

Town of Salem Organizational Meeting Minutes

January 05, 2026

Present: Supervisor Evera Sue Clary; Town Council Members: Tom McMorris; Brenda Levey; Scott Eastman; Clerk to Supervisor-Kathy Chambers; Town Clerk-Patricia Gilchrist
Councilman Howard Law will be present through videoconferencing from his residence @ 2277 State Rte. 313; Shushan, NY 12873

Others Present: Al Cormier-Historian/Records Mg't.; Kim Erbe-Planning Bd./Library

Public Present: David Wren-250th Anniv. Celebration; Mike Miller

Absent: Travis Keys-Highway/Water; Beth Ulion-Courthouse; Larry Haber-Economic Development; Laura Dunham-Georgi Trustee; Mary Menard-Georgi Trustee Nancy Quell-DCO

5:00 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:

- a) Regular meetings are to be held on the second Wednesday of each 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) Details of Expenditures & Revenues, plus Trial Balances, will be presented to the Town Board monthly & are to be included in Town Board minutes.
- d) The Supervisor chairs the meetings. If the Supervisor is unable to attend the meeting(s), the Deputy Supervisor will chair the meetings.
- e) Items to be considered for inclusion in the agenda shall be submitted to the Supervisor five (5) days before.
- f) Monthly reports required from Planning Bd., Zoning Bd. of Appeals, Historian, Assessor, Salem Fire Dep't., Shushan Fire Dep't. Salem Rescue Squad, Bancroft Public Library, Economic Development, Sewer Comm., Tree Comm., Highway/Water, HSCPA, Georgi on the Battenkill, DCO, 250th Anniv. Comm.
- g) 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 a topic can be discussed by the Board. Casting of votes shall follow the Board's discussion phase & shall be done by roll call vote. A minimum of three (3) "yes" votes are required for a motion/resolution to pass & be adopted.
- h) Privilege of the Floor Parameters shall be adopted to provide for orderly public involvement; guests or public present at the meeting are allotted five (5) minutes to speak; presentations limited to fifteen (15) minutes.

Motion made by Councilman Tom McMorris, seconded by Councilwoman Brenda Levey, approving Resolution #1, a-h; passed 4-0.

Resolution #2-Authority of Supervisor:

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 Tom McMorris, seconded by Councilman Scott Eastman, approving Resolution #2; passed 4-0.

Resolution #3-Code of Ethics:

As per NYS GML, Article 18-Section 806, the attached Code of Ethics shall be adopted for all Town of Salem Municipal Officers & Employee's. **Motion made by** Councilwoman Brenda Levey, seconded by Councilman Tom McMorris, approving Resolution #3; passed 4-0.

Resolution #4-Conflicts of Interest:

Recognize the validity of NYS GML, Article 18-Sections 800-806, Conflicts of Interest of Municipal Officers & Employees & publicly post in the Salem Town Office. **Motion made by** Councilman Scott Eastman, second-ed by Councilman Tom McMorris, approving Resolution #4; passed 4-0.

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

Arrow Bank shall be the depository of Town funds with the required authorized signatures. **Motion made by** Councilwoman Brenda Levey, seconded by Councilman Tom McMorris, approving Resolution #5; passed 4-0.

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

The Eagle Newspaper, the Salem Press, & the Post Star, either one or all, will be designated official newspapers. **Motion made by** Councilwoman Brenda Levey, seconded by Councilman Scott Eastman, approving Resolution #6; passed 4-0.

Resolution #7-Official Undertaking:

Continue the Blanket Undertaking Policy for Officers, Clerks, & employees of the Town of Salem as provided through NYMIR. **Motion made by** Councilman Tom McMorris, seconded by Councilman Scott Eastman, approving Resolution #7; passed 4-0.

Resolution # 8-Procurement Policy:

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'. Add 'piggybacking' clause to Procurement Policy per Highway Sup't. Travis Keys for salt & paving. **Motion made by** Councilman Scott Eastman, seconded by Councilman Tom McMorris, approving Resolution #8; passed 4-0.

Resolution #9-Agreements Between Highway Superintendent & Town Board:

To spend Town Highway funds for fiscal year 2026 not to exceed \$1,158,102.00 as appropriated in the 2026 Budget. **Motion made by** Councilman Tom McMorris, seconded by Councilwoman Brenda Levey, approving Resolution #9; passed 4-0.

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-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-To be filled; 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- needs to be filled
- 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 Bd./Zoning Board of Appeals-Kimberly Erbe

j) Annual Appointment to the Georgi Board of Trustees-Laura Dunham-President; Brenda Levey-Vice President & Town Board liaison; Mary Menard-Treasurer; Aggie Duveen-Secretary; David Owens-Building Facilitator

k) Annual Appointment Board of Directors-Historic Salem Courthouse Preservation Assn.-Beth Ulion-President; Mary Menard-Vice President; Todd Degarmo-Secretary; Nate Kindel-Treasurer; Board Members: Tim Whalen; Herb Perkins; Christine Michel; Kristin Preble; Karen Sheldon; Jude Clary

Motion made by Councilman Scott Eastman, seconded by Councilwoman Brenda Levey, approving Resolution #10 a-k; passed 4-0

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Resolution #11-Honor Contracts for the following as approved in the 2026 Budget:

- A) Shushan Volunteer Fire Company-\$64,646
- B) Salem Volunteer Fire Department\$213,502
- C) Salem Rescue Squad-\$14,996
- D) Bancroft Public Library-\$39,678

Motion made by Councilwoman Brenda Levey, seconded by Councilman Scott Eastman, approving Resolution #11; passed 4-0

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

- a) Deputy Town Supervisor-Tom McMorris
- 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 & Scott Eastman-Liaisons
- f) Economic Development-Larry Haber-Chair; Julie Collier (Salem School); Kay Tomasi; Brenda Levey; Evera Sue Clary; John Bardwell; Robert Berger; Michael Mugits; Bob Perry
- g) Fire/Rescue-Howard Law & Tom McMorris-Liaisons
- h) Courthouse-Evera Sue Clary & Brenda Levey-Liaisons
- i) Bancroft Library-Evera Sue Clary-Liaison
- j) Veterans Memorial Park & Recreation Committee; 250th Anniversary Celebration-Tom McMorris; Scott Eastman-Liaisons; Al Cormier & David Wren
- k) Sewer Committee- Evera Sue Clary-Chairman; Kay Tomasi; Peter Dunham; Charles Reiss; Jason Watters Steve Snyder; Nate Kindel; Michael Hatzel; Larry Haber; Bob Perry
- l) Climate Smart Community-John Bardwell; Alesa Wilson; Beth Ulion; Evera Sue Clary; Yvette Bordeaux
- m) IT Committee-Tom McMorris-Liaison
- n) Tree Committee-Tom McMorris-Chair; Rob Southerland; Jim Gariepy; Sherri Slater
- o) Master Comprehensive Plan-Evera Sue Clary; Kay Tomasi; Shane Nolan; Jim Sheldon; Jon Ketchum; Josh Wesner; Ed Donoghue; Julie Collier; Tom Clary; Herb Perkins

Motion made by Councilman Tom McMorris, seconded by Councilwoman Brenda Levey, approving Resolution #12, as amended; passed 4-0

Resolution # 13 -Salaries as per Compensation Page of 2026 Budget (with exception of Highway employees per labor contract):

- a) Town Supervisor-\$8,930
- b) Council Persons-\$1,449.50 each x 4 = \$5,798
- c) Town Clerk-\$20,667

- d) Highway Superintendent-\$57,813
- e) Assessor-\$22,638
- f) Deputy Town Clerk-\$20.40/hr.
- g) Clerk to Supervisor/Confidential Assistant-\$32.49/hr.
- h) PTE Georgi Museum Clerk-\$20.20/hr.
- i) Compliance Officer-\$3,004
- j) PTE Records Management Officer-\$670
- k) Town Justice-\$10,567
- l) Town Justice Clerk-\$6,888
- m) Georgi Gardener-\$19.09/hr.
- n) PTE Planning Board Clerk-\$4,522
- o) PTE Town Office/Bancroft Cleaner-\$18.03/hr.
- p) Library Manager-\$27,871
- q) Part-time Library Technician-\$19,613

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- r) Part-time Library Tech-\$16.00/hr.
- s) Water Treatment MEO-\$28.16/hr.
- t) PTE Water Treatment Clerk-\$21.50/hr.
- u) Budget Officer-\$2,550
- v) Historian-\$3,184
- w) Deputy Historian-\$536
- x) Board of Assessment Review-\$100/mtg.
- y) Zoning Board Clerk-\$2,404
- z) Mileage-\$.74/mile

Motion made by Councilwoman Brenda Levey, seconded by Councilman Scott Eastman, approving Resolution #13; passed 4-0

Proudfit Hall Rental Usage Agreement-Motion made by Councilwoman Brenda Levey, seconded by Councilman Tom McMorris, approving the Proudfit Hall Rental Usage Agreement provided by Ed Donoghue; passed 4-0.

Salem Blockhouse Project-Councilman McMorris paperwork w/pictures of what a blockhouse could potentially look like erected in Veteran's Memorial Park. Tom would like to proceed with this project, researching the cost, materials, how to raise money, etc. **Motion made by** Councilwoman Brenda Levey, seconded by Councilman Scott Eastman, approving that Councilman McMorris investigate the blockhouse project; passed 4-0.

Electronic Speed Sign-Washington Co. took from Shushan; it dropped & broke & a new one is being ordered.

Homeland Security & Emergency Services Grant-Supervisor Clary reported that she would be sending information to both the Salem & Shushan Fire Departments.

Cyber Security Insurance for Bancroft Trust-Clerk to Supervisor Chambers reported that one quote from Upstate was \$1,900 +/-; one from Arcadia was \$461 +/-.

Town Office Heat-Supervisor Clary reported that there had been no heat in the Town Office for several days; landlord was contacted as propane tank was empty. It might be a good idea to have the new Town Attorney (when we get one) draft a letter to the landlord.

NYAOT Newly Elected Officials School-In Albany, Jan. 14-16, 2026, for all newly elected & first & second-term officials & any town official looking for a refresher or to connect w/new local gov't. leaders.

Executive Session-Motion made by Councilman Tom McMorris, seconded by Councilwoman Brenda Levey, to go into Executive Session to discuss personnel matters; passed 4-0.

Motion made by Councilman Tom McMorris, seconded by Councilwoman Brenda Levey, to come out of Executive Session; discussion had & no vote (s) taken; passed 4-0.

Resolution #14-Motion made by Councilman Tom McMorris, seconded by Councilwoman Brenda Levey, to hire the firm of Meyer, Fuller & Stockwell, Matthew F. Fuller, Esq., as the new Town of Salem attorney for 2026; passed 4-0.

Motion to Adjourn Organizational Meeting-Motion made by Councilwoman Brenda Levey, seconded by Councilman Tom McMorris, to adjourn the 2026 Organizational Meeting; passed 4-0. Organization Meeting was adjourned @ 6:34 p.m.

Respectfully Submitted:

Patricia A. Gilchrist-Town Clerk
Town of Salem

