

Town of Salem Organizational Meeting Minutes

January 03, 2023

Present: Supervisor Evera Sue Clary; Town Council Members: Brenda Levey; Howard Law; Tom McMorris; Wyeth Coburn; Clerk to Supervisor-Kathy Chambers; Town Clerk-Patricia Gilchrist

Others Present: Travis Keys-Highway/Water

Public Present: Jay Bellanca

Absent: Eric Rogers-Water Dep't.; Judy Flagg-Historian/Records Mg't. (Excused due to illness); Herb Perkins-Courthouse; Kim Erbe-Planning Bd./Library; Rebecca Brown-Water Clerk/Library; Jeanne Smith-Georgi; Nancy Quell-DCO

5:15 pm-Supervisor Clary opened the Organizational Meeting, followed by Pledge of Allegiance.

Supervisor Clary reported that Attorney Matt Fuller & Mary Beth Bianconni would be presenting at the regular monthly meeting of the Town Board on January 17, 2024 @ 6:30 p.m.

Compliance Officer-The Board will need a monthly report from Mario Canalini. Councilman Law said he felt Marion needs some kind of I.D. badge, a reflective vest, & a hard hat.

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

Motion made by Councilman Howard Law, seconded by Councilman Tom McMorris to approve a-f; adding g) as stated; **passed unanimously 5-0**

- a) Regular meetings are 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 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 to be considered for inclusion in the agenda shall be submitted to the Supervisor five (5) 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 ten (10) minutes to speak; presentation(s) limited to thirty (30) minutes

Resolution #2 Authority of Supervisor:

Motion made by Councilman Tom McMorris, seconded by Councilman Howard Law; **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., pre-pay utilities, business and office supplies, medical and health insurance, Queensbury Water Dep't., salt contract reimbursement & whatever may come before the board. **Motion made by** Councilman Howard Law, seconded by Councilman Wyeth Coburn, adding 'pre-pay' before utilities & 'salt contract reimbursement' to last line; **passed unanimously 5-0.**

Resolution #3 Code of Ethics:

Motion made by Councilwoman Brenda Levey, seconded by Councilman Tom McMorris; **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 made by Councilwoman Brenda Levey, 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.

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Resolution#5 To Designate Depositories for the Town of Salem:

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

The Times Union can be used for Legal Notices (as well as the Eagle Newspaper), but The Eagle Newspaper shall be the official designated newspaper.

Resolution #7 Official Undertaking:

Motion by Councilwoman Brenda Levey, seconded by Councilman Tom McMorris; **passed unanimously 5-0**

Continue the Blanket Undertaking Policy for Officers, Clerks, & Employees of the Town as provided thru NYMIR.

Resolution # 8 Procurement Policy:

Motion by Councilman Howard Law, seconded by Councilman Tom McMorris; **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 Howard Law, seconded by Councilman Tom McMorris; **passed unanimously 5-0**

To spend Town Highway funds for fiscal year 2024 not to exceed \$1,068,265.00 as appropriated in the 2024 Budget.

Resolution #10 Appointments as per Town Board:

Motion by Councilwoman Brenda Levey, seconded by Councilman Tom McMorris; **passed unanimously 5-0**

- A) Annual Appointment of Court Clerk-Ann Wilcox(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, & preparation/execution of BAN's-Attorney David Klingebiel; Attorney Matt Fuller for Sewer matters
- D) Annual Appointment of Compliance Officer – Mario Canalini
- E) Annual Appointment of Historian – Judy Flagg
- F) Annual Appointment of Deputy Historian- Al Cormier
- G) Annual Appointment Board of Assessment Review – Jay Bellanca (seeking at least two more members)**
- H) Annual Appointment of Board of Ethics-Michelle Bardwell, Bruce Ferguson, Harold Gilchrest
- I) Annual Appointment of Clerk to the Planning/Zoning Board- Kimberly Erbe
- J) Annual Appointment to Georgi Museum- Jeanne Smith
- K) Annual Appointment of Management Team-Historic Salem Courthouse- Herb Perkins-President; Christine Michael-Vice President; Karen Sheldon-Secretary; Karen Pfindel-Treasurer; Jill Nadowski; Patty Burch; Michael Ammaturo

Resolution #11 Honor Contracts for the following as approved in the 2024 Budget:

Motion by Councilman Howard Law, seconded by Councilman Tom McMorris; **passed unanimously 5-0**

Shushan Volunteer Fire Company - \$57,378

Salem Volunteer Fire Department, Inc. - \$182,014

Salem Rescue Squad - \$14,137

Bancroft Public Library-\$33,300

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

Motion by Councilman Howard Law, seconded by Councilman Tom McMorris; **passed unanimously 5-0**

- A) Deputy Supervisor-Brenda Levey
- B) Clerk to Supervisor/Confidential Assistant-Kathleen Chambers
- C) Budget Officer-Evera Sue Clary
- D) Registrar of Vital Statistics-Patricia A. Gilchrist
- E) Highway-Howard Law
- F) Georgi Museum-Brenda Levey-Chairman; Jeanne Smith; Laura Dunham; Harold 'Butch' Gilchrist;

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Sandy Haber; Gina Johnson; Joanne Steele; Mary Menard; Elizabeth Foster

- G) Economic Development-Larry Haber-Chairman; Laura Dunham; John Bardwell; Robert Berger; Evera Sue Clary; Kay Tomasi; Yvette Bordeaux
- H) Fire/Rescue-Howard Law; Tom McMorris
- I) Courthouse-Evera Sue Clary
- J) Bancroft Library-Evera Sue Clary; Brenda Levey
- K) Park & Recreation Committee-Brenda Levey
- L) Building/Maintenance Committee-Howard Law; Tom McMorris
- M) Sewer Committee-Wyeth Coburn-Chairman; Evera Sue Clary; Kay Tomasi; Michael Hatzel; Jim Carrolan; Peter Carrolan; Ted Hopkins; Peter Thomas; Nate Kindel
- N) Climate Smart Committee-Yvette Bordeaux-Chairman; Sam Ives; Wyeth Coburn
- O) IT Committee-Tom McMorris; Wyeth Coburn

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 Wyeth Coburn; **passed unanimously 5-0**

- A) Town Supervisor-\$8,418
- B) Council Persons-\$1,377.10 each x 4
- C) Town Clerk-\$19,483.00
- D) Highway Superintendent-\$54,500
- E) Assessor-\$13,134
- F) #2 Assessor-\$5,628
- G) Deputy Town Clerk-\$17.00/hr.
- H) Clerk to Supervisor/Confidential Assistant-\$28.61/hr.
- I) PTE Georgi Museum Clerk-\$19.02/hr.
- J) Compliance Officer-\$2,832
- K) PTE Records Management Officer-\$632
- L) Town Justice-\$9,350
- M) Town Justice Clerk-\$4,800
- N) Georgi Gardener-\$16.50/hr.
- O) PTE Planning Board Clerk-\$4,291
- P) Cleaner-\$16.50/hr.
- Q) Library Manager-\$26,295
- R) Part-time Library Technician-\$17,769
- S) Part-time Library Tech-\$15.00/hr.
- T) Water Treatment MEO-\$26.29/hr.
- U) Water Treatment Clerk-\$20.27/hr.
- V) Budget Officer-\$2,404

- W) Historian-\$3,002
- X) Deputy Historian-\$505
- Y) Board of Assessment Review-\$100/mtg.
- Z) Zoning Board Clerk-\$2,266
- aa) Mileage-\$.63/mile

Resolution #14-Approval of the corrected 2024 Town of Salem Budget-Motion made by Councilwoman Brenda Levey, seconded by Councilman Tom McMorris, to approve the corrected 2024 Town of Salem Budget; changes were made with water & Library had to change their wages on Page 12; passed unanimously 5-0

Resolution #15-Establish place for monthly Town Board Meetings-Motion made by Councilman Tom McMorris, seconded by Councilman Howard Law, establishing the monthly Town Board meetings will be held @ Proudfit Hall; 181 Main Street; Salem, NY 12865, beginning @ 5:00 p.m. for Audit-6:00 p.m. for the business meeting to be called to order. Passed unanimously 5-0

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Resolution #16-Motion made by Councilman Howard Law, seconded by Councilman Tom McMorris, to approve pre-pay for payroll & utilities; passed unanimously 5-0

Petty Cash for Tax Collection-Clerk/Collector Gilchrist asked Clerk to Supervisor Chambers for a check in the amount of \$300 for petty cash for tax collection; Clerk to Supervisor Chambers will get a check to Clerk/Collector Gilchrist.

Day-War Ventures, LLC-Clerk to Supervisor Chambers informed the Board that there would be two Vouchers in the amount of \$1,200 that would need signing for the increase in rent for the Town Office space; Vouchers will be signed/approved. Clerk Gilchrist will mail the remaining Vouchers for the rest of the year to C.J. Day for his signature on the monthly rent.

PUBLIC COMMENT

Peter Thomas-‘Wreaths Across America’ project-Peter would like to add the Revolutionary War Cemetery to this organization’s list of cemeteries so that wreaths can be in the cemetery. Wreaths are purchased directly from the Organization. Will review again next year when it gets closer to the time.

Resolution #17-Motion made by Councilman Howard Law, seconded by Councilman Tom McMorris, to go into Executive Session to discuss the Union Contract; passed unanimously 5-0. Motion made by Councilman Howard Law, seconded by Councilman Wyeth Coburn to come out of Executive Session; passed unanimously 5-0.

Motion to Adjourn-Motion made by Councilman Howard Law, seconded by Councilwoman Brenda Levey, to adjourn the 2024 Organizational Meeting; passed unanimously 5-0. Organization Meeting was adjourned @ 6:52 p.m.

Regular Monthly Meeting of the Salem Town Board will be held on January 17, 2024, @ Proudfit Hall; 181 Main Street; Salem, NY, beginning @ 5:00 p.m. for review of Warrants #1 & Highway Abstract #1 for payment; regular business meeting will begin @ 6:00 p.m.

Respectfully Submitted:

Patricia A. Gilchrist-Town Clerk
Town of Salem

ADDENDUM TO MINUTES

**Not known at the time of the meeting, Jay Bellanca will fill the term of BAR member, John Bardwell, who resigned, by letter, on November 20, 2023. Jay's term will run from this date, 01/03/2023, until 09/30/2025 (the end of John Bardwell's term). At that time, the Salem Town Board can appoint & approve Jay Bellanca for his own five-year term, should he request the same. This information was requested by Washington County Real Property for their records.

