

**Town of Halcott
Organization for 2012 :**

NOTE: OATH OF OFFICE MUST BE TAKEN BY EVERY NEW OFFICIAL AND EVERY OFFICIAL WHOSE TERM BEGINS ANEW.

Elected Officials:

Supervisor - Innes Kasanof (two year term) term expires 12/2013 - \$3100.00
Town Justice – Anton Kasanof (four year term) - term expires 12/2015 - \$930.00
Four **Council Members** (four year terms) - \$725.00 each
 Alan Reynolds – term expires 12/2015
 Yukari Day- term expires 12/2012
 Chris DiBenedetto – term expires 12/2013
 Alan White – term expires 12/2013
Full Time Superintendent of Highways - Russell Bouton - (two year term)
 term expires 12/2013 \$39415.00
Fixed Assets - (Highway) - Superintendent of Highways
Town Clerk – Elena DiBenedetto (two year term) term expires 12/2013 - \$3100.00
Tax Collector – Robin White - (two year term) term expires 12/2013 - \$2150.00
Records Management Officer - Town Clerk
Registrar of Vital Statistics - Town Clerk
Fixed Assets - (Town) - Town Clerk

Appointed Officials:

Assessor - Gary Marks - (six year term) term expires 9/30/2013 - \$8300.00
Deputy Assessor – Michelle Shamro (appointed by assessor) \$2400.00
Health Officer – Susan Fiore, MD; annual salary: -- \$100.00
Budget Officer – Supervisor
Dog Control Officer – Greg DiBenedetto - (one year term) - \$1050.00
Dog Enumerator – Dog Control Officer - \$1.00 per dog plus mileage.
Code Enforcement Officer – Billy Allison, 586-3500 ext 12;- (one year term) - \$3025.00
Greene County Planning Board Representative –
Planning Board Secretary - Nancy Reynolds - (appointed by Planning Board) - \$200.00
Zoning Board of Appeals Secretary (appointed by the ZBA) - \$200.00
Attorney for the Town - Cary Wagner - (one year term) - \$__ per hr - (Budgeted \$2000)
Grange Building Administrator – Marion Ballard, one year term, \$500.00
Grange Cleaner -- 12 cleanings a year at \$50 each time. More to be scheduled when necessary.
Flag Steward – Chris DiBenedetto
Deputy Supervisor – Alan Reynolds
Deputy Superintendent of Highways - Dennis Bouton
Deputy Town Clerk –
Deputy Tax Collector – Ruth Kelder
Deputy Code Enforcement Officer –

Committees:

Town Board Building Committee: Chris DiBenedetto; Yuka Day.
Town Board Highway Committee: Alan Reynolds; Alan White
Fire Company Liaison: Alan White
Grange Oversight Committee: Nancy Ballard, Jennifer Bouton, Administrator Marion Ballard.
Emergency Planning Committee: Chris DiBenedetto, Yuka Day, Innes Kasanof.
911 Committee - Ted Randazzo, Albert Doubrava and Robert VanValkenburgh.
 (oversees 911 changes in Town, erects signs and represents Town for Neighborhood
 Watch)
ATV Committee -- Dennis Bouton, Jennifer Bouton, Lee Austin, Robert Axelrod..
Planning Board - Meets first Wed. of every month at 7:00 p.m as needed.
 Five members - (five year terms) - (chooses its own chairman)
 Chairman Marion Ballard - term expires 12/2015
 Teddy Johnson - term expires 12/2016
 Adina Johnson - term expires 12/2012
 Nancy Reynolds – term expires 12/2013
 Andrew Kelder - term expires 12/2014
Zoning Board of Appeals

Five members, five year terms:
Chairman, Karen Rauter – term expires 12/2015
Bruce Rowe – term expires 12/2013
Judy DiBenedetto – term expires 12/2014
John Dobsa – term expires 12/2012
Christl Johnson – term expires 12/2016

NOTE: Hours of annual training received by Planning and Zoning Board members will be reported to Town Clerk at every January board meeting.

Fee Schedule

Minor Subdivision: \$50 application fee & \$50 at approval
Major Subdivision: \$100 application fee & \$50 per lot at approval
Special Permit: \$100
Boundary Line Adjustment – no charge
Variance to ZBA – no charge

Grange Hall Rentals:

\$50.00 security deposit for all users.
\$10.00 per use for private weekly events.
\$50.00 a (private) event for Town of Halcott residents.
\$100.00 a (private) event for non-residents
Events freely open to the public are free of charge.

Historian - Cindy Bouton

Board of Elections - \$8 per hour or minimum wage, whichever is higher (chooses its own chairman)

Democrats - Jennifer Bouton, Cindy Bouton
Republicans - Jacqueline Pagano, Jacki VanValkenburgh
Alternates - Lee Austin, Nancy Reynolds, Betty Webster

Board of Assessment Review - (Three year term) - \$8 per hr or minimum wage, whichever is higher. Three members (chooses its own chairman).

Jennifer Bouton -----term expires 9/30/2015
Margaret DiBenedetto --term expires 9/30/2014
Jacqueline Pagano -----term expires 9/30/2012

Election Custodians - \$8 per hour (or minimum wage, whichever is higher)

Democrat – Dennis Bouton
Republican – Robert VanValkenburgh.

Board of Elections School - \$15 per session

Cemetery Maintenance (6) \$850.00

Trips to Catskill and Cairo - Flat rate round trip \$55.50 – other: \$.555 per mile; rate can be revisited by Town Board during the year.

Senior Citizen(aged 65 and older) Exemption **Town:** follows that of Greene County.

Senior Citizen (aged 65 and older/ Exemption **School:** \$13,300.00 sliding scale

State Equalization Rate – 100%

Payroll Schedule:

All Highway Employees - every two weeks

Assessor – monthly.

Deputy Assessor – monthly.

CEO – Quarterly

Town Clerk – annually.

Tax Collector -- annually.

All other Officers - annually

Fire Protection - Contracted with Fleischmanns Fire Department

Official Bank – Community Bank, NA, Fleischmanns.

Official Newspaper - Catskill Mountain News, Arkville.

Official Radio Station - WRIP, Windham [97.9 FM]

Town Board Meetings – fourth Monday of the month excepting January and February when it will be the second or fifth Monday of the month at the Town of Halcott Grange Hall, unless otherwise noted. All changes will be published beforehand in the Catskill Mountain News.

Office Hours. All offices located in the Town Grange Hall:

Town Clerk – Wednesdays 4PM to 6PM and by appointment.

Tax Collector – At the Grange Hall: During January: Tuesday, Wednesday, Thursday 5:30 to 8:30PM. Saturdays, 10AM to 4PM. All other times by appointment or by mail. Closed all legal holidays. Tel: 845-701-1364

Code Enforcement Officer - By appointment.

Justice Court - Meets Fridays, 7:00PM or by appointment.

All Annual Reports - due by January 20th or the January monthly meeting each year.

Highway Fixed Assets Report - due by January 20th or the January monthly meeting of each year.

Town Fixed Assets Report - due by January 20th or the January monthly meeting of each year.

Highway Time Sheets, Daily Records, Log Work done each day.

ALL Vouchers - should be itemized and/or with bills attached. They should be given to the Supervisor by the Thursday preceding each meeting.

Photocopies - twenty-five cents - one side.

MINUTES of the meetings of the current month are available free of charge from the Clerk by Email and from the Web Site. Hard copies are available from the Clerk for twenty-five cents each page - one side. CDs available at \$5.00 ea

**2012 Highway Employee Wage and Benefit Package
Adopted, Organizational Meeting, Jan 9, 2012**

Be it resolved by the Town Board of the Town of Halcott, Greene County, N.Y. as follows:

- 1) That the starting wage schedule of Town Highway employees in the Town of Halcott for the year 2012 shall be as follows:
 - a. Truck/Heavy Equipment Operator with Mechanical Skills - \$16.65/hr. based on experience. Highway Superintendent shall determine.
 - b. **Laborer - \$10.00/hr.**
 - c. **Emergency help - \$12/hr straight time pay.** (Must be approved by a member of the Town Board or Supervisor).
 - d. **Part-time Mechanic – \$20.00/hr,** up to 4 hrs per week.

That health coverage for new employees will begin the first day of the first month following 90 days of employment.

- 2) That subsequent raises for full time highway employees of the Town of Halcott will be established when annual budget is discussed. .

- 3) That each full time highway employee in the Town of Halcott be paid time and a half for overtime after a 40/hr week.

- 4) That each full time highway employee in the Town of Halcott be entitled to receive the following holidays each year: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and one floating holiday [TEN] and shall be entitled to receive his/her wages at the regular rate prescribed for his/her classification of work. (If holiday falls on the weekend, the employee will be given either the weekday before or after the holiday. If the holiday falls within the work period of four ten-hour days, the employee will be given 10 hours for the holiday).

- 5) That employees would receive the following annual leave:

- a. Ten days sick leave given on January 1st.
- b. In addition, personal or vacation leave as follows: one-half day a month, with an extra half day for anniversary month (month hired);
- c. After 3 years: 1 day a month with extra day for anniversary month;
- d. After 7 years: One and a half days per month, with extra day for anniversary month;
- e. After 10 years: Two days a month with extra day for anniversary month.

All leave must be approved by the Highway Superintendent. Leave can accumulate up to 30 days, but cannot be taken until after six months of service.

- 6) Every full-time employee will contribute 25% of his/her monthly health insurance premium. .

- 7) The Town of Halcott will participate in the New York State and Local Retirement System according to its guidelines.

The Highway Superintendent receives same benefits as listed in numbers 4, 5, 6, and 7 above.