

AGENDA  
January 4, 2012  
Organization Meeting

1. Call to Order
2. Roll Call
3. Pledge to the Flag
4. Approval of Town Policies #1, 2,3 and 4. Discussion of committee assignments.
5. Adjourn



## TOWN POLICY #1

### Town Policy #1

#### Committee Duties and Responsibilities:

In order to assist in the orderly management of Town affairs, the Supervisor will annually appoint the following Committees of the Board and Liaison representatives from among the Board Members:

1. Highway Committee (2 members)

This committee will have the responsibility for developing, with the assistance of the Highway Superintendent, the short and long range plans for repair and improvement to existing Town roads, and the construction of new roads. They will work 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 planning the acquisition or abandonment of Town roads, right of way, and easements. They will further have responsibilities for road signs, markings and highway safety features;

2. Property Committee (2 members)

They will oversee for the Board the control of all Town Property, real and personal, in value of over \$250.00. They will participate in the annual 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.

3. 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 recommendation as to coverage required. They will be responsible for risk assessments and for making risk management recommendations as necessary.

4

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

5. Gravel Pit Operations Committee (2 members)

This committee will oversee for the 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 or noncompliance.

6. 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 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.

7. Youth Commission Liaison (1 member)

Act as Board consultant and advisor to the Youth Commission.

8. Planning Board Liaison (1 member)

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

9. Zoning Board of Appeals Liaison (1 member)

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

10. Galway Senior Citizens Assoc. Liaison (1 member)

Act as Board consultant to the Galway Senior Citizens.

11. Assessors Liaison (1 member)

Act as Board consultant to the assessor.

12. The Supervisor will provide advisory and liaison functions to Service Agencies (Fire, Ambulance, etc.) GGCSA and other funded groups.

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

Conduct of Town Board Meetings

1. The Board shall convene at 7:30PM on the second Tuesday of each month unless a different time and date is established at a previous meeting. Special meetings may be called by the Supervisor or at the request of at least two (2) Board members.
2. Meetings may be called to order as soon as a quorum is present after the starting time. A quorum is defined as any three members.
3. The Supervisor shall conduct the meeting. In his absence, the Deputy Supervisor will preside.
4. The order of business shall be as follows:
  - a. Calling the roll of members.
  - b. Approval or correction of past minutes.
  - c. Summary of communications received by the Town Clerk.
  - d. Abstract of the agenda.
  - e. Privilege of the floor. (at the option of the presiding officer)
  - f. Reports of Committees.
  - g. Budget Adjustments, if required.
  - h. Approval of abstracts and reports.
  - i. Motions, resolutions and notices.
  - j. Other business.
5. An agenda will be published and distributed by the Supervisor at least two (2) days before a regular 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.
6. A motion, resolution or ordinance must have the affirmative vote of a majority 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 members vote will be recorded.

7. Resolutions presented should be in writing, if possible. Members moving and seconding shall be recorded in the minutes.
8. 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.
9. All resolutions shall be numbered consecutively by the Clerk for the year in order of presentation.

### **Purchase and Receipt of Goods, Materials and Services**

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 will adhere to the following procedures in connection with the purchase and receipt of goods and services.

#### 1. 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 the accomplishment of public works for more than \$20,000 shall be let through sealed bids in accordance with the General Municipal law.

#### 2. Purchase of Other Materials, Goods, Equipment and Services

- (a) Purchase of goods, materials and services involving expenditures of less than \$300 which are proper Town charges and covered by appropriations may be authorized by the heads of Departments, Agencies, Boards and Commissions having budget appropriations assigned to them. Claims will be processed through normal channels and audited by the Town Board. All purchases must be covered by appropriations and so noted in the budget.
- (b) Quotations from at least two (2) and preferably three (3) vendors must be obtained for all purchases over \$300 for materials, supplies and equipment not purchased on State or County contracts. (If covered by appropriations and in the budget)
- (c) Quotations may be obtained in writing or by Telephone. In the latter case, the purchaser will enter the quotation in a log book, maintained by each purchaser, listing: Date of quote, items quoted, vendor name, address and

phone number, prices quoted and successful vendor. The quotation log will be kept on file.

- (d) All purchases of greater than \$300 in value, (if in the budget) except as noted below, must be approved in advance by the department heads 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 material routinely delivered, such as fuel and heating oil or bulk materials for approved highway projects.
- (e) 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 outside the Town boundaries.
- (f) 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:  
Pickup Truck = Total Mileage x \$1.00/mile plus driver/helper hourly rates x trip time.  
Medium Truck = Total Mileage x \$2.00/mile plus personnel time as above.  
Large Truck = Total Mileage x \$3.00/mile plus personnel time as above.
- (g) Selection of vendor will be made on the basis of lowest delivered price assuming the vendor meets the delivery and specification requirements. (Unless otherwise approved and justifies by the Town Board.)
- (h) 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.
- (i) Spare or 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.
- (j) Vouchers submitted to the Supervisor for payment must be accompanied by the vendor's invoice where one exists. The voucher will list each detailed item received and will be signed in the "Department Approval" block by the Department Head. Alternately, the person actually receiving the goods must sign off on the invoice or shipping document furnished by the vendor. This must be attached to the voucher.

(k) The supervisor may in case of any emergency situation and upon request of the department or agency head involved waive all or part of paragraph 2 of this policy 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 or agency head at the next regular meeting of the town board.

**Management of Town Property** materials, equipment and other physical resources held by the town.

1. It shall be the policy of the Town to effectively manage all Town property to insure adequate accountability for all Town property.
2. All Departments, Boards, Commissions and 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.
3. Definitions:

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

- a) It has a value greater than \$250;
- b) It has a useful life of one year or more;
- c) It is not considered a consumable product; and
- d) It is not permanently incorporated into a building or other structure.

Property includes, but is not limited to: office equipment, furniture, maintenance equipment and major accessories, reference books, testing equipment, election machines, radios, special clothing, recreational equipment, etc.

Fixed Assets: Fixed assets will generally include identified above, but the value will be greater than \$250.

Major Accessories: Major accessories shall mean any item of equipment, which from time to time may be removed from the parent place of equipment and has a value greater than \$250.

Consumables: Consumables shall include items not covered by this policy, including but not limited to, office supplies, janitorial supplies,



fuels, lubricants, sand and gravel, expendable spare parts such as gaskets, filters, nuts, bolts, etc., 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 Boards, Agencies or Commissions shall be classed as Department Heads.

4. Accountability:

- a) 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.
- b) At the time of 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.
- c) 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.
- d) For each acquisition, the Town Clerk will maintain the property record sheet and file with the Town Property records.

5. Annual Reporting:

- a) On August 15<sup>th</sup> of each year the Property Committee will have Departments undertake a complete inventory of all Town Property which will include:
  1. A complete physical inventory of all equipment in possession using the Physical Inventory Worksheet to record each item.

- 2. A written recommendation for equipment to be purchased in the next year; including a cost estimate and any other information required by the board.
- 3. A written recommendation of surplus or obsolete equipment to be liquidated.
- b) 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 by September 30.
- c) The Town Clerk will maintain the official Town property records.

6. Use of Town Property:

- a) Town property shall not be utilized for any purpose other than legitimate Town business except in extreme situations to protect the safety, health, or general welfare of the Town or its residents. Such use shall be upon the approval of the Supervisor or Department Head in his absence. No town vehicle may be used for personal transportation. All licensed vehicles except for a single vehicle assigned to the highway superintendent must be parked at the Town Garage outside of normal working hours.
- b) 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:
  - 1. Identify the nature and period of use;
  - 2. Include a hold harmless provision or an insurance fee;
  - 3. Promise to return the property by a specific time
 Include an obligation to make all repairs necessary to return the article to its original condition.
- c) 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.

- d) Forms – Forms required by this policy may be obtained from the Town Clerk.
- e) Maintenance – It shall be the responsibility of each Department Head to perform timely maintenance on all equipment under his jurisdiction and record all acts of maintenance and repair to determine the overall cost of equipment usage.

7. 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 other Town Departments as to the possible need for the item. The Property Committee upon approval shall handle sale or disposal by the Town Board.

**Attendance at Conventions, Conferences and Schools**

In order to lower Town expenses and still provide for necessary education and training for Town officials, the Board in Town Policy #2, limited attendance at schools, seminars or conventions to not more than one such attendance per year at Town expense.

The supervisor has been delegated authority by the Board to approve attendance.

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

- a) The course school or conference should be (1) directly related to the applicants work for the Town, (2) must offer an opportunity for training or job skill improvement and (3) considered necessary for the individual.
- b) For those courses reimbursed by the State, the applicant must first file and claim State reimbursement before filing claim with the Town. Copies of the State transactions shall be submitted with the Town voucher. The Board will determine on a case basis whether or not the Town reimbursement constitutes "one such attendance per year at Town expense."
- c) State or County mandated schools will have priority for selection.
- d) 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.

- e) The Supervisor is not authorized to reimburse attendees for wages or vacation time lost from regular employment while attending courses, schools, etc.
- f) 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.
- g) Reimbursement for non-mandated attendance is limited to a maximum of \$1000. Unless previously approved by the Town Board, attendance at additional courses, conferences, schools or seminars will be at the expense of the individual and will not require prior approval.
- h) When any department is closed for attendance at a workshop, vacation or any other occurrence; the department head will notify the Town Clerk. A legal notice will be put into the official newspaper and a notice will be displayed at the Town Hall, Post Office, Library and the Bank at least five days prior to the closure. Messages on the Departments answering machine must be changed to reflect the closure; in addition if any other telephones are used for Town business, they must be changed.

**Investment Policy**

The objectives of the investment policy of the Local Government are 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 is hereby authorized to invest all General Highway and Reserve Funds including proceeds of obligations in:

Certificates of Deposit issued by a Bank or Trust Company authorized to do business in New York State.

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 States Government.

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

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

1. Collateral:

- A. 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 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.
- B. Collateral shall not be required with respect to the direct purchase of obligations Of New York State, obligations of the United States, and obligations of Federal Agencies the principal and interest of which are guaranteed by the United States Government.

2. 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 deposits, 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 transactions shall be confirmed in writing.

3. 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.

Investments in Time Deposits and Certificates of Deposit are to be made with Banks or Trust Companies. Their annual reports must be reviewed by the Chief Fiscal Officer to determine satisfactory financial strength.

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

4. Operations, Audit and Reporting:

The Chief Fiscal Officer shall authorize 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 conduit 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 Organization meeting of the Town Board, the members shall review and amend, if necessary these investment guidelines.

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

### **Hiring Practices**

It shall be the policy of the Town Board as an equal opportunity employer to hire or approve of 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 further 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 responsive 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 paid positions in Town government. Immediate family is defined as wives, husbands, children, maternal and paternal grandparents, brothers, sisters.

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

### **Responsibilities of Individuals on Appointed Boards**

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 a significant financial impact on the property owners. With this in mind, the following rules will help to guide the conduct of Board meetings in a business like manner.

1. Board members will be in attendance so meetings can start on time
2. Board members shall notify the Clerk to the Board prior to the meeting if they are unable to attend.
3. Board members absent from three (3) consecutive meetings or four meetings in a calendar year may be dropped from their respective board.

- 4. 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 meetings, the person may vote on all matters after reviewing appropriate minutes of previous meetings.

**Use of Town Office Complex**

The purpose of the Town Office Complex is primarily for the function and operation of Town Governmental business.

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 Governmental funding.

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

Examples of accepted and non-acceptable uses are as follows:

**Accepted Uses**

**Non-Accepted Uses**

- Town Board
- ZBA
- Planning Board
- Town Justices
- Assessor
- Building Inspector
- Zoning Administrator
- Town Highway Local and/or  
County Training Sessions
- Voting
- Library Board
- Historical Society
- Daily Meal Site Center
- Senior Citizen Meetings
- Village Board

- Private Organizations
- Profit Organizations
- Wedding Receptions
- Wedding Showers
- Baby Showers
- Dinner Banquets
- Personal Business

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.

### Computer Use Policy

The use of the 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 law be violated.

### Town Buildings and Grounds

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.

- 1) The Town Supervisor (or individual designated by the Town Supervisor) shall make arrangements for the following tasks:
  - a) Landscape – provide for the recurring task of lawn cutting, shrubbery, and trimming and snow removal from the walkways, mailbox and doors.
  - b) Buildings – provide for custodial cleaning services and furniture arrangements for meetings.
  - c) Repairs – arrange for emergency repairs and immediate repairs, needed to preclude more extensive damages from occurring. Minor repairs not exceeding an estimated cost of \$1,000.00 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.
  
- 2) The Town Highway Superintendent shall provide the following services:
  - a) Driveway and parking area snow removal.
  - b) Driveway and parking area surface maintenance and conditioning.
  - c) Grounds repair and correction of weather and seasonal damages such as washout and fallen/dead tree removal.
  
- 3) The Buildings and Grounds Committee shall prepare an annual assessment report and development plan for the Town Supervisor by September 30<sup>th</sup> each year. This plan/report shall include the following:



- a) Major planned upkeep items for the buildings and the Estimated timing.
- b) Any remediation needed to preclude incurring additional major repairs.
- c) Further needed property development projected to a 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.

#### **Town Depository**

The official Town of Galway depository shall be The Ballston Spa National Bank, Ballston Spa, New York and/or the Galway Branch of said bank.

#### **Town Newspaper**

The official newspaper of the Town of Galway shall be the Daily Gazette, Schenectady, New York

#### **Bonding**

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

#### **Investments**

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

#### **Contracts**

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

#### **Official Office**

The Town Complex is designated as the office of the Supervisor, Highway Superintendent, Town Assessor, Town Clerk and Registrar.

**Justice Court**

The Town Hall is designated as the location of the Galway Town Justice Court.

**Planning Board Fees**

All application fees are due at the time of application. Additional fees to be collected at time of final approval.

**Minor Subdivision:**

Application fee: \$50. (Due at time of application) plus \$50. 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 time of final approval)

**Annexation and/or Lot Line Adjustment:**

\$50 application fee only (due at time of application)

**Major Subdivision (5 or more lots)-Residential**

Application fee - \$100 (due at time of application) plus \$100 for each new lot created (due at time of final approval) Green space/Recreational fee: \$600 for each lot due at time of final approval) (note: Parent parcel is exempted if it contains a residence at time of approval) Professional fees – The applicant will agree, by way of signing an agreement to pay, to reimburse the Town for all professional fees (including but not limited to engineering fees, 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 application) plus \$100 for each new lot created (due at time of final approval)

Green space/recreation fee: \$600 for each lot (due at time of final approval) Parent parcel is exempted if it contains a residence at the time of approval.

Professional Fees-The applicant will agree, by way of signing an agreement to pay, to reimburse the town for all professional fees (including but not limited to engineering fees, attorney fees) incurred by the town in conjunction with the application.

Major Subdivision (5 or more Lots) – Non-Residential/Agricultural

Application fee - \$100 (due at the time of application) plus \$100 for each new lot created (due at the time of final approval)

Green space/recreation fee: \$600 for each new lot (due at the time of final approval) Parent parcel is exempted if it contains a residence at time of approval.

Professional fees -- the applicant will agree, by way of signing an agreement to pay with the town, to reimburse the town for all professional fees (including but not limited to engineering fees, attorney fees) incurred by the town in conjunction with the application.

Special Use Permit/Site Plan Review

Application Fee - \$100 (due at the time of application) plus \$100 for each new lot or unit created (due at the time of final approval)

Professional fees – The applicant will agree, by way of signing an agreement to pay, to reimburse the town for all professional fees (including but not limited to engineering fees, attorney fees) incurred by the town in conjunction with the application.

Planned Development District

Application Fee - \$500 (due at the time of application) plus \$100 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 \$15/1000 sq. ft. 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 an agreement to pay, to reimburse the town for all professional fees (including but not limited to engineering fees, attorney fees) incurred by the town in conjunction with the application.

Home Occupation

\$50 application fee only.

Signs

\$50 application fee only.



C. Deputy Town Clerk	
1. PT Deputy Town Clerk	Denise Wescott
D. Deputy Registrar	Denise Wescott
E. Budget Officer	Supervisor Hargrave
F. Deputy Town Supervisor	Councilman Tillson
G. Deputy Highway Supt.	R. Spraker
H. Board of Health	All Town Board Members
I. Board of Ethics	Sheelagh Baily & M. Tillson
J. Election Machine Custodian	Beth Ruman
	Herbert Kopper
K. Account Clerk	Alice Check
L. Town Historian	Phyllis Keeler
1. Deputy Town Historian	Tom Cwiakala
M. Dog Control Officer	Tom O'Brien
N. Justice Court Clerk	Linda Sarnowicz
1. Deputy Court Clerk	Kelly Smith
O. Town Attorney	Timothy Horigan
Planning & Zoning Attorney	Martin W. Pozefsky
P. Building Inspector/Code Enforcement.	Chet Ciembroniewicz
Deputy Code Enforcement	M. Tillson
Q. Records Management Officer	Margaret DeFoe
R. Health Officer	Eric Klausner
S. Clerk – Planning Bd. & Board of Appeals	Carol DeLorme
T. School Crossing Guard	D. Hanna
U. Chairman, Planning Board,	Ruthann Daino
V. Chairman, Zoning Board of Appeals	
W. Aging Advisory Board	Ruth Gerardi
X. Deputy Tax Collector	
1. Deputy Tax Collector	Denise Wescott

Y. Youth Commission

Donna Sowle

Z. Youth Advisory Board

Robert Hartman

Subject: Financial Transactions and Salary Schedule

1. Invoices, billing instruments and vouchers shall be submitted to the Budget Officer seven days prior to the Board Meeting of each month for payment in such month.
2. Vouchers for office and miscellaneous expense (mileage, telephone, etc.) shall be forwarded to the Budget Officer monthly.
3. 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 that the goods or services were received.
4. Prepaid vouchers must be accompanied by a receipt covering the expenditure.
5. 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 \$ .55 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.
6. The Supervisor is delegated the power to authorize attendance upon request by Galway Town Officials elected or appointed to attend conventions, conferences and schools for the purpose of education, training, or protecting the interests and general welfare of the Town. Requests will be submitted and approvals granted in writing.
7. The Supervisor is authorized within appropriation limits, to advance up to one thousand Two Hundred dollars (\$1200) to Town Officials for expenses anticipated for authorized extended trips including conferences, conventions and schools. Within one week after return, the official shall submit to the Budget Officer in voucher form a list of expenditures, the receipts normally available and the balance of the unexpended monies advanced. Reasonable meal expenses will be reimbursed.

8. Petty cash funds in the following amounts may be established and administered by the Budget Officer:

Town Clerk	\$ 100.00
Youth Commission	100.00
Highway Superintendent	100.00

9. The supervisor, without prior audit, may pay principal and interest on indebtedness; salaries of officers and employees; amounts due on approved contracts; claims for utility services; postage, freight and express charges.

10. The salary payment schedule is established as follows:

Biweekly	Supt. of Highways Deputy Supt. Highway Highway Employees School Crossing Guard Town Clerk/Deputy Town Clerk Deputy Court Clerk Account Clerk Clerk of Boards
Monthly	Supervisor Building Inspector/Code Enforcement Officer Dog Control Officer
Quarterly	All other Employees of the Town

11. The following positions are authorized to be filled effective January 1, 2012. The payment schedule will be as authorized by the current Town Budget. Department heads must indicate total hours worked and sign each card for validation.

TITLE	AUTHORIZED POSITIONS
Supervisor P.T.	1
Deputy Supervisor P.T.	1
Councilman P.T.	4
Justice Clerk P.T.	2

Justice (#1) P.T. 1  
 Justice (#2) P.T. 1  
 Account Clerk/Personnel P.T. 1

TITLE AUTHORIZED POSITIONS

Clerk – ZBA Planning Board. P.T. 1  
 Clerk - Bldg. Inspector P.T. 1  
 Assessor (Sole) 1  
 Town Clerk/Registrar P.T. 1  
 Deputy Town Clerk P.T. 1  
 Tax Collector P.T. 1  
 Deputy Tax Collector P.T./ 1  
 Town Attorney P.T. 1  
 Planning & ZBA Attorney 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  
 Bldg. Inspector/Code Enforcement P.T. 1  
 Supt. of Highways 1  
 Clerk Highway Dept. P.T. 1  
 Maintenance P.T. 1  
 Cleaner, Highway Dept. PT 1

The following positions are authorized to be filled in the numbers and at the rates shown. \*\*\* Corrected 1/10/12 Resolution #: 4-2012\*\*\*

TITLE	NO. POS.	WAGE RATE
Bldg. Inspector/Code Enforcement	1	\$14,400. Per year
Deputy Tax Collector	1	\$16.11 per hour
Deputy Town Clerk/Registrar	1	\$16.11 per hr
Election Machine Custodian	2	\$375.00 per yr.
School Crossing Guard P. T.	1	\$11.32 per hr. should be \$10.72
Clerk – Planning BD/ZBA P.T. /Hwy	1	\$16.11 per hr.
Justice Clerk	1	\$5,780. per yr. should be \$5,895
Deputy Justice Clerk	1	\$3,995. Per year
Buildings/Grounds Main. P.T.	1	\$17.05 per hr. should be \$16.72
Laborers (General) P.T. (As required)		\$10.50 per hr.
Cleaner PT	1	\$13.96 per hour should be \$13.6



Deputy Supt. Highways	1	\$1.00/hr + normal wage per hr.
Youth service Director P.T.	1	\$1,600.00 per yr.
Recreation Director P.T.	3	600.00 per yr.
Recreation Specialist P.T.	5	200.00 per yr.
Recreation Assistant P.T.	2	400.00 per yr.
Historian P.T.	1	1870.00 per yr. should be \$1,822.
Highway Admin. Asst.	1	\$ 2.00+ normal wage per hr.
Highway Employees (including Deputy)	7	Per Contract

Highway employee working conditions and wage rates will be in accordance with the current shop contract.

TITLE		WAGE RATE
Planning Board:*		
Chairman	1	\$75 per meeting
Member	4	\$38 per meeting
Zoning Board of Appeals:*		
Chairman	1	\$75 per meeting
Member	4	\$38 per meeting
Youth Commission Chairman	1	\$75. Per mtg.
Youth Commission Officers	2	\$38. Per mtg.

\*\$25 for each training session attended.

## TOWN OF GALWAY

**Town Policy #3**

## Use and Care of Town Playing Fields

It is the policy of the Town of Galway Board to permit the various youth organizations to use the Town owned playing fields for purposes of sports. This use 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.

## 1] Field Scheduling

All planned field usage must be scheduled by date and time. This scheduling will be accepted at Town Hall during the normal posted 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 serve basis. The Town Officials will not serve to mediate any inconvenience that arises between organizations due to scheduling conflicts.

Any youth sports activity that is Galway based but not part of the Galway Youth Commission must present or have on file at Galway Town Clerk's Office, written documentation of an active insurance policy, naming the Town of Galway as an additional insurer, for a minimum insurance amount of \$1,000,000.00. This document is normally available from the insurance carrier issuing policy. The organizing supervision is responsible for obtaining this document which must be presented 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.

## 2] Field Preparation

The Town will provide for periodic mowing of the playing field grass. Mowing before specific dates or events cannot be guaranteed. Placement of markers, goals and field lines will be 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 towards the highway (State Route 147). Heavy use areas (such as goal areas) shall be seasonally relocated to minimize excessive wear of the grass.

## 3] 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 their right to continue to use the field. The team coaches must enforce this rule among the players and spectators.

## 4] 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 risk of the organization storing the equipment. The Town is not responsible for maintaining the equipment or replacing it in the event that it is lost through theft.

## 5] Parking Lot

All traffic will be entering and leaving the parking lot through the single access from Route 147. Parking is to be courteous and organized with no traffic speeding or reckless driving behavior. No motorized, except emergency and grounds keeping equipment, are allowed on the grass area.

## TOWN POLICY #4

## Galway Employees Paid Time off Policy

- I. The purpose of this document is to delineate the Town of Galway policy regarding paid time off from work for Town Employees for this benefit.

- II. Applicability

This policy applies to all permanent Town employees who are considered full time or part time working a minimum of ten (10) hours a week; are not elected officials' and are not represented by a recognized bargaining union. Qualified individuals may be salaried or paid on an hourly basis. All paid time off must be approved by the Department Head or Town Supervisor.

- III. Underlying Principles

A] When an employee becomes qualified for paid vacation time off, the specific dates of the vacation time must be approved by the employee's Department Head. Department Heads must obtain approval for the vacation dates from the Town Supervisor. The Town reserves the right to disapprove any person's vacation request based on the work load and scheduled needs of the Town business. Vacation requests must be approved prior to the commencement of the individual's vacation, with at least one week allowance being provided for the Department Head/Supervisor to act on the request. If approval/disapproval is not forthcoming within one week, the vacation request shall be considered

approved. A vacation request is considered submitted when a dated note

note containing the requesters name is received (hard copy or Town e-mail) by the approving Supervisor (this event starts the one week approval cycle-verbal conformation initiated by the requestor to the Department Head/Supervisor is also encouraged). The total accumulated number of vacation days for any individual's vacation request within each calendar year shall not exceed their number of allocated vacation days.

B] Vacation time must be taken in aggregate spans of single days. Parts of vacation days are not allowed. Pay received for each approved vacation day will be based on the individuals base pay/salary divided by 5. For hourly employees, vacation pay will not include the influence of any pay for additional hours worked beyond the agreed upon base pay. Legal holidays (normal work week days the Town Hall is officially closed) will be paid at a rate equivalent to the individual's vacation pay provided the individual works the immediate business day before and after the holiday (prior approved vacation days either before or after the holiday will not negate the holiday benefit). Any paid holidays will not require prior approval or count in the individual's vacation day tally.

C] Time off for personal illness when approved by the department head/supervisor will be paid at the daily rate similar to the vacation pay determination. The paid sick time shall not exceed any consecutive 3 day period or a total of the normal accrual for the individual in any calendar year. Acceptable medical "proof" (such as a doctor or hospital note) for sick time taken shall be provided by the employee when requested by the department head/supervisor.

#### IV. Qualifying Accrual Limits for Paid Time Off

A] Paid vacation time shall be accrued for a calendar year basis as follows:

- . First full calendar year of service – no vacation accrued
- . One to ten years of service-one week (5 days) time accrued
- . Over ten years-two weeks' vacation time accrued

B] Paid sick time shall be accrued on a calendar year basis as follows:

- . First full calendar year of service-no sick time accrued
- . One to five years of service-5 days accrued
- . Over 5 years of service- 10 days accrued

Regardless of any employee's work service, pay (based on vacation time pay) for hospital stay time up to 2 weeks can be provided when approved by the Town Board.

C] Paid time off will accrue on an annual calendar year basis (January through December) basis and must be used within the calendar year. Unused Vacation and sick time at the end of the year will not be carried in to the next year.

#### V. Individual Sanctions for not complying with this Policy

- . In any given year, extended vacation time off (beyond the individual's Accrued limit) may be taken if recommended by the department head/supervisor and approved by the Town Board, but shall not be paid.

.Any individual taking vacation without obtaining appropriate approval will be grounds for disallowing vacation pay (if approved by the Town Board). If this practice is repeated by any individual, the board may dismiss the individual from Town employment.

**TOWN OF GALWAY POLICY # 5**  
**Acceptable Use Policy for Town Provide Cell Phones**

**Applicability**

This policy applies to all elected or appointed individuals that are employed by the Town of Galway and who are entrusted with Town provided cell phones. At the Town Boards discretion, cell phones may be provided to individuals to aid in their performance of their Town job. When entrusted with a Town provided cell phone, individuals will also be presented with a copy of this policy to be read and acknowledged by signature. Signed copies shall be kept on file by the Town of Galway until the cell phone is returned to the Town.

**Acceptable use of Town provided cell phones**

The cell phone may only be used for purposes of conducting town business. This use may extend to off hour and off town property calls to and from the person entrusted with the cell phone. Any person entrusted with a Town cell phone is personally responsible for proper use and care of the cell phone and shall return the cell phone to the Town Supervisor if their Town employment is terminated.

As provided, the cell phone will have the basic services for sending and receiving calls. This service will be activated and paid for by the Town. Although these phones may have the capability of providing added features, any of these features may only be activated for the assigned user when specifically approved by the Town Board. If any of these features are approved by the Town Board they will be activated and paid for by the Town. Permission for extending the phone features shall be requested by the holder of the phone in writing including justification for why the added feature is needed. When the request is approved by the Board the written request shall be signed and dated by the Town Supervisor and notated with regard to any limitations that apply to the use of the extended service capability.

If the cell phone assigned to any individual becomes damaged or lost, this will be brought to the Town Supervisor's attention within one working day of the discovered condition.

**Unacceptable use of Town provided cell phones**

The cell phones provided by the Town shall not be used for personal non work related calls unless the call is warranted by a change in work plans such as a delayed return from work related travel, conveyance of emergency information, or checking on personal business such as medical appointments, car repair or in transit information regarding travel of family members. Town provided cell phones may not be used by other members of the phone holder's family, neighbors or friends.

**Policy awareness and acceptance**



I \_\_\_\_\_, have read this Town use policy for Town provided cell phones and agree that I understand the policy terms.

\_\_\_\_\_

Signature

date

**Extended cell phone features**

Features: \_\_\_\_\_

\_\_\_\_\_

Town of Galway Supervisor

date