

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:
Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:
Councilor B. Fritz	VOTED:
Councilor E. Nestler	VOTED:

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:
Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:
Councilor B. Fritz	VOTED:
Councilor E. Nestler	VOTED:

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:
Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:
Councilor B. Fritz	VOTED:
Councilor E. Nestler	VOTED:

ADJOURNMENT

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

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

Town of East Greenbush - Organizational Chart

May 2022 (draft)

