

# **SPECIAL MEETING OF THE ROTTERDAM TOWN BOARD**

February 26, 2024

7:00 PM

*Agenda Review 6:30 PM*

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**SUPERVISOR'S REMARKS:** Supervisor Mollie A. Collins

**EXECUTIVE SESSION**

**PROCLAMATIONS**

**PRESENTATIONS**

**PUBLIC HEARING**

## **PUBLIC COMMENT – PRIVILEGE OF THE FLOOR:**

Those members of the public wishing to address the Town Board will be asked to sign in before the meeting is called to order on the sign-in sheets being provided. Speakers will be called to the podium in the order of their signing in. Persons recognized by the Chair to speak during privilege of the floor shall direct his/her comments to the Town Supervisor as Chair of the meeting. Persons granted the privilege of the floor shall first clearly state his/her name and address for the record. Persons so addressing the Chair through the use of a prepared written statement shall submit a copy of the same to the Town Clerk for the purpose of maintaining clear and accurate official minutes of the Town Board meeting.

## **GENERAL RULES OF PROCEDURE FOR PUBLIC HEARINGS & PRIVILEGE OF THE FLOOR:**

Any person recognized by the Town Supervisor to speak during privilege of the floor shall direct his/her comments to the Town Supervisor as chair of the meeting. Any person granted the privilege of the floor shall first clearly state his/her name and address for the record. The purpose of privilege of the floor shall be for speakers to express their views, thoughts and speak freely. Each speaker, who wishes to address the town board, shall have an equal and reasonable opportunity to be heard by the town board. Each speaker shall be afforded a maximum of four (4) minutes to address the town board.

**INTRODUCTION OF MOTIONS, ORDERS AND RESOLUTIONS  
RESOLUTIONS**

**107.24** To appoint Sarah Hunt to the position of Payroll Audit Clerk Part Time.

**LIAISON REPORTS**

**MISCELLANEOUS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

**Mollie A. Collins, Supervisor**

**RESOLUTION NO. 107.24**

**TO APPOINT SARAH HUNT TO THE POSITION OF PAYROLL AUDIT CLERK  
PART TIME**

**THEREFORE, UPON MOTION OF** Councilmember \_\_\_\_\_,  
seconded by Councilmember \_\_\_\_\_,

**BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:**

**SECTION 1.** Sarah Hunt, of Middleburgh, New York, is hereby appointed to the position of Payroll Audit Clerk, part time, with no employee benefits, and subject to pre-employment background checks for a 60-day term, at an hourly rate of thirty (\$30.00) dollars, commencing February 27, 2024 and ending April 26, 2024.

**SECTION 2.** This resolution shall become effective February 26, 2024.

**DATED:** February 26, 2024

<b>NAME</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>
Dodson			
Mastroianni			
Gallucci			
Schlag			
Collins			

# TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306  
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



## LEGISLATIVE REQUEST FORM

DATE: February 22, 2024

TO: Mollie A. Collins, Town Supervisor

FROM: P. Sebesta, Deputy Comptroller

TITLE OF REQUEST: Appoint Sarah Hunt, part time, Payroll Audit Clerk

TOWN BOARD MEETING: February 26, 2024

Background Information: Ms. Hunt has previously worked for the Town of Rotterdam as a Payroll Audit Clerk.

Evaluation/Analysis: Ms. Hunt would be hired for a limited time at \$30.00 per hour. Ms. Hunt would be instrumental in training new employees within the Comptroller's Office.

Recommendation(s): Recommend to appoint Sarah Hunt, part time, Payroll Audit Clerk

Attachment/Document(s): See attached documents.

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): N/A

LEGISLATION WILL BE PREPARED BY: Supervisors Office

Schenectady County is an Equal Opportunity Employer. Schenectady County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.



# Schenectady County

Human Resources & Civil Service  
620 State Street  
Schenectady, NY 12305-2114

## APPLICATION FOR EXAMINATION OR EMPLOYMENT

FOR COUNTY OFFICES, TOWNS, VILLAGES, SCHOOL DISTRICTS  
LIBRARIES AND SPECIAL DISTRICTS

1. Senior Payroll Audit Clerk

POSITION TITLE

EXAM NUMBER

Date Received \_\_\_\_\_ Approved \_\_\_\_\_

Conditional \_\_\_\_\_ Disapproved \_\_\_\_\_

**RECEIVED**  
AUG 15 2023  
Town of Rotterdam  
SUPERVISORS OFFICE

CIVIL SERVICE DEPT.  
USE ONLY

This application is part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions for more information.

### 2. Name and Legal Residence

Hunt	Sarah	R
Last Name	First Name	Middle Initial
[REDACTED]		
Street Address or Road		R.D. # or P.O. Box #
[REDACTED]		
County	City, Town, Village	State Zip
Home Phone Number	na	Cell Phone
[REDACTED]		
Email Address: [REDACTED]		

### If mailing address is different:

Street Address or Road		R.D. # or P.O. Box #
[REDACTED]		
County	City, Town, Village	State Zip

Social Security Number [REDACTED]

### 3. Police Officer & Firefighter Candidates Only:

Date of Birth (MM/DD/YYYY) [REDACTED]

4. **Residency Requirements:** Candidates must meet the Residency Requirements as stated on the examination announcement. You must complete the following to determine if you meet these residency requirements. Indicate how long this has been your legal residence, up to the date of this application, showing that you meet the residency requirements as announced.

	Name	Years	Months
State of:	New York	[REDACTED]	[REDACTED]
County of:	Schoharie	[REDACTED]	[REDACTED]
Village of:	Middleburgh	[REDACTED]	[REDACTED]
Town of:		[REDACTED]	[REDACTED]
City of:		[REDACTED]	[REDACTED]
School District	Middleburgh Central	[REDACTED]	[REDACTED]

### 5. Citizenship

- A. Are you currently a U.S. Citizen? YES  NO
- B. If not, do you have the legal right to accept Employment in the United States? YES  NO   
Please give alien registration number: \_\_\_\_\_
- C. Are you a retiree from New York State or any civil division thereof? YES  NO

6. **Special Testing Arrangements** (Refer to General Conditions and Instructions). If you need Special Accommodations to take the examination, contact the Civil Service Office at (518) 388-4233.

Religious  Military  Disability

7. **Crossfiler** - If you have filed or are filing SEPARATE applications for Civil Service Examinations being held on the same date, attach the CROSSFILER APPLICATION. Call to make arrangements no later than two weeks before the test date.

8. **Driver's License:** Complete the following if a license to operate a motor vehicle is required for the position that you are applying.

License #:	[REDACTED]
Restrictions:	[REDACTED]
Expiration Date:	[REDACTED]
Endorsements:	
Class of License:	D
Is this License Currently Valid	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**9. Veterans Credits:** If you wish to apply for Veterans Credits, complete the following questions and complete the Application for Veterans Credits (Refer to General Conditions and Instructions).

	YES	NO
Have you ever served in the Armed Forces of the United States? <i>(The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes).</i>		<input checked="" type="checkbox"/>
Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions?		<input checked="" type="checkbox"/>
Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed above.		<input checked="" type="checkbox"/>
After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs?		<input checked="" type="checkbox"/>
Are you currently a resident of New York State?	<input checked="" type="checkbox"/>	

**10. Additional Questions:** Check the appropriate box to the right of each question.

	YES	NO
Were you dismissed or discharged from any employment for reasons other than lack of work or funds?	<input checked="" type="checkbox"/>	
Did you ever resign from any employment rather than face dismissal?		<input checked="" type="checkbox"/>
Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances?		<input checked="" type="checkbox"/>
Have you ever been convicted of any crime (felony or misdemeanor)?		<input checked="" type="checkbox"/>
Are you now under charges for any crime?		<input checked="" type="checkbox"/>
Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge?		<input checked="" type="checkbox"/>

If you answered yes to any of the above questions, you may give specifics below. If you elect not to provide specifics, or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position (s) for which you are applying.

REMARKS: I was let go from American Standard the first time I applied to the Town of Rotterdam after  
they found out my resume was still on Indeed they said I was not happy there and so they were  
letting me go

**11. Licenses:** If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination (s) for which you are applying.

Name of Trade or Profession:		Specialty:	
License Number:			
Granted by (Licensing Agency):		City/State	
Date License First Issued:		Registered From:	Registered To:

**12. Education:** If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or courses are required for graduation. If required to indicate specific course work, do so on an attached sheet.

High School						
Have you ever graduated from High School or do you have possession of a High School Equivalency Diploma?					YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If Yes, Name and Location of High School or Issuing Government Authority:			Middleburgh Central, Middleburgh NY			
Equivalency Diploma Number:			Regents Diploma with honors			
College, University, Professional or Technical School						
Name of School	Number of College Credits	Degree Earned	Major Subject/ Courses	Did You Graduate?		Date Degree Expected or Received
				Yes	No	
SUNY Cobleskill		AA	Social Sciences	X		
SUNY Cobleskill		BBA	Business Administration	X		

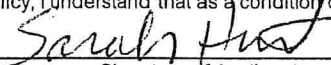
**13. Experience:** All sections must be filled out completely even if you attach a resume. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under *Description of Duties*, clearly describe the nature of work which you personally performed. Part-time experience will be prorated unless otherwise stated on the examination announcement. Verified and documented volunteer experience will only be credited when specifically stated on the examination announcement. *If you move to a different position within the same organization, indicate so in a separate employment box.* You may attach additional sheets if you need more space.

<b>Length of Employment</b>	Firm Name:	Town of Rotterdam
From: [REDACTED]	Firm Address:	Sunset Blvd Rotterdam NY
To: [REDACTED]	<b>Description of Duties:</b> Weekly and Biweekly payroll Filed NYS retirement report Went back several years to adjust time and contributions for NYS retirement Created several spreadsheets to help PR run more efficiently	
<b>Employment Details</b>		
Your Exact Title	Payroll Clerk/Audit Clerk	
Name of Your Supervisor	Marcus Montgomery	
Supervisor's Title	Comptroller	
Hours worked / wk. (exclusive of overtime)	35	
Reason for Leaving	Was offered a job closer to home that paid more	
<b>Length of Employment</b>	Firm Name:	American Standard Manufacturing
From: [REDACTED]	Firm Address:	American Standard Manufacturing
To: [REDACTED]	<b>Description of Duties:</b> Payroll AP AR General Office Work	
<b>Employment Details</b>		
Your Exact Title	Bookkeeper	
Name of Your Supervisor	Dominic Vickary	
Supervisor's Title	CEO/Owner	
Hours worked / wk. (exclusive of overtime)	40	
Reason for Leaving	Let go because they thought I was not happy	

<b>Length of Employment</b>	Firm Name:	Golub Corporation
From: [REDACTED]	Firm Address:	461 Nott Street, Schenectady
To: [REDACTED]	<b>Description of Duties:</b> Process Utility invoices for all Price Chopper/Market 32 stores Maintain several excel spreadsheets to track pertinent information	
<b>Employment Details</b>		
Your Exact Title	Account Clerk	
Name of Your Supervisor	James McGuire	
Supervisor's Title	Senior Accountant	
Hours worked / wk. (exclusive of overtime)	40	
Reason for Leaving	Found a job closer to home	
<b>Length of Employment</b>	Firm Name:	Lancaster Development
From: [REDACTED]	Firm Address:	145 Podpadic Rd. Richmondville
To: [REDACTED]	<b>Description of Duties:</b> Download banking information daily to update cash sheets, make deposits and entries for all 6 companies owned Look at open payables and select which vendors to pay and run checks for all 6 companies Prepare reports and lien releases Report to NYS as needed	
<b>Employment Details</b>		
Your Exact Title	Treasury Admin	
Name of Your Supervisor	Christina Brizzee	
Supervisor's Title	Controller	
Hours worked / wk. (exclusive of overtime)	40	
Reason for Leaving	Let go after I put a number in the wrong excel cell and then went ahead and fixed it	

**THIS AFFIRMATION MUST BE COMPLETED**

I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for is covered by the employer's drug testing policy, I understand that as a condition of appointment to this position, I will be required to take and successfully pass a pre-employment drug test.


Sarah Hunt
8/15/2023  
 Signature of Applicant Print Name Date

(State below any other name by which you have been known)

Maiden name Sarah Packard.