

The Town of Moreau 2025 Organizational Meeting of the Town Board was held on January 7, 2025 at the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

The organizational meeting was held in person. The Supervisor called the meeting to order at 7:01 p.m. with an attendance roll call and the Pledge of Allegiance.

PRESENT: Jesse A. Fish, Jr. Supervisor
Kyle Noonan Councilmember
Mark Stewart Councilmember
John Donohue, Jr. Councilmember

ALSO PRESENT: Erin Trombley Town Clerk
Elizabeth Bennett Confidential Secretary
Chris Abrams Highway Superintendent

OTHERS PRESENT: Alex Portal (Post-Star reporter)

Resolution 1-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Noonan, accepting 2025 elected officials' salaries as follows:

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])	

Asked if all were in favor, the following responses were given:

Councilmember Noonan	Aye
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Resolution 2-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue, to accept agenda items 2 & 3--elected officials' at-will appointments--and setting 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, AND committee assignments, as follows:

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:

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

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

Town Board Committee Appointments 2025

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

Asked if all were in favor, the following responses were given:

Councilmember Noonan	Aye
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Resolution 3-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue, to accept agenda items 4-10 as follows:

- Setting the 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

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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	\$75,000.00
	Representative for the Saratoga County Advisory Youth Board	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	\$70,000.00
	Budget Officer	\$4,000.00
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. 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,

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6. Setting the stipend for Planning Board & Zoning Board of Appeals Secretary at an amount of \$100.00 per meeting,
7. Setting the stipend for Board of Assessment Review Members at an amount not to exceed \$100.00 per meeting,
8. Appointing Reed Antis as the Town Historian and setting non-employee compensation per annum of \$1,800.00 for the Historian, requiring that monthly reports be submitted prior to the request for a stipend, requiring an annual report be submitted to the Saratoga County Historian's office, and that a copy of the annual report be provided to the Town prior to the final monthly stipend request,
9. 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. And appointing the Town Supervisor to the position of Freedom of Information Appeal Officer, effective 1/1/2025-12/31/2025.

Asked if all were in favor, the following responses were given:

Councilmember Noonan	Aye
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Resolution 4-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Noonan to accept agenda items 11-23 as follows:

11. 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.

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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

Martin Luther King Day
Good Friday
Fourth of July

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Labor Day
Veteran's Day
Day after Thanksgiving

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 healthcare 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. Allowing any employee excused leave not to exceed four (4) hours on an annual basis, to undertake a screening for cancer,
13. 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,
14. Paying 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. 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

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employees must receive prior Department Head approval for mileage reimbursement and must submit a voucher for reimbursement,

16. 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.
17. Specifying that a terminating Town employee shall receive their final paycheck upon return of all Town property in his/her possession,
18. Adopting the attached Employee Training Reimbursement Policy and Training Reimbursement Agreement,
19. 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. 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. 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. Specifying 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. 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

Court Officers
Dog Control Officer
Planning and Zoning Board Members

Asked if all were in favor, the following responses were given:

Councilmember Noonan	Aye
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 4:0.

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Resolution 5-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Noonan, to authorize the Supervisor to sign the following contracts and/or make payment in the amounts and terms stated in the contracts (agenda item 25).

Civic Center of Moreau, Inc.	Saratoga County Youth Bureau
Saratoga County Animal Shelter	LifeWorks Community Action
MJ Engineering	Professional Fire Protection, Inc.
Dog Control Services	C2AE
City of Glens Falls Transportation Agreement	Saratoga County IMA Recycling Agreement
Saratoga County Office for the Aging Nutrition Agreement	

Discussion: Councilmember Noonan asked if the authorization was after Board review. Supervisor Fish stated it was after approval, as it has been in the past. Confidential Secretary Bennett confirmed the language was identical to the 2024 organizational meeting language. She also said the County animal shelter and Youth Bureau contracts normally come in, are signed and returned, but the rest come before the Board for approval before the Supervisor signs them. Stricken from the proposed list of contracts was South Glens Falls Fire Company, Inc.; Moreau Emergency Squad, Inc.; and Miller, Mannix, Schachner & Hafner since contracts were not in hand, and additional steps (such as public hearing) are required prior to signing the Fire Co. and Emergency Squad. Councilmember Noonan mentioned that in the case of Miller, Mannix, Schachner & Hafner, it sounded as if an agreement had been negotiated prior to the issue coming before the Board, so he accepted the proposition that approval for that contract be given after the Board receives the contract for review.

Asked if all were in favor, the following responses were given:

Councilmember Noonan	Aye
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Resolution 6-2025 a motion was made by Councilmember Stewart, seconded by Councilmember Donohue, to accept agenda items 26-29 as follows:

26. Authorizing payment of \$20,000.00 to the Historical Society of Moreau & South Glens Falls,
27. Authorizing payment of \$7,500.00 to Grant Cottage,
28. Naming Miller, Mannix, Schachner and Hafner as the Town's Attorney,
29. Naming MJ Engineering and C2AE as the Town's Engineering Firms.

Discussion: Councilmember Stewart asked if there was no Town attorney contracted at that time. Confidential Secretary Bennett stated that the original contract the Board signed extended through December of 2025, and that the amendment that was signed went into effect on October 1, 2024. Supervisor Fish believed the amendment was intended as a three-month trial to see if that arrangement worked out.

Asked if all were in favor, the following responses were given:

Councilmember Noonan	Aye
Councilmember Killian	Absent

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Councilmember Stewart Aye
Councilmember Donohue Aye
Supervisor Fish Aye

The motion carried 4:0.

Resolution 7-2025 a motion was made by Councilmember, seconded by Councilmember, to accept financial and insurance agenda items 30-39 as follows:

30. 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. 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. Authorizing the Supervisor's Office to accept block, faxed, scanned and electronic signatures from vendors on vouchers for payment, including photocopied signatures,
33. 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. 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. Adopting the attached Purchasing Guidelines and the Town of Moreau's Procurement Policy (see pages 16-18 of agenda and supporting documents file),
36. Designating ArrowBank 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

Asked if all were in favor, the following responses were given:

Councilmember Noonan Aye
Councilmember Killian Absent
Councilmember Stewart Aye
Councilmember Donohue Aye
Supervisor Fish Aye

The motion carried 4:0.

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A motion was made by Councilmember Stewart, seconded by Councilmember Noonan, to accept public meeting agenda items 40, 41, and 43-47 as written. The motion was rescinded.

Resolution 8-2025 a motion was made by Councilmember Stewart, seconded by Councilmember Noonan, to accept public meeting agenda items 40, 41, and 43-47, with inclusion of public comment periods on item 44, as follows:

- 40. 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. 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

- 43. 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

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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. Setting a time limit of 5 minutes per person to speak during Public Hearings and public comment periods.
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.

Asked if all were in favor, the following responses were given:

Councilmember Noonan	Aye
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Resolution 9-2025 a motion was made by Councilmember Stewart, seconded by Councilmember Noonan, to accept highway agenda items 48-52, as follows:

48. 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. Authorizing the hiring of temporary employees to help with snow and other operations as needed at \$19.00 per hour,
50. 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. 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. 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 page 19 of agenda and supporting documents file](#)).

Asked if all were in favor, the following responses were given:

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Councilmember Noonan	Aye
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Resolution 10-2025 a motion was made by Councilmember Noonan, seconded by Councilmember Donohue, to accept agenda items 53-57, as follows:

53. 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. 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. Establishes the office of peace officer and/or special police officer, pursuant to Town Law Section 158, who the Town Board of the Town of Moreau 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. 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. 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.

Discussion: Councilmember Noonan opened discussion on item 56. He asked if additional schedule changes, such as office closures at 12:00 p.m. the day before Christmas and on New Year's Eve (as was approved in 2024) should be included in the scheduled holidays in this motion. Confidential Secretary Bennett stated that Christmas Eve and New Year's Eve were both on Wednesdays in 2025 and the Transfer Station would be closed anyway.

Asked if all were in favor, the following responses were given:

Councilmember Noonan	Aye
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 4:0.

The Town of Moreau 2025 Organizational Meeting of the Town Board was held on January 7, 2025 at the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

Resolution 11-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Noonan, 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 (see agenda item 42).

Discussion: Councilmember Stewart asked if the deadline for submission could be pushed back to Thursday or Wednesday of the week prior to allow members of the Board more time to review materials. He stated that sometimes there are hundreds of pages of legal documents to pore over, and that they sometimes don't receive the packet until it is published for the community at the end of the day on Monday. As a result, he said Board members may not have time to ask questions and to be sufficiently prepared for substantive discussion at the meeting. He said he understood there are sometimes emergency situations, but that they needed more than 24 hours to review the material.

Supervisor Fish asked what had been done in the past. Councilmember Stewart said documents had been loaded into Microsoft Teams as they were received. He said they still had deadlines, but that documents could be reviewed anytime in the two weeks between meetings if they were available in Teams. Supervisor Fish stated that the Friday at noon deadline should be adhered to, and if documents or proposals are not received in time, "too bad," they would have to wait until the next meeting. Everyone was in agreement that exceptions could be made for emergencies. Councilmember Donohue suggested Wednesday for the deadline, and that departments should know what they have coming up in the next week with the exception of emergencies. Confidential Secretary Bennett indicated this deadline was too early because so much happens during the week.

She asked for clarification that what was being requested is that the materials be shared sooner and not that the agenda be set sooner. She also asked if the Board was receiving documents when the Supervisor's office was receiving them (by email). She said she believed the Highway Department and Transfer Station emails do usually include Board members, and was unsure about other departments. Councilmember Stewart said it wasn't just departments, but also legal and engineering documents. Highway Superintendent Abrams said his department strives to always get materials in on time and that the Board is copied when submissions are made. Councilmember Stewart acknowledged Mr. Abrams' efforts.

Ms. Bennett said she could get materials out by Friday, though it may not be in final format, and if this doesn't work, the Board can pass a new resolution at a later time changing the deadline. Councilmember Stewart was willing to move ahead with the motion as written with the change of documents being disbursed to the Board on Friday.

Asked if all were in favor, the following responses were given:

Councilmember Noonan	Aye
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Discussion on agenda item 24, related to compensation for Town meeting attendance, was postponed to the next meeting.

Resolution 12-2025 a motion was made by Councilmember Donohue, seconded by Councilmember Noonan, authorizing the purchase of an aftermarket catalytic converter from Diesel Emission Services at a cost not to exceed \$2,471.70, including shipping, to be paid from account DB5130.405.

Asked if all were in favor, the following responses were given:

The Town of Moreau 2025 Organizational Meeting of the Town Board was held on January 7, 2025 at the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

Councilmember Noonan	Aye
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Resolution 13-2024 A motion to adjourn was made by Councilmember Donohue, seconded by Councilmember Stewart.

Asked if all were in favor, the following responses were given:

Councilmember Noonan	Aye
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 4:0, adjourning the meeting at 7:44 p.m.

Respectfully submitted,

Erin Trombley

Erin Trombley
Town Clerk