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**Town of Salem Organizational Meeting Minutes**  
**January 08, 2025**

**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; Larry Haber-Economic Development

**Public Present:** None

**Absent:** Eric Rogers-Water Dep't.; Herb Perkins-Courthouse; Sandra Haber-Georgi; Laura Dunham-Georgi; Nancy Quell-DCO

**5:00 pm**-Review of Warrants #1 & Highway Abstract #1 for payment.

**5:30 pm**-Financials presented for review by Clerk to Supervisor Chambers:

**Highway**-Acc'ts. looking pretty good; excess of \$243,000 in Appropriated Fund Balance. Report reviewed page by page.

**Water**-F206-Water Reserve Checking of \$187,473.96 **don't touch**. F599-Appropriated Fund Balance is \$30,644; watch 8310.4-Home & Community Svcs.-Contr.-IT fees, etc.

**Benjamin Bancroft Trust**-Total Cash-Ckg. & ICS-\$29,737.06; Total Budgetary & Expense Acc'ts.-\$42,587 (Est. revenues of \$25,750 & Expenditures of \$16,836.56); Total Assets-\$72,323.62 (All sheet reviewed)

**Georgi Museum**-Total Cash-\$50,462; Total Budgetary & Exp. Acc'ts.-\$107,539 (Est. Revenues-\$40,900; Expenditures-\$52,190 & Appropriated Fund Bal.-\$14,449); Total Assets-\$164,001

GM2089-Other culture & recreation-\$25,302 (more in from Trust)

GM2705-Gifts & Donations-Pinnacle Roofing will be coming out

**New Employee Request**-Letter rec'd. from new employee requesting \$20/hr.--not the \$17.68 currently listed in the 2025 Budget. Limit the hours worked-if hours go over, will have to figure out where the money is coming from to transfer.

**7:00 pm-Organizational Meeting** called to order by Supervisor Clary, followed by Pledge of Allegiance.

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

**Motion made by** Councilman Howard Law, seconded by Councilman Wyeth Coburn, to approve a-g as amended, changing a) from the third Wednesday of each month to the third Tuesday of each month); enforce 5-day report time under g); passed unanimously 5-0

- a) Regular meetings are to be held on the third Tuesday 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.
- 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.

**Resolution #3-Code of Ethics:**

**Motion made by Councilman Howard Law, 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.

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

**Motion by Councilwoman Brenda Levey, seconded by Councilman Wyeth Coburn; passed unanimously 5-0**  
Arrow 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 Howard Law, seconded by Councilman Wyeth Coburn; passed unanimously 5-0**  
The Eagle Newspaper, the Salem Press/Greenwich Journal & the Post Star, either one or all, will be designated official newspapers.

**Resolution #7-Official Undertaking:**

**Motion by Councilman Howard Law, seconded by Councilman Tom McMorris; passed unanimously 5-0**  
Continue the Blanket Undertaking Policy for Officers, Clerks, & Employees of the Town as provided through NYMIR.

**Resolution # 8-Procurement Policy: Hold Off on this**

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 2025 not to exceed \$1,142,836.00 as appropriated in the 2025 Budget.

**Resolution #10-Appointments as per Town Board:**

**Motion by Councilman Tom McMorris, seconded by Councilman Wyeth Coburn; passed unanimously 5-0**

- A) Annual Appointment of Court Clerk-Joanne McDowell (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-Al Cormier
- F) Annual Appointment of Deputy Historian- Crystal McMorris
- G) Annual Appointment Board of Assessment Review-Jay Bellanca, Chair; Winona Hathaway; Nate Kindel
- H) Annual Appointment of Board of Ethics-Michelle Bardwell, Harold Gilchrest (Note: need someone to replace Bruce Ferguson)
- I) Annual Appointment of Clerk to the Planning/Zoning Board-Kimberly Erbe
- J) Annual Appointment Board of Directors-Historic Salem Courthouse-Beth Ullion & Michael Ammaturo-Co-Presidents; Karen Sheldon-Secretary; Karen Pfindel-Treasurer; Jill Nadowski; Patty Burch; Mary Menard; Herb Perkins; Todd DeGarmo; Tim Whalen; Kristin Preble; Jude Clary

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

**Motion by Councilman Wyeth Coburn, seconded by Councilman Howard Law; passed unanimously 5-0**

- A) Shushan Volunteer Fire Company-\$63,378
- B) Salem Volunteer Fire Departme\$209,316

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- C) Salem Rescue Squad-\$14,702
- D) Bancroft Public Library-\$38,900

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

**Motion** by Councilman Wyeth Coburn, seconded by Councilman Tom McMorris; passed unanimously 5-0

- A) Deputy Town Supervisor-Howard Law
- 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, Liaison
- F) Georgi Museum-Brenda Levey, Liaison; Sandy Haber, Chair; Laura Dunham; Mary Menard; David Owens
- G) Economic Development-Larry Haber-Chair; Evera Sue Clary; Laura Dunham; Kay Tomasi; Brenda Levey; John Bardwell; Robert Berger
- H) Fire/Rescue-Howard Law, Liaison; Tom McMorris, Liaison
- I) Courthouse-Evera Sue Clary-Liaison
- J) Bancroft Library-Evera Sue Clary-Liaison
- K) Park & Recreation Committee-Wyeth Coburn
- L) Sewer Committee-Wyeth Coburn-Chairman; Evera Sue Clary; Kay Tomasi; Peter Dunham; Charles Reiss; Jason Waters; Steve Snyder; Nate Kindel; Michael Hatzel
- M) Climate Smart Committee-Evera Sue Clary; John Bardwell; Alesa Wilson; Beth Ullion; Yvette Bordeaux
- N) IT Committee-Tom McMorris, Liaison

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

**Motion** by Councilman Wyeth Coburn, seconded by Councilman Howard Law; passed unanimously 5-0

- A) Town Supervisor-\$8,755
- B) Council Persons-\$1,420.75 each x 4
- C) Town Clerk-\$20,262
- D) Highway Superintendent-\$56,680
- E) Assessor-\$15,847
- F) #2 Assessor-\$6,791
- G) Deputy Town Clerk-\$20/hr.-**Motion** made by Councilman Wyeth Coburn, seconded by Councilman Tom McMorris to set maximum hours @ 117; when hours are gone, deal with it then; passed unanimously 5-0
- H) Clerk to Supervisor/Confidential Assistant-\$29.75/hr.
- I) PTE Georgi Museum Clerk-\$19.80/hr.
- J) Compliance Officer-\$2,945
- K) PTE Records Management Officer-\$657
- L) Town Justice-\$10,111
- M) Town Justice Clerk-\$6,253
- N) Georgi Gardener-\$18.72/hr.
- O) PTE Planning Board Clerk-\$4,463
- P) PTE Town Office/Bancroft Cleaner-\$17.68/hr.
- Q) Library Manager-\$27,000
- R) Part-time Library Technician-\$19,000
- S) Part-time Library Tech-\$15.50/hr.
- T) Bldg. Maintenance-\$21.00/hr. (Currently Andy Erbe)
- U) Water Treatment MEO-\$27.08/hr.
- V) Water Treatment Clerk-\$21.08/hr.
- W) Budget Officer-\$2,500
- X) Historian-\$3,122

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- Y) Deputy Historian-\$525
- Z) Board of Assessment Review-\$100/mtg.
- aa) Zoning Board Clerk-\$2,357
- bb) Mileage-\$.70/mile

**Motion to Adjourn Organizational Meeting-Motion made by Councilman Howard Law, seconded by Councilwoman Brenda Levey, to adjourn the 2025 Organizational Meeting; passed unanimously 5-0. Organization Meeting was adjourned @ 7:00 p.m.**

Respectfully Submitted:

Patricia A. Gilchrist-Town Clerk  
Town of Salem