

Town of Salem Organizational Meeting Minutes January 11, 2023

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

Others Present: Travis Keys-Highway/Water; Maurice Patrick-Planning Bd.; Kimberly Erbe-Planning Bd./Library; Rebecca Brown-Water Clerk/Library; Bob Graham-Salem Fire Dep't.

Public Present: Joe Wever; Jennifer Wever; Elmer Cary; Eli Thetford-Salem Student Rep.; Kylie Austin-Salem Student Rep.; Brady Moffitt-Salem Student Rep.; Mike Milller; Phil Liege

Absent: Eric Rogers-Water Dep't.; Judy Flagg-Historian/Records Mg't.; Rachel Clothier-Courthouse; Krista Sullivan-Courthouse; Herb Perkins-L, L & Play; Jeanne Smith-Georgi; Nancy Quell-DCO

5:30 pm-Supervisor Clary opened the Organizational Meeting, followed by Pledge of Allegiance.

Resolution #1 To Establish Rules of Procedure for Town Board Meetings:

Motion by Councilman Howard Law, seconded by Councilwoman Laura Dunham; passed unanimously 5-0

- a) Regular meetings to be held on the third Wednesday of the month starting at 6:00 pm with a quorum of at least three (3) members needed in order to conduct official business.
- b) Audit session will start at 5:00 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, board members, town clerk & clerk 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.
- g) Guests allotted five (5) minutes to speak; presentation(s) thirty (30) minutes

Resolution #2 Authority of Supervisor:

Motion by Councilman Howard Law, seconded by Councilman Marcus Blanck; passed unanimously 5-0 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, & whatever may come before the board.

Resolution #3 Code of Ethics:

Motion by Councilman Marcus Blanck, seconded by Councilwoman Laura Dunham; passed unanimously 5-0 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:

Motion by Councilwoman Laura Dunham, seconded by Councilman Howard Law; passed unanimously 5-0 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 Councilwoman Laura Dunham, seconded by Councilman Howard Law; passed unanimously 5-0 Glens Falls National Bank shall be the depository of Town funds with the required authorized signatures.

Resolution #6 to Designate Official newspaper(s) for the Town of Salem:

Motion by Councilman Marcus Blanck, seconded by Councilwoman Laura Dunham; passed unanimously 5-0

The Post Star will be used for most Legal Notices & The Eagle shall be the official newspaper.

Resolution #7 Official Undertaking:

Motion by Councilman Marcus Blanck, seconded by Councilwoman Laura Dunham; passed unanimously 5-0

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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 Councilwoman Laura Dunham, seconded by Councilman Marcus Blanck; passed unanimously 5-0
Adopt Procurement Policy to set forth the requirements for procurement of goods and services as per GML Section 103 and Section 104-b. Procurement Policy will now include 'Best Value Clause'.

Resolution #9 Agreements Between Highway Superintendent & Town Board:

Motion by Councilman Marcus Blanck, seconded by Councilman Howard Law; passed unanimously 5-0
To spend Town Highway funds for fiscal year 2023 not to exceed \$1,028,782.00 as appropriated in the 2023 Budget.

Resolution #10 Appointments as per Town Board:

Motion by Councilwoman Laura Dunham, seconded by Councilwoman Brenda Levey; passed unanimously 5-0

- A) Annual Appointment of Court Clerk-Virginia Curran (to be employed or discharged from service upon advice & consent of the Town Justice)
- B) Annual Appointment of Dog Control Officer – Animal Safe Home & Rehab (Nancy Quell)
- C) Annual Appointment of Attorney for Town Board & Planning Board legal matters-Attorney David Klingebiel
- D) Annual Appointment of Compliance Officer – Mario Cannelini
- E) Annual Appointment of Historian – Judy Flagg
- F) Annual Appointment of Deputy Historian- Al Cormier
- G) Annual Appointment Board of Assessment Review – Chairman Tauno Wirkki, Neil Adams, John Bardwell.
- H) Annual Appointment of Board of Ethics-Michelle Bardwell, Bruce Ferguson, Harold Gilchrest
- I) Annual Appointment of Clerk to the Planning Board- Kimberly Erbe
- J) Annual Appointment to Georgi Museum- Jeanne Smith
- K) Annual Appointment of Management Team-Historic Salem Courthouse- To be determined 01/17/2023
- L) Annual Appointment of Zoning Board of Appeals – Peter Dunigan, James Bain, Debra Hodgkinson
- M) Appointment of Clerk to Assessor-**Motion made by** Councilman Marcus Blanck, seconded by Councilman Brenda Levey, to hire/appoint Tim Grogan as a Clerk to Assessor, Jean McLenithan; passed unanimously 5-0

Resolution #11 Honor Contracts for the following as approved in the 2023 Budget:

Motion by Councilwoman Laura Dunham, seconded by Councilman Howard Law; passed unanimously 5-0
Shushan Volunteer Fire Company - \$55,707

Salem Volunteer Fire Department, Inc. - \$176,713

Salem Rescue Squad - \$13,725

Bancroft Public Library-\$32,640

Glens Falls Hospital-\$850/month; **Motion made by** Councilwoman Laura Dunham, seconded by Councilwoman Brenda Levey to amend/add payment to Glens Falls Hospital; passed unanimously 5-0

Resolutions #12 Appointments as per the Town Supervisor-Dep't. Chairs/Liaisons:

Motion by Councilman Marcus Blanck, seconded by Councilman Howard Law; **passed unanimously 5-0**

- A) Deputy Supervisor-Marcus Blanck
- B) Clerk to Supervisor/Confidential Assistant-Kathy Chambers
- C) Budget Officer-Evera Sue Clary
- D) Registrar of Vital Statistics-Patricia A. Gilchrist
- E) Highway-Howard Law
- F) Georgi Museum-Jeanne Smith; Brenda Levey; Potential Friends-Sandy Haber; Harold Gilchrest; Gina Johnson

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- G) Economic Development-Laura Dunham-Board Rep; John Bardwell; Robert Berger; Tom McMorris; Kay Tomasi; Larry Haber
- H) Fire/Rescue-Howard Law
- I) Courthouse-Evera Sue Clary
- J) Bancroft Library-Evera Sue Clary**
- K) Park & Recreation Committee-Laura Dunham
- L) Building/Maintenance Committee-Marcus Blanck
- M) Sewer Committee-Evera Sue Clary; Kay Tomasi; Steve Snyder; Tauno Wirkki; Jim Carrolan; Ted Hopkins
- N) American Relief Funding Committee-Evera Sue Clary; Brenda Levey; Joe Wever; Harold Gilchrest

Resolution # 13 -Salaries as per Compensation Page of 2023 Budget (with exception of Highway employees per labor contract):

Motion by Councilman Howard Law, seconded by Councilman Marcus Blanck; **passed unanimously**

- A) Town Supervisor-\$8,173
- B) Council Persons-\$1,326.50 each x 4
- C) Town Clerk-\$18,916.00
- D) Highway Superintendent-\$52,309
- E) Assessor-\$18,216
- F) #2 Assessor-TBD
- G) Deputy Town Clerk-\$16.50/hr.
- H) Clerk to Supervisor/Confidential Assistant-\$27.51/hr.
- I) PTE Georgi Museum Clerk-\$18.02/hr.
- J) Enforcement Officer-\$2,750
- K) PTE Records Management Officer-\$614
- L) Town Justice-\$9,350
- M) Town Justice Clerk-\$5,060
- N) Georgi Gardener-\$16.50/hr.
- O) PTE Planning Board Clerk-\$4,166
- P) Cleaner-\$16.50/hr.
- Q) Library Manager-\$24,864
- R) Part-time Library Technician-\$16,802
- S) Part-time Library-\$14.20/hr.
- T) Water Treatment MEO-\$25.02/hr.
- U) Water Treatment Clerk-\$19.68/hr.
- V) Budget Officer-\$2,334
- W) Historian-\$2,915
- X) Deputy Historian-\$490

Y) Board of Assessment Review-\$100/mtg.

Z) Mileage-\$.63/mile

Resolution #14-Establish that the monthly meeting of the Salem Town Board will be held @ Proudfit Hall:

Motion made by Councilwoman Brenda Levey, seconded by Councilman Howard Law; passed unanimously 5-0

Motion to Adjourn-Motion made by Councilman Marcus Blanck, seconded by Councilman Howard Law, to adjourn the 2023 Organizational Meeting; passed unanimously 5-0. Organization Meeting was adjourned @ 5:54 p.m. **Regular monthly meeting of the Salem Town Board will follow immediately.**

Respectfully Submitted:

Patricia A. Gilchrist-Town Clerk
Town of Salem

