

**Minutes for a Special Ticonderoga Town Board Meeting held on August 30, 2016 at 5:00 p.m. regarding a Budget Workshop and any other Lawful Business**

**Present:** Joseph Giordano, Supervisor  
Fred Hunsdon, Councilman  
Wayne Taylor, Councilman  
Dorcey Crammond, Councilwoman  
Chattie Van Wert, Councilwoman  
Tonya M. Thompson, Town Clerk

**Others:** Michael Richardson, Lance Clark

Supervisor Giordano would like to open the meeting tonight discussing the other Lawful Business that needs to come before the board.

Resolutions for Consideration

Hudson Valley Resource Group

Hudson Valley Resource Group, Inc.  
502 Union St • Hudson, NY 12534  
518-751-3013 • [www.hvrginc.com](http://www.hvrginc.com)

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August 24, 2016

Town of Ticonderoga  
PO Box 471, 132 Montcalm St  
Ticonderoga, NY 12883

RE: Payroll Outsourcing

Dear Members of the Board,

Thank you for considering us to assist with your payroll processing needs. Based on the information provided, our proposal of \$495\*/month, to process payroll for the Town of Ticonderoga includes the following:

- your preference whether to email or fax the hours to us in a very simplified, user-friendly manner
- payroll processed on a regular biweekly schedule (currently ~65 employees + ~30 seasonal)
- direct deposit provided up to 4 accounts for each employee
- physical checks printed with Town of Ticonderoga name and bank account information
- manage employee pay types (hours/overtime/salary/vacation/etc) for easy auditing & bookkeeping
- manage employee departments for easy auditing & bookkeeping
- manage all employee deductions for cafeteria, pension, garnishments, deferred compensation, union dues
- per pay period checks processed for all court ordered garnishments; if/when applicable
- monthly electronic retirement reporting
- full federal tax management paid via secured EFTPS
- full state withholding tax management paid via secured NYS Online Services
- receive any reports you request with each payroll and automatically on a monthly, quarterly and annual basis
- process W2 Box 12 Code DD health insurance figures
- preparation of all quarterly state and federal reports; NYS45 & 941
- preparation of all year-end W2's & W3
- we provide timely personal phone and email support
- regular mail delivery included; express delivery available for additional fee

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\* The months of July & August will be an additional \$125 each to compensate for added processing time needed for ~30 seasonal employees. There will be a one-time setup fee of \$975 for 2016 YTD wage data entry & retirement setup.

Please note added time necessary to process payroll due to incorrect or missing information or increased number of employees may result in additional fees. Assistance with inquiries/audits with outside insurance or regulatory agencies such as workers' compensation, IRS or NYS Department of Labor are not included in the quote presented.

Thank you again for giving us the opportunity to assist with your Payroll and Human Resource needs.

Sincerely,



Teresa Warner Maiuri  
Office Manager

**Resolution #300-2016** brought by Chattie Van Wert, seconded by Fred Hunsdon to proceed with Hudson Valley Resource Group, Inc. out of Hudson, NY to assist the Town of Ticonderoga with payroll processing (as described in the letter above). **All in Favor** Joseph Giordano - Aye, Fred Hunsdon - Aye, Wayne Taylor - Aye, Dorcey Crammond - Aye, Chattie Van Wert - Aye. **Opposed** - none. **Carried.**

Supervisor Giordano would like to set up some presentations from prospective financial programs that the Town may be interested in utilizing, the first possibly being Enhanced Business Solutions. Discussion was held.

### New Hires

**Resolution #301-2016** brought by Dorcey Crammond, seconded Wayne Taylor to offer provisional employment to Kristine Larmore as Recreation Supervisor, Part-time, year round, up to 29 hours a week, rate of pay to be determined. **All in Favor** Joseph Giordano - Aye, Fred Hunsdon - Aye, Wayne Taylor - Aye, Dorcey Crammond - Aye, Chattie Van Wert - Aye. **Opposed** - none. **Carried.**

**Resolution #302-2016** brought by Dorcey Crammond, seconded by Chattie Van Wert to offer provisional employment to Shana Snow as Activity Attendant, part-time, rate of pay to be determined. **All in Favor** Joseph Giordano - Aye, Fred Hunsdon - Aye, Wayne Taylor - Aye, Dorcey Crammond - Aye, Chattie Van Wert - Aye. **Opposed** - none. **Carried.**

### Public Participation

Lance Clark would like to know what he needs to do to ask the Town for funding for the TRA now that the budget season is upon us. Discussion was held on the Town having contracts with other entities and what their responsibilities are. Mr. Clark will look at contracts.

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Civil Service Titles

The board discussed the structure of the titles in the Town as shown below. Red print means that action needs to be taken right now with the County Personnel Office. This list will be kept active.

**TOWN OF TICONDEROGA - Civil Service Titles**

Job Title	Class	Hours	Department	Employee	Action
Clerk to the Supervisor (half-time)	exempt	1040	Town Supervisor	Vacant	new appointment by Town Supervisor (Sept 2016)
Account Clerk (full-time)	competitive	2080	Finance	Vacant	create new full-time competitive position (Sept 2016)
Clerk (half-time)	non-competitive	1040	Finance & Water/Sewer	Livallin, Nancy L.	no changes
Deputy Town Clerk (full-time)	exempt	2080	Town Clerk	Schnyer, Amy	add to allocation list - remove Susan Allen (Sept 2016)
Registrar (less than half-time)	exempt	stipend	Town Clerk	Schnyer, Amy	add to allocation list - remove Susan Allen (Sept 2016)
Registrar (less than half-time)	exempt	stipend	Town Clerk	Thompson, Tonya	no changes
Police Chief	competitive	2080	Police	Johns, Mark J.	no changes
Clerk (half-time)	non-competitive	1040	Police	Bessett, Kortney T.	change to competitive class (Sept 2016)
Clerk (half-time)	non-competitive	720	Justice Court	Vacant	assign Bessett to 120 hours (Sept 2016)
Water/Wastewater Licensee (half-time)	non-competitive	1040	Water/Sewer	Smith, Tracy R.	change title to Water/Wastewater TPO (Sept 2016)
Senior Library Clerk (less than full-time)	competitive	1520	Library	Johns, Mary Heather	create new Library Manager position (Sept 2016)
Library Aide (less than half-time)	non-competitive	760	Library	Michalek, Margaret Y.	no changes
Library Aide (less than half-time)	non-competitive	760	Library	Nadeau, Deborah	no changes
Town Historian	exempt	stipend	Town Board	Dolbeck, William G.	no changes
Municipal Rings Inspector	non-competitive	stipend	Town Board	Childe, Cynthia	no changes
Animal Control Officer (less than half-time)	non-competitive	stipend	Public Health & Safety	O'Connor, Maurice J.	no changes
Dog Control Officer (less than half-time)	non-competitive	stipend	Public Health & Safety	O'Connor, Maurice J.	no changes
Health Officer (less than half-time)	non-competitive	stipend	Public Health & Safety	Gubler, James G.	no changes

**TOWN OF TICONDEROGA - Civil Service Titles**

Job Title	Class	Hours	Department	Employee	Action
Clerk to the Supervisor	exempt	stipend	Town Supervisor	Buswell, Amy	removed from Civil Service allocation list (8-29-2016)
Deputy Town Supervisor	exempt	stipend	Town Supervisor	Buswell, John W.	removed from Civil Service allocation list (8-29-2016)
Clerk (half-time)	non-competitive	2080	Finance	Buswell, Amy	removed from Civil Service allocation list (8-29-2016)
Budget Officer	exempt	stipend	Finance	Wolcott, Karin J.	removed from Civil Service allocation list (8-12-2016)
Clerk (half-time)	non-competitive	2080	Finance	Wolcott, Karin J.	removed from Civil Service allocation list (8-29-2016)
Clerk (half-time)	non-competitive	1040	Finance	Warrington, Jill R.	removed from Civil Service allocation list (8-29-2016)
Assessor (half-time)	see "action"	1040	Assessor	Chico, Patricia A.	changed from "unclassified" to "non-competitive"
Clerk (less than half-time)	non-competitive	200	Assessor	Robinson-Holman, Danielle J.	abolished position (8-31-2016)
Code Enforcement Officer (full-time)	competitive	2080	Code Enforcement	Ball, William	no changes
Building Inspector II (make full-time)	see "action"	2080	Code Enforcement	Robinson-Holman, Danielle J.	promoted to provisional Code Enforcement (8-31-2016)
Clerk (full-time)	competitive	2080	Justice Court	Childe, Cynthia	abolished position (8-31-2016)
MEQ (part-time)	non-competitive	on-call	Highway	Reamer, Patsy B.	removed from Civil Service allocation list (8-29-2016)

**Resolution #303-2016** brought by Chattie Van Wert, seconded by Dorcey Crammond creating the position of full-time account clerk in the finance department and to recruit

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for the position. **All in Favor** Joseph Giordano - Aye, Fred Hunsdon - Aye, Wayne Taylor - Aye, Dorcey Crammond - Aye, Chattie Van Wert - Aye. **Opposed** - none. **Carried.**

**Resolution #304-2016** brought by Fred Hunsdon, seconded by Wayne Taylor promoting Cynthia Childs from Clerk to Court Clerk effective immediately (as presented in the pay schedule below). **All in Favor** Joseph Giordano - Aye, Fred Hunsdon - Aye, Wayne Taylor - Aye, Dorcey Crammond - Aye, Chattie Van Wert - Aye. **Opposed** - none. **Carried.**

**Resolution #305-2016** brought by Wayne Taylor, seconded by Dorcey Crammond promoting Danielle Drinkwine-Holman from Part-time Building Inspector III to Full-time Building Inspector III effective immediately (as presented in the pay schedule below) . **All in Favor** Joseph Giordano - Aye, Fred Hunsdon - Aye, Wayne Taylor - Aye, Dorcey Crammond - Aye, Chattie Van Wert - Aye. **Opposed** - none. **Carried.**

**TOWN OF TICONDEROGA  
PAY SCHEDULE - 2016**

Grade	Hours	Job Title	Employee's Current Rate	Total 2016 Current	New Job Rate	Employee's New Rate	% Increase	Total New	Annualized Increase
X	n/a	Town Historian (Dolback)		\$1,616.00			0.0%	\$1,616.00	
X	n/a	Bingo Inspector (Chileids)		\$1,625.00			0.0%	\$1,625.00	
X	n/a	Animal Control Officer (O'Connor)		\$2,122.00			0.0%	\$2,122.00	
X	n/a	Dog Control Officer (O'Connor)		\$3,412.00			0.0%	\$3,412.00	
X	n/a	Health Officer (Gabler)		\$3,631.00			0.0%	\$3,631.00	
X	1040	Water/Wastewater Licensee - PT (Smith)		\$25,000.00			0.0%	\$25,000.00	
2	962	Library Aide - PT (Michalak)	\$10.40	\$10,004.80	\$12.00	\$12.00	15.4%	\$11,544.00	\$1,539.20
2	962	Library Aide - PT (Nadeau)	\$11.84	\$11,390.08	\$12.00	\$12.00	1.4%	\$11,544.00	\$153.92
3	1040	Clerk - Police - PT (Bessett)	\$10.40	\$10,816.00	\$14.00	\$14.00	34.6%	\$14,560.00	\$3,744.00
3	320	Clerk - Justice Court - PT (new hire)	\$10.40	\$5,408.00	\$14.00	\$14.00	34.6%	\$7,280.00	\$1,872.00
3	2080	Deputy Town Clerk (Schnyer) + Registrar \$1150	\$11.00	\$22,880.00	\$14.00	\$14.00	27.3%	\$29,120.00	\$6,240.00
3	1040	Clerk - Finance & Water/Sewer - PT (Lavaille)	\$10.00	\$10,400.00	\$14.00	\$14.00	40.0%	\$14,560.00	\$4,160.00
4	1040	Clerk to the Supervisor - PT (new hire)		\$0.00	\$18.00	\$18.00	n/a	\$18,720.00	--
4	1506	Recreation Supervisor (Kristine Lamore)	\$12.79	\$19,952.40	\$18.00	\$18.00	n/a	\$27,144.00	\$7,191.60
4	2080	Building Inspector III - (Drinkwine-Holman)	\$14.00	\$21,840.00	\$18.00	\$18.00	28.6%	\$37,440.00	\$15,600.00
5	1820	Library Manager - 35 hr/wk (Johns, M)	\$16.71	\$30,412.00	\$19.25	\$19.25	15.2%	\$35,035.00	\$4,623.00
5	1040	Assessor - 20 hr/wk (Osler)	\$28.95	\$30,104.00	\$19.25	\$28.95	0.0%	\$30,108.00	\$4.00
5	2080	Court Clerk - Justice Court (Childs)	\$16.20	\$33,696.00	\$19.25	\$19.25	18.8%	\$40,040.00	\$6,344.00
5	2080	Account Clerk - Finance (new hire)	\$21.90	\$45,544.00	\$19.25	\$19.25	-12.1%	\$40,040.00	-\$5,504.00
6	2080	Town Clerk - elected (Thompson) + Registrar \$1150	\$17.91	\$37,247.00	\$21.50	\$21.50	20.1%	\$44,720.00	\$7,473.00
6	2080	Code Enforcement Officer (Ball)	\$21.53	\$44,772.00	\$21.50	\$21.50	-0.1%	\$44,720.00	-\$52.00
7	2080	Superintendent of Water/Wastewater (vacant)		\$0.00	\$24.23	\$24.23	n/a	\$50,396.40	--
7	2080	Superintendent of Highways - elected (Barnao)	\$24.23	\$50,392.00	\$24.23	\$24.23	0.0%	\$50,396.40	\$6.40
8	2080	Police Chief (Johns)	\$32.93	\$68,484.00	\$32.93	\$32.93	0.0%	\$68,494.40	\$10.40
26,852			Adopted: August 30, 2016		\$453,342			\$575,888	\$53,408

This grade system is what is called internal equity. They are grouped together in similarity. This is also external comparability, which is looking at the market place as it pays in the public sector as well as the private sector and this is the job rate. Much

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discussion was held {i.e. no more longevity for part-time employees, no raises for next year, where is the funding (those eliminated positions due to outsourcing will just about pay for these adjustments)}. Discussion on the county taking over assessments. Discussion on time clocks.

**Resolution #306-2016** brought by Dorcey Crammond, seconded by Chattie Van Wert accepting the pay schedule as presented above effective October 10, 2016. **All in Favor** Joseph Giordano - Aye, Fred Hunsdon - Aye, Wayne Taylor - Aye, Dorcey Crammond - Aye, Chattie Van Wert - Aye. **Opposed** - none. **Carried.**

**WHEREAS**, the Town Board finds that employees should be compensated based on internal equity and external comparability; and,  
**WHEREAS**, the Town Board has conducted an analysis of clerical and administrative positions based on the duties, responsibilities, and requisite skills of each position; and,  
**WHEREAS**, the Town Board has determined job grades for each clerical and administrative position; and,  
**WHEREAS**, the Town Board finds that there should be a basic job rate of no less than twelve dollars per hour for clerical and administrative employees; now therefore be it

**RESOLVED** that the following grade and pay schedule be effective with the pay period beginning October 10, 2016;

<b>Grade</b>	<b>Job Title</b>	<b>New Job Rate</b>
2	Library Aide (part-time)	\$12.00
3	Clerk - Police (part-time)	\$14.00
3	Clerk - Justice Court (part-time)	\$14.00
3	Deputy Town Clerk	\$14.00
3	Clerk - Finance & Water/Sewer (part-time)	\$14.00
4	Clerk to the Supervisor (part-time)	\$18.00
4	Recreation Supervisor	\$18.00
4	Building Inspector III	\$18.00
5	Library Manager	\$19.25
5	Assessor	\$19.25
5	Court Clerk - Justice Court	\$19.25
5	Account Clerk - Finance	\$19.25
6	Town Clerk (elected)	\$21.50
6	Code Enforcement Officer	\$21.50
7	Superintendent of Water/Wastewater	\$24.23
7	Superintendent of Highways (elected)	\$24.23
8	Police Chief	\$32.93

**RESOLVED** that an employee who is above the job rate for a given grade will continue to receive the employee's current rate of pay; and be it further

**RESOLVED** that this resolution will take effect October 10, 2016.

Mr. Richardson reminded the board that you must have your Tentative Budget to the Town Clerk by September 30, 2016. He would like to meet with the board and department heads individually to work on this Tentative Budget. Dates were discussed amongst the board. Town Board budget workshops will be scheduled at a later date. The

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budget format will be more refined than in previous years and easier for the board to review.

Meeting adjourned at 8:27 p.m.

Respectfully submitted, Tonya M. Thompson, Town Clerk