

**Stony Point Town Board  
Re-organization Meeting  
7:00 P.M.**

**AGENDA**

**JANUARY 9, 2024**

Pledge Of Allegiance  
Swearing-In  
Roll Call

1. Set Time and Place for Town Board Meetings
2. Establish Depositories
3. Designate Official Newspaper
4. Authorize Use of Facsimile Signature Stamp for Supervisor
5. Appoint Marriage Officers
6. Appoint Chairman of Planning Board
7. Appoint Chairman A.R.B.
8. Appoint Chairman Z.B.A.
9. Appoint Town Historian
10. Supervisor's Appointment – Confidential Assistant
11. Supervisor's Appointment – Finance Director
12. Supervisor's Appointment - Deputy Supervisor
13. Town Clerk's Appointment – Deputy Town Clerk
14. Receiver Of Taxes Appointment – Deputy Receiver of Taxes
15. Appoint Registrar of Vital Statistics
16. Appoint Deputy Registrar of Vital Statistics
17. Salaries For Elected Officials
18. Set Salaries – Non-Union Employees (Full & Part-Time)
19. Standard Workday – Full & Part Time Elected and Appointed Officials
20. Standard Workday Part Time Non-Elected & Appointed Officials
21. Procurement Policy

#1

All Meetings will be held at the  
Stony Point Senior and Community Center at  
19 Clubhouse Lane, Stony Point at 7PM.

### 2024 Town Board Meeting Schedule

January 9<sup>th</sup> and 23<sup>rd</sup>

February 13<sup>th</sup> and 27<sup>th</sup>

March 12<sup>th</sup> and 26<sup>th</sup>

April 9<sup>th</sup> and 23<sup>rd</sup>

May 14<sup>th</sup> and 28<sup>th</sup>

June 11<sup>th</sup> and 25<sup>th</sup>

July 9<sup>th</sup>

August 13<sup>th</sup>

September 10<sup>th</sup> and 24<sup>th</sup>

October 8<sup>th</sup> and 22<sup>nd</sup>

November 12<sup>th</sup> and November 26<sup>th</sup>

December 10<sup>th</sup>

**\*\*\* July, August and December will only have 1 meeting in that month and they will be the 2<sup>nd</sup> Tuesday of the month.**



# 2024

## Calendar

### January

### 01

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### February

### 02

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### March

### 03

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### April

### 04

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May

### 05

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June

### 06

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### July

### 07

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### August

### 08

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### September

### 09

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October

### 10

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November

### 11

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December

### 12

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#2

# Establish Depositories



#3

# Designate Official Newspaper

#4

# Authorize Use of Facsimile Signature Stamp for Supervisor

#5

# Appoint Marriage Officers

Town Board Members

Town Clerk

Deputy Town Clerk



#6

# Appoint Chairman of Planning Board- Mark Johnson

#7

**Appoint Chairman A.R.B.-  
Dan O'Kane**

#8

Appoint Chairman Z.B.A-  
Thomas Wright



#9

# Appoint Town Historian- Bradley Conklin

#10

**Supervisor's Appointment  
– Confidential Assistant  
Amy Stamm**

#11

**Supervisor's Appointment  
– Finance Director  
Catherine Murray**



#12

**Supervisor's Appointment  
- Deputy Supervisor-  
Paul Joachim**

#13

**Town Clerk's Appointment  
– Deputy Town Clerk-  
Holli Finn**

#14

Receiver Of Taxes  
Appointment – Deputy  
Receiver of Taxes  
Doris Campbell



#15

# Appoint Registrar of Vital Statistics- Megan Carey

#16

Appoint Deputy Registrar  
of Vital Statistics-  
Holli Finn

#17

Town of Stony Point  
James Monaghan  
Office Of The Supervisor  
74 East Main Street  
Stony Point, NY 10980  
Tel: (845)786-2716  
Fax: (845)-786-3248  
[www.townofstonypoint.org](http://www.townofstonypoint.org)  
Email: [supervisor@townofstonypoint.org](mailto:supervisor@townofstonypoint.org)

Salaries  
Elected Officials  
2024 Adopted Budget

	2023 Budget	2024 Budget
Supervisor	\$ 128,984.00	\$ 134,476.00
Town Board (4)	\$ 19,037.00	\$ 19,798.00
Town Clerk	\$ 85,671.00	\$ 89,098.00
Receiver of Taxes	\$ 68,551.00	\$ 71,293.00
Superintendent of Highways	\$ 126,500.00	\$ 131,560.00
Town Justices (2)	\$ 59,799.00	\$ 62,191.00

Town of Stony Point					
74 East Main Street					
Stony Point, NY 10980					
Tel: (845)786-2716					
Fax: (845)-786-3248					
www.townofstonypoint.org					
2024 Raises					
Non-Union/Full-Time Employees/Part-Time Employees					
And Boards					
			2023 Salary	Salary Increase 4.00%	2024 Salary
Full Time-Non Union Employees					
Beckmann, William	Town Assessor		\$ 75,120.30	\$ 3,004.81	\$ 78,125.11
Finn, Holli	Deputy Town Clerk		\$ 66,550.96	\$ 2,662.04	\$ 69,213.00
Gerthold, Ronald	Golf Director		\$ 120,016.00	\$ 4,800.64	\$ 124,816.64
Hager, John	Building Inspector (temp)		\$ 100,529.00	\$ 4,021.16	\$ 104,550.16
Murray, Catherine	Finance Director		\$ 101,000.00	\$ 4,040.00	\$ 105,040.00
Nigro, Karenanne	Recreation Facility Supervisor		\$ 83,860.40	\$ 3,354.42	\$ 87,214.82
*Stamm, Amy	Conf. Asst. to the Supervisor		\$ 60,632.06	\$ 2,425.28	\$ 67,000.00
Weymouth, Evan	Greenskeeper		\$ 104,589.74	\$ 4,183.59	\$ 108,773.33
Crossing Guards, Clerical, Dispatchers					
Fragiadoulakis, Charidimos	Crossing Guard		\$ 18.00	\$ 0.72	\$ 18.72
Mann, Douglas	Comm. Clerk		\$ 16.64	\$ 0.67	\$ 17.31
Morrison, Audra	Clerk Typist, PT		\$ 17.68	\$ 0.71	\$ 18.39
D'Ambrosio, Matthew	Crossing Guard		\$ 18.00	\$ 0.72	\$ 18.72
Part Time Employees					
Bazazian, Dennis	Court Attendant		\$ 19.55	\$ 0.78	\$ 20.33
Bernhardt, George	Dog Cotrol Officer		\$ 22.66	\$ 0.91	\$ 23.57
Brown, Bruce	Recreation Facility Attendant		\$ 15.00	\$ 0.60	\$ 15.60
Burns, Raymond	Court Attendant		\$ 19.55	\$ 0.78	\$ 20.33
Campbell, Doris (1256 Hours)	Deputy Rec. of Taxes		\$ 22.72	\$ 0.91	\$ 23.63
Clerk to Receiver (190 Hours)	Clerk to Receiver of Taxes		\$ 16.72	\$ 0.67	\$ 17.39
Holdampf, David	Code Enforcement Officer		\$ 31.20	\$ 1.25	\$ 32.45
Diehl, Sylvia	Sr. Citizen Leader		\$ 3,230.20	\$ 129.21	\$ 3,359.41
Reilly, Noreen	Bus Driver		\$ 19.57	\$ 0.78	\$ 20.35
Holdridge, Deforest	Recreation Facility Attendant		\$ 15.00	\$ 0.60	\$ 15.60
Larkin, Thomas	Part Time Asst Building Inspector		\$ 32.30	\$ 1.29	\$ 33.59
Leeber, Sherrie	Senior Clerk (PT)		\$ 17.68	\$ 0.71	\$ 18.39
Mahibir, Raymond	Court Attendant		\$ 19.55	\$ 0.78	\$ 20.33
McGillicuddy, Linda	Sr. Citizen's Leader		\$ 3,230.20	\$ 129.21	\$ 3,359.41
McGrady, Bailey	Recreation Facility Attendant		\$ 13.90	New Minimum Wage	\$15.00
Palazzo, James	Custodial Worker		\$ 18.23	\$ 0.73	\$ 18.96
Mandia, Michael	Student Worker (PT)			New Minimum Wage	\$15.00
Reynolds, John	Court, Attendant		\$ 19.95	\$ 0.80	\$ 20.75
Sciacca, James	Court Attendant		\$ 19.95	\$ 0.80	\$ 20.75
Scurti, Stephen	Emergency Operations		\$ 5,748.00	\$ 229.92	\$ 5,977.92
Town Clerk	Registrar of Vital Statistics		\$ 6,466.77	\$ 258.67	\$ 6,725.44
Yacoub, Ziad	Recreation Facility Attendant		\$ 17.00	\$ 0.68	\$ 17.68
Benitez, Michael	Code Enforcement Officer-PT		\$30.00	\$1.20	\$31.20
Zoning Board					
	Chairman		\$ 4,311.17	\$ 172.45	\$ 4,483.62
	Member (6)		\$ 3,793.92	\$ 151.76	\$ 3,945.68
Planning Board					
	Chairman		\$ 4,311.17	\$ 172.45	\$ 4,483.62
	Member (6)		\$ 3,793.92	\$ 151.76	\$ 3,945.68
Architectural Review Brd.					
	Chairman		\$ 3,454.46	\$ 138.18	\$ 3,592.64
	Member (4)		\$ 2,026.75	\$ 81.07	\$ 2,107.82
Increase Not Equal to 4.00%					

#19

**RESOLUTION No. 1 of 2024**  
**ESTABLISHING STANDARD WORKDAY FULL & PART-TIME ELECTED AND**  
**APPOINTED OFFICIALS/NYS RETIREMENT SYSTEM**

RESOLVED, that the Town Board of the Town of Stony Point be and hereby establishes the following as a standard workday for full-time elected and appointed officials for the purpose of reporting to the New York State and Local Employees' Retirement System:

**ALL FULL-TIME ELECTED & APPOINTED OFFICIALS**

**SEVEN HOUR DAY**

**ALL TITLES/ALL POSITIONS (AS LISTED)**

Town Supervisor  
Confidential Assistant to the Supervisor  
Town Clerk  
Deputy Town Clerk  
Receiver of Taxes  
Superintendent of Highways  
Assessor  
Finance Director

AND BE IT FURTHER RESOLVED that the Town Board of the Town of Stony Point be and hereby establishes the following as a standard workday for part-time elected and appointed officials for the purpose of reporting to the New York State and Local Employees' Retirement System:

**ALL PART-TIME ELECTED & APPOINTED OFFICIALS**

**SIX HOUR DAY**

**ALL TITLES/ALL POSITIONS (AS LISTED)**

Town Council Members  
Zoning Board Members  
Planning Board Members  
ARB Members  
Town Justices  
Deputy Tax Receiver



**RESOLUTION NO 2 of 2024**  
**ESTABLISHING STANDARD WORKDAY PART-TIME NON-ELECTED AND**  
**APPOINTED EMPLOYEES/NYS RETIREMENT SYSTEM**

RESOLVED, that the Town Board of the Town of Stony Point be and hereby establishes the following as a standard workday for part-time non-elected and appointed employees for the purpose of reporting to the New York State and Local Employees' Retirement System:

**ALL PART-TIME NON-ELECTED & APPOINTED EMPLOYEES**

**SIX HOUR DAY**

**ALL TITLES/ALL POSITIONS (AS LISTED)**

Recreation Facility Attendants  
Custodial Worker  
Court Attendant  
Fire Inspector  
Dog Control Officer  
Part Time Police  
Clerical PD  
Dispatchers  
Security Aid  
Seasonal Clerk/Tax Receiver  
Camp Counselors/Lifeguards  
Golf Course Seasonal Maintenance Workers  
Golf Course Seasonal Operations Workers

#21

**RESOLUTION NO. 3 OF 2024  
REGARDING TOWN PROCUREMENT POLICY**

WHEREAS, the Town Board for the Town of Stony Point wishes by Resolution to adopt policies and procedures regarding the procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of state laws; and

WHEREAS, the Procurement Policy shall pursuant to Town Law Section 104-b(2)(f) shall be updated biennially concerning the individual or individuals responsible for purchasing and their respective titles; and

WHEREAS, the individuals responsible for purchasing is the Department heads for each Department and the assistant to the Supervisor for all Town Board requirements whose names are attached to this Resolution; and

WHEREAS, the Procurement Policy of the Town shall be set forth in detail and shall be reviewed annually pursuant to Town Law Section 104-b (4).

NOW, THEREFORE, it is resolved as follows:

1. **Adoption; applicability.** The Town of Stony Point, New York does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

2. **Determination of purchase.** Every purchase made will be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good-faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. As a general guide, items of work of the same or similar nature which are customarily handled by the same vendors or contractors should be treated as single items for purposes of determining whether the dollar threshold will be exceeded.

3. **Purchases not subject to competitive bidding.** The following items are not subject to competitive bidding pursuant to §103 of the General Municipal law:

- A. Purchase contracts under \$20,000 and public works contracts under \$35,000.
- B. Emergency purchases.
- C. Goods purchased from correctional institutions or agencies for the blind or severely handicapped.
- D. Purchases under state and county contracts.
- E. Surplus and secondhand purchases from another governmental entity.
- F. Items which may only be purchased from one source.



- G. Goods purchased at auction.
- H. Professional Services.
- I. True Leases.

4. **Documentation of decision regarding bidding.** The decision that a purchase is not subject to competitive bidding will be documented, in writing. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase or any other written documentation that is appropriate.

5. **Purchase to be at lowest price and responsible provider.** All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and responsible provider.

6. **Methods of purchase.**

A. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<b>Estimated Amount of Purchase Contract</b>	<b>Method</b>
\$1000 to \$4,999	2 verbal quotations
\$5,000 to \$19,999	3 written/FAX quotations or written request for proposals

<b>Estimated Amount of Public Works Contract</b>	<b>Method</b>
\$1,000 to \$4,999	2 verbal quotations
\$5,000 to \$9,999	2 written/FAX quotations
\$10,000 to \$34,999	3 written/FAX quotations or written request for proposals

- B. A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

**7. Documentation required.**

- A. Documentation is required for each action taken in connection with each procurement.
- B. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings and/or why it is in the best interests of the Town and its taxpayers to make an award to other than the low bidder and/or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may be reviewed by the Town Board.
- C. A Request for Proposal may be restricted within the Town or county, provided that it does not violate this Policy. In the event that a Request for Proposal will contain such a geographic restriction the purchaser shall document the manner in which it does not violate this Policy.

**8. Alternative proposals not required.**

Pursuant to General Municipal Law § 104-b, Subdivision 2f, a procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the Town Board, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Town of Stony Point to solicit quotations or document the basis for not accepting the lowest bid:

- A. Professional services or services requiring special or technical skill, training or expertise.
  - (1) The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price, and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category, the Town Board shall take into consideration the following guidelines:
    - (a) Whether the services are subject to state licensing or testing requirements.
    - (b) Whether substantial formal education or training or successful experience is a necessary prerequisite to the performance of the services.
    - (c) Whether the services require a personal relationship between the individual and municipal officials.
  - (2) Professional shall include but not be limited to the following: services of an attorney; services of a physician; services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment



management services; economic development; professional; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customizing of prepackaged software.

- (3) The Town by and through the Town Board may, at its discretion, require that the professional provide the following:
  - (a) A completed acquisition form submitted to the department head which provides a request for work to be performed, including hours to be spent, description of work to be performed and projected cost.
  - (b) The Town shall have the option of obtaining additional quoted for the services to be provided and may accept a lower quote.
  - (c) In the event that the cost of services to be provided shall exceed the amounts specified on the acquisition form the professional shall submit an extension request form to the Town Board for approval prior to expending additional materials or services in excess of the amount specified in the original acquisition form.
  - (d) Prior to payment the professional shall submit the following:
    - [1] Complete description of work performed;
    - [2] Where appropriate, hours for each item with appropriate rate charged; and
    - [3] Copy of approved acquisition form signed by any appropriate department head together with any signed extension forms for sums due in addition to the amounts set forth in the original acquisition form.
- B. Emergency purchases pursuant to § 103, Subdivision 4, of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately, and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This subsection does not preclude alternate proposals, if time permits.
- C. Purchases of surplus and secondhand goods from any source. If alternate proposals are required, the Town is precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods, and a lower price may indicate an older product.
- D. Goods or services under \$250. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such small contracts would be awarded based on favoritism.
9. **Effective date; annual review.** This policy shall go into effect January 9, 2024, and will be reviewed annually.

**TITLES OF INDIVIDUALS RESPONSIBLE FOR PURCHASING  
PURSUANT TO THIS TOWN PROCUREMENT POLICY**

1. Amy Stamm, Confidential Assistant to Supervisor is responsible for the purchase of all office supplies.
2. Karl Javenes, Superintendent of Highways for Highway Department.
3. Edward Finn, Police Chief for the Police Department.

4. Kathy Lyons, Tax Receiver for Tax Receiver's Office
5. William Franks, Senior Judge for Justice Court
6. Ron Gerhold, Director of Golf for Golf Operations
7. H2O, Inc., Chief Operator Stony Point Sewer Department for Sewer Department
8. William Beckmann, Tax Assessor for Assessor's Office
9. Jon Hager, Building Inspector for Building Department and Safety
10. Megan Carey, Town Clerk for Clerk's Office
11. Evan Weymouth, Golf Course Superintendent for Golf Course Maintenance
12. Karenanne Nigro, Recreation Facility Supervisor for Recreation Dept.
13. Craig Robinson, Recreation Supervisor for Recreation Department