

Open Public Privilege:

Resident, David Terpening – Addressed his comments to the Town Board.

Topic for Town Board discussion – Supervisor Conway discussed to board information provided to them on equalization rates, along with a proposal from Larry Farbstein Industrial & Utility Valuation Consultants on how we can update our assessment role, and get 100% equalization rate. Noted the proposal is for a systematic review, costing \$130,000. Councilor Tierney noted it would be helpful to get more data on history, and understand more the success rate of it.

Town Board discussed upcoming public hearings regarding large-scale solar, battery energy storage systems, and food trucks.

Councilor Tierney – Mentioned the Town Board recently received from the Planning Board recommendation regarding food trucks with some (9) concerns, and suggested Town Board to look at and determine how to integrate and continue to progress and in the right way.

140-2022 A Resolution to Approve an Amended Organizational Chart for Town Government

WHEREAS, the Town is faced with an unprecedented number of major capital projects, including, but not limited to, the Tempel Lane Extension, 3rd Avenue and Barracks Road Pump Stations, Cross Street Water Pump Station, 9&20 Sidewalks, Hampton Lake Loop and park improvements, and Mannix Road and Morner Road Bridge-NY culvert replacements; and

WHEREAS, the Town is also faced with major administrative and planning projects including, but not limited to, the Zoning Map and Subdivision Update, Update of the GEIS Document, the implementation of eCode360, determination of the use of American Recovery Plan Act (ARPA) funds, reaccreditation of the Police Department, and a Capital Asset Plan for the purchase, maintenance and repair of Department of Public Works assets; and

WHEREAS, the Town is also seeking to draft and implement new local laws regulating Large Scale Solar Energy Systems, Battery Storage Systems, and Mobile Food Truck Vendors; and

WHEREAS, in addition to overseeing these projects, the Supervisor must ensure internal control, address staff issues, monitor the flow of money through Town Hall, write performance evaluations, establish training needs and opportunities, and ensure that all Town staff have the resources needed to complete their tasks; and

WHEREAS, the Town Supervisor proposed an amended Organizational Chart for the Town Board’s consideration, and after discussions with Board members and senior staff, changes were made to the original proposal, resulting in the attached amended Organizational Chart; and

WHEREAS, the Supervisor’s proposal is designed to increase efficiency, streamline and standardize financial processes, and establish clear lines of communication; and

WHEREAS, the essence of the proposed amendment to the Organizational Chart is the addition of responsibilities for two positions (Director of Finance and one Clerk) and the implementation of a new structure for the supervision of senior staff; and

WHEREAS, the additional responsibilities of the Director of Finance include oversight of daily operations, including the Receiver of Taxes, Town Clerk and Court Offices, and supervision of staff in Town departments, including the Purchasing and Accounts Payable Clerk, Human Resources, Assessor’s Office, Planning and Zoning Department, Building Department, Community and Recreation Department, Water and Sewer Office; and

WHEREAS, the additional responsibilities of the Clerk will include assisting the Director of Finance with oversight of daily operations; and

WHEREAS, the Town Supervisor will continue to directly supervise the Chief of Police, Commissioner of Public Works, Town Comptroller, Director of Finance, Supervisor’s Administrative Assistant and the Town Historian; and

WHEREAS, no changes are proposed for the organization of the Police Department or Department of Public Works; and

WHEREAS, the Town Comptroller confirms that this resolution will not have a material impact on the Town’s finances;

now, therefore, be it

RESOLVED, that the Town Board of the Town of East Greenbush hereby approves the amended Organizational Chart for Town Government as appended hereto, and authorizes the Supervisor to implement these changes, effective immediately.

The foregoing resolution was duly moved by Supervisor Conway and seconded by Councilor Tierney and brought to a vote resulting as follows:

Supervisor J. Conway	VOTED: YES
Councilor T. Tierney	VOTED: YES
Councilor H. Kennedy	VOTED: YES
Councilor B. Fritz	VOTED: YES
Councilor E. Nestler	VOTED: NO

Councilor Nestler – Mentioned although he understands the intent of this, he stated he doesn’t think this was followed through with the right procedure. Noted any changes to title, job description, or placement of a person has to go through Civil Service even if it is an exempt employee. (Exempt only means they do not have to take the test.) Mentioned submitting proper documents (attached) to Rensselaer County, and doing this the correct way.

141-2022 A Resolution to Adjust the Salary of the Director of Finance to Take Account of New Responsibilities Included in the Amended Organizational Chart

WHEREAS, the Town Supervisor proposed an amended Organizational Chart for the Town Board’s consideration, and after discussion and approval by the Town Board (Resolution 140-2022), the attached amended Organizational Chart became effectively immediately; and

WHEREAS, the amended Organizational Chart is designed to increase efficiency, streamline and standardize financial processes, and establish clear lines of communication; and

WHEREAS, the essence of the new Organizational Chart is the addition of significant new responsibilities for the Director of Finance; and

WHEREAS, the additional responsibilities of the Director of Finance include oversight of daily operations, including the Receiver of Taxes, Town Clerk and Court Offices, and supervision of staff in Town departments, including the Purchasing and Accounts Payable Clerk,

Human Resources, Assessor's Office, Planning and Zoning Department, Building Department, Community and Recreation Department, Water and Sewer Office; and

WHEREAS, the Director of Finance is still responsible for the preparation of the Supervisor's budget and other important existing functions in addition to the new responsibilities enumerated in the amended Organizational Chart an adjustment to the level of compensation for the position is required; and

WHEREAS, the incumbent Director of Finance, Colleen Lallier, has agreed to assume the additional responsibilities; and

WHEREAS, the Town Comptroller confirms that this resolution will not have a material impact on this year's budget but the increase will have to be included in the 2023 Town Budget; now, therefore, be it

RESOLVED, that the Town Board of the Town of East Greenbush adjusts the salary of the Director of Finance, Colleen Lallier, so that it is set at an annual rate of \$62,500.00, effective immediately

The foregoing resolution was duly moved by Supervisor Conway and seconded by Councilor Tierney and brought to a vote resulting as follows:

Supervisor J. Conway	VOTED: YES
Councilor T. Tierney	VOTED: YES
Councilor H. Kennedy	VOTED: YES
Councilor B. Fritz	VOTED: YES
Councilor E. Nestler	VOTED: NO

142-2022 A Resolution to Adjust the Salary of Mary Hendrick, Clerk, to Take Account of New Responsibilities Included in the Amended Organizational Chart

WHEREAS, the Town Supervisor proposed an amended Organizational Chart for the Town Board's consideration, and after discussion and approval by the Town Board (Resolution 140-2022), the attached amended Organizational Chart became effectively immediately; and

WHEREAS, the amended Chart is designed to increase efficiency, streamline and standardize financial processes, and establish clear lines of communication; and

WHEREAS, the essence of the new Organizational Chart is the addition of significant new responsibilities for the Director of Finance and one Clerk; and

WHEREAS, the additional responsibilities of the Clerk will include assisting the Director of Finance in managing the daily operations of Town offices; and

WHEREAS, the Clerk is still responsible for all of her current responsibilities, including Purchasing and Accounts Payable; and

WHEREAS, the incumbent Clerk, Mary Hendrick, has agreed to assume the additional responsibilities; and

WHEREAS, the Town Comptroller confirms that this resolution will not have a material impact on the Town's finances; now, therefore, be it

RESOLVED, that the Town Board of the Town of East Greenbush adjusts the salary of the Purchasing Clerk, Mary Hendrick, so that it is set at an annual rate of \$46,600.00, effective immediately

The foregoing resolution was duly moved by Supervisor Conway and seconded by Councilor Tierney and brought to a vote resulting as follows:

Supervisor J. Conway	VOTED: YES
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Councilor T. Tierney	VOTED: YES
Councilor H. Kennedy	VOTED: YES
Councilor B. Fritz	VOTED: YES
Councilor E. Nestler	VOTED: NO

ADJOURNMENT

Motion to adjourn by Supervisor Conway and seconded by Councilor Fritz and brought to a vote as follows:

Supervisor J. Conway	VOTED: YES
Councilor B. Fritz	VOTED: YES
Councilor T. Tierney	VOTED: YES
Councilor H. Kennedy	VOTED: YES
Councilor E. Nestler	VOTED: YES

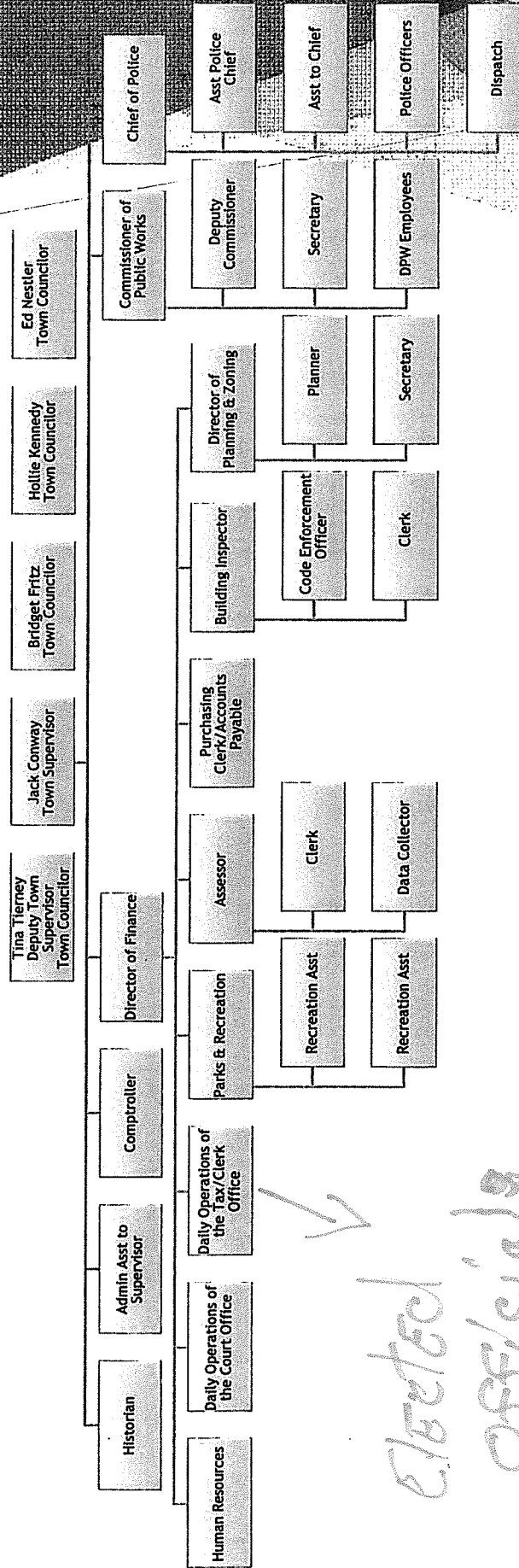
Respectfully submitted,

Ellen Pangburn
East Greenbush Town Clerk

DRAFT

Town of East Greenbush - Organizational Chart

May 2022 (draft)



Elected

Officials

Director of Finance

The Director of Finance performs a wide range of duties including some or all of the following:

Responsibilities include:

Prepare Supervisor's annual budget in consultation with the Supervisor and Town Comptroller;

Develop and maintain timely and accurate financial statements and reports;

Document and maintain complete and accurate supporting information for all financial transactions;

Oversee the bookkeeping function;

Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation;

Liaise with the Finance Committee as appropriate;

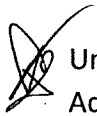
Assist the Supervisor with financial reporting as required at Board meetings;

Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner;

Manage employee insurance and benefits plans;

Advise on appropriate technology that meets the organization's information requirements and financial resources.

Qualifications



University degree or college diploma in Accounting, Business Management or Public Administration. Masters degree preferred.

auditor

Minimum of three years experience in public finance.



RENSSELAER COUNTY CIVIL SERVICE COMMISSION

Steven F. McLaughlin
County Executive

Thomas H. King, Chairperson
Brian J. Eastman, Commissioner
Al Spain, Commissioner

TRANSMITTAL NOMINATION MEMORANDUM

TO: Rensselaer County Civil Service Commission

FROM:

DATE:

TYPE OF NOMINATION: Provisional Appointment, Civil Service Law, Section 65
 Competitive Class Appointment, Rensselaer County Civil Service Rule VIa
 Non Competitive Class Appointment, Rensselaer County Civil Service Rule IV
 Labor Class Appointment, Rensselaer County Civil Service Rule V
Other

DEPARTMENT: _____

NAME OF NOMINEE: _____

TITLE OF POSITION: _____

SALARY OF POSITION: _____

STATUS OF POSITION: VACANT- Name of previous incumbent: _____
 ENCUMBERED- Name of current incumbent: _____

COMMENTS: _____

ELIGIBILITY DETERMINATION

For Civil Service Use:

The training and experience provided on the application of the above named individual has been examined to determine eligibility for appointment under the provisions of: _____

TYPE OF APPOINTMENT: _____

DETERMINATION OF ELIGIBILITY: _____

Comments:

Reviewed By:

Date:

NOTE: Application for Examination or Employment (MSD-330) must be forwarded with this form



RENSSELAER COUNTY CIVIL SERVICE COMMISSION

Steven F. McLaughlin
County Executive

Thomas H. King, Chairman
Brian J. Eastman, Commissioner
Al Spain, Commissioner

TRANSMITTAL CLASSIFICATION MEMORANDUM

TO: Rensselaer County Civil Service Commission

FROM:

DATE:

SUGGESTED TITLE: _____

PROPOSED SALARY: _____ GRADE: _____

HOURS PER WEEK: _____

EFFECTIVE START DATE: _____

NUMBER OF POSITIONS: _____

THE POSITION IS FUNDED: YES NO

FUNDED IN CURRENT BUDGET CODE: _____

FUNDED BY RESOLUTION (ATTACHED): _____

TYPE OF CLASSIFICATION ACTION:

NEW POSITION

RECLASSIFICATION OF: _____

NAME OF CURRENT INCUMBENT: _____

PREVIOUS INCUMBENT: _____

For Budget Use:		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> TENTATIVE
Budget Director: _____		
Comments:		

For Civil Service Use:	
Title: _____	
Class: _____	Salary: _____ Gr: _____
____ New Position: # of positions _____	
____ Reclassification of _____	
____ Permanent incumbent (2x) Uniform Minutes: _____	
Required: ____ Spec ____ Cert ____ Exam ____ Public Hearing	

3. Names and titles of person supervising (general, direct, administrative, etc.).		
NAME	TITLE	TYPE OF SUPERVISION
4. Names and titles of persons supervised by employee in this position.		
NAME	TITLE	TYPE OF SUPERVISION
5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this position.		
NAME	TITLE	LOCATION OF POSITION
6. What minimum qualifications do you think should be required for this position?		
Education: <input type="checkbox"/> High School _____ years		
<input type="checkbox"/> College _____ years, with specialization in _____		
<input type="checkbox"/> Other _____ years, with specialization in _____		
Experience (list amount and type):		
Essential knowledge, skills and abilities:		
Type of license or certificate required:		
7. The above statements are accurate and complete.		
Date:	Title:	Signature:

CERTIFICATE OF RENSSELAER COUNTY CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law (Section 22), the Rensselaer County Civil Service Commission certifies that the appropriate civil service title for the position described is:	
POSITION TITLE:	
JURISDICTIONAL CLASS:	
Date:	Signature: