

**Town of Halcott  
Organization for 2023  
January, 2023**

**NOTE: OATH OF OFFICE MUST BE TAKEN BY EVERY NEW OFFICIAL AND EVERY OFFICIAL WHOSE TERM BEGINS ANEW.**

**Elected Officials:**

Supervisor: Innes Kasanof (two year term) term expires 12/2023; \$3900.00

Town Justice: Kenneth Williams (four year term) - term expires 12/2025; \$1075.00

Four **Council Members:** (four year terms) - \$850.00 each.

Alan Reynolds, term expires 12/2023

Samantha Bouton, term expires 12/2023

Judy DiBenedetto, term expires 12/2025

Eric Fronckowiak, term expires 12/2025

Full Time Superintendent of Highways: Russell Bouton, two year term,  
term expires 12/2023; \$52,500.00

Fixed Assets (Highway): Superintendent of Highways

Town Clerk: Patricia Warfield, (two year term), term expires 12/2023; \$4800.00

Tax Collector: Robin White, (two year term), term expires 12/2023; \$2600.00

Records Management Officer: Town Clerk

Registrar of Vital Statistics: Town Clerk

Fixed Assets - (Town): Town Clerk

**Appointed Officials:**

Assessor: Marc Neves, (six year term), term expires 9/30/2025; \$8700.00

Health Officer: Susan Fiore, MD; annual salary \$110.00

Dog Control Officer: Greg DiBenedetto, (one year term); \$1175.00

Dog Enumerator: Dog Control Officer, \$1.00 per dog plus mileage.

Code Enforcement Officer: John Matheisen, (one year term), \$33.00 an hour plus mileage and training. Submits quarterly reports.

Greene County Planning Board Representative: **vacant.**

Planning Board Secretary: Nancy Reynolds - (appointed by Planning Board) - \$250.00

Zoning Board of Appeals Chairman: Karen Rauter, \$250.00

Attorney for the Town: Shawn J. Smith, Grand Gorge, NY (one year term) (Budgeted \$2000)

Grange Building Steward: Robert Van Valkenburgh, one year term, \$600.00

Webmaster: Greg Beechler, one year term, \$600.00

Grange Cleaner: Judy DiBenedetto. 12 cleanings a year at \$50 each time. More to be scheduled when necessary.

Flag Steward: Chris DiBenedetto

Budget Officer, Paul Tamaccio, one year term, \$8000.00

Solid Waste Coordinator: Robert Johnson, paid quarterly; one year term, \$2400.00.

Deputy Supervisor: Alan Reynolds

Deputy Superintendent of Highways: Bill Capel

Deputy Town Clerk: Ariel Bogert.

Deputy Bookkeeper: vacant

Deputy Code Enforcement Officer: Hiram Davis, effective 3/1/19

**Committees:**

Finance and Personnel committee: Innes Kasanof, Alan Reynolds

Town Board Building Committee: Judy DiBenedetto; Samantha Bouton.

Town Board Highway Committee: Chair: Alan Reynolds; Eric Fronckowiak

\*Fire Company Liaison: vacant

Grange Oversight Committee: Jennifer Bouton, Robert Van Valkenburgh, Judy DiBenedetto, Samantha Bouton

Emergency Planning Committee: Chair: Innes Kasanof, Judy DiBenedetto, Alan Reynolds, Bob VanValkenburgh, Lee Austin.

ATV committee- Jen Bouton, Lee Austin

Shared Services Committee- Pattie Warfield, Alan Reynolds

Planning Board - Meets first Wed. of every month at 7PM as needed.

\* Five members - (five year terms) - (chooses its own chairman)

Chairman: Teddy Johnson, term expires 12/2027

Adina Johnson, term expires 12/2026

Mark Vogler, term expires 12/2025  
Andrew Kelder, term expires 12/2024  
Nancy Reynolds, term expires 12/2023

**\*Zoning Board of Appeals**

Five members, five year terms:  
John Dobsa, term expires 12/2026  
Christl Johnson, term expires 12/2027  
Chairman, Karen Rauter, term expires 12/2025  
Bruce Rowe, term expires 12/2023  
Vacant, one member term expires 12/2024

**\*NOTE:** Hours of annual training received by Planning and Zoning Board members will be reported to Town Clerk at every January board meeting.

**\*Fee Schedule**

2023 Permit Fee Schedule appended to this document.

Minor Subdivision: \$50 application fee & \$50 at approval  
Major Subdivision: \$100 application fee & \$50 per lot at approval  
Special Permit: \$100  
Boundary Line Adjustment – no charge  
Variance to ZBA – no charge

**\*Grange Hall Rentals:**

\$50.00 security deposit for all users.  
\$10.00 per use for private weekly events.  
\$50.00 a (private) event for Town of Halcott residents.  
\$100.00 a (private) event for non-residents  
Events freely open to the public are free of charge.

Historian - Cindy Bouton

Board of Elections – set by Greene County (chooses its own chairman)

Democrats - Jennifer Bouton, Jamie Vogler ,  
Republicans – Sheri Reynolds, Jane Schramm  
Alternates – Cindy Bouton, Lee Austin, Nancy Reynolds, Laura Kasanof, Joe Aronson

**\*Board of Assessment Review - (Three year term) - Three members (chooses its own chairman).**

**Mark Kugler**, CHAIR term expires 9/30/2024  
Susan Herzog, term expires 9/30/2026  
Marta Weiss, term expires 9/30/2025

Board of Elections School – Round trip to Catskill (124 miles) reimbursed at current federal mileage rate.

Cemetery Maintenance \$1300.00

Mileage: to be calculated according to the current federal allowance. Rate can be revisited by Town Board during the year.

Senior Citizen (aged 65 and older) Exemption follows that of Greene County.

**Payroll Schedule:**

All Highway Employees - every two weeks  
Assessor – monthly.  
CEO, quarterly  
Budget Officer, quarterly  
Solid Waste Coordinator, quarterly  
Town Clerk, annually.  
Tax Collector, annually.  
All other Officers, annually

Fire Protection: Fleischmanns Fire Company.

Official Bank: The Bank of Greene County, Inc.

Official Newspaper: The Mountain Eagle

Official Radio Station: WRIP, Windham [97.9 FM]

**Town Board Meetings:** third Monday of the month at the Town of Halcott Grange Hall, at 6PM unless otherwise noted. All changes will be published beforehand in The Mountain Eagle and/or posted at the Town Grange Hall, Clerk's bulletin board, and emailed to Town's email list.

A Town email list will be kept by the Supervisor. Pertinent notices will also be sent by email. Requests to be put on the list may be emailed to: [halcott.town@gmail.com](mailto:halcott.town@gmail.com)

**Office Hours and locations:**

**Office of Supervisor:** 813 Route 3, Halcott Center, NY 12430; Tel: 845-254-9920

**Office of Highway Superintendent:** 9 Ursum Way, Halcott Center, NY 12430; Tel: 845-254-5736

**All other offices located in the Town Grange Hall:** 264 Route 3, Halcott Center, NY 12430

**Town Clerk:** Wednesdays 5 to 7pm; any other time by appointment. Tel: 845-254-6441

**Tax Collector:** At the Grange Hall: During January: Wednesdays 6PM to 8PM; Saturdays, 10AM to Noon. All other times by appointment or by mail. Closed all legal holidays. Tel: 845-701-1364

**Code Enforcement Officer: 586-2074;** By appointment.

**Justice Court:** as needed, or by appointment.

**All Annual Reports:** due by January 20<sup>th</sup> or the January monthly meeting each year.

Highway Fixed Assets Report: due by January 20<sup>th</sup> or the January monthly meeting of each year.

Town Fixed Assets Report: due by January 20<sup>th</sup> or the January monthly meeting of each year.

Highway Time Sheets, Daily Records, Log Work done each day.

**ALL Vouchers** - should be itemized and/or with bills attached. They should be given to the Budget Officer/Supervisor by the Thursday preceding each meeting.

Photocopies - twenty-five cents - one side.

**MINUTES** of the meetings of the current month are available free of charge from the Clerk by email and from the Website. Hard copies are available from the Clerk for twenty-five cents each page - one side. CDs available at \$5.00 ea

Standard Guidelines for Response Times: Response to requests for information to any of the appointed or elected officials shall be initiated within 24 hours from the time of the request. Most of our town officials work from remote locations on a part time basis. We will do our best to respond as quickly as possible.

**2023 Town of Halcott Terms of Employment**  
**Adopted, Organizational Meeting, Jan 2023**

**Be it resolved by the Town Board of the Town of Halcott, Greene County, N.Y. as follows:**

- 1) That the starting wage schedule of Town Highway employees in the Town of Halcott for the year 2023 shall be as follows:
  - a. **Truck/Heavy Equipment Operator** with Mechanical Skills - \$21.00/hr. based on experience. Highway Superintendent shall determine.
  - b. **Laborer - \$14.20/hr.**
  - c. **Emergency help - \$15.00/hr straight time pay.** (Must be approved by a member of the Town Board or Supervisor).
  - d. **Part-time Mechanic - \$ 20.00/hr,** up to 4 hrs per week.
  - e. **Part time snow plowing- \$20.00/hr**
- 2) That subsequent raises for full time highway employees of the Town of Halcott will be established when annual budget is discussed.
- 3) That each fulltime highway employee in the Town of Halcott be paid time and a half for overtime after a 40/hr week.
- 4) That each fulltime highway employee in the Town of Halcott be entitled to receive the following holidays each year: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and one floating holiday [TEN] and shall be entitled to receive his/her wages at the regular rate prescribed for his/her classification of work. (If holiday falls on the weekend, the employee will be given either the weekday before or after the holiday. If the holiday falls within the work period of four ten-hour days, the employee will be given 10 hours for the holiday).
- 5) That full time employees hired before 2017 would receive the following annual leave:
  - a. Ten days sick leave given on January 1. Unused sick leave is not compensated. Unused Sick leave will not carry over from year to year after December 31, 2017 and will be reported to NYS+LR for additional service credit. If sick leave is used up before the end of the year employees may use available vacation leave as sick leave.
  - b. In addition, personal or vacation leave as follows: one-half day a month, with an extra half day for anniversary month (month hired); employees will not receive compensation for unused vacation leave at the end of service.
  - c. After 3 years: 1 day a month with extra day for anniversary month;
  - d. After 7 years: One and a half days per month, with extra day for anniversary month;
  - e. After 10 years: Two days a month with extra day for anniversary month.

All leave must be approved by the Highway Superintendent and cannot be taken until after six months of service. Vacation leave can accumulate up to 240 hours for all employees hired before 2015. For all other employees, vacation leave will not accrue from year to year. The Town encourages employees to use their vacation during the year.
- 6) That full time employees hired after 1/1/2017 will receive the following leave:
  - a. Ten days sick leave given on January 1<sup>st</sup>. Unused sick leave is not compensated. Unused Sick leave does not carry over from year to year and will be reported to NYS+LR for additional service credit. If sick leave is used up before the end of the year employees may use available vacation leave as sick leave. Compensated sick leave may not be taken during the first six months of employment
  - b. In addition, personal or vacation leave as follows: one and a quarter days a month;
  - c. After 7 years: personal or vacation leave as follows: One and a half days per month,
  - d. Employees will not receive compensation for unused vacation leave at the end of service.
  - e. All leave must be approved by the Highway Superintendent and cannot be taken until after six months of service.
  - f. Any leave requested in excess of the above amounts will be uncompensated and must be requested in writing and submitted to the Town Board for approval. Such requests must state the purpose of the leave, start and end dates.
  - g. Vacation leave will not accrue from year to year, with the exception that five days may be carried over to the next year. The Town encourages employees to use their vacation during the year.
- 7) Every full-time employee will contribute 25% of his/her monthly health insurance premium.
- 8) The Town of Halcott will participate in the New York State and Local Retirement System according to its guidelines.
- 9) These terms will be posted at the Highway Garage. A copy signed by full time highway employees will be filed by the Finance Chair
- 10) Full-time, working Highway Superintendent receives same benefits as listed in numbers 4, 5, 7, and 8 above.
- 11) The Highway Superintendent must seek approval for unbudgeted expenses over \$2500.

**TOWN OF HALCOTT PERMIT FEE SCHEDULE  
EFFECTIVE JANUARY 1, 2023**

Demo Permits	\$100.00
Single Family House-1,000 sq. ft. or less	\$250.00
Single Family House-1,001-2,000 sq. ft.	\$300.00
Single Family House-2,001-3,000 sq. ft.	\$400.00
Single Family House-3,001-4,000 sq. ft.	\$500.00
Single Family House-over 4,001 sq. ft.	\$700.00
Modular Single Family House-(Piers, Runners, Slab)	\$200.00
Doublewide Single Family House-(Piers, Runners, Slab)	\$200.00
Singlewide Manufactured Home-(Piers, Runners, Slab)	\$200.00
Modular, Doublewide, Singlewide on Full Foundation	\$300.00
Replacement Mobile Home-(With no additional work needed)	\$100.00
Any decks, woodstoves, fireplaces are additional fees as shown below.	-----
Attached Garage	\$200.00
Unattached Garages over 160 sq. ft.	\$200.00
Storage Building/Pole Barns over 160 sq. ft.	\$200.00
Storage Shed 144 sq. ft.-160 sq. ft.	\$100.00
Decks	\$100.00
Roof resurfacing or replacement	\$100.00
Deck with Roof or Porch	\$125.00
Woodstove, Pellet Stove or Fireplace	\$100.00
Outdoor Wood Burning Furnace	\$100.00
Additions	\$100 for the first 500 sq. ft. And \$10 for each additional 1000 sq. ft.
Repairs and Alterations-(Includes all Labor and Materials)	\$50 for the first \$1,000 and \$10 for each additional \$1,000
Solar Arrays	\$50.00
Pavilion	\$60.00
Green House-(If is an addition to an existing house.)	\$100.00
Above Ground Swimming Pool	\$60.00
In Ground Swimming Pool	\$100.00
Commercial Buildings-First 1,000 sq. ft.	\$300.00
Commercial Buildings-(each additional 1,000 sq. ft. or any part thereof)	\$180.00
Commercial Property Certificate of Occupancy	\$25.00
Residential Property Certificate of Occupancy	Included in Permit Fee
Temporary C/O, Refusal of C/O, Second copy of C/O	\$25.00
Residential Property Certificate of Compliance	Included in Permit Fee
Building Permit Renewal Fee-(Renewed each year up to 3 years total.)	50% of the original Fee
Request for C/O Searches from Title Company or Attorney's	\$40.00
Fire Safety Inspections for Commercial Businesses and Air B&B's-(Yearly)	\$100.00
Fireworks Permit	-----

All Permit Fees have been approved and adopted by the Town of Halcott Town Board, Effective 1/1/23.

John Mathiesen  
Code Enforcement  
Town of Halcott  
NYS Codes-NY0003557