

Town of Salem Organizational Meeting January 08, 2020

Present: Supervisor Evera Sue Clary; Town Council: Brenda Levey; Marcus Blanck; Howard Law; Town Clerk-Pat Gilchrist; Clerk to Supervisor-Kathy Chambers

Others Present: Travis Keys-Highway & Water; Al Cormier-Deputy Historian & Records Mg'mt.; Maurice Patrick-Planning Bd.; Kimberly Erbe-Planning Bd. & Library; Herb Perkins-LLP & Sewer Advisory Comm.; Janice Quartararo-Courthouse; Wendy Bordwell-Georgi; Rebecca Brown-Water Clerk & Library; Bob Graham Salem Fire Chief

Absent: Town Councilwoman Laura Dunham (she has the flu); Judy Flagg-Historian & Records Mg'mt.; Nancy Quell-DCO

Public Present: Cathy McKeighan; Art Hempel; Tina Fleming; Nancy Higby; James Morris-Eagle Newspaper

6:00 p.m.-Review of Warrants #1 and Abstract #1 for payment

7:00 p.m.-Meeting called to order by Supervisor Clary, followed by Pledge of Allegiance

Resolution #1 To establish Rules of Procedure for Town Board Meetings.

Motion by Councilman Law, seconded by Councilwoman Levey, **carried 4-0**

- a) Regular meetings shall be held on the second Wednesday of the month starting at 7 pm with a quorum of at least three (3) members needed in order to conduct official business.
- b) Audit session will start at 6:00 pm prior to the opening of the regular meeting.
- c) The Supervisor chairs the meetings. If the Supervisor is unable to attend the meeting, the Deputy Supervisor will chair the meeting.
- d) Items that are to be considered for inclusion in the Agenda shall be submitted to the Supervisor two (2) days before the regular Town Board meeting. Committees shall have reports to Supervisor Monday, by noon.
- e) Parliamentary Procedure, rather than Robert's Rules of Order, will be the operational guidelines for Town Board Meetings. Motions need to receive a second before the topic can be discussed by the Board. Casting of votes shall follow the Board's discussion phase and shall be done by Roll Call Vote. A minimum of three (3) "yes" votes are required for a motion to pass and be adopted.
- f) Privilege of the Floor Parameters shall be adopted to provide for an orderly public involvement.

Resolution #2 Authority of Supervisor.

Motion by Councilman Blanck, seconded by Councilman Law, **carried 4-0**

Delegate to the Supervisor, Evera Sue Clary, & the Deputy Supervisor powers of town functions to be performed on behalf of the Town Board prior to board meetings, i.e. pay utilities, business and office supplies, medical and health insurance, Queensbury Water Dep't. reimbursement, credit cards, Certificate of Deposit Renewals and whatever else may come before the board.

Resolution #3 Code of Ethics.

Motion by Councilman Law, seconded by Councilwoman Levey, **carried 4-0**

As per NYS GML Article 18 Section 806, the attached Code of Ethics shall be adopted for all Town of Salem Municipal Officers & Employees.

Resolution #4 Conflicts of Interest

Recognize the validity of NYS GML Article 18 Sections 800-806: Conflicts of Interest of Municipal Officers and Employees and publicly post in the Salem Town Office.

Resolution#5 To designate Depositories for the Town of Salem.

Motion by Councilman Law, seconded by Councilman Blanck, **carried 4-0**

Glens Falls National Bank shall be the depository of Town funds with the required authorized signatures.

Resolution #6 to designate Official newspapers.

Motion by Councilman Law, seconded by Councilwoman Levey, **carried 4-0**

The Eagle and/or Post Star shall be the official newspapers.

Resolution #7 Official Undertaking.

Motion by Councilman Law, seconded by Councilman Blanck, **carried 4-0**

Continue the Blanket Undertaking Policy for Officers, Clerks, & Employees of the Town as provided thru NYMIR (\$10,000 per employee with \$500 deductible. Excess over the \$10,000 for Supervisor \$20,000 and Tax Collector \$150,000).

Resolution # 8 Procurement Policy

Motion by Councilman Blanck, seconded by Councilman Law, **carried 4-0**

Adopt Procurement Policy (Revision 1/14/2015) to set forth the requirements for procurement of goods and services as per GML Section 103 and Section 104-b. Procurement Policy to now include Best Value Clause

Resolution #9 Agreements between Highway Superintendent & Town Board

Motion by Councilman Blanck, seconded by Councilwoman, Levey, **carried 4-0**

To spend Town Highway Funds for fiscal year 2020 not to exceed \$914,859.00 as appropriated in the 2020 Budget.

Resolution #10 Appointments as per the Town Board.

Motion by Councilman Law, seconded by Councilman Blanck, **carried.**

- A) Annual Appointment of Dog Control Officer – Animal Safe Home & Rehab (Nancy Quell)
- B) Annual Appointment of Attorney for Town Board and Planning Board legal matters-Alan Wrigley, Esq.
- C) Annual Appointment of Enforcement Officer – Scott McNeil
- D) Annual Appointment of Historian – Judy Flagg
- E) Annual Appointment of Deputy Historian- Al Cormier
- F) Annual Appointment Board of Assessment & Review – Chairman Tauno Wirkki, Neil Adams, John Bardwell.
- G) Annual Appointment of Board of Ethics-Michelle Bardwell, Bruce Ferguson, Harold Gilchrest
- H) Annual Appointment to Clerk to the Planning Board- Kim Erbe
- I) Annual Appointment to Georgi Museum- Wendy Bordwell
- J) Annual Appointment of Management Team-Historic Salem Courthouse- President-Bob Akland; Vice President-Herb Perkins; Secretary-Karen Sheldon; Treasurer-Scott Rishell
- K) Annual Appointment of Zoning Board of Appeal – Sheldon Brown, Peter Dunigan, James Bain

Resolution #11 Honor contracts for the following as approved in the 2020 Budget:

Motion by Councilwoman Levey, seconded by Councilman Blanck, **carried 4-0**

Shushan Volunteer Fire Company - \$ 53,024.00

Salem Volunteer Fire Department, Inc. - \$168,202.00

Salem Rescue Squad - \$13,000.00

Resolution #12 Payment to the Bancroft Public Library

Motion by Councilman Law, seconded by Councilwoman Levey, **carried 4-0**

Bancroft Public Library - \$29,000.00

Resolutions #13 Appointments as per the Town Supervisor

Motion by Councilwoman Levey, seconded by Councilman Blanck, **carried 4-0**

- A) Deputy Supervisor – Marcus Blanck
- B) Clerk to Supervisor/Personnel – Kathleen Chambers
- C) Budget Officer – Evera Sue Clary
- D) Registrar of Vital Statistics – Patricia Gilchrist
- E) Highway – Howard Law
- F) Georgi Museum – Brenda Levey – Liaison Wendy Bordwell
- G) Economic Development – Evera Sue Clary, Kay Tomasi, Leah McCloskey, Suzi Thomas, John Bardwell
- H) Fire/Rescue/ – Howard Law
- I) Courthouse – Brenda Levey
- J) Park & Recreation Committee and Memorial Park Committee – Laura Dunham
- K) Building/Maintenance Committee-Marcus Blanck

- L) Bancroft Library Board of Trustee's Liaison –Marcus
Blanck
- M) Sewer Committee- Laura Dunham
- M) Youth – Evera Sue Clary

Resolution # 14-Salaries as per compensation page of 2020 Budget (with exception of highway employees per labor contract)

Motion by Councilman Law, seconded by Councilwoman Levey, **carried 4-0**

Council Persons-\$1,350.00 each x 4

Town Clerk-\$16,777.00

Highway Superintendent-\$46,818.00

Assessor-\$16,236.00

Deputy Town Clerk-\$15.00/hr.

Clerk to Supervisor-\$19.34/hr.

Town Supervisor-\$7,282.00

Georgi Museum Clerk-\$14,000.00

Compliance Officer-\$2,499.00

Registrar of Vital Statistics-\$306.00

Records Management Officer-\$547.00

Justice Clerk-\$4,896.00

Georgi Gardner-\$15.00/hr.

Planning Board Clerk-\$3,714.00

Cleaner-\$12.25/hr.

Crossing Guard-\$15.00/hr.

Library Manager-\$26,500.00

Library Technician-\$12.55/hr.

Library Technician-\$14.24/hr.

Water Treatment Clerk-\$17.54/hr.

Budget Officer-\$2,080.00

Historian-\$2,599.00

Deputy Historian-\$436.00

Tow Justice-\$8,645.00

Water Treatment MEO-\$18.05/hr.

Board of Assessment Review-\$100/yr.

Mileage-\$.54/mile

Resolution #15 Change of Planning Board Fee's (Attach letter)

Motion by Councilman Blanck, seconded by Councilwoman Levey, **carried 4-0**

Site Plan-Site Plan Review-\$75.00

Zoning-Special Use Permits-\$50.00

Motion made by Councilman Howard Law, seconded by Councilman Marcus Blanck, to adjourn the 2020 Organizational Meeting for the Town of Salem @ 7:56 p.m. and proceed directly to the Regular Monthly Meeting of the Salem Town Board.

