution requiring the following to file an Oath of Office prior to the commencement of their employment or each newly elected term:

- Deputy Highway Superintendent
- Deputy Town Clerks
- Confidential Secretary
- Building Inspector/Code Enforcement Officer
- Planning and Zoning Board Members
- Court Officers
- Dog Control Officer

24. Resolution adopting the attached compensation policy for Town employees attendance at Town meetings. (See Appendix)

CONTRACTS AND PAYMENTS:

25. Resolution authorizing the Supervisor to sign the following contracts and/or make payment in the amounts and terms stated in the contracts.

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|--|------------------------------------|
| South Glens Falls Fire Company, Inc. | Dog Control Services |
| Moreau Emergency Squad, Inc. | Saratoga County Youth Bureau |
| Civic Center of Moreau, Inc. | LifeWorks Community Action |
| Saratoga County Animal Shelter | Professional Fire Protection, Inc. |
| MJ Engineering | C2AE |
| Miller, Mannix, Schachner & Hafner | |
| City of Glens Falls Transportation Agreement | |
| Saratoga County IMA Recycling Agreement | |
| Saratoga County Office for the Aging Nutrition Agreement | |

26. Resolution authorizing payment of \$20,000.00 to the Historical Society of Moreau & South Glens Falls.

27. Resolution authorizing payment of \$7,500.00 to Grant Cottage.

28. Resolution naming Miller, Mannix, Schachner and Hafner as the Town's Attorney.

29. Resolution naming MJ Engineering and C2AE as the Town's Engineering Firms.

FINANCIAL/INSURANCE:

30. 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.
31. Resolution authorizing Town Officers/Employees who collect town fees or other payments to impose a service charge of \$20.00 on all returned checks as per General Municipal Law Section 5-328.
32. Resolution authorizing the Supervisor's Office to accept block, faxed, scanned and electronic signatures from vendors on vouchers for payment, including photocopied signatures.
33. 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.
34. Resolution authorizing the Town Clerk the right to accept bingo and games of chance licenses and amendments, and the Town Board's authority to approve same.
35. Resolution to adopt the attached Purchasing Guidelines and the Town of Moreau's Procurement Policy. (See Appendix)
36. Resolution designating Glens Falls National Bank and Trust as the depository for Town monies.
37. Resolution authorizing the Town Clerk to collect all taxes, assessments, water and sewer charges, permit fees and other fees and charges payable to the Town, per Town Law Section 37 (1).
38. 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.
39. 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

PUBLIC MEETINGS:

40. Resolution designating the regular monthly meetings of the Town Board to be set for the second and fourth Tuesdays of each month at 7:00 p.m. and Month-End Meetings at 6:45 p.m. on the fourth Tuesday of each month, unless otherwise designated by Town Board resolution. The one exception will be the first November meeting to be held on November 10, 2025, due to Veteran’s Day.
41. Resolution approving the following meeting dates and submission deadlines for the Planning Board and Zoning Board of Appeals.

Town of Moreau Planning Board	
Meeting Date	Submittal Deadline
January 27, 2025 (Due to MLK Day)	January 6, 2025
February 24, 2025 (Due to Presidents Day)	February 3, 2025
March 17, 2025	February 24, 2025
April 21, 2025	March 31, 2025
May 19, 2025	April 28, 2025
June 16, 2025	May 27, 2025 (Due to Memorial Day)
July 21, 2025	June 30, 2025
August 18, 2025	July 28, 2025
September 15, 2025	August 25, 2025
October 20, 2025	September 29, 2025
November 17, 2025	October 27, 2025
December 15, 2025	November 24, 2025
Town of Moreau Zoning Board of Appeals	
Meeting Date	Submittal Deadline
January 22, 2025	January 2, 2025 (Due to New Years Day)
February 26, 2025	February 5, 2025
March 26, 2025	March 5, 2025
April 23, 2025	April 2, 2025
May 28, 2025	May 7, 2025
June 25, 2025	June 4, 2025
July 23, 2025	July 2, 2024
August 27, 2025	August 6, 2025
September 24, 2025	September 3, 2025
October 22, 2025	October 1, 2025
November 19, 2025 (Due to Thanksgiving Eve)	November 5, 2025
December 17, 2025 (Due to Christmas Eve)	November 26, 2025

42. 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.
43. Resolution establishing the policy that minutes of all Town Board, Planning Board, and Zoning Board of Appeals Meetings be completed and made available for review by the respective Boards, 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.
44. Resolution setting a time limit of 5 minutes per person to speak during Public Hearings.
45. 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.
46. 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 of.
47. Resolution designating the Glens Falls Post Star, the Chronicle, and the Saratogian as the official newspapers to be used for all legal advertising.

HIGHWAY RESOLUTIONS:

48. Resolution authorizing rock salt for the highway department be purchased at State Bid Price or below from Morton Salt, Inc. (County Contract #23-PWS-10R) through 7/31/25.
49. Resolution authorizing the hiring of temporary employees to help with snow and other operations as needed at \$19.00 per hour.
50. 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.
51. 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.
52. Resolution authorizing the Town Board and Highway Superintendent to enter into an agreement for the expenditure of Town highway funds in the amount of \$960,000.00, per Town Highway Law §284. (See Appendix)

ADDITIONAL DEPARTMENTS AND ITEMS:

53. 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.
54. 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 and cannabis delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars.
55. 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.
56. Resolution authorizing the Transfer Station to be closed on the following holidays:
 - New Year's Day
 - Good Friday
 - Independence Day
 - Veteran's Day
 - Thanksgiving Day
 - Christmas Day
57. 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.

Moreau Town Board
Committee Appointments
2025

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

Updated: 1/3/2025

FIRE AND EMERGENCY CALLS

ORIGINALLY ADOPTED: 28 MARCH 2017
REVISED: 6 JANUARY 2025

Should a fire or emergency occur during the normal workday of a volunteer emergency responder who is a full-time Town of Moreau employee, said employee may leave work to respond to fire and ambulance calls without prejudice or loss of time, given the following conditions.

- The employee must be an active volunteer of the Moreau Emergency Squad or South Glens Falls Fire Company.
- This provision applies to emergency situations only and is not intended to apply to administrative or other duties that are able to be performed during the non-Town working hours.
- During work hours, the employee must notify their Department Head or the Town Supervisor before responding to the call.
- If the call occurs during non-work hours and the emergency extends into normal working hours, this policy shall be in effect for those hours missed due to the emergency and every effort should be made by the employee to notify their Department Head or Town Supervisor as soon as is reasonable.
- Once the emergency is over, the employee shall return to their normal work schedule or charge leave time.
- The Town of Moreau shall not be liable in any way for employees who respond to calls in accordance with this policy.
- If the employee is a member of a fire company, other than the SGFFC, and is called for mutual aid for a fire in Moreau, this policy shall apply.
- Volunteer emergency responder may respond to:
 - A working structure fire
 - A motor vehicle accident with entrapment
 - A natural disaster

All situations not listed above will require Department Head approval and the employee must charge leave time.

**COMPENSATION FOR ATTENDANCE OF
TOWN EMPLOYEES AT BOARD MEETINGS**

Department heads:

- Will receive neither comp time nor additional pay for attendance.

Salaried employees, including Deputy Clerks and the Principal Account Clerk, excluding FLSA exempt employees:

- Official attendance is to be at the specific request of a department head or Town Board member.
- May receive comp time equivalent to the time from the beginning of the meeting, until the subject necessitating their attendance is complete.
- Shall not incur overtime.

Hourly employees:

- Official attendance is to be solely at the specific request of a department head or Town Board member.
- Shall work with their department head to adjust their schedule so as not to incur overtime.
- Shall be paid their regular hourly rate for their attendance, from the beginning of the meeting until the subject necessitating their attendance is complete.

The Department Head or Town Board member who requested the presence of an employee will:

- Use good judgement when requesting the presence of an employee.
- Plan in advance and make a timely request, so the employee is able to adjust their schedule.
- Notify the Supervisor's Office, when appropriate, so the item can be placed as early on the agenda as possible.
- Identify on the employee's timecard, the attendance time of said employee.

As a member of the public, any Town Employee is welcome to attend Town meetings on their own time, as they choose, but would do so without additional pay or comp time.

TOWN OF MOREAU
TRAINING REIMBURSEMENT POLICY

Background

For some entry level positions, newly hired employees must complete training or some form of education in order to be better equipped to meet the qualifications necessary for the job and successfully perform the employee's job duties. The Town incurs significant expenses for this training in order for employees to best serve the Town's citizens.

As it would be inequitable for the Town to incur expenses for training and have the employee immediately leave employment with the Town of Moreau and use this training elsewhere, the Town is adopting the following policy:

A. Training and Education Reimbursement Requirement

When the Town of Moreau incurs expenses for the training and/or education of an employee for the purpose of allowing that employee to perform their job duties, the employee will be required to enter into a reimbursement agreement for training costs.

B. Reimbursement of "Training Costs"

An employee will be required to reimburse the Town of Moreau for any "training costs" of an employee for the employee to meet the qualifications to perform the employee's job duties if the employee does not meet specific requirements.

1. If the employee withdraws or terminates training on their own volition, prior to the conclusion of training, the employee must reimburse the full amount of "training costs."
2. If the employee does not remain employed by the Town of Moreau for two (2) years after the completion of the training and/or education because the employee voluntarily separates (i.e., resigns or retires) or is discharged for cause from employment, the employee shall reimburse the Town of Moreau for "training costs" on a pro rata basis. The pro rata reimbursement shall be calculated according to the schedule shown below:

NUMBER OF MONTHS OF SERVICE FROM THE COMPLETION DATE OF TRAINING:	REIMBURSEMENT
MONTHS 1-6	100%
MONTHS 7-12	75%
MONTHS 13-18	50%
MONTHS 19-24	25%

C. Advanced Notice of Separation

If an employee voluntarily separates from the Town before completing the period of service agreed, they are required to give the Town written notice of at least ten working days during which time a determination concerning reimbursement will be made. If they fail to give this advance notice, they will be required to pay the full amount of their "training costs."

D. Training Costs Defined

"Training costs" shall mean all fees, such as tuition and related fees, travel costs, and other special expenses, paid in connection with the employee's training, including those costs paid to or on behalf of the Employee for said training.

E. Method for Obtaining Reimbursement

The normal method of obtaining reimbursement shall be withholding the amount from the employee's final paycheck(s). Should a final check(s) be insufficient to cover the amount of the reimbursement, the employee shall pay the balance of the reimbursement within thirty (30) days of their last day worked for the Town.

If any amount of "training costs" remain unpaid after thirty (30) days of their last day worked for the Town, the Town may utilize any and all lawful collection methods for repayment "training costs," including but not limited to:

- garnishment of wages; or
- such other methods as are approved by law.

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
* 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.			

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

351 Reynolds Road
Moreau, NY 12828-9261

Jesse A. Fish, Jr.

Supervisor

Phone: (518) 792-1030 Ext. 6 Fax: (518) 792-4615

E-mail: moreausuper@townofmoreau.org



Pat Killian
Deputy Supervisor

John Donohue
Councilmember

Mark Stewart
Councilmember

Kyle Noonan
Councilmember

AGREEMENT TO SPEND TOWN HIGHWAY FUNDS

TOWN OF MOREAU
COUNTY OF SARATOGA

Pursuant to the provisions of Highway Law §284, we agree that monies levied and collected for the repair and improvement of highways shall be expended in the following manner:

The sum of \$960,000.00 may be expended for general repairs and improvements upon 85.64 miles of Town highways, including sluices, culverts, bridges having a span of less than five feet, and boardwalks, or the renewals thereof, as well as permanent improvements of Town Roads. No monies set aside for such improvements shall be expended, nor shall any work be undertaken on such improvements until the Highway Superintendent and Town Board approve the expenditures, specifications and estimates for such construction.

This agreement shall take effect when it is approved by both the Highway Superintendent and Town Board members.

Executed in duplicate this 7th Day of January 2025.

TOWN SUPERVISOR FISH

COUNCILMAN KILLIAN

COUNCILMAN DONOHUE

COUNCILMAN STEWART

COUNCILMAN NOONAN

HIGHWAY SUPERINTENDENT
CHRIS ABRAMS