

# TOWN OF GALWAY, NY

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TOWN OF GALWAY



## ADMINISTRATIVE AND PERSONNEL POLICY AND PROCEDURES

2020

SECTION: A-1 STANDING TOWN COMMITTEES AND LIAISON ASSIGNMENTS

ADOPTED DATE: 1/6/15

REVISED DATE: 1/3/17

In order to assist in the orderly management of Town affairs, the Supervisor will annually appoint the following committees of the Town Board and Liaison representatives from among Town Board members or others as needed:

Highway Committee (2 members)

The committee will have the responsibility for developing, with the assistance of the Highway Superintendent, the short and long range plans for repair and improvement of existing town roads, and the construction of new roads. They will work in cooperation with the Highway Superintendent and the Property Committee on planning for new equipment and the disposal of Town Highway equipment as appropriate. They will work with the Planning Board and the Highway Superintendent in the planning and acquisition or abandonment of town roads, rights-of-way, and easements. They will further have responsibilities for road signs, markings and highway safety features.

Property Committee (2 members)

The committee will oversee for the Town Board the control of all Town property, real and personal, in value over \$500. They will participate in the annual property inventory of Town property and certify to the correctness of such property. They will make recommendations for replacement or additions to Town property including Highway equipment as appropriate. Town property is defined as land, buildings and equipment owned or on loan or lease to the Town.

Public Safety Committee (2 members)

This committee will work with the Town Justices, Courts, School crossing guard, all law enforcement officials and agencies and traffic safety officials to coordinate public safety measures. They will oversee regulations concerning control of animals, working with the Town Dog Control officer. They will further act as the insurance committee for the Town making appropriate recommendations as to coverage required. They will be responsible for risk management assessments and for making risk management recommendations as necessary.

Public Affairs Committee (2 members)

This committee will generally oversee all Town health programs and problems and make appropriate recommendations to the Town Public Health Board. Jurisdiction and responsibilities in this connection will include pollution and environmental problems; health related services, liaison with the Town Health Officer.

In addition, this committee will have responsibility for public affairs, celebrations and events, funded programs (Federal, State, County) not

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specifically covered by other committees, social programs, cemetery maintenance and matters of historical significance to the Town.

Audit Committee (2 members)

This committee will undertake the annual audit of various financial records and cash management of the town. Specifically, the financial records of the Town Supervisor, Town Clerk, Tax Collector and Justice Courts shall be reviewed annually. Other financial records may be reviewed at the discretion of the committee.

Gravel Pit Operations Committee (2 members)

This committee will oversee for the Town Board all land procurement, contracts, operations and planning for gravel and sandpits. The committee will monitor Federal, State and County regulations pertaining to gravel mining and keep the Board informed of compliance and non-compliance.

Building and Grounds Committee (2 members)

This committee will have the responsibility for the care and maintenance of all Town property. They will work with the Budget Officer and the Town Engineer where necessary to maintain, repair and develop the property for Town use. They will monitor the routine tasks of cleaning, maintenance and use, snow removal and utilities and develop the procedures to accomplish these tasks.

Youth Commission Liaison (1 member)

Act as Town Board consultant and advisor to the Youth Commission.

Planning Board Liaison (1 member)

Act as Town Board consultant and advisor to the Planning Board.

Zoning Board of Appeals (1 member)

Act as Town Board consultant and advisor to the Zoning Board of Appeals.

Galway Senior Citizens Association Liaison (1 member)

Act as Town Board consultant to the Galway Senior Citizens.

Assessor's Liaison (1 member)

Act as Town Board consultant to the Assessor.

SECTION: A-1 STANDING TOWN COMMITTEES AND LIAISON ASSIGNMENTS

ADOPTED DATE: 1/6/15

REVISED DATE: 1/3/17

The Supervisor will provide advisory and liaison functions to Service Agencies (Fire, Ambulance, etc.) Greater Galway Community Service Agency and other funded groups.

The Supervisor will be an ex-officio member of each Town Board Committee or Board in those cases where the Supervisor is not designated a member at the annual Organizational Meeting.

SECTION: A-2 CONDUCT OF TOWN BOARD MEETINGS

ADOPTED DATE: 1/6/15

REVISED DATE: 1/5/16

The Town Board shall convene at 7:00 p.m. on the second Tuesday of each month unless a different time and date is established at a previous board meeting. Special meetings may be called by the Supervisor or at the request of at least two (2) Board members.

Meeting may be called to order as soon as a quorum is present after the appointed starting time. A quorum is defined as any three (3) members of the Town Board.

The Supervisor shall conduct the meeting. In his absence, the Deputy Supervisor will preside.

The order of business will generally be as follows:

- Calling of the roll of members
- Approval or correction of past minutes
- Summary of communications received by the Town Clerk
- Reports of Committees
- Budget Adjustments, as required
- Approval of abstract of vouchers and Supervisor's report
- Motions, resolutions and notices
- Privilege of the floor
- Other business

An agenda will be published and distributed by the Supervisor at least two days (2) prior to the meeting and will describe carryover items and unfinished business for action by the Board. New business items to the extent known will also be listed.

A motion, resolution or ordinance must have the affirmative vote of the members of the board for approval unless the law specifies that a two-thirds vote is required. The ayes and nays will do voting and each member will be recorded.

Resolutions presented should be in writing, if possible. Members moving and seconding shall be recorded in the minutes.

Debate shall be limited to not more than five (5) minutes per member on any report, resolution, or other action. Additional debate requires the consent of the majority of the Board members present.

All resolutions shall be number consecutively by the Clerk for the year in order of presentation.

SECTION: A-3 PURCHASING AND RECEIPT OF GOODS, MATERIALS AND SERVICES

ADOPTED DATE: 1/6/15

REVISED DATE:

It shall be the policy of the Town to purchase goods, materials and services from reliable vendors at the lowest cost to the Town.

All departments, boards, commissions and agencies budgeted to purchase goods, materials and services shall adhere to the following procedures in connection with the purchase and receipt of goods and services.

Major Purchases and Contracting:

Except where waived by the General Municipal Law, all contracts for the purchase of materials, supplies and equipment involving expenditures of \$10,000 or more; contracts for accomplishment of public works for more than \$20,000 shall be let through sealed bids in accordance with the General Municipal Law

Purchase of Other Materials, Goods, Equipment and Services:

Purchase of goods, materials and services involving expenditures of less than \$500 which are proper Town charges and covered by appropriations may be authorized by the heads of departments, agencies, boards and commissions have budget appropriations assigned to them. Claims will be process through the normal channels and audited by the Town Board. All purchases must be covered by appropriations and so noted in the budget.

Quotations from at least two (2) and preferably three (3) vendors must be obtained for all purchases over \$500 for materials, supplies and equipment not purchased on State, County or municipal contracts. (If covered by appropriations and in the budget)

Quotations may be obtained in writing or by telephone. In the latter case, the purchaser will enter the quotation in a log book or appropriate notation for further need. The listing shall include date and time of call, items quoted, vendor name, address and phone number, prices quoted and successful vendor. The log will be kept on file.

All purchases of greater than \$500 in value, (if in the budget) except as noted below, must be approved in advance by the department head and chairpersons appointed by the Supervisor at the annual organizational meeting. The Supervisor will approve and sign off for boards or agencies not covered by committee assignments. Exceptions are purchases of bulk operating materials routinely delivered, such as fuel, heating oil, propane, salt and/or other bulk materials for approved highway projects and maintenance.

Qualified Town of Galway vendors of goods, services, or materials purchased by the Town MUST be given the opportunity to quote. This is not intended to eliminate vendors from outside the Town boundaries.

Price quotations must be F.O.B. Town Hall or town job site. In those cases where the Town must provide pickup services, these costs will be added to the price for evaluation purposes using the following formula:

SECTION: A-3 PURCHASING AND RECEIPT OF GOODS, MATERIALS AND SERVICES

ADOPTED DATE: 1/6/15

REVISED DATE:

Pick Up Truck - Total mileage x \$1.25 per mile plus driver/helper hourly rates x trip time.

Medium Truck - Total mileage x \$2.25 per mile plus driver/helper hourly rates x trip time.

Large Truck - Total mileage x \$3.25 per mile plus driver/helper hourly rates x trip time.

Selection of vendor will be made on the basis of the lowest delivered price assuming the vendor meets the delivery and specification requirements. (Unless other approved and justified by the Town Board)

Qualified Town of Galway vendors will be awarded the order or contract in those cases where delivered prices are equal and delivery dates are satisfactory on a competitive basis.

Spare and renewal parts quotations should be obtained from the original equipment manufacturer/dealer and from "after market" vendors of like parts in order to obtain the lowest price.

Vouchers submitted to the Supervisor for payment must be accompanied by the vendor's invoice where one exists. Alternatively, the person actually receiving the goods may sign off on the invoice or shipping document furnished by the vendor. This must be attached to the voucher.

The Supervisor may in case of any emergency situation and upon the request of the department or agency head involved waive all or part of paragraph two (2) of this policy section to authorize purchases necessary to protect the safety, health or general welfare of the town residents.

*Each emergency case must be documented and reported to the Town Board by the department head or agency head at the next regular meeting of the Town Board.*

This section shall deal with the management of town property and other physical resources held by the Town.

It shall be the policy of the Town to effectively manage all Town property to insure adequate accountability for all town property.

All departments, boards, agencies and commissions and their officers who are authorized to purchase goods or are entrusted for the custody and maintenance of any Town property will adhere to the following procedures:

Definitions:

Property - Property shall any mean article, which meets the following criteria:

- It has a value greater than \$500
- It has a useful life of one or more years
- It is not considered a consumable product
- It is not permanently incorporated into a building or other structure

Property includes, but is not limited to; office equipment, furniture, maintenance equipment, computer equipment and major accessories, reference books, testing equipment, radios, special clothing, recreational equipment.

Fixed Assets - fixed assets will generally include those identified above but with a value greater than \$500.

Major Accessories - major accessories shall mean any item of equipment, which from time to time may be removed from the parent place of the equipment and has a value greater than \$750.

Consumables - consumables shall include items not covered by the policy, including but not limited to, office supplies, janitorial supplies, fuels, lubricants, sand, gravel, expendable spare parts such as gaskets, filters, nuts, bolts, building materials, paints, etc.

Department Head - for the purpose of property accountability, the Zoning Administrator, Dog Control Officer, Supervisor, Highway Superintendent, Town Clerk and elected or appointed heads of Board, Agencies or Commissions shall be classed as department heads.

Accountability - It shall be the responsibility of each department head, appointed or elected official to maintain an inventory record of all town property entrusted to his/her care. The property record shall be maintained on the forms prescribed and furnished by the Town Board.

At the time of initial acquisition of any property (whether through purchase order or donation) the department head shall enter all pertinent information on a property record sheet available from the Town Clerk.



SECTION: A-4 MANAGEMENT OF TOWN PROPERTY

ADOPTED DATE: 1/6/15

REVISED DATE:

Upon notification of receipt of goods and authorization of payment, the Supervisor shall notify the department head in those cases where the property is to be treated as a fixed asset. The Supervisor shall enter the applicable information in the fixed asset inventory record, assign an inventory number, and forward a town inventory decal to the department head. The department head shall then affix the decal prominently on the property and enter the decal number in his/her equipment file.

For each acquisition, the Town Clerk will maintain a property record sheet and file with the town property records.

Annual reporting - On September 1<sup>st</sup> of each year the Property Committee will have departments undertake a complete inventory of all town property which will include

- A complete physical inventory of all equipment in possession using the Physical Inventory Worksheet to record each item.
- A written recommendation for equipment to be purchased in the next year; including a cost estimate and other information required by the board.
- A written recommendation of surplus or obsolete equipment to be liquidated.

Upon receipt of the inventory records, the Town Property Committee shall review them for accuracy, update town records and return the input forms to the appropriate department. The Town Property Committee shall then initiate a complete review of the Town's assets and make a summary report to the Town Board no later than September 30.

The Town Clerk will maintain the official Town property records.

Use of Town Property - Town property shall not be utilized for any purpose other than legitimate town business except in extreme situations to protect the safety, health and/or general welfare of the Town or its residents. Such use shall be upon the approval of the Town Supervisor or Department Head in his absence. No town vehicle may be used for personal transportation. All licensed vehicles except for the single vehicle assigned to the Highway Superintendent and Code Enforcement Officer must be parked at the Town Garage outside of normal business hours.

Use of Town equipment by Town service groups may be authorized by simple majority approval of the Town Board. Such approval shall not be authorized without the execution of an agreement between the Town and the user. The agreement shall:

- Identify the nature and period of user
- Include a hold harmless provision or an insurance fee
- Promise to return the property by a specific time
- Include an obligation to make all repairs necessary to the article or equipment to its original condition

Storage - All Town property shall be stored at the location identified in the property record. If moved permanently the location shall be corrected on the property record sheet.

Forms - Forms required by this policy may be obtained from the Town Clerk

Maintenance - It shall be responsibility of each department head to perform timely maintenance on all equipment under his/her jurisdiction and record all acts of maintenance and repair to determine the overall cost of equipment usage.

Liquidation - The Property Committee shall review recommendations for disposal of Town property. Prior to making recommendations to the Town Board, the committee shall canvass all Town departments as to the possible need for the item. The Property Committee upon approval shall handle the sale or disposal by the Town Board.

SECTION: A-6 ATTENDANCE AT CONVENTIONS, CONFERENCES AND SCHOOLS

ADOPTED DATE: 1/6/15

REVISED DATE:

In order to lower town expenses and still provide for necessary education and training for town officials, the Supervisor has been delegated the authority by the Board to approve attendance.

Requests and approvals will be in writing for audit purposes. General guidelines for approval are:

- The course, school or conference should be directly related to the applicants work for the town and/or must offer an opportunity for training or job skill improvement and/or considered necessary for the individual.
- For those courses reimbursed by the State, the applicant must first file and claim State reimbursement before filing a claim with the town. Copies of the State transaction shall be submitted with the town voucher. The Board will determine on a case-by-case basis whether or not the town reimbursement is appropriate.
- State and County mandated schools will have priority for selection.
- In those cases where a mandated course is specified by statute or regulation unexpectedly during a given year and after an individual has attended a course, application for the mandated course will be referred to the full board for consideration.
- The Supervisor is not authorized to reimburse attendee for wages or vacation time lost from regular employment while attending courses, schools, etc.
- Aside from limitations described above, the Supervisor is authorized to approve attendance at local training courses as required for individual training and to reimburse for tuition, mileage and meals.
- Reimbursement for non-mandated attendance is limited to maximum of \$1,200. Unless previously approved by the Town Board, attendance at additional courses, conferences, schools and seminars will be at the expense of the individual and will not require prior approval.

When any department is closed for the attendance at a workshop, vacation or any other occurrence; the department head will notify the Town Clerk. A notice shall be posted at the Town Hall and on the town website advising the public of the closure.

The Supervisor is authorized within appropriation limits, to advance up to one thousand two hundred dollars (\$1,200) to Town Officials for expenses anticipated for authorized extended trips including conferences, conventions, schools and other appropriate town business. Within one week after return the official shall submit to the Bookkeeper and Town Supervisor in voucher form a list expenditures, the receipts normally available and

SECTION: A-6 ATTENDANCE AT CONVENTIONS, CONFERENCES AND SCHOOLS

ADOPTED DATE: 1/6/15

REVISED DATE:

the balance of the unexpended monies advanced. Reasonable mean expenses will be reimbursed.

SECTION: A-7 INVESTMENT POLICY AND MONEY MANAGEMENT

ADOPTED DATE: 1/6/15

REVISED DATE:

The objective of the investment policy of the Town of Galway is to minimize risks to insure that investments mature when the cash is required to finance operations and to insure a competitive rate of return. In accordance with this policy, the Chief Fiscal Officer (Supervisor) is hereby authorized to invest all General Highway and Reserve Funds including proceeds of obligations in:

A certificate of deposit issued by a bank or trust company authorized to do business in New York.

Time deposit accounts in a bank or trust company authorized to do business in New York State.

Obligations of the State of New York

Obligations of the United State Government

All other Town of Galway officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts.

All investments made pursuant to this investment policy shall comply with the following conditions:

Collateral - Certificates of deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States of America or obligations of Federal Agencies the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments.

Collateral shall be required with respect to the direct purchase of obligations of New York State, obligation of United States, and of Federal Agencies the principal and interest of which are guaranteed by the United States Government.

Delivery of Securities - Payment shall be made by or on behalf of the Town of Galway for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States obligations, certificates of deposit, and other purchased securities upon delivery thereof to the custodial bank or in the case of a book-entry transaction, when the purchased securities are credited to the custodial bank's Federal Reserve System Account. All transaction shall be confirmed in writing.

Financial Strength of Institutions - All trading partners must be credit worthy. Their financial statements must be reviewed at least annually by the Chief Fiscal Officer to determine satisfactory financial strength.

Investment in time deposits and Certificates of Deposit are to be made with banks and trust companies. Their annual reports must be reviewed by the Chief Fiscal Officer to determine satisfactory financial strength.

SECTION: A-7 INVESTMENT POLICY AND MONEY MANAGEMENT

ADOPTED DATE: 1/6/15

REVISED DATE:

When purchasing eligible securities the seller shall be required to deliver the securities to the custodial bank designated by the Town of Galway.

Operations, Audit and Reporting - The Chief Fiscal Officer shall be authorized the purchase and sale of all securities and certificates of deposit on behalf of the town government. Oral directions concerning the purchase or sale of securities shall be confirmed in writing. The town government shall pay for purchased securities upon delivery or book entry thereof.

At the time independent auditor's conduct the annual audit of the accounts and financial affairs of the town government, the independent auditors shall audit the investments of the town government for compliance with the provisions of these investment guidelines.

At least annually, and if practical, at the Organizational Meeting of the Town Board, the members shall review and amend, if necessary these investment guidelines.

The provision of the guidelines and any amendments hereto shall take effect immediately, but shall not invalidate the prior selections of any custodial bank or prior investment.

The Town Supervisor is authorized and directed to invest all idle town monies as permitted by law.

SECTION: A-8 HIRING PRACTICES

ADOPTED DATE: 1/6/15

REVISED DATE:

It shall be the policy of the Town Board as an equal opportunity employer to hire or approve hires for paid positions in the Town of Galway without regard for age, race, creed, color, national origin, sex, disability or marital status.

It is the policy of the Town within those criteria to hire the best qualified personnel available for the position involved so that the interests of the taxpayer are best served in terms of efficient and responsible government.

In order that there is no question of ethical or patronage involvement it is the policy of the Town to abstain from hiring immediate members of elected officials for salary or hourly paid positions in town government. Immediate family is defined as wives, husbands, children, maternal and paternal grandparents, brothers and/or sisters.

No family restrictions are placed on appointments to non-paid volunteer positions.

SECTION: A-9 RESPONSIBILITIES OF INDIVIDUALS ON APPOINTED BOARDS

ADOPTED DATE: 1/6/15

REVISED DATE:

The Zoning Board of Appeals and the Planning Board consisting of appointed volunteers are a very important function of town government. The Boards deal directly with the public and the decisions rendered often have significant financial impact on the property owners. With this in mind, the following rules will help to guide the conduct of the Board meetings in a business-like manner.

Board members will be in attendance so meetings can start on time.

Board members shall notify the Clerk of the Board prior to the meeting if they are unable to attend.

Board members absent from three (3) consecutive meetings or four meetings in a calendar year may be dropped from their respective board.

Board members absent from the discussion or presentation of a matter before the board during a current meeting may not vote on a question at that meeting. At subsequent meeting, the person may vote on all matters after reviewing appropriate documents and minutes of previous meetings.



SECTION: A-10 USE OF TOWN OFFICE COMPLEX

ADOPTED DATE: 1/6/15

REVISED DATE:

The purpose of the Town Office Complex is primarily for the function and operation of town government business and activities.

Additionally it will be used for town, county and state related business, such as training sessions for employees and meal site with town and/or government funding.

Other business contingent to the above would need to be discussed on an individual basis, but generally would be discouraged and not acceptable.

Examples of accepted and non-accepted uses are:

<u>Accepted</u> - Town Board	Building Inspector/Zoning Administrator
ZBA	Town Highway
Planning Board	Town, County Training
Town Justices	Elections
Assessor	Library Board
Historical Society	Daily Meal Site
Senior Citizens Mtg.	Village Board

<u>Not Acceptable</u> - Private Organizations	Profit Organizations
Wedding Reception	Wedding Showers
Baby Showers	Dinner Banquets
Personal Business	Funerals

No intense use meeting will be accepted (i.e. a group, other than Town, County or State related, which meets once per week or more often).

Occasional use would be granted for non-town organizations, if that use relates to town affairs or business.

SECTION: A-11 COMPUTER POLICY

ADOPTED DATE: 1/6/15

REVISED DATE:

The use of Galway Town computers shall be limited to town business and other government business. Personal use including internet utilization is specifically forbidden. Any special use must be approved by the Town Supervisor or the Town Board. The removal or addition of any software or hardware from/to the Town Computer network must have prior approval of the Town Supervisor or the Town Board. Under no circumstances should copyright laws be violated.

It shall be the policy of the Town to provide for repair and maintenance of the buildings and grounds so that the safety, usefulness and appearance do not degrade with time.

The Town Supervisor (or individual designated by the Town Supervisor) shall make arrangements for the following tasks:

Buildings - provide for custodial cleaning services and furniture arrangements for meetings.

Repairs - arrange for emergency repairs and immediate repairs, needed to preclude more extensive damages from occurring. Minor repairs not exceeding an estimated cost of \$1,500 may be handled through the placement of a time and materials term contract with a repair service. This yearly contract shall be placed competitively with the contract awarded to the lowest time rate quoted. All other repairs shall be made with services obtained in accordance with town policy.

The Town Highway Superintendent shall provide the following services:

- Driveway and parking lot area snow removal
- Landscape provide for recurring task of lawn cutting, shrubbery and trimming and snow removal from the walkways, mailbox and doors.
- Driveway and parking surface maintenance and conditioning
- Grounds repair and correction of weather and seasonal damages such as washout and fallen and dead tree removal.

The Buildings and Grounds Committee shall prepare an annual assessment report and develop a plan for the Town Supervisor by September 30<sup>th</sup> each year. This plan/report shall include the following:

- Major planned up keep items for the buildings and an estimated cost.
- Any remediation needed to preclude incurring additional major repairs.
- Further needed property development projected on a three (3) year plan.

In preparing this report/plan, any appropriate issues and concerns shall be solicited from the Town Supervisor, the Town Highway Superintendent and the Committees of the Town Board.

SECTION: A-13 OFFICAL TOWN DEPOSITORIES

ADOPTED DATE: 1/3/18

REVISED DATE: Annually

The official Town of Galway depository(ies) shall be:

Ballston Spa National Bank, Ballston Spa, NY and/or branch offices within Saratoga County

Adirondack Trust Company, Saratoga Springs, NY and/or branch offices within Saratoga County

Pioneer Bank, Malta, New York and/or branch offices within Saratoga County

NBT Bank, Saratoga Springs, New York and/or branch offices within Saratoga and Montgomery County

SECTION: A-14 OFFICAL TOWN NEWSPAPER

ADOPTED DATE: 1/3/18

REVISED DATE: Annually

The official Town of Galway newspaper for the purpose of publishing official advertisements and notices shall be:

The Daily Gazette published in Schenectady, NY with offices in Saratoga County.

SECTION: A-15 OFFICIAL OFFICES

ADOPTED DATE: 1/6/15

REVISED DATE:

The Town Complex and Town Hall located at 5190 Sacandaga Road, Galway, NY shall be the official of the Town Supervisor, Highway Superintendent, Town Clerk, Town Registrar, and Assessor. Also at the same location shall be official location of the Town of Galway Justice Court.

SECTION: A-16 CONTRACTS

ADOPTED DATE: 1/6/15

REVISED DATE:

The Town Supervisor is authorized to sign on behalf of the town and enter into contracts for rental of space, land and equipment as appropriated in the approved town budget.

SECTION: A-17 BONDING OF OFFICERS

ADOPTED DATE: 1/6/15

REVISED DATE:

Undertakings (bonds) shall be obtained for the Supervisor, Town Clerk, Tax Collector and Town Employees and filed with the County Clerk.



SECTION: A-18 VOUCHERS PAYMENTS

ADOPTED DATE: 1/6/15

REVISED DATE: 1/3/19

Invoices, billing instruments and vouchers shall be submitted to the town Bookkeeper seven days prior to the monthly Town Board meeting for payment in such month.

Vouchers for office and miscellaneous expense (mileage, telephone, etc.) shall be forwarded to the Bookkeeper monthly.

Invoices and billing instruments submitted for payment must be accompanied by a Town of Galway voucher properly filled in. The responsible Department Head appointed or elected official shall certify on the lower face of the voucher the goods and services were received.

Prepaid vouchers must be accompanied by a receipt covering the expenditure.

Elected or appointed officials of the Town may be reimbursed for the use of private vehicles in conducting authorized and official Town business at the rate of \$.58 per mile. Vouchers for mileage must identify the point-to-point travel route and the purpose of the trip in addition to the mileage totals per trip. Mileage between the home and the Town Hall is not reimbursable.

The Town Supervisor, without prior audit, may pay principal and interest on indebtedness; salaries of officers and employees; amount due on approved contracts, claims for utility services; telecommunications services; email and internet services; claims by other government authorities, postage, freight and express charges.

SECTION: A-19 CELLPHONES

ADOPTED DATE: 1/6/15

REVISED DATE:1/3/2019

At the Town Board's discretion cellphones may be provided to individuals to aid in their performance of their town responsibilities. When entrusted with a town provided cellphone, individuals imply consent that that the cellphone will not be misused and calls will be made pursuant town business not personal business or family matters.

The service plans will be reviewed periodically to be sure the best value for the cellphone is being obtained. Misuse or abuse of the privilege of having a town provided cellphone may result in the termination of its use.

The following positions are approved for town cellphone use or a \$50/month stipend per this policy: Highway Superintendent, Building Inspector/Code Enforcement, Town Supervisor and Town Dog Warden.

It is the policy of the Town of Galway Town Board to permit the various youth organizations to use the Town owned playing field for the purposes of sports. This includes organized practice and competitive playing time for Town Youth Commission organized sports and all other Town based youth sports programs. All organizations using this facility must be supervised by adults in the capacity of organizational leadership, coaches and officials of the games played.

Field Scheduling - All planned field usage must be scheduled by date and time. This scheduling will be accepted at Town Hall during normal business hours. Each game and practice session must be entered into the schedule by a person in charge of the activity (coach or organized coordinator of the sport). The scheduling will be accepted on a first-come-first-served basis. The Town Officials will not serve to mediate any inconvenience that arises between organizations due to scheduling conflicts.

Any youth sport activity that is Galway based but not part of the Galway Youth Commission must present or have on file at the Galway Town Clerk's office, a valid certificate of insurance naming the Town of Galway as an additional insured, for a minimum insurance amount of \$1,000,000.00. The certificate must be presented and accepted by the Town prior to scheduling field usage. Organizations that are members of the Town Youth Commission can openly schedule their activities and games without proof of insurance.

Field Preparation - The Town will provide for periodic mowing of the playing field grass. Mowing before specific dates and events cannot be guaranteed. Placement of markers, goals and field lines will be the responsibility of the organizations sponsoring the events, as will be the preseason layout of the playing fields. Field layout/locations shall be coordinated between the various organizations and activities. Consideration will be given to arranging large playing fields to minimize out of bounds balls being played toward the highway (Rte. 147). Heavy use areas (such as goal areas) shall be seasonally relocated to minimize excessive wear of the grass.

Litter - All organizations using the playing fields are expected to leave the field and parking areas in a clean condition. In general, if a group brings anything to the field for an event, they need to make provisions for removing those items after the event. Violation of this rule will result in the responsible organization losing privilege of use of the fields. The team coaches must enforce this rule among the players and spectators.

Equipment Storage - A small shed has been added to the complex for use in storing sports equipment and gear. The use of the shed is at the risk of the organization. The Town is not responsible for maintaining the equipment or replacing it in the event that is lost or stolen.

Parking Lot - All traffic will be entering and leaving the parking lot through a single access from NYS Rte. 147. Parking is to be courteous and organized with no traffic speeding or reckless driving behavior. No

SECTION: A-20 RECREATION FIELD

ADOPTED DATE: 1/6/15

REVISED DATE:

motorized vehicles, except emergency and grounds keeping equipment, are allowed on the grass area.

SECTION: A-21 TOWN BOARD MEETING RULES OF ORDER

ADOPTED DATE: 1/5/16

REVISED DATE:

- a. The Supervisor shall preside at all meetings of the Board and shall preserve order and decorum in debate.
- b. The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of Town business as described in the standard Town Board Agenda.
- c. Public Hearings: It shall be the duty of the Supervisor to preside at all general and special business hearings to instruct all persons addressing the Board to state names and address and to request those in favor of the proposal before the Board to speak first and those in opposition to speak last. At such hearings each speaker is allotted up to five (5) minutes to speak and may not give to another speaker the balance of any unused time.
- d. At the close of the public hearing as provided in paragraph (3) above, the Supervisor may grant any member of the general public in attendance at such meeting a reasonable opportunity to be heard on any subject in which the Town or its government is concerned. The standard Town Board meeting agenda will provide for the "privilege of the floor". A speaker's time is limited to not more than five (5) minutes.
- e. Every resolution or motion must be seconded before being put to a vote by the Supervisor and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.
- f. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
- g. No member shall speak more than once on any question until every member of the board choosing to speak shall have spoken, nor more than twice in any case without leave of the Board.
- h. When a question is under debate, no motion shall be entertained unless, (a) for an adjournment or recess, (b) for the previous question to be lay on the table, (c) to postpone, to refer to a committee, or (d) to amend. These latter motions are neither amendable nor debatable.

SECTION: A-21 TOWN BOARD MEETING RULES OF ORDER

ADOPTED DATE: 1/5/16

REVISED DATE:

- i. No motion shall be made to offer any amendment to an amendment already before the Board on any proposition.
- j. A majority vote of all members of the Board shall be required to suspend these rules of order. A majority of the Board shall consist of a quorum.
- k. If the above stated rules are or become at any time in conflict with statutory law, the statutory law shall take precedent.
- l. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a town board meeting.
- m. Any person speaking to the Board with the consent of the Supervisor shall address their remarks to the Board, not to other members of the audience in the form of debate.

SECTION: A-22 Town Hall Hours of Operation

ADOPTED DATE: 1/7/20

REVISED DATE:

It is the will of the Town Board of the Town of Galway to provide the residents of the Town with regular business hours for their purposes of conducting Town Hall business year round. It is understood that all Town Hall personnel have and will use personal time off(PTO). The Town Board requests that all personnel do their best to coordinate personnel time off to ensure that services are not interrupted during the year.

Furthermore is requested that PTO is scheduled and coordinated with Department Heads first who then in turn provide such notice to the Town Supervisor and the Town Clerk respectively so that each can help facilitate adequate coverage.

It is further requested that any department head provide as much advance notice of vacations and changes to hours as possible, the use of the Town Newsletter and the Town Website is strongly encouraged and notification be placed in the Town Hall entrance as far in advance as possible to notify the community of said changes or anticipated absences.

## SECTION: B-1 ANNUAL APPOINTMENTS

ADOPTED DATE: 1/6/15

REVISED DATE: 12/30/19

The following appointments to town positions, committees, boards and agencies are here made effective January 1, 2017. All terms will normally expire December 31, 2017; except those governed as to term statuses, regulations or by law and those terminated at the pleasure of the board.

Committees of the Town Board	
Highway	Councilmember Fred Arnold, Supervisor Smith
Property	Councilmember Fred Arnold Councilmember Grant
Public Safety	Councilmember JD Arnold, Councilmember Flinton
Audit Committee	Councilmember Grant and Councilmember Flinton
Public Affairs	Councilmember Grant, Supervisor Smith
Tri-Town Gravel Operation	Supervisor Smith, Highway Supt. Costanzo
Building and Grounds	Councilmember JD Arnold, Councilmember Flinton

Liaison Representatives	
Youth Commission	Councilmember Fred Arnold
Planning Board	Councilmember Flinton
Zoning Board of Appeals	Councilmember JD Arnold
Galway Seniors	Councilmember Grant
Assessor	Supervisor Smith
Fire Dept/Ambulance Corps GGCSA and other funded groups	Supervisor Smith Councilmember JD Arnold Councilmember Grant

## General Town Appointments

Deputy Town Clerk	Denise Wescott
Deputy Registrar	Denise Wescott
Deputy Town Supervisor	Fred Arnold
Budget Officer	Supervisor Michael Smith
Deputy Highway Supt.	Ron Spraker
Board of Health	Entire Town Board
Board of Ethics	Arlene Rhodes, Sheelagh Baily, Joanne Grant
Election Machine Custodian	Beth Ruman, Dan Szabo
Town Bookkeeper/Personal Officer	Tammy Pudney
Deputy Town Bookkeeper	vacant
Town Historian	Phyllis Keeler Historian Darby Neahr Deputy Historian
Dog Control Officer	Tom O'Brien
Justice Court	Jayne Kaczor Clerk Vacant - Administrative Assistant



## SECTION: B-1 ANNUAL APPOINTMENTS

ADOPTED DATE: 1/6/15

REVISED DATE: 12/30/19

Town Attorney	Timothy Horrigan - General James Trainor-- Planning and Zoning
Building Inspector, Code Enforcement, Zoning Administrator	Treavor Gilday
Building/Code Enforcement Clerk	Carol DeLorme
Records Management Officer	Margaret DeFoe
Health Officer	Dr. Eric Klausner
Clerk Planning Board and ZBA	Donna Noble
Chairman Planning Board	Ruthann Daino
Chairman ZBA	Mark Kindinger
Aging Advisory	Lizzy Fuelner
Town Tax Collector	Margaret DeFoe Denise Wescott Deputy Tax Collector
Youth Commission	Donna Sowle
County Youth Advisory Board	Dan Anderson

SECTION: B-2 SALARY PAYMENT SCHEDULE

ADOPTED DATE: 1/6/15

REVISED DATE:10/01/18

The salary payment schedule is established as follows:

Biweekly            Superintendent of Highways  
                      Deputy Superintendent of Highways  
                      Highway Employees  
                      School Crossing Guard  
                      Assessor  
                      Town Clerk  
                      Town Tax Collector  
                      Deputy Town Clerk  
                      Deputy Town Tax Collector  
                      Justice Court Clerk  
                      Court Administrative Assistant  
                      Town Bookkeeper  
                      Clerk to Boards  
                      Clerk Building Inspector/Code Enforcement  
                      Town Supervisor  
                      Building Inspector/Code Enforcement  
                      Dog Control Officer  
                      All other town employees

SECTION: B-3 AUTHORIZED POSITIONS  
ADOPTED DATE: 1/6/15  
REVISED DATE: 12/30/19

The following positions are authorized to be filled effective January 1, 2020. The salary schedule will be as authorized in the current Town Budget. Department Heads must indicate total hours worked and sign each time card for validation.

Title	Authorized Positions
Town Supervisor P.T.	1
Deputy Supervisor P.T.	1
Councilman P.T.	4
Justice Court Clerk P.T.	1
Administrative Assist P.T.	1
Town Justice P.T.	2
Bookkeeper/Personnel Officer P.T.	1
Clerk - ZBA/Planning Board P.T.	1
Clerk - Building Inspector P.T.	1
Assessor (sole)	1
Town Clerk/Registrar P.T.	1
Deputy Town Clerk/Registrar P.T	1
Tax Collector P.T.	1
Deputy Tax Collector P.T.	1
Town Attorney P.T.	1
Planning & ZBA Attorney P.T.	1
Election Machine Custodian P.T.	2
Dog Control Officer P.T.	1
Town Health Officer P.T.	1
Historian P.T.	1
Deputy Historian P.T.	1
Building Inspector Code Enforcement P.T.	1
Superintendent of Highways	1
Deputy Superintendent of Highways	1
Clerk - Highway Department P.T.	1
Cleaner Highway & Town Hall P.T.	1
School Crossing Guard P.T.	0
Deputy Town Bookkeeper P.T.	0

The following positions are authorized to be paid at the wage rate indicated:

Title	Wage Rate
Building Inspector/Code Enforcement	\$15,339
Deputy Tax Collector	\$18.42
Deputy Town Clerk/Registrar	\$18.42
Election Machine Custodian	\$500
Clerk to Planning and ZBA Boards	\$16.52
Clerk to Highway Department	\$18.42
Clerk to Building Inspector/Code Enforce.	\$18.92
Town Justice Court Clerk	\$18.42
Administrative Assistant Town Court	
Laborer (general and as required)	\$13.25
Cleaner	\$16.76
Deputy Superintendent of Highways	\$2.00/hr. + normal wage
Youth Services Director	\$2400
Recreation Director P.T.	\$600
Recreation Specialist P.T.	\$200
Recreation Assistant P.T.	\$200
Historian	\$2,600
Town Highway Employees (including Deputy 7)	Per Contract
Planning Board Chairman	\$90 per mtg
Planning Board Member	\$45 per mtg
ZBA Chairman	\$90 per mtg
ZBA Member	\$45 per mtg
Youth Commission Chairman	\$90 per mtg
Youth Commission Officers	\$45 per mtg
Planning & ZBA members training	\$25 each training session
Town Bookkeeper	\$23.97
Deputy Town Bookkeeper	
Town Health Officer	\$1,000

SECTION: C-1 PLANNING BOARD FEES

ADOPTED DATE: 1/6/15

REVISED DATE:

Application Fees - All application fees are due at the time of the filing of the application. All application fees are non-refundable. Any additional fees are to be collected at the time of final approval.

Minor Subdivision - Application Fee \$75, plus \$75 for each new lot created (due at the time of final approval). Subdivisions of three (3) or more lots will incur an additional green space/recreation fee of \$600 for each lot (Due at the time of final approval).

Annexation/Lot Line Adjustment - Application Fee \$50 due at time of filing the application.

Major Subdivision (5 or more lots) Residential - Application Fee \$150 (Due at time of filing application) plus \$150 for each new lot created (due at the time of final approval). Green space/Recreational fee is \$600 for each new lot created and due at final approval - NOTE - Parent parcel is exempted from green space/recreation fee if it contains a residence at time of approval. PROFESSIONAL FEES - The applicant will agree, by way of signing agreement to pay, to reimburse the Town for all professional fees (including but not limited to engineering and attorney fees) incurred by the Town in conjunction with the application.

Major Subdivision (5 or more lots) Non Residential/Commercial - Application Fee \$250 (Due at time of filing application) plus \$150 for each new lot created (due at the time of final approval). Green space/Recreational fee is \$600 for each new lot created and due at final approval - NOTE - Parent parcel is exempted from green space/recreation fee if it contains a residence at time of approval. PROFESSIONAL FEES - The applicant will agree, by way of signing agreement to pay, to reimburse the Town for all professional fees (including but not limited to engineering and attorney fees) incurred by the Town in conjunction with the application.

Major Subdivision (5 or more lots) Non Residential/Agricultural - Application Fee \$150 (Due at time of filing application) plus \$150 for each new lot created (due at the time of final approval). Green space/Recreational fee is \$600 for each new lot created and due at final approval - NOTE - Parent parcel is exempted from green space/recreation fee if it contains a residence at time of approval. PROFESSIONAL FEES - The applicant will agree, by way of signing agreement to pay, to reimburse the Town for all professional fees (including but not limited to engineering and attorney fees) incurred by the Town in conjunction with the application.

Special Use Permit/Site Plan Review - Application Fee \$125 (due at the time of filing the application) plus \$125 for each new lot or unit created (due at the time of final approval). PROFESSIONAL FEES - The applicant will

SECTION: C-1 PLANNING BOARD FEES

ADOPTED DATE: 1/6/15

REVISED DATE:

agree, by way of signing agreement to pay, to reimburse the Town for all professional fees (including but not limited to engineering and attorney fees) incurred by the Town in conjunction with the application.

Planned Development District - Application Fee \$500 (due at the time of filing the application) plus \$150 for each living unit or lot, whichever is greater (due at the time of final approval); Plus, where applicable, a commercial or industrial fee per unit of \$25 per/1000 square feet. If the Planned Development District encompasses both residential and commercial development, the sum of the two, calculated separately shall apply. Green Space/Recreation fee - \$600 for each new residence (due at the time of final approval). PROFESSIONAL FEES - The applicant will agree, by way of signing agreement to pay, to reimburse the Town for all professional fees (including but not limited to engineering and attorney fees) incurred by the Town in conjunction with the application.

Home Occupation - Application fee only \$75.

Signs - Application fee only \$75

Septic/Percolation Test system - An application fee of \$100 is due with the filing of the application. The fee is non-refundable.

PROFESSIONAL FEES - If the system proposed requires review by the Town's engineer the applicant will agree, by way of signing agreement to pay, to reimburse the Town for all professional fees (including but not limited to engineering and attorney fees) incurred by the Town in conjunction with the application. An escrow account may be established at the time the application is submitted and funded by the applicant. The funds will be received by the town and held to offset the expense of professional services related to the application.

The Building Inspector/Code Enforcement Officer will establish the amount to be deposited into the escrow account.

No final approval will be provided until all fees are paid in full.

#### NON-COMPLIANT OR ALTERNATIVE SYSTEMS

This officially adopted procedure shall detail the policy of the Town relative to the method and steps for approval of septic systems that do not meet the minimum standards as set forth in the New York State Public Health Law and Regulations including part 75A. Additionally, this procedure covers systems that cannot meet minimum setback requirements or other land use regulations as adopted by the town. Alternative systems such as *mounds, raised systems or sand filters as described in DOH Article 75A-9 shall also be subject to this policy.*

This procedure and policy is necessary to safeguard public health, safety and welfare, and protect the environment, including the quality of ground and surface water, it is necessary to regulate and control all septic systems in the town.

All approvals must start with a fully completed and accepted septic system application filed with the Code Enforcement and Building Inspectors office of the Town of Galway. This includes any drawings, maps and other documentation which may be deemed necessary by the office to conclude the application is complete.

All system designs that are submitted for a permit where the standards provisions state and local law and regulations cannot be met must be stamped by a licensed professional engineer in good standing with the New York State Education Department.

The following submittals (documents) must be submitted in support of the septic permit application.

A site plan - with sufficient detail so as to document the following

- Date the site plan was prepared
- Boundaries of the parcel in question
- All dwellings, buildings, driveways, wells, and other distinguishing landmarks
- All adjacent landowners must be identified along with the location of adjacent wells
- Schematic of the proposed system with all dimensions and distances identified

SECTION: C-2 SEPTIC SYSTEM FEE  
ADOPTED DATE: 1/6/15  
REVISED DATE: 12/30/19

The Building Inspector/Code Enforcement Officer may request a more detailed site plan that may require the preparation by licensed land surveyor or licensed engineer should the complexity or circumstances of the proposed system require it.

The Building Inspector/Code Enforcement Officer will review all documents submitted and make a determination with regard to the completeness of the application and supporting documents. He may ask the Town Engineer to review the documents and design for additional professional review prior to a permit being issued.

In addition to the standard permit fee of the Town of Galway, the applicant may be responsible to pay costs relative to the review by the Town Engineer.

The Town Engineer will provide an estimate of costs for the review of the application and all supporting documents prior to the commencement of their professional review.

The Building Inspector/Code Enforcement Officer will provide the estimate to the applicant.

All fees must be paid prior to the issuance of a permit.



SECTION: C-3 BUILDING INSPECTION AND CODE ENFORCEMENT FEES

ADOPTED DATE: 1/6/15

REVISED DATE:

Applicants coming before the Zoning Board of Appeals will be required to pay a fee of \$40 per variance requested, e.g. two (2) variance requested the fee will be \$80.

PROFESSIONAL FEES - If the variance proposed requires review by the Town's engineer the applicant will agree, by way of signing agreement to pay, to reimburse the Town for all professional fees (including but not limited to engineering and attorney fees) incurred by the Town in conjunction with the application. An escrow account may be established at the time the application is submitted and funded by the applicant. The funds will be received by the town and held to offset the expense of professional services related to the application.

The Building Inspector/Code Enforcement Officer will establish the amount to be deposited into the escrow account.

No final granting of any variance will be granted until all fees are paid in full.

The Office of the Building Inspector and Code Enforcement shall have the primary responsibility for issuing new addresses as it relates to integration into Saratoga County's 9-1-1 system. From the town's perspective the primary reason for the issuance of a street address is for identifying a residence or dwelling for emergency response purposes.

The Building Inspector shall issue addresses that conform to the existing addressing scheme. Address numbers shall be issued at appropriate intervals so as to allow for future growth. In general terms address, address numbers shall be issued at every 50 feet of lineal lot frontage. Addresses shall only be issued for lots that conform to currently in place zoning standard for that lot locations.

No addresses shall be issued for sub-standard or non-conforming lots or lots without a valid building permit.