

ORGANIZATIONAL MEETING
January 4, 2018
4:00PM

At 4:10 pm Judge Richard Gumo swore in Delhi Town Supervisor Mark Tuthill, Matthew Krzyston and the new board member Janet Tweed.

Supervisor Tuthill called the meeting to order at 4:15pm

Present: Council members W. Allan Perkins, William Carins, Matthew Krzyston, Janet Tweed
Absent: Highway Superintendent Daren Evans

The Board waived going into executive session until the January 9th board meeting.

APPOINTMENT OF W. ALLAN PERKINS AS DEPUTY SUPERVISOR

Supervisor Mark Tuthill announced the appointment of W. Allan Perkins as Deputy Supervisor, term January 1, 2018 to December 31, 2018 with a salary of \$1,705.00. Councilmember Cairns made the motion to accept this appointment, seconded by Councilmember Krzyston and carried.

APPOINTMENT OF BRIAN ROSENTHAL AS DEPUTY HIGHWAY SUPERINTENDENT

The appointment of Deputy Highway Superintendent was put on hold until January 9th as Highways Superintendant Evans was not able to make the meeting due to the inclement weather he was plowing snow.

APPOINTMENT OF LAURA MILLS DEPUTY TOWN CLERK/TAX COLLECTOR/RVS/RMO

Town Clerk Elsa Schmitz announced the appointment of Laura Mills as Deputy Town Clerk/Tax Collector/RVS/RMO. Councilmember Perkins made the motion to accept with Councilmember Tweed seconding, carried.

MONTHLY MEETING

Motion made to hold the monthly meeting of the Delhi Town Board on the second Tuesday of each month at the Delhi Town Hall Building; 5 Elm Street, Delhi New York at 7:30 p.m. unless otherwise stated or advertised was made by Councilmember Perkins seconded by Councilmember Krzyston, motion carried.

OFFICIAL DEPOSITORY

Motion that the official depository for the funds of the Supervisor, Justice Court, Town Clerk, and Tax

Collector shall be the Delaware National Bank of Delhi was made by Councilmember Perkins seconded by Councilmember Cairns and carried.

OFFICIAL NEWSPAPERS

Motion that the official newspaper for the Town of Delhi shall be The Reporter was made by Councilmember Cairns seconded by Councilmember Perkins and carried.

APPOINTMENT OF LOIS HAIGHT AS CHAIRMAN OF ZONING BOARD OF APPEALS

Motion to appoint Lois Haight as Chairman of the Town of Delhi Zoning Board of Appeals for the term January 1, 2018 thru December 31, 2018 was made by Councilmember Perkins seconded by Councilmember Tweed and carried.

APPOINTMENT OF FRANK BOVEE AS CHAIRMAN OF ASSESSORS

Motion to appoint Frank Bovee as Chairman of the Town of Delhi Board of Assessors for the term January 1, 2018 thru December 31, 2018 was made by Councilmember Cairns seconded by Councilmember Krzyston and carried.

APPOINTMENT OF MAGGIE REINMANN AS BOOKKEEPER

Motion to appoint Maggie Reinmann as Bookkeeper for the Town of Delhi for the term January 1, 2018 thru December 31, 2018 with a salary of \$20,774.78 was made by Councilmember Krzyston seconded by Councilmember Cairns and carried.

APPOINTMENT OF MARIANNE GREENFIELD AS TOWN HISTORIAN

Motion to appoint Marianne Greenfield as Historian for the Town of Delhi for the term January 1, 2018 thru December 31, 2018 with a salary of \$852.72 was made by Councilmember Perkins seconded by Councilmember Cairns and carried.

APPOINTMENT OF KEHOE & MERZIG, COUNSELOR AT LAW, AS TOWN ATTORNEY

The motion to appoint Kehoe & Merzig as Town Attorney, January 1, 2018 thru December 31, 2018, at a professional retainer fee of \$4,500.00 excluding litigation, was made by Councilmember Cairns seconded by Councilmember Krzyston and carried.

APPOINTMENT OF CATHERINE FLETCHER AS JUSTICE COURT CLERK

Judge Richard Gumo announced the appointment of Catherine Fletcher as Court Clerk for the Town Justice Court for the year January 1, 2018 thru December 31, 2018 with a salary of \$47,496.54, and to authorize the Court Clerk to sign checks for the justice court, thereby facilitating court business was made by Councilmember Tweed seconded by Councilmember Perkins and carried.

APPOINTMENT OF DENNIS KLIMOWSKI AS COURT BAILIFF

Judge Richard Gumo announced the appointment of Dennis Klimowski as Court Bailiff for the Town of Delhi for the year January 1, 2018 thru December 31, 2018 with a salary of \$17.57 per hr. x 3 hrs. per week for Court Bailiff was made by Councilmember Cairns and seconded by Councilmember Krzyston and carried.

APPOINTMENT OF DALE DOWNIN AS CODE ENFORCEMENT OFFICER

Motion to appoint Dale Downin as Town of Delhi Code Enforcement Officer for the year January 1, 2018 thru December 31, 2018, with a salary of \$16,810.30 per year was made by Councilmember Krzyston seconded by Councilmember Cairns and carried.

APPOINTMENT OF ALLAN ALWINE AS DOG CONTROL OFFICER

Motion to appoint Allan Alwine as Town of Delhi Dog Control Officer for the year January 1, 2018 thru December 31, 2018, with a salary of \$2,808.26 per year, and \$10.00 per dog delivered to the humane society, and reimbursed mileage at a rate of county rate per mile was made by Councilmember Krzyston seconded by Councilmember Perkins and carried.

APPOINTMENT OF DAVID WAKIN AS ADMINISTRATIVE ASSISTANT TO PLANNING BOARD

Motion to appoint David Wakin as Administrative Assistant to the Planning Board for the Town of Delhi for the year January 1, 2018 thru December 31, 2018, with a salary of \$1,271.42 per year was made by Councilmember Krzyston seconded by Councilmember Perkins and carried.

APPOINTMENT OF REGINA KRZYSTON AS HEALTH OFFICER

Motion to appoint Regina Krzyston as Town of Delhi Health Officer for the year January 1, 2018 thru December 31, 2018, with a salary of \$400.00 per year was made by Councilmember Cairns seconded by Councilmember Perkins and carried. Matthew Krzyston abstaining from vote.

APPOINTMENT OF CHAIRMAN OF PLANNING BOARD

The appointment of the Chairman of the Town Planning Board for the year January 1, 2018 thru December 31, 2018, was tabled until the January 9th regular board meeting.

APPOINTMENT OF ELSA SCHMITZ AS RECORDS MANAGEMENT OFFICER AND REGISTRAR OF VITAL STATISTICS

Motion to appoint Elsa Schmitz, Town Clerk, as Records Management Officer and Registrar of Vital Statistics for the year January 1, 2018 thru December 31, 2018, was made by Councilmember Tweed seconded by Councilmember Perkins and carried.

APPOINTMENT OF PART-TIME HIGHWAY EMPLOYEES TO PLOW SNOW ON AN EMERGENCY BASIS AS NEEDED

If part-time employees are needed for other than plowing snow, approval must first be granted from the Supervisor or Deputy Supervisor. Temporary part-time highway employees are paid at a rate of \$17.55 per hour for drivers with CDL. Highway Superintendent, Daren Evans, announced the appointment of Ed Whittaker and Ronald Pagerie for the year January 1, 2018 through December 31, 2018, was made by Councilmember Perkins seconded by Councilmember Cairns and carried.

INVESTMENT OF IDLE FUNDS

Motion to authorize the Supervisor for the Town of Delhi to responsibly invest all idle funds of the Town of Delhi as it is recommended by the Department of Audit and Control and The State of New York was made by Councilmember Krzyston seconded by Councilmember Perkins and carried.

APPROVAL OF BLANKET FUNDS

Motion that the Town Board of Delhi authorize the Supervisor, Deputy Supervisor, Town Justice, Town Clerk/Tax Collector, Superintendent of Highways, Bookkeeper, and other appointed and elected officials of the town to be bonded, thereby approving the Sufficiency of Securities was made by Councilmember Cairns seconded by Councilmember Krzyston and carried.

DESIGNATION OF COUNTERSIGNATURES

Motion for the following officials Supervisor Tuthill, Deputy Supervisor W. Allan Perkins and Council members William Cairns, Matthew Krzyston and Janet Tweed to sign Town of Delhi checks; and Town Clerk/Tax Collector Elsa Schmitz and Town Supervisor Tuthill to sign Town Clerk and Tax Collector checks was made by Councilmember Perkins seconded by Councilmember Cairns and carried.

A motion was made by Councilmember Perkins to remove former Councilmember Thomas Little as counter signer of the Town of Delhi accounts, with Councilmember Cairns seconding. Motion carried.

PROCUREMENT POLICIES AND PROCEDURES

Motion that the Town Board of Delhi approve the attached Resolution #4 of 2012 Procurement Policies and Procedures for the Town of Delhi. Motion made by Councilmember Krzyston seconded by Councilmember Perkins and carried. Councilmember Perkins also requested that Councilmember Tweed receive a copy of Resolution #4 of 2012 Procurement Policies and Procedures of the Town of Delhi. The clerk will provide her with a copy.

AUTHORIZATION FOR HIGHWAY SUPERINTENDENT TO SPEND FUNDS LESS THAN \$2,500

Motion that the Superintendent of Highways is hereby authorized to spend amounts not to exceed the sum of \$2,500 without first approval of the Supervisor or Deputy Supervisor was made by Councilmember Perkins seconded by Councilmember Krzyston and carried.

AUTHORIZATION TO PLOW SNOW

Motion that the Superintendent of Highways is hereby authorized to plow snow for the American Legion, Delaware Academy, Delaware County Museum, Humane Society and Delhi Joint Fire District upon request was made by Councilmember Perkins seconded by Councilmember Tweed and carried.

ADVERTISING

Motion that the Superintendent of Highways is hereby authorized subject to Board approval to advertise for items and materials when needed were made by Councilmember Perkins seconded by Councilmember Krzyston and carried. It was noted that the Town of Delhi may “piggy back” with the County for highway materials.

AUTHORIZATION TO PARTICIPATE IN DELAWARE COUNTY DRUG & ALCOHOL TESTING PROGRAM

Motion authorizing the Town Board to participation in the Delaware County Drug & Alcohol Testing of Town Highway Employees as federally mandated was made by Councilmember Cairns seconded by Councilmember Perkins and carried.

SUMMER RECREATION PROGRAM

Motion authorizing the Supervisor to participate in the summer youth program with the Village of Delhi as coordinator and to sign all necessary applications was made by Councilmember Krzyston seconded by Councilmember Tweed and carried.

DELAWARE COUNTY PLANNING DEPARTMENT

A motion was made by Councilmember Krzyston seconded Councilmember Perkins to approve the agreement with the Delaware County Planning Board. The fee is \$3,500.00. Motion carried.

APPOINTMENT OF COMMITTEES BY THE SUPERVISOR

Highway/Machinery: W. Allan Perkins & William Cairns

Personnel: W. Allan Perkins & Janet Tweed

Building: William Cairns & Matthew Krzyston

Health/Youth: William Cairns & Janet Tweed

Economic Development/Shared Services: W. Allan Perkins & Matthew Krzyston

Recreation: W. Allan Perkins

IT: Janet Tweed

Code Enforcement: William Cairns

A motion was made by Councilmember Cairns seconded by Councilmember Perkins to approve committee assignments. Motion carried.

TOWN OF DELHI SALARY SCHEDULE

**See attached

A motion was made by Councilmember Cairns seconded by Councilmember Krzyston to approve salaries. Motion carried.

2018 NYS RETIREMENT RESOLUTION

Not available.

APPOINTMENT TO PLANNING BOARD

The appointment to the Planning Board for the term January 1, 2018 thru December 31, 2023, was tabled until the January 9th regular monthly meeting.

ADJOURN

Motion to adjourn was made by Councilmember Cairns and seconded by Councilmember Tweed. Motion carried. Meeting adjourned at 5:30pm.

Respectfully submitted,

Elsa Schmitz

Elsa Schmitz
Town Clerk