

MALTA TOWN BOARD MEETING

December 3, 2018

6:00 PM

Malta Town Hall

ELECTED OFFICIALS PRESENT: Supervisor Darren O'Connor, Councilman John Hartzell, Councilman Craig Warner, Councilwoman Cynthia Young, Town Clerk Jennifer Holmes, Highway Superintendent Roger Crandall

OTHERS PRESENT: Deputy Supervisor Vincent DeLucia, Acting Director of Parks & Recreation Alyssa Benway, Town Comptroller Kevin King, Building & Planning Director Jaime O'Neill, Deputy Town Clerk Angela Koenig

ABSENT: Councilman Tim Dunn

PUBLIC PRESENT: Woody Sloat, Mindy Houser, Marian Crandall, Emma Capone, Mya Houser, Mark Hammond, Richard Jennings, Barbara Conner, Murray & Kathy Eitzmann, Jens G. Lobb, Darren Persons, Darlene McGraw, Edward Larkin

PUBLIC HEARING: 6:05 PM –Sewer District #2 Scale of Charges- No increase from last year, same scale of charges. No comments or questions from the public. Meeting closed at 6:07 PM

SALUTE TO THE FLAG AND SILENT PRAYER:

REPORTS FROM TOWN OFFICIALS & DEPARTMENT HEADS: Councilman Hartzell inquired with Alyssa Benway regarding parcels of land owned by Miles Cornthwaite being considered for protection from development. Verifying money set aside in mitigation fees and an appraisal of the 29.44 parcels located on Malta Avenue Extension and Silver Beach Road tax map #'s being 414089 204.-9.11 and 414089 204.-4-8. This item will be up for discussion during the December 17, 2018 Town Board Agenda meeting.

COMMENTS OR QUESTIONS FROM TOWN RESIDENTS: Kathy Eitzmann president of the Malta Seniors said they had 70 attendees at the Senior Luncheon today. The Senior Holiday Party will be held December 7, 2018 at the Vista Restaurant Van Patten Country Club in Jonesville Councilwoman Young said the entertainers at the Senior Luncheon today were Don & Elyse Young (Elyse is the Theater Director at the Community Center) who were "excellent".

Deputy Supervisor Vincent DeLucia commented to the TB saying they "made an excellent choice in choosing Darren O'Connor as Supervisor.

Murray Eitzmann, town resident, asked when the Master Plan will begin an update.

Supervisor O'Connor responded that the process for the Master Plan will begin in January of 2019.

Councilman Hartzell recognized two students from Ballston Spa Central School that were in attendance as part of their school curriculum for "Global" a government education course. He said he is happy to see the young people stepping up and getting involved.

Darlene McGraw a resident of Ballston Spa, said she is happy that Malta is looking at Complete Streets and hope it does well. She asked to consider disabled and older people while designing the layout for the project.

ACCEPT MINUTES OF 11/26/18 MEETING:

Motion by: Councilman Warner	Seconded by: Councilman Hartzell
Vote: Supervisor O'Connor-Aye	Councilman Dunn-Absent
Councilman Hartzell-Aye	Councilman Warner-Aye
Councilwoman Young-Aye	

OLD BUSINESS:

RESOLUTION NO. 159 DECEMBER 3, 2018

ADOPT 2019 SEWER DISTRICT #2 SCALE OF CHARGES

Motion by: Councilman Hartzell	Seconded: Councilman Warner
Vote: Supervisor O'Connor-Aye	Councilman Dunn-Absent
Councilman Hartzell-Aye	Councilman Warner-Aye
Councilwoman Young-Aye	

WHEREAS the intent of the Town of Malta is to set Sewer District Charges for Sewer District #2; and

WHEREAS the Town Board of the Town of Malta held a public hearing pertaining to the establishment of sewer rates for Sewer District #2 on the 3rd day of December, 2018, at 6:00 o'clock P.M., at the Town Hall of the Town of Malta, 2540 Route 9, Malta, New York 12020, and at which hearing all persons desiring to be heard were heard; now, therefore be it

RESOLVED the Town Board of the Town of Malta hereby adopts the 2019 sewer rates for Sewer District #2 which are on file in the Town Clerk's Office.

2019 SCALE OF CHARGES FOR TOWN OF MALTA SEWER DISTRICT #2

SECTION 1 - SEWER CHARGES IMPOSED

Pursuant to the Town's Sewer Use Law, the Town of Malta Sewer District #2 hereby imposes sewer charges for 2019 upon all premises and real property, within or without District boundaries, connected to, the District's sewer system.

SECTION 2 - ESTABLISHMENT AND CONFIRMATION OF SEWER CHARGES

Subject to confirmation by the Town Board of the Town of Malta, this scale of charges may, from time to time, be amended by the Town of Malta.

SECTION 3 - CRITERIA FOR ESTABLISHING SEWER USER CHARGES

The scale of sewer user charges shall use the following criteria, which is derived from the criteria established by Saratoga County Sewer District #1:

(a) A user is defined as any piece of land upon which a building or buildings stand and is connected to an interceptor, trunk or collector sewer served by the District.

(b) The annual cost of debt service, administration, operation and maintenance for the Saratoga County Sewer District's treatment facilities will be generally allocated and charged to all users by Saratoga County Sewer District #1.

(c) The annual cost of debt service and operation and maintenance associated with the interceptor sewer, will be generally allocated to all users connected to and/or discharging into the respective system.

(d) The annual cost of debt service and operation and maintenance associated with each major trunk sewer system will be generally allocated to all users connected to and/or discharging into the respective system.

(e) A connection unit is defined as a single-family dwelling unit. Units include, but are not limited to, a single family house, each apartment unit (e.g. an apartment building with six apartments is six units), each half of a duplex, a cottage, a camp, a mobile home, and each unit of a condominium or townhouse. A "unit" as used for billing purposes will be 200 gallons per day of sewer discharge, or any portion thereof. No user will be rated at less than one unit. Users will be rated in terms of whole connection units. Each tenant with sanitary facilities within a commercial complex will be defined as an individual user.

(f) For all users, including single-family dwelling units, equivalent connection units (e.c.u.) will be determined based on the following schedule which accommodates peak demand and potential flow needs and is based upon Saratoga County Sewer District #1 User and Collector Charges:

USER & COLLECTOR CHARGES:

Single parcel:

- A. Vacant – in Sewer District #2 no charge unless a lateral was requested and installed; if lateral is installed a collector fee shall be charged for each lateral.
- B. Occupied - Residential
 - (1) Single Family Residence
 - a. single dwelling - 1 user, 1 collector if applicable
 - (2) Multiple Family Residence – Each separate dwelling unit in a two family, three family or multiple dwelling, which is not an apartment
 - a. 1 user per dwelling unit, minimum of 1 unit
 - b. 1 collector per dwelling unit as applicable
 - (3) Apartments
 - a. Each dwelling unit is assigned 1 user and 1 collector as applicable
 - b. Subsidized senior housing – for complexes receiving Federal, State or municipal rent subsidies for dedicated senior housing, each 2 dwelling units will be assigned 1 user and 1 collector as applicable
 - c. Proof of entitlement to the designation as senior subsidized housing will need to be provided by the user and will be subject approval of the Town Board; confirmation of

continuance of the subsidy will need to be provided to the District by September 1st of each year.

- (4) Trailer Parks
 - a. 1 user for each approved trailer site
- (5) Condominiums
 - a. Each unit is assigned 1 user and 1 collector as applicable
 - b. Charges will commence upon issuance of a Certificate of Occupancy by the Town for those units that the New York State Department of Law has authorized to be offered for sale. Common area facilities will be assessed to the owner of record as determined under the provisions of Commercial Users.
- C. Occupied - Commercial
 - a. 1 Collector for each user

COMMERCIAL USERS

- A. Restroom is defined as 1 toilet, sink and/or urinal to be adjusted proportionately for additional facilities
- B. Commercial, non-food
 - User - 400 GPD/restroom, or .1 GPD/sq. ft., whichever is greater
 - Collector - 1 collector per each user
- C. Other commercial, food/gas, etc. (eg, convenient store)
 - User - 2 per restroom, or .1 GPD/sq. ft., whichever is greater

D. Misc.	GPD
Beauty/Barber shop (per chair) plus 2 units for sanitary facilities	100
Bowling alley (per lane, no food) plus restaurant facility (see below)	75
Camps, day (per person)	15 – 20
resort	65 - 75
Country club (per member)	25
Hotels/Motels (per room) no kitchen (per room) with kitchen plus dining facilities (see below)	120 150
Day worker (per shift)	15 - 35
Dental office Apply A (SEE ABOVE)	-
Hospital (per bed)	250 - 350
Institutions other than hospitals (per bed)	125
Bed and Breakfast - 2 units per bathroom	400
Schools	
Day (per student)/day care (per adult and child)	10
cafeteria, add	10
showers, add	5
Boarding (per student)	100
Service station (per restroom)	400
Self-service laundry (per machine)	400
Shopping center (plus restaurant, see below) 1 collector per each user	.05/sq. ft
Swimming pool/beach with bathhouse (per person)	10
Theatre indoor (per seat)	3
drive-in (per car space)	5
Public assembly (per person)	3 - 10
Car wash (per bay)	400
Campground (per site) w/facilities	100
Campground Season Use (6 months or less), per site	50
Food Service:	
Ordinary restaurant ** (per seat)	35
24-hour restaurant (per seat)	50
restaurant on freeway (per seat)	70
tavern (little food service) (per seat)	20
curb service (per car space)	50
catering/banquet facilities - per seat	20
carryout food service (minimum of 3 users)	

**This assumes a minimum of 7 GPD/per person and turnover of 5x/day/seat

Office building or 2 units per restroom (whichever is more)	.1/sq. ft.
Warehouse - storage floor space only	.02/sq. ft.

For all commercial users: where actual sewer flow is measured, that flow (one year's record data) shall be used for determining an e.c.u. count with adjustments for discharge strength and content. The data is to provide cumulative and daily peak flows volumes; the methodology is subject to approval of the Saratoga County Sewer District #1.

Users generating higher annual sewer flows than above schedule, the following rate table applies:

<u>Consumption (gallons)</u>	<u>Connection Units</u>
Up to 112,500	1
112,501 - 187,500	2
187,501 - 262,500	3
262,501 - 337,500	4
337,501 - 412,500	5

For each additional 75,000 gallons or any part thereof, the number of connection units shall be increased by one.

(g) When there is a substantial increase in sewer flows during the current year, the Town may adjust the number of connection units charged and bill the user directly for that additional sum pursuant to Section 7.

(h) Wastewater from wet processing and other operations is subject to the restrictions, prohibitions and surcharges outlined in the Saratoga County Sewer District's rules and regulations covering the discharge of sewage, industrial waste and other waste into the Saratoga County sewer system and all sewers tributary thereto.

(i) Outside non-residential users will be charged two and one half-times the rate established and residential housing will be charged one and one-half times that rate.

(j) Normal sewer service charges are generally based on the overall construction costs of the system together with debt service and operation and maintenance costs.

(k) All costs of the Town's enforcement and response program including, but not limited to, laboratory testing, labor, equipment, materials, consultants and sub-consultants, contractors and subcontractors and fines, shall be reimbursed by the individual or user.

SECTION 4 - SCALE OF CHARGES

The following is the 2019 scale of charges for Sewer District #2.

(a) The sewer service charge is allocated among the users of the system. The property owners within the Districts will pay the established rate per connection unit listed below for 2019 sewer service:

2019 SEWER CHARGES

	<u>UNITS</u>	<u>CHARGE</u>	<u>REVENUE</u>
Sewer District #2	666	\$175.00	\$116,550.00
Outside User Sewer District #2	1	\$263.00	\$ 263.00

A listing of all the users within the boundaries of Sewer District #2 is available in the Town Assessor's Office.

SECTION 5 - PAYMENT OF SEWER USER CHARGES

All sewer charges, except the outside users, shall be collected pursuant to Real Property Tax Law. The Town Assessor utilizing the town and county tax bills for the collection of taxes shall properly code the assessment roll as to the number of connection units for each particular property and for those properties utilizing the system. The number of units assessed will be determined using the Saratoga County Sewer District's formula and normally provided by the Saratoga County Sewer District.

SECTION 6 - PENALTIES FOR LATE PAYMENTS

Sewer charges shall be subject to the same penalties and interest applicable to County and Town taxes generally.

SECTION 7 - PAYMENT OF SEWER CHARGES NOT ON TOWN/COUNTY TAX ROLLS

The Town shall bill directly those users of the system not appearing on the town and county tax rolls. Payments shall be made to the Town and forwarded to the Town Comptroller. These bills shall be due within 30 days from the billing date.

The Town shall also bill directly those users that have had an increase in connection units during the year.

The Town of Clifton Park Sewer Department in cooperation with the Town of Malta shall prepare and transmit to the Town Board, on or before December 1, a list of district residents or property owners within the District that are in arrears in the payment of sewer charges for a period of 30 days or more. The list shall contain a brief description of the properties for which the services were provided, the name of the persons or corporations liable to pay for same and the amount chargeable to each including penalties and interest computed to December 31.

The Town Board shall levy such sums against the properties liable and shall state the amount thereof in a separate column in the annual tax roll under the name of "town sewer charges". Such amounts, when collected by the receiver of taxes shall be paid over to the Town Comptroller. All of the provision of the tax laws of the State of New York covering the enforcement and collection of unpaid taxes or assessments for special improvements not inconsistent herewith shall apply to the collection of such unpaid charges. Such amounts, when received by the Town Comptroller, shall be credited to the Sewer District #2 fund for the District's exclusive use.

SECTION 9 - PROCEDURES

This proposed scale of charges shall be considered by the Town Board.

The Town Board shall thereafter act upon the proposed scale of charges and upon all appeals in one of the following ways:

- (a) By confirming the scale of charges by a general resolution;
- (b) By amending the scale of charges and confirming the amended scale by a general resolution; or
- (c) By committing the scale of charges to further study and consideration.

By Order of the
Comptroller of the Town of Malta
Kevin King

Dated: November 2, 2018

NEW BUSINESS: *Several proposals/ changes to the Fire Protection Contracts are being reviewed by the TB and Fire Companies. Final drafts will be available to the TB, Fire Companies and public for the December 17, Town Board Meeting.*

RESOLUTION NO. 160 DECEMBER 3, 2018

2019 FIRE PROTECTION CONTRACTS – SET DATE FOR PUBLIC HEARING

Motion by: Councilman Hartzell **Seconded:** Councilman Warner

Vote: Supervisor O'Connor Councilman Dunn-Absent
Councilman Hartzell-Aye Councilman Warner-Aye
Councilwoman Young-Aye

WHEREAS agreements (1) between the *Malta Ridge Volunteer Fire Company, Inc.* and the Town of Malta, and (2) between the *Village of Round Lake* and the Town of Malta, are under consideration, which proposed agreements would provide for the furnishing of fire protection and emergency services within the Town of Malta Fire Protection District No.1, that is, the territory of which embraces the lands in the Town of Malta and outside the Village of Round Lake s; now, therefore, be it

RESOLVED that the Town Board of the Town of Malta will hold a public hearing concerning such proposed agreements (1) between the *Malta Ridge Volunteer Fire Company, Inc.* and the Town of Malta, and (2) the *Village of Round Lake* and the Town of Malta, for the provision of fire protection and emergency services for the period January 1, 2019 to December 31, 2019, with the agreements providing for an administrative, operational and capital replacement funding, of \$955,084 each for contracts (1) & (2), and said hearing to be held on the 7th day of January, 2019, at 6:00 o'clock P.M., at the Town Hall of the Town of Malta, 2540 Route 9, Malta, New York 12020, at which time and place all persons desiring to be heard thereon will be heard; and be it further

RESOLVED that the Town Clerk of the Town of Malta be and she hereby is directed to publish notification of the said public hearing as required by law.

**PUBLIC NOTICE
TOWN OF MALTA**

PUBLIC NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Malta will hold a public hearing concerning proposed agreements (1) between the *Malta Ridge Volunteer Fire Company, Inc.* and the Town of Malta, and (2) the *Village of Round Lake* and the Town of Malta, for the provision of fire protection and

emergency services for the period January 1, 2019 to December 31, 2019, with the agreements providing for an administrative, operational and capital replacement funding, of \$950,084 each for contracts (1) & (2), and said hearing to be held on the 7th day of January, 2019, at 6:00 o'clock P.M., at the Town Hall of the Town of Malta, 2540 Route 9, Malta, New York 12020, at which time and place all persons desiring to be heard thereon will be heard.

Dated: December 3, 2018

BY ORDER OF THE TOWN
BOARD OF THE TOWN OF MALTA
JENNIFER HOLMES, Town Clerk

RESOLUTION NO. 161 DECEMBER 3, 2018

ACCEPT CHAZEN PROPOSAL FOR HIGHWAY GARAGE ADMINISTRATION COMPONENT DESIGN/BID PHASES

Motion by: Councilman Hartzell **Seconded:** Councilman Hartzell-Aye
Vote: Supervisor O'Connor-Aye Councilman Dunn-Absent
 Councilman Hartzell-Aye Councilman Warner-Aye
 Councilwoman Young-Aye

WHEREAS the Town Board of the Town of Malta desires to finish the administrative offices within the Town's new highway garage; and

WHEREAS, the Town's engineer, the Chazen Companies, previously assisted the Town on this project; and

WHEREAS, the Chazen Companies has provided the Town with a proposal dated November 14, 2018 in an amount not to exceed \$10,700 to perform professional services relating to completing the conceptual layout and preparing the necessary documents to enable the project to be bid; now, therefore, be it

RESOLVED that this is not an "action" under SEQR as defined by 6 NYCRR §617.2(b), or is a Type II action as defined by 6 NYCRR §617.5; and it is further

RESOLVED that the Town Board of the Town of Malta accepts the proposal of the Chazen Companies and authorizes and directs the Town Supervisor to execute the necessary paperwork; and be it further,

RESOLVED that the Town Board of the Town of Malta authorizes said expenditure to be funded from the Highway Garage capital project budget.

RESOLUTION NO. 162 DECEMBER 3, 2018

REQUEST VACANT PROPERTY – CHANGO DRIVE (250.-1-43.12)

Motion by: Councilman Hartzell **Seconded:** Councilman Warner
Vote: Supervisor O'Connor-Aye Councilman Dunn-Absent
 Councilman Hartzell-Aye Councilman Warner-Aye
 Councilwoman Young-Aye

WHEREAS the County of Saratoga has taken ownership of a 1.07 acre parcel of unimproved real property on Chango Drive, real property tax parcel number 250.-1-43.12 (the "Subject Parcel"); and

WHEREAS the Town of Malta Highway Superintendent has requested that the Town Board of the Town of Malta seek to acquire the Subject Parcel from the County for the purposes of acquiring control over a failing drainage grate and related infrastructure and as a staging area connected with repairs and maintenance; now, therefore it is

RESOLVED that this is not an "action" under SEQRA as defined by 6 NYCRR §617.2(b), or is a Type II action as defined by 6 NYCRR §617.5; and it is further

RESOLVED that the Town Board of the Town of Malta offers to purchase from the County of Saratoga the Subject Parcel for the amount of the delinquent taxes, penalties and interest, for the public purposes of acquiring control over a failing drainage grate and related infrastructure and as a staging area connected with repairs and maintenance; and it is lastly

RESOLVED that the Town Supervisor is authorized and directed to take all steps necessary for the Town of Malta to purchase the Subject Parcel, including abiding by all of the requirements of the County of Saratoga’s *Disposition of Tax Acquired Properties* policy adopted by Resolution 166 of 1996, as amended by Resolution 221-12 and Resolution 211-2014 of the County Board of Supervisors.

RESOLUTION NO. 163 DECEMBER 3, 2018

STIPULATION OF SETTLEMENT – 40 STONY POINT ROAD

Motion by: Councilman Hartzell **Seconded:** Councilman Warner
Vote: Supervisor O’Connor-Aye Councilman Dunn-Absent
 Councilman Hartzell-Aye Councilman Warner-Aye
 Councilwoman Young-Aye

WHEREAS, the Town of Malta, New York and its Assessor have been engaged in litigation with John Coschignano, over claimed excessive assessments on parcel 218.14-1-4 (40 Stony Point Road) situate within the Town; and

WHEREAS, the Town of Malta has relied upon the services of E. Stewart Jones Hacker Murphy LLP, Cathy L. Drobny, of counsel, to assist it in the defense of contested assessment proceedings on the subject parcel; and

WHEREAS, the Town Board had previously authorized Cathy L. Drobny, Esq., to engage in negotiations with attorneys for John Coschignano, to effectuate a settlement; and

WHEREAS, a settlement proposal has been recommended to the Town Board for adoption which, in the view of its outside attorneys and valuation consultants, is a fair and equitable assessment and will save the Town further costs of litigation and the uncertainty of a decision after trial; and

WHEREAS, a draft document of settlement for submission to the Court has been prepared by the attorneys in the case;

NOW, THEREFORE IT IS RESOLVED that this is not an “action” under SEQRA as defined by 6 NYCRR §617.2(b), or is a Type II action as defined by 6 NYCRR §617.5; and it is further

RESOLVED that Cathy L. Drobney, Esq. is authorized to enter into a formal assessment agreement between Town of Malta and John Coschignano, agreeing to the following assessment changes for the parcel indicated for the years 2017 and 2018:

PARCEL 218.14-1-4 (40 Stony Point Road)

<u>Year</u>	<u>Assessed Value</u>	<u>Revised Assessment</u>	<u>Reduction</u>
2017	\$450,000	\$425,000	(\$25,000)
2018	\$450,000	\$425,000	(\$25,000)

RESOLUTION NO 164 DECEMBER 3, 2018

ESTABLISH/APPOINT VALUATION ASSISTANT

Motion by: Councilwoman Young **Seconded:** Councilman Warner
Vote: Supervisor O’Connor-Aye Councilman Dunn-Absent
 Councilman Hartzell-Aye Councilman Warner-Aye
 Councilwoman Young-Aye

WHEREAS the Town Assessor has recommended to the Town Board of the Town of Malta to create the position of Valuation Assistant within Assessor’s Department; and

WHEREAS the Town Board of the Town of Malta desires to create the position of Valuation Assistant within the Assessor's Department and

WHEREAS a job description and new position duties statement for said position has been prepared which are attached and made a part hereof; and

WHEREAS the Town Board desires to provisionally promote Leah Cronin to said position; now, therefore, be it

RESOLVED that the Town Board of the Town of Malta hereby creates the full time position of Valuation Assistant in the Town of Malta and directs the Town Supervisor and Town Comptroller to complete the necessary paperwork;

AND BE IT FURTHER RESOLVED that the Town Board of the Town of Malta be and hereby provisionally promotes Leah Cronin to Valuation Assistant, effective January 1, 2019 with said position to be full time at 35 hours per week and with said appointment subject to a probationary period of not less than eight weeks and not more than fifty-two weeks.

**Town of Malta
Job Description**

Job Title:	Valuation Assistant
Department:	Assessor
Report to:	Town Assessor
Civil Service Class:	Competitive
Full/Part-Time:	Full
Prepared by:	Rae-Lyn Dussault 12/3/2018

JOB SUMMARY:

Assist Town Assessor in providing public, including taxpayers and appraisers, pertinent assessment information with the use of tax maps, property record cards, final rolls, and the real property tax system and in maintaining current real property tax records and an equitable assessment roll. This is specialized work involving the responsibility for residential valuing within a Town. The Valuation Assistant maintains and gathers data needed to complete a property analysis for the parcel, processes property transfers, prepares assessment reports, assists in file maintenance, performs basic corrections to property record cards and other assessment related activity in the Assessor's Office. Work is performed under the general supervision of the Town Assessor in accordance with established procedures with some leeway for the exercise of independent judgement. Does related work as required.

ESSENTIAL JOB FUNCTIONS:

Assembles and compiles data as required;
Maintains and drafts changes of plot sizes on assessment rolls and cards;
Maintains property record cards;
Verifies changes in assessment rolls;
Track and maintain files for Use Value Appraisal;
Research and process property tax exemption applications;
Prepares and assembles information needed to prepare special reports and projects;
Reads and interprets deeds, maps and other documents related to the assessment of real property;
Completes residential valuation for properties;
Completes transfer process for properties;
Assist public, including taxpayers and appraisers, in providing pertinent information with the use of tax maps, property records, exemptions, final rolls, and the NYS real property system;
Process all corrections to assessment roll;
Process refund application for property taxes paid
Assists assessor in all judicial proceedings such as preparation for small claims hearings and certiorari;
Uses computer valuation programs to enter partial or complete assessments on the Real Property System program, and to adjust assessments;
Prepares letters and miscellaneous/statistical reports;

Assists in the mailing of change of assessment notices to property owners;
Process decision notices for property owners regarding tax grievance day;
Operate a variety of equipment including a computer, printer, telephone, calculator, copier, fax and postage machine in the performance of regular duties.

SUPERVISORY RESPONSIBILITIES:

Employees in this position do not have any supervisory responsibilities.

WORK IMPACT:

This position requires a high degree of accuracy and attention to detail. The data maintained is used by the Assessor for determining valuation of property for tax purposes. Good knowledge of office terminology procedures and equipment; good knowledge of a computer terminal; working knowledge of business arithmetic and English; working knowledge of the principles and terminology involved in real property valuation and tax maps; ability to understand and follow oral and written instructions; neatness, accuracy, tact and courtesy; physical condition commensurate with the demands of the position.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

Ability to perform climbing, stooping, balancing, kneeling, crouching, crawling, reaching, sitting, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions. Ability to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

MENTAL AND VISUAL DEMAND:

Close mental and visual application needed to perform work, such as dealing primarily with preparing and analyzing data and figures.

ENVIRONMENTAL CONDITIONS:

The worker is subject to both inside and outside environmental conditions, including but not limited to, temperature, noise, proximity to moving mechanical parts, electrical current, working in high places, exposure to high heat and extreme cold.

MINIMUM JOB QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered two year college or university with an associate degree and 1 year of experience in work related to real property assessment records, real estate values or title searching experience; OR
- B. Graduation from high school and two years of experience and 3 years of experience in work related to real property assessment records, real estate values or title searching experience

EMPLOYER’S DISCLAIMER:

- * This Job Description is intended for the internal use by the Town of Malta and does not replace the Job Specification, if any, that has been adopted by the Saratoga County Civil Service Department.
- * All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- * This Job Description in no way states or implies that these are the only duties to be performed by the employee holding this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- * This document does not create an employment contract, implied or otherwise, other than “at will” employment relationship

RESOLUTION NO. 165 December 3, 2018

ESTABLISH/APPOINT RECREATION DIRECTOR

Motion by: Councilman Hartzell **Seconded:** Councilman Warner
Vote: Supervisor O’Connor-Aye Councilman Dunn-Absent
 Councilman Hartzell-Aye Councilman Warner-Aye
 Councilwoman Young-Aye

WHEREAS the Town Board of the Town of Malta desires to create the position of Recreation Director within Department of Parks, Recreation and Human Services; and

WHEREAS a job description and new position duties statement for said position has been prepared which are attached and made a part hereof; and

WHEREAS the Town Board desires to appoint Alyssa Benway as Recreation Director to said position from the civil service list provided by the Saratoga County Department of Personnel; now, therefore, it is

RESOLVED that the Town Board of the Town of Malta hereby creates the full time position of Recreation Director in the Town of Malta and directs the Town Supervisor and Town Comptroller to complete the necessary paperwork;

AND BE IT FURTHER RESOLVED that the Town Board of the Town of Malta be and hereby appoints Alyssa Benway as Recreation Director at an annual salary of \$55,000, effective January 1, 2019 with said position to be full time at 40 hours per week and with said appointment subject to a probationary period of not less than eight weeks and not more than fifty-two weeks.

Town of Malta

Job Description

Job Title:	Recreation Director
Department:	Parks, Recreation and Human Services
Report to:	Town Board
Civil Service Class:	Competitive
Full/Part-Time:	Full
Date Prepared:	December 3, 2018

JOB SUMMARY:

The Recreation Director of Parks, Recreation and Human Services will be responsible for the Towns parks and recreational facilities and for the planning and implementation of recreational program suitable to the interests and needs of the community. The Recreation Director will also have the duty to oversee the administration of the Towns Community Center, parks and other recreational areas and for enforcement of policies and procedures relating to the usage of these facilities.

ESSENTIAL JOB FUNCTIONS:

Contacts and works with all groups interested in recreation;
Plans ways and means to develop, finance and provide for the departmental program;
Promotes the organization and administration of recreation activities in an attempt to insure maximum efficiency;
Selects and provides for the professional growth of the departmental staff;
Trains and organizes for the best use of supervision of and maintenance of facilities;
Prepares and distributes publicity material and speaks to civic groups on recreation;
Represents the department at meetings;
Prepares, presents and directs the execution of the budget;
Keeps records and makes periodic reports;
Conducts research and special studies concerning the department and needs of the community;
Oversee the planning and administration of all municipal parks and recreational facilities;
Coordinate the usage of all Town recreational facilities;
Assist in the planning and development of future park and recreational growth;
Develop and enforce policies and procedures relating the usage of Town recreational facilities;
Respond to all complaints and/or requests regarding the Town=s parks and recreational facilities;
Ensure capital projects are completed timely and within budgetary appropriations;
Purchase and requisition materials and supplies;
Approve invoices and time sheets;
Assist the Youth Commission/Youth Director with any special needs;
Assist in the preparation of grant applications to various funding sources;
Attend Town Board meetings/workshops and assist Town Board with any special need;
Act as a liaison between the Town Board and various Town committees;
Develop performance measures relating to the Town=s parks and recreational facilities;
Attend workshops and training programs relating to recreational facility operations;
Maintain a working knowledge of changes in appropriate laws and regulations affecting Towns;
Recruit, interview, train and supervise individuals;
Assist in the planning and coordination of Veteran's and Other Committee's events;
Operate a variety of office equipment including a computer, typewriter, copier, facsimile machine, postage meter and telephone in the performance of regular job duties.

SUPERVISORY RESPONSIBILITIES:

Direct supervision of all Department personnel employed by the Town.

Responsible for planning and scheduling work, assigning work, instructing and training in methods and procedures, and checking and approving work.

Responsible for making hiring recommendations, promotion recommendations, recommend salary adjustments, and recommendations regarding unsatisfactory employees.

WORK IMPACT:

The Town's Community Center, parks, and recreational trails are important services offered by the Town to its residents. The Recreation Director must ensure that all Town facilities are adequately maintained and available to all Town residents in accordance with the policies and procedures established by the Town Board.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

Ability to perform climbing, stooping, kneeling, crouching, reaching, sitting, pulling, lifting, fingering, talking, and hearing. Ability to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

MENTAL AND VISUAL DEMAND:

Moderate mental and visual attention required for performing a wide variety of duties which involve a continuous degree of analysis and decision making.

ENVIRONMENTAL CONDITIONS:

The worker is subject to both inside and outside environmental conditions, including but not limited to, temperature, noise, proximity to moving mechanical parts, electrical current, working in high places, exposure to high heat and exposure to chemicals.

MINIMUM JOB QUALIFICATIONS:

- A. Graduation from a NYS registered or regionally accredited college or university with a Bachelor's Degree in Recreation or a related field; OR
- B. Graduation from a NYS registered or regionally accredited college or university with an Associate's Degree in Recreation or a related field and two years of experience in creating, planning, executing and administering recreation activities;
- C. Graduation from high school or possession of a high school equivalency diploma and four years' experience in creating, planning, executing and administering recreation activities.

EMPLOYER'S DISCLAIMER:

- * This Job Description is intended for the internal use by the Town of Malta and does not replace the Job Specification, if any, that has been adopted by the Saratoga County Civil Service Department.
- * All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

- * This Job Description in no way states or implies that these are the only duties to be performed by the employee holding this position. The employee will be required to perform any other duties necessary to fulfill the requirements of his/her position.
- * This document does not create an employment contract, implied or otherwise, other than “at will” employment relationship.

RESOLUTION NO. 166 December 3, 2018

CONVERT PART-TIME MAINTENANCE POSITION TO FULL-TIME

Motion by: Councilman Warner **Seconded:** Councilman Hartzell
Vote: Supervisor O’Connor-Aye Councilman Dunn-Absent
 Councilman Hartzell-Aye Councilman Warner-Aye
 Councilwoman Young-Aye

WHEREAS, the Maintenance Working Supervisor has requested converting a part-time maintenance position to a full-time maintenance worker position in the Town of Malta 2019 Adopted Budget, and

WHEREAS, the Town Board of the Town of Malta desires to convert the part-time maintenance position to a full-time position, and

WHEREAS, the Town Comptroller has previously completed new position duties statements and job descriptions for the similar positions, a copy of which are attached and made a part-hereof, which have been approved and classified by the Saratoga County Department of Personnel as non-competitive positions in accordance with Civil Service Law, now therefore, it is

RESOLVED, that the Town Board of the Town of Malta hereby converts a part-time maintenance position to a full-time maintenance worker position in the Town of Malta as provided for in the 2019 Adopted Budget and directs the Town Supervisor and Town Comptroller to complete and file the necessary paperwork with the Saratoga County Department of Personnel.

**TOWN OF MALTA
 JOB DESCRIPTION**

JOB TITLE: **Maintenance and Custodial Worker**
DEPARTMENT: Building and Maintenance
REPORT TO: Maintenance & Custodial Working Supervisor
CIVIL SERVICE STATUS: Non-Competitive
FULL/PART-TIME: Full-time (40 Hours Per Week)
PREPARED BY: Audrey Ball, 11/00, Kevin King 1/2013

JOB SUMMARY:

Provide maintenance and custodial services for Town owned facilities, parks and multi-purpose trails.

ESSENTIAL JOB FUNCTIONS:

Open and close Town municipal buildings.

Provide maintenance and custodial services for Town municipal facilities, parks and multi-purpose trails, including but not limited to the following:

- X Maintain and repair physical structures and utility systems of buildings and grounds
- X Ground maintenance activities such as mowing, trimming, weeding, raking, watering, pruning, planting, snow removal and disposing of refuse
- X Clean and maintain tools and equipment
- X Repair of plumbing, electrical and carpentry items as required
- X Arranging tables and chairs
- X Waste paper baskets emptied/liners inserted with general waste placed in outside trash bin
- X Empty outside ash trays and waste baskets
- X Floors swept and washed
- X Vacuum all offices and entrance ways mats
- X Clean all entrance way doors and windows
- X Clean and disinfect all bathroom fixtures
- X Clean all bathroom mirrors and tile areas
- X Routinely remove spots/smudges/fingerprints cob webs from all surfaces
- X Restock all soap and paper supplies
- X Clean kitchen and kitchen appliances
- X Clean all office equipment excluding computer s
- X Dust all furniture and fixtures
- X Dust all baseboards and ledges
- X Clean all floors and carpets on a regular basis

Any other duties as assigned by the Maintenance & Custodial Working Supervisor.

Operate a variety of equipment including but not limited to the following: floor machine, carpet cleaner, lawn mower, snow blower, weed eater, and leaf blower in the performance of regular duties.

SUPERVISORY RESPONSIBILITIES:

Employees in this position generally do not have any supervisory responsibilities.

WORK IMPACT:

This position is responsible for performing a variety of maintenance and custodial duties on a daily basis. These facilities are an investment by the Town of Malta taxpayers, and therefore it is imperative that they be efficiently maintained.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

Ability to perform climbing, stooping, reaching, walking, pushing, pulling, lifting, grasping, and repetitive motions. Ability to exert up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

MENTAL AND VISUAL DEMAND:

Minimum mental and visual application required for performing highly routine, simple, rough, or closely directed work.

ENVIRONMENTAL CONDITIONS:

The worker is subject to both inside and outside environmental conditions including but not limited to: temperature, noise, proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat and chemicals.

MINIMUM JOB QUALIFICATIONS:

Graduation from high school or possession of high school equivalency diploma.

Required to have New York State Driver's License.

EMPLOYER'S DISCLAIMER:

- * This Job Description is intended for the internal use by the Town of Malta and does not replace the Job Specification that has been adopted by the Saratoga County Civil Service Department.
- * All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- * This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- * This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

RESOLUTION NO. 167 December 3, 2018

CREATE TOWN ENGINEER POSITION

Motion by: Councilman Hartzell	Seconded: Councilman Warner
Vote: Supervisor O'Connor-Aye	Councilman Dunn-Absent
Councilman Hartzell-Aye	Councilman Warner-Aye
Councilwoman Young-Aye	

WHEREAS, the Town Board of the Town of Malta provided for the creation of a Town Engineer position in the Town of Malta 2019 Adopted Budget, and

WHEREAS, the Town Board of the Town of Malta desires to create said Town Engineer position, and

WHEREAS a job description and new position duties statement for said position has been prepared which are attached and made a part hereof; now, therefore, be it

RESOLVED that the Town Board of the Town of Malta hereby creates the full time position of Town Engineer in the Town of Malta and directs the Town Supervisor and Town Comptroller to complete and file the necessary paperwork with the Saratoga County Department of Personnel for civil service classification.

Job Description

Job Title:	Town Engineer
Department:	Building and Planning
Bureau	Building and Zoning Enforcement
Report to:	Building and Planning Coordinator
Civil Service Class:	To Be Determined
Full/Part-Time:	Full-Time
Date Prepared	November 27, 2018

JOB SUMMARY:

This is a professional position involving responsibility for performing moderately difficult engineering work associated with the civil engineering field projects or in an engineering office for the Building and Planning Department. Additionally, the Engineer shall supervise, oversee and participate in the daily operations of the Onsite Building and Zoning Enforcement office within the Luther Forest Technology Campus. The Engineer shall also ensure that all construction complies with all State, Town and referenced Building and Fire Codes, as well as to ensuring compliance with Town zoning laws and ordinances.

ESSENTIAL JOB FUNCTIONS

1. Review and approve all planning projects proposed to be constructed within the Town;
2. Review, approve, coordinate and inspect all work performed by developer contractors relating to new development projects;
3. Make necessary field inspections in connection with construction of approved subdivision/site plan/planned development district/infrastructure projects including preparing estimates for required escrow deposits and monitoring of letter of credits;
4. Review, approve, coordinate and inspect all work by utility contractors performing work within the Town's highway boundaries;
5. Assists with the design of roads and culverts, including the preparation of plans, right of way acquisition maps, specifications and contract documents;
6. Assists with the preparation of cost estimates, time schedules and materials specifications for highway, culverts, buildings, and other structures;
7. Assists with the programming design and construction of new open space and recreational amenities and governmental facilities;
8. Review and approve stormwater management systems;
9. Performs investigations, layouts, studies and reports on construction projects;
10. Conducts engineering surveys for highways, culverts and construction projects;
11. Participates in stake-outs of construction projects;
12. Updates records and files as needed;
13. Performs administrative duties as directed;
14. Oversee the review of building permit applications and plans for completeness and compliance with the building codes of the State of New York, energy codes, fire prevention codes, Americans with Disabilities Act and other regulations;
15. Determine and review appropriate fees for permits;
16. Conduct or oversee the inspections of all construction projects to ensure compliance with approved plans, specifications and appropriate building codes;

17. Maintain all permit/inspection records;
18. Oversees the correction of unsafe conditions;
19. Oversee the annual, ongoing Code Compliance review and inspections as necessary to approve and re issue the facilities Operating Permit;
20. Review for compliance with zoning laws and issue sign permits;
21. Review Soil Disturbance permits, when necessary;
22. Review site plans and construction sites for compliance with the Town's storm water management program;
23. Issue Building Permits and Certificates of Occupancy/Compliance;
24. Meet with, answer questions from, and discuss paths forward with Owner's staff and Design & Construction personnel on State and Town Building & Fire codes, and Town zoning laws;
25. Review Alternate Means & Methods proposals submitted to ensure compliance with state and local laws;
26. Maintain a working knowledge of the building codes of the State of New York, energy codes and Town zoning laws and ordinances, referenced codes, SEMI standards etc.;
27. Attend workshops/seminars to maintain certifications;
28. Inform Department Supervisor of any problem areas, major developments, upcoming planning submissions and potential offsite impacts of development onsite;
29. Attend Town Board, Planning Board and Zoning Board of Appeals meetings/workshops as necessary;
30. Issue citations for violations and stop work orders, with discretion, as appropriate;
31. Follow up investigations to ensure corrective action is taken;
32. Address any Zoning issues regarding the site;
33. Maintain appropriate records of work performed;
34. Prepare monthly reports to department supervisor;
35. Operate a variety of office and automotive equipment including a computer, copier, calculator, fax machine, telephone and automobile in the performance of regular job duties;
36. Does related work as required

SUPERVISORY RESPONSIBILITIES:

Supervise permit technicians/administrative staff as supplied by the Town's consulting Engineering firm. Also supervise third party special inspection staff.

Responsible to plan and schedule work, assign work, instruct and train in methods and procedures, and check and approve work.

WORK IMPACT:

It is essential that the Engineer must be knowledgeable of the appropriate sections of the Code of the Town of Malta; the Town Law of the State of New York; the General Municipal Law of the State of New York; the New York Codes, Rules and Regulations; the building code of the State of New York; fire prevention codes and zoning ordinances; engineering principles and other applicable laws and regulations that impact building, planning and zoning in the Town of Malta. Decisions rendered by the Engineer could impact the safety of those who occupy, visit or respond to the site and the Town as a whole. The Engineer must have the ability to work without close supervision, with tact, courtesy; integrity; physical condition commensurate with the demands of the position and with discretion and with the utmost professionalism.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

The position often requires sustained walking, climbing stairs and ladders, stooping, crouching etc.

MENTAL AND VISUAL DEMAND:

Close mental and visual application is needed to perform work such as; preparing and analyzing data and figures, weighing input from engineering support staff then deciding on the interpretation of engineering principles and code language. Recognizing the needs of a massive semiconductor/industrial manufacturing operation and the requirements of the state and local code building codes and working cooperatively to that end.

ENVIRONMENTAL CONDITIONS:

The worker is subject to both inside and outside environmental conditions including but not limited to temperature, noise, proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat and potential exposure to chemicals.

MINIMUM JOB QUALIFICATIONS:

Master's Degree in civil engineering and 5 years of full-time paid experience and 2 years of which shall have been in a supervisory capacity and NYS Professional Engineer License; or

Bachelor's Degree in civil engineering and 7 years of full-time paid experience and 2 years of which shall have been in a supervisory capacity and NYS Professional Engineer License

SPECIAL REQUIREMENTS: Candidates for appointment in this class will be required to complete mandated training as required by the Department of the State for Code Enforcement Officers.

Required to have a New York State Driver's license.

EMPLOYER'S DISCLAIMER:

- * This Job Description is intended for the internal use by the Town of Malta and does not replace the Job Specification, if any, that has been adopted by the Saratoga County Civil Service Department.
- * All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- * This Job Description in no way states or implies that these are the only duties to be performed by the employee holding this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- * This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

ESTABLISH 2019 WAGE & SALARY STRUCTURE

Motion by: Councilman Young **Seconded:** Councilwoman Young
Vote: Supervisor O’Connor-Aye Councilman Dunn-Absent
 Councilman Hartzell-Aye Councilman Warner-Aye
 Councilwoman Young-Aye

IT IS RESOLVED that the Town Board of the Town of Malta hereby adopts the 2019 wage and salary structure as annexed hereto and made a part hereof.

Town of Malta
 Wage and Salary Structure
 Revised 10/8/15 (Assumes COLA@ 0.73%)
 Revised 7/27/16 (Assumes COLA@ 0.68%)
 Revised 7/14/17 (Assumes COLA@ 0.0184%)
 Revised 7/31/18 (Assumes COLA@ 0.0200%)

(A) - Represents Grade and Salary/Hourly Rate for that Specific Calendar Year. Wage Structure Depicts Annual Increase in Salary/Hourly Rate as Result of COLA.

Job Title	(A)				
	Grade/Yr.	Minimum	Qualified	Midpoint	Maximum
Management Court Clerk	M-1 (16)	\$19.87	\$21.11	\$24.26	\$30.05 (1)
	M-1 (17)	\$20.01	\$21.26	\$24.43	\$30.25
	M-1 (18)	\$20.37	\$21.65	\$24.88	\$30.81
	M-1 (19)	\$20.78	\$22.08	\$25.38	\$31.43
Director of Parks, Recreation and Buildings Assessor Senior Code Enforcement Officer Senior Planner Working Supervisor (Moved from N-6 in 2015) Recreation Director	M-2(16)	\$45,364	\$48,200	\$62,224	\$82,399
	M-2(17)	\$45,673	\$48,528	\$62,647	\$82,959
	M-2(18)	\$46,513	\$49,421	\$63,800	\$84,486
	M-2(19)	\$47,444	\$50,409	\$65,076	\$86,175
Building and Planning Coordinator	M-3(16)	\$50,808	\$53,985	\$66,198	\$81,588
	M-3(17)	\$51,153	\$54,352	\$66,648	\$82,143
	M-3(18)	\$52,095	\$55,352	\$67,874	\$83,654
	M-3(19)	\$53,137	\$56,459	\$69,232	\$85,327
Vacant	M-4(16)	\$56,904	\$60,463	\$69,480	\$82,057
	M-4(17)	\$57,291	\$60,874	\$69,952	\$82,615
	M-4(18)	\$58,345	\$61,994	\$71,240	\$84,135
	M-4(19)	\$59,512	\$63,234	\$72,664	\$85,818
Comptroller Attorney	M-5(16)	\$63,732	\$67,716	\$85,907	\$109,120
	M-5(17)	\$64,165	\$68,176	\$86,491	\$109,862
	M-5(18)	\$65,346	\$69,431	\$88,083	\$111,883
	M-5 (19)	\$66,653	\$70,820	\$89,844	\$114,121
Elected Officials Town Justice	E-1 (16)	\$23,417	\$24,879	\$28,593	\$34,094
	E-1 (17)	\$23,576	\$25,048	\$28,787	\$34,326
	E-1 (18)	\$24,010	\$25,509	\$29,317	\$34,957
	E-1 (19)	\$24,490	\$26,019	\$29,903	\$35,657
Vacant	E-2(16)	\$26,931	\$28,614	\$32,882	\$38,834
	E-2 (17)	\$27,114	\$28,809	\$33,106	\$39,098
	E-2 (18)	\$27,613	\$29,339	\$33,715	\$39,817
	E-2(19)	\$28,165	\$29,925	\$34,389	\$40,614
Tax Receiver (Full Time)	E-3(16)	\$30,969	\$32,905	\$37,814	\$44,658
	E-3(17)	\$31,180	\$33,129	\$38,071	\$44,962
	E-3(18)	\$31,753	\$33,738	\$38,772	\$45,789
	E-3(19)	\$32,388	\$34,413	\$39,547	\$46,705
Vacant	E-4(16)	\$35,615	\$37,842	\$43,486	\$51,851
	E-4 (17)	\$35,857	\$38,099	\$43,782	\$52,204
	E-4 (18)	\$36,517	\$38,800	\$44,587	\$53,164
	E-4 (19)	\$37,247	\$39,576	\$45,479	\$54,227

Town Clerk	E-5(16)	\$40,958	\$43,518	\$50,009	\$59,060
	E-5 (17)	\$41,237	\$43,814	\$50,349	\$59,462
	E-5 (18)	\$41,995	\$44,620	\$51,275	\$60,556
	E-5 (19)	\$42,835	\$45,513	\$52,301	\$61,767
Highway Superintendent	E-6 (16)	\$47,101	\$50,045	\$65,094	\$83,087
	E-6 (17)	\$47,421	\$50,385	\$65,537	\$83,652
	E-6 (18)	\$48,294	\$51,312	\$66,743	\$85,191
	E-6 (19)	\$49,260	\$52,339	\$68,077	\$86,895
NQn,M.ina.9.e_rrmmt					
Park Laborers	N-3 (18)	\$10.40	\$12.75	\$12.85	\$15.00
Park Caretakers	N-3(19)	\$10.61	\$13.01	\$13.11	\$15.30
Secretary					
Temporary Clerical					
Court Clerk (PT)	N-4(18)	\$15.50	\$18.00	\$21.25	\$27.03
Assessment Account Clerk Typist	N-4(19)	\$15.81	\$18.36	\$21.68	\$27.57
Part-Time Real Property Clerk					
Community Center Clerk					
Building and Planning Department Clerk					
Planning Clerk (PT)					
Secretary (Highway)					
Part-Time Property Tax Data Collector					
Part-Time Machinery Equipment Operator					
Maintenance Worker					
Laborer					
2nd Deputy Town Clerk					
Clerk Assessor's Office					
Youth Director (PT)					
PT Recreation Specialist					
Event Coordinator					
Community Center Clerk					
Deputy Tax Receiver					
1st Deputy Town Clerk					
Animal Control Officer (Annual Salary - 25% Time)					
Heavy Equipment Operator	N-5(16)	\$16.47	\$19.58	\$21.41	\$26.36
	N-5(17)	\$16.58	\$19.71	\$21.56	\$26.54
	N-5(18)	\$16.89	\$20.08	\$21.95	\$27.03
	N-5(19)	\$17.22	\$20.48	\$22.39	\$27.57

RESOLUTION NO. 169 DECEMBER 3, 2018

ADOPT 2019 WAGE & SALARY SCHEDULE

Motion by: Councilman Hartzell **Seconded:** Councilman Warner
Vote: Supervisor O'Connor-Aye Councilman Dunn-Absent
 Councilman Hartzell-Aye Councilman Warner-Aye
 Councilwoman Young-Aye

IT IS RESOLVED that the Town Board of the Town of Malta hereby adopts the schedule of wage and salaries as annexed hereto and made a part hereof; and be it further

RESOLVED that the Town Board of the Town of Malta hereby authorizes an increase of a COLA of 2% for part-time Committee secretaries and be it further

RESOLVED that the Town Board of the Town of Malta hereby authorizes the following longevity plan for full time and part time employees excluding elected and unionized employees:

Employees Reaching

FT

PT

10 Years of Service 1 Time Longevity Payment	\$250	\$125
15 Years of Service 1 Time Longevity Payment	\$500	\$250
20 Years of Service 1 Time Longevity Payment	\$750	\$325
25 Years of Service 1 Time Longevity Payment	\$1,000	\$500
Every 5 Years of Service Thereafter One-Time Longevity Payment	\$1,000	\$500

Longevity payments for full time employees are based on their full time hire date.
 Longevity Payments will paid by no later than February 15 of the calendar year.

Town of Malta
 Schedule of 2019 Salaries
 Updated 11/1/2018

Employee	Hire Date	Yr Serv	Grade Pay Rate	2019 Rate	2019 Total Wage	2019 Stipend/Longevity
Court Clerks						
Brooks (FT)	2018	1	N-4 Hourly	\$16.73	\$30,439.50	
McClellan (PT)	2014	5	N-4 Hourly	\$18.36	\$19,091.49	
Crandall (FT) (PT Hire Date 2005)	2015	4	N-4 Hourly	\$19.19	\$34,926.53	
Curtiss	1997	22	M-1 Hourly	\$31.43	\$65,366.50	
Justices						
Fauci	2012	7	E-1 Annual	\$34,722.71	\$34,722.71	
Gottmann	2014	5	E-1 Annual	\$34,722.71	\$34,722.71	
Supervisor's Confidential Secretary						
Clavin (PT Hire Date 2005)	2012	7	N-6 Hourly	\$25.78	\$53,617.82	
Comptroller						
King	1996	23	M-5 Annual	\$109,384.93	\$109,384.93	
Comptroller Account Clerk						
Schmidt (PT)	1993	26	N-6 Hourly	\$30.50	\$25,374.34	
Messina (PT)	2018	1	N-4/6 Hourly	\$21.90	\$19,710.00	
Tax Receiver						
Schmidt	2017	2	E-3 Annual	\$8,664.08	\$8,664.08	
Tax Receiver Deputy						
Deprey (PT Hire Date 2000)	2002	17	N-4 Hourly	\$24.29	\$50,524.03	
Building & Planning Coordinator						
O'Neill	2017	2	M-3 Annual	\$83,110.00	\$83,110.00	
Sole Assessor						
Dusseault	2002	17	M-2 Annual	\$69,416.17	\$69,416.17	
Historian						
Perrault			Annual	\$1,673.40	\$1,673.40	
Computer Training/Web Page			Annual	\$2,810.96	\$2,810.96	
Purchasing			Annual	\$1,600.00	\$1,600.00	
Registrar of Vital Statistics			Annual	\$1,045.84	\$1,045.84	
Valuation Assistant						
Cronin	2010	9	N-6 Hourly	\$26.82	\$48,809.12	
Town Clerk						
Holmes	2016	3	E-5 Annual	\$53,824.62	\$53,824.62	
Clerk Deputies						
Koenig	2017	2	N-4 Hourly	\$16.47	\$34,257.60	
Vacant			N-4 Hourly	\$15.81	\$9,865.44	
Highway Administrative Asst						
Fodera (PT)	1990	29	N-4 Hourly	\$22.85	\$29,707.86	

Parks Coordinator Vacant	2000	19 M-2	Annual	\$0.00	\$0.00	
Recreation Director Benway	2016	3 M-2	Annual	\$55,000.00	\$55,000.00	
Event Coordinator Vacant	2017	2 N-4	Hourly			
Parks Senior Clerk Kane (PT Hire Date 2004)	2007	12 N-4	Hourly	\$19.68	\$35,817.60	
PT Clerk Manpel (PT)	2011	8 N-4	Hourly	\$18.82	\$18,427.91	
Rutledge (PT)	2012	7 N-4	Hourly	\$18.36	\$17,975.42	
Parks FT Clerk Cardona	2018	1 N-4	Hourly	\$17.13	\$35,630.40	\$5,000.00
PT Recreation Specialist Vacancy	2019	0 N-4	Hourly	\$0.00	\$0.00	
Medici (PT)	2017	2 N-4	Hourly	\$18.99	\$5,221.26	
Recreation Leader Geils (PT)	2018	1 N-4	Hourly	\$16.47	\$4,529.25	
Planner Vacant	2017	2 N-6	Hourly	\$0.00	\$0.00	
Planner Garcia	2018	N-6	Hourly	\$22.56	\$46,924.80	
Planner Huizinga (PT Hire Date 2011)	2013	6 N-6	Hourly	\$27.45	\$57,094.75	
Building Department Clerk Vacant	2019	0 N-4	Hourly		\$0.00	
Accounting Administrative Assistant Kohler	2016	3 N-4	Hourly	\$17.75	\$32,295.90	
Sr Code Enforcement Officer - PT Murphy	2006	13 M-2	Hourly	\$34.95	\$36,344.26	
Code Enforcement Officer - FT Hoffman	2003	16 N-6	Hourly	\$30.50	\$63,435.84	
Code Enforcement Office - FT Berg	2018	1 N-6	Hourly	\$26.97	\$56,097.60	
Fire Marshall - PT Green	2016	3 N-6	Hourly	\$22.59	\$23,490.06	
Schmidt	2016	3 N-6	Hourly	\$23.07	\$23,988.64	
Youth Director Mazurak	1995	24 N-4	Annual	\$29,181.68	\$29,181.68	
Theater Director Davelyn Young	1991	28 N-4	Annual	\$28,992.67	\$28,992.67	
Councilpersons Dunn	2016	3	Annual	\$15,667.52	\$15,667.52	
Hartzell	2010	9	Annual	\$15,667.52	\$15,667.52	
Young	2018	1	Annual	\$15,667.52	\$15,667.52	
Warner	2016	3	Annual	\$15,667.52	\$15,667.52	
Supervisor O'Conner	2016	3	Annual	\$65,000.00	\$65,000.00	
Deputy Supervisor Vacant			Annual	\$0.00	\$0.00	
DeLucia	2016	3	Annual	\$1,500.00	\$1,500.00	
Town Attorney Peterson (PT)	2001	18 M-5	Annual	\$61,452.76	\$61,452.76	
Deputy Town Attorney Vacant	2019	0	Hourly	\$0.00	\$0.00	
Health Officer						

Buckley	1987	32	Annual	\$3,604.83	\$3,604.83	
Animal Control Officer Brown (PT)	2016	3	Annual	\$9,350.00	\$9,350.00	
Animal Control Officer Pirrone (PT)	2016	3	Annual	\$9,350.00		
\$9,350.00 Highway Superintendent Crandall	2010	9 E-6	Annual	\$74,380.53	\$74,380.53	
Highway Working Supervisor Thull	2012	7 M-2	Hourly	\$27.83	\$57,882.24	
Maintenance Working Supervisor Barnes	2016	3 M-2	Hourly	\$25.42	\$52,875.26	
Ostrander	1999	20 M-2	Hourly	\$29.44	\$61,231.87	\$750.00
Maintenance Workers Rougier	2015	4 N-4	Hourly	\$18.36	\$38,187.55	
Silverstruck	2016	3 N-4	Hourly	\$18.66	\$38,812.80	
Mullany	2015	4 N-4	Hourly	\$16.00	\$16,640.00	
Moran (PT)	2017	2 N-4	Hourly	\$16.47	\$17,128.80	
Crossing Guard Messier	2014	5	Day	\$40.35	\$7,424.62	
HEO (Includes Contract Longevity) Cline	2018	1 N-5	Hourly	\$21.50	\$44,720.00	
Miller	2017	2 N-5	Hourly	\$21.79	\$45,323.20	
Kayser	1999	20 N-5	Hourly	\$26.46	\$55,036.80	
Gori	1990	29 N-5	Hourly	\$27.85	\$57,928.00	
Devoe	2004	15 N-5	Hourly	\$23.62	\$49,129.60	
Osterhout	1995	24 N-5	Hourly	\$27.74	\$57,699.20	
Peek	1988	31 N-5	Hourly	\$28.02	\$58,281.60	
Gizzi	1999	20 N-5	Hourly	\$26.46	\$55,036.80	
Vedder	1997	22 N-5	Hourly	\$27.56	\$57,324.80	
Goman	2003	16 N-5	Hourly	\$25.03	\$52,062.40	
Dorr	2005	14 N-5	Hourly	\$23.58	\$49,046.40	
Garland	2008	11 N-5	Hourly	\$22.39	\$46,571.20	
Automechanic (Includes Longevity) Thompson	1991	28 N-6	Hourly	\$30.43	\$63,294.40	
McKeever	2015	4 N-6	Hourly	\$22.88	\$47,590.40	
Seasonal Snow Plow Operators (Call-In)			Hourly	\$15.00	\$5,000.0	

RESOLUTION NO. 170 DECEMBER 3, 2018

AUTHORIZE 2018 VACATION CARRYOVER

Motion by: Councilman Hartzell **Seconded:** Councilman Warner
Vote: Supervisor O'Connor-Aye Councilman Dunn-Absent
 Councilman Hartzell-Aye Councilman Warner-Aye
 Councilwoman Young-Aye

WHEREAS the Town Board of the Town of Malta's vacation policy requires that all requests to defer more than 5 vacation days, with the total not to exceed 10 days, must be approved by the Town Board; and

WHEREAS the following individuals have requested to defer more than 5 vacation days but no more than 10 days: **Kevin King, Roseanne Clavin, Linda Deprey, Tim Murphy, Floria Huizinga, Robert Gizzi, Gary Osterhout, James Peek, Wayne Hoffman and Jaime O’Neill**; now, therefore it is

RESOLVED the Town Board of the Town of Malta approves this request and grants permission to these individuals to carry over 2018 vacation day

RESOLUTION NO. 171 DECEMBER 3, 2018

AUTHORIZE CHAZEN COMPANIES-GLOBALFOUNDRIES 2018 INSPECTION SERVICES CONTRACT

Motion by: Councilman Hartzell **Seconded:** Councilman Warner

Vote: Supervisor O’Connor-Aye Councilman Dunn-Absent

 Councilman Hartzell-Aye Councilman Warner-Aye

 Councilwoman Young-Aye

WHEREAS the Town Building and Planning Department, Chazen Companies, and GlobalFoundries representatives agreed that, as a result of the continued construction at GlobalFoundries, additional plan review, inspection, building & planning coordination and other supporting services would be required in 2019; and

WHEREAS Chazen submitted a proposal in the amount not-to-exceed of \$475,500.00 for these services requested by GlobalFoundries and which would be required to be funded by GlobalFoundries into an escrow account; and now, therefore, it is

RESOLVED that this is not an “action” under SEQRA as defined by 6 NYCRR §617.2(b), or is a Type II action as defined by 6 NYCRR §617.5; and it is further

RESOLVED the Town Board of the Town of Malta approves the 2019 contract amendment in the amount not to exceed \$475,500.00 to the Chazen Companies contract for the expanded scope of professional and construction services required for the GlobalFoundries construction projects, and be it further

RESOLVED that the cost for said contract will be funded through an escrow account funded by GlobalFoundries; and be it further

RESOLVED that the Town Supervisor of the Town of Malta be and hereby is authorized and directed to execute a document to facilitate this contract amendment as described herein in a form acceptable to the Town Attorney

RESOLUTION NO. 172 DECEMBER 3, 2018

BUDGET TRANSFERS AND COMPTROLLER'S REPORT

Motion by: Councilman Hartzell **Seconded:** Councilwoman Young
Vote: Supervisor O'Connor-Aye Councilman Dunn-Absent
 Councilman Hartzell-Aye Councilman Warner-Aye
 Councilwoman Young-Aye

WHEREAS, the Town Comptroller has submitted his Comptroller's Report which identifies the disbursements for the Town; and

WHEREAS the Town Board of the Town of Malta has adopted the 2018 Town Budget; and

WHEREAS the Town Board of the Town Board of Malta desires to amend the 2018 Town Budgets for estimated revenues and appropriations and amend budgetary appropriations between department and intradepartment line items; now, therefore, be it

RESOLVED that the Town Board of the Town of Malta hereby authorizes the 2018 Town-wide General Fund, Part-town General Fund, Highway Fund, Highway Garage Capital Project and LFTC/Complete Street Capital Project to be amended as follows:

Increase Contributions	A2705	\$ 1,100
Increase Historian Contractual	A7520.4	\$ 1,100
Increase Comptroller Payroll (1)	A1315.101	\$ 1,000
Decrease Comptroller Clerk Payroll	A1315.1201	\$ 1,000
Increase Comptroller Professional Fees	A1355.45	\$ 2,000
Decrease Youth Counselor Payroll	A7310.1603	\$ 2,000
Increase Building Maintenance Payroll (5)	A1620.1602	\$ 5,000
Decrease Assessor Acct Clerk Payroll	A1355.140	\$ 5,000
Increase Operating Transfer – Post-Employment (4)	A9950.8	\$ 37,000
Decrease Hospitalization Insurance	A9060.8	\$ 37,000
Increase Cable Franchise Fees (2)	B1170	\$ 51,000
Increase Operating Transfers	B9950.9	\$ 20,400
Increase Operating Transfers – Highway Garage (2)	B9950.9	\$ 30,600
Increase Traffic Control Contractual	B3310.4	\$ 5,000
Decrease Hospitalization	B9060.8	\$ 5,000
Increase Operating Transfers Revenues	A5031	\$ 20,400
Increase Comptroller Professional Fees (2)	A1355.45	\$ 20,400
Increase Highway Garage Operating Transfers	HA5031	\$ 30,600
Increase Highway Garage Improvements	HA5132.2	\$ 30,600
Increase CC Programming Expenditures (3)	A7989.50	\$ 7,000
Decrease CC Computer Consulting	A1680.49	\$ 7,000
Increase Records Management Contractual	A1450.4	\$ 500
Decrease Town Attorney Contractual	A1420.4	\$ 500
Increase Snow Removal Contractual (6)	DB5142.4	\$ 15,000
Decrease Hospitalization Insurance	DB9060.8	\$ 10,000
Decrease Retirement	DB9010.8	\$ 5,000
Increase Machinery Payroll	DB5130.1	\$ 5,000
Decrease Brush/Weed Payroll	DB5140.1	\$ 10,000
Increase General Repairs (6)	DB5110.1	\$ 42,000
Decrease General Repairs	DB5110.4	\$ 15,000
Decrease Snow Removal Payroll	DB5142.1	\$ 16,000
Decrease Highway Improvements Payroll	DB5112.1	\$ 6,000
Increase Services Other Governments	DB2300	\$ 3,500
Increase Machinery Contractual – NFP	DB513.42	\$ 3,500
Increase Operating Transfers – Complete Streets (7)	B9950.9	\$202,795
Increase Appropriated Designated Funds	B0511	\$202,795
Increase Interfund Transfer Revenues (7)	HC5031	\$202,795
Increase Road Improvements	HC5112.2	\$202,795

(1)Payout of 1/2 Week Vacation due to Staffing and Work Demands

- (2)Cable Franchise Fee Audit Settlement and Audit Fee
- (3)Account for CC Processing Fees as Programming Costs
- (4)Replenish Post-Employment Health Fund Used for New Highway Garage
- (5)Personal Changes During the Year
- (6)Reallocation of Highway Appropriations based on Services Performed
- (7)Provide mitigation funds for portion of CME contract

COMMENTS: Resident of Malta Mark Hammond inquired as to when the proposed changes to the Fire Contracts will be available on the town webpage. Councilman Hartzell handed him the redline document that had the proposed changes. Supervisor O'Connor asked Mr. Hammond to acknowledge that there could still be a few minor changes.

Renee Farley, Malta resident, had questions and comments regarding Complete Streets. She stated that some of the proposals, such as a median that hinders left hand turns, will cause a lock up in traffic if there is an accident. She stated that the plan "looks great, classy" but there has to be a compromise. She stated she had no prior knowledge of the Complete Street proposals until the last Malta Business Professional Association (MBPA). She asked how "do you let the public know"?

Supervisor O'Connor responded that the Master Plan had the Complete Streets proposed, that there had been traffic engineer presentations this year, and presentations on the project itself.

Councilman Warner said there is a workshop also scheduled for the 17th of December.

Councilman Hartzell said it has been discussed for several years now. He encouraged the public to attend as many meetings as they can for participation, opinion, and questions regarding the town. He exemplified the Form Based Code meetings where signs were displayed for community input, yet very few people attended.

Renee Farley emphasized on considering the business aspect for the Complete Streets.

Councilman Warner said the plan is to make a safer downtown.

Councilwoman Young said that the Complete Streets proposal will also accommodate a pedestrian friendly downtown.

Kathy Eitzmann, Malta resident complimented the TB on making modifications to the lighted areas of the Complete Streets proposal.

Supervisor O'Connor recognized the passing of President George H.W. Bush the Nation's 41st President stating flags will be flown at half-staff at the Town facilities. The Supervisor commented on the President's military career in the United States Air Force, stating he was a pilot at 18 years old.

The Supervisor thanked the students, Emma and Mya from Ballston Spa for attending the meeting to "provide an example of local government" when they return to class.

ADJORN: 6:55 PM

Motioned by: Councilman Hartzell Seconded by: Councilman Warner

Vote: Ayes-4 Nays-0 Absent-1

Respectfully Submitted,

Jennifer Holmes
Malta Town Clerk