

ORGANIZATIONAL MEETING

APPOINTMENTS

Appointments to positions of:

Historian:	Larraine McNulty
Dog Control Officer:	Alicia Jones
Land Use Board of Appeals:	(looking for members)
Planning Board:	John McNulty-Chairman Brittany Tacy Bruce Aikens John Eck
Land Use Administrator	Jeff Maine
Budget Officer	Jon Cockett
Registrar of Vital Statistics	Jon Cockett
Health Officer	Crystal Ferguson
Board of Assessment Review	Ed McNamera-Chairman Lorraine Garland Chapman John Dymon

FIXED MEETING TIME POLICY

DATE and TIME: 7:00pm the second Thursday of each month for the regular Board Meeting

PLACE: Plainfield Town Hall, 129 County Route 18A, Unadilla Forks, Town of Plainfield, Otsego County, New York

BUSINESS MILEAGE COMPENSATION AS SET BY IRS FOR 2026: \$.72.5 per mile EXCEPT for Assessor. The Dog Control officer allowance for gas mileage as requested shall not exceed \$100.00 for the year.

ADOPTION OF RULES, REGULATIONS AND ALL TOWN POLICYS AS STATED FOR 2026

Highway Department Work Rules

Sexual Harassment Policy

DOT Drug and Alcohol Policy

Code of Ethics

Procurement Policy

Investment Policy

SALARIES:

• Town Supervisor	\$	5,000.00
• Highway Superintendent	\$	50,122.00
• Town Board	\$	1,000.00 (each)
• Town Clerk	\$	6,700.00
• Tax Collector	\$	2,000.00
• Justice	\$	2,500.00
• Land Use Administrator	\$	1,000.00
• Assessor	\$	7,500.00
• Chairman Board of Assessment Review Board	\$	100.00
• Members of Assessment Review Board	\$	75.00 (each)
• Budget Officer	\$	700.00
• Dog Control Officer	\$	1000.00
• Health Officer	\$	200.00
• Registrar of Vital Statistics	\$	200.00

HIGHWAY EMPLOYEE TITLED AS HEAVY MACHINERY EQUIPMENT OPERATOR

WAGES FOR CURRENT HIGHWAY DEPARTMENT: \$27.32 Reflects 3% increase

WAGES FOR ENTRY LEVEL HIGHWAY EMPLOYEE TO BE DETERMINED BY QUALIFICATIONS

APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT: as nominated by the Highway Superintendent.

PART-TIME HIGHWAY EMPLOYEES WAGES: \$20.00 per hour

WAGES FOR DEPUTY HIGHWAY SUPERINTENDENT: \$27.82

BENEFITS:
Health Insurance: Highway Department regular wage roll, full time, single coverage only

PAY SCHEDULES:
BI-WEEKLY
Highway Department

Highway Superintendent

Town Supervisor

Town Clerk

MONTHLY

Town Justice

Assessor

QUARTERLY

Town Board

Tax Collector

Dog Control Officer

ANNUAL

Chairman, Board of Review (June)

Board of Review Members (June)

Registrar of Vital Statistics

Budget Officer

Health Officer

OFFICIAL NEWSPAPER: West Winfield Star

OFFICIAL TOWN DEPOSITORIES: NBT Bank, having FDIC Insurance or Approved Collateral Agreement in Effect (see investment policy)

PETTY CASH FUNDS:

\$ 80.00 - Town Clerk

\$125.00 - Justice

HIGHWAY PURCHASES OF GOODS AND SERVICES LIMITED TO: \$750. without prior Board approval, and in accordance with the Procurement Policy.

AUTHORIZE TOWN SUPERVISOR TO PAY: utility, freight/postage, payrolls, and health insurance premiums, as well as contracts over 1 year in length prior to Board audit.

In lieu of the financial report for January 30, 2026, the Supervisor shall submit to the Town Clerk within 60 days of filing with the State Comptroller and the Town Clerk shall publish within 10 Days thereafter in the official newspaper that such report is available on file for public viewing.

AUTHORIZE THE TOWN SUPERVISOR TO: invest Town Funds according to the Investment Policy.

A CHARGE OF \$20 SHALL BE IMPOSED FOR CHECKS RETURNED FOR INSUFFICIENT FUNDS

EARNED VACATION PAY MAY BE IMPOSED PRIOR TO THE VACATION.

THE TOWN SUPERVISOR IS AUTHORIZED TO: sign contracts for the Town and/or Town Board.