

ORGANIZATIONAL MEETING
January 13, 2025
7:39PM

Supervisor Boukai called the meeting to order at 7:39pm.

Present: Council members: Matthew Krzyston, Margaret Baldwin, Christina Viafore, Josh Morgan
Highway Superintendent Daren Evans, Town Justice Mathew Burkert
Residents:

PRIVILEGE OF THE FLOOR

APPOINTMENT OF CHRISTINA VIAFORE AS DEPUTY SUPERVISOR

Supervisor Maya Boukai announced the appointment of Christina Viafore as Deputy Supervisor, term January 1, 2025 to December 31, 2025 with a salary of \$1,705.00.

APPOINTMENT OF ADAM ATKINSON AS DEPUTY HIGHWAY SUPERINTENDENT

The appointment of Deputy Highway Superintendent Adam Atkinson as Deputy Highway Superintendent January 1, 2025 to December 31, 2025 at a salary of \$2,500.00.

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.

MONTHLY MEETING

The monthly meeting of the Delhi Town Board on the second Monday of each month at the Delhi Town Hall Building; 5 Elm Street, Delhi New York at 6:00 p.m. unless otherwise stated or advertised.

OFFICIAL DEPOSITORY

The official depository for the funds of the Supervisor, Justice Court, Town Clerk, and Tax Collector shall be the Delaware National Bank of Delhi

OFFICIAL NEWSPAPERS

The official newspaper for the Town of Delhi shall be The Reporter.

APPOINTMENT OF JAY WILSON AS CHAIRPERSON OF ZONING BOARD OF APPEALS

Appointment of Jay Wilson as Chairperson of the Town of Delhi Zoning Board of Appeals for the year January 1, 2025 thru December 31, 2025.

APPOINTMENT OF MEG HUNGERFORD AS BOOKKEEPER

Appointment of Meg Hungerford as Bookkeeper for the Town of Delhi for the term January 1, 2025 thru December 31, 2025 with a salary of \$25,180.00.

APPOINTMENT OF MARIANNE GREENFIELD AS TOWN HISTORIAN

Appointment of Marianne Greenfield as Historian for the Town of Delhi for the term January 1, 2025 thru December 31, 2025 with a salary of \$929.00.

APPOINTMENT OF COUGHLIN & GERHART LLP, AS TOWN ATTORNEY

The motion to appoint the firm Coughlin & Gerhart LLP as Town Attorney, January 1, 2025 thru December 31, 2025.

APPOINTMENT OF KATHLEEN TOFTS AS JUSTICE COURT CLERK

Appointment of Kathleen Tofts as Court Clerk for the Town Justice Court for the year January 1, 2025 thru December 31, 2025 with a salary of \$53,768.00.

APPOINTMENT OF BRITTANY DOLPH AS DEPUTY JUSTICE COURT CLERK

Appointment of Brittany Dolph as Deputy Court Clerk for the Town Justice Court for the year January 1, 2025 thru December 31, 2025 at a rate of pay of \$20.23 per hour.

APPOINTMENT OF ALLAN ALWINE AS COURT ATTENDANT

Appointment of Allan Alwine as Court Attendant for the Town of Delhi for the year January 1, 2025 thru December 31, 2025 with a salary of \$21.64 per hr. x 3 hrs. per week for Court Attendant.

APPOINTMENT OF DALE DOWNIN AS CODE ENFORCEMENT OFFICER

Appointment of Dale Downin as Town of Delhi Code Enforcement Officer for the year January 1, 2025 thru December 31, 2025, with a salary of \$20,435.00.

APPOINTMENT OF CHRIS BODO AS DOG CONTROL OFFICER

Motion to appoint Chris Bodo as Town of Delhi Dog Control Officer for the year January 1, 2025 thru December 31, 2025, with a salary of \$3,3636.00 per year, and \$10.00 per dog delivered to the humane society, and reimbursed mileage at a rate of county rate per mile.

APPOINTMENT OF DAVID WAKIN AS ADMINISTRATIVE ASSISTANT TO PLANNING BOARD

Appointment of David Wakin as Administrative Assistant to the Planning Board for the Town of Delhi for the year January 1, 2025 thru December 31, 2025, with a salary of \$1,348.85 per year.

APPOINTMENT OF REGINA KRZYSTON AS HEALTH OFFICER

Appointment of Regina Krzyston as Town of Delhi Health Officer for the year January 1, 2025 thru December 31, 2025, with a salary of \$400.00 per year.

APPOINTMENT OF KEVIN ROSSLEY CHAIRMAN OF PLANNING BOARD

Appointment of Kevin Rossley as Chairman of the Town Planning Board for the year January 1, 2025 thru December 31, 2025.

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

Appointment of Elsa Schmitz, Town Clerk, as Records Management Officer and Registrar of Vital Statistics for the year January 1, 2025 thru December 31, 2025.

APPOINTMENT OF PART-TIME HIGHWAY EMPLOYEES TO PLOW SNOW/ SEASONAL HELP BASIS AS NEEDED

Motion to appoint seasonal employees (part-time as needed, when and or if available: Snow removal, Traffic Control, Roadside Mowing) \$23.00 per hour:

Cecil C. Davis – CDL Class B License

INVESTMENT OF IDLE FUNDS

Authorization of 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.

APPROVAL OF BLANKET FUNDS

The Town Board of Delhi authorizes 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.

DESIGNATION OF COUNTERSIGNATURES

Supervisor Maya Boukai must sign all checks if she is unavailable then her Deputy Supervisor Christina Viafore must sign them, the rest of the board can be the second signature. The following officials Town Supervisor Boukai, Deputy Supervisor Viafore and Council members Josh Morgan, Matthew Krzyston and Margaret Baldwin are authorized to sign Town of Delhi checks; noting that checks of \$5,000.00 or more two signers are necessary.

PROCUREMENT POLICIES AND PROCEDURES

The Town Board of Delhi approves Resolution #001 of 2025 Procurement Policies and Procedures for the Town of Delhi (see attached.)

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

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.

AUTHORIZATION TO PLOW SNOW

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.

ADVERTISING

The Superintendent of Highways is hereby authorized subject to Board approval to advertise for items and materials. It was noted that the Town of Delhi may “piggy back” with the County for highway materials. It will be noted in the bid specs that all bids for fuel oil must include and any all fees.

AUTHORIZATION TO PARTICIPATE IN DELAWARE COUNTY DRUG & ALCOHOL TESTING PROGRAM

Authorization of the Town Board to participate in the Delaware County Drug & Alcohol Testing of Town Highway Employees as federally mandated.

SUMMER RECREATION PROGRAM

Authorization of the Supervisor to participate in the summer youth program with the Village of Delhi as coordinator and to sign all necessary applications.

DELAWARE COUNTY PLANNING DEPARTMENT

Approval of the agreement with the Delaware County Planning Board and allowing Supervisor to sign such agreement. The fee is \$3,500.00.

APPOINTMENT OF COMMITTEES BY THE SUPERVISOR

- **Highway/Machinery:** Margaret Baldwin, Josh Morgan
- **Personnel:** Christina Viafore, Margaret Baldwin
- **Health/Youth/Recreation:** Matthew Krzyston, Maya Boukai
- **Economic Development/Shared Services:** Josh Morgan, Christina Viafore
- **Building/Code Enforcement:** Josh Morgan, Matthew Krzyston
- **IT:** Christina Viafore, Matthew Krzyston

TOWN OF DELHI SALARY SCHEDULE

**See attached

ACCEPTANCE OF HEALTH/DENTAL

Approval of the Excellus Health/Dental Program Renewal for 2025.

APOINTMENT OF BRIAN ROSENTHAL AS PART TIME HIGHWAY CLERK

Appointment Brian Rosenthal as part-time highway clerk at a rate of \$23.00 per hour for the year January 1, 2025 thru December 31, 2025.

MOTION

A motion was made by Councilmember Krzyston to accept all of the above appointments/authorizations/other information, Councilmember Morgan seconded with all councilmembers in agreement. Motion carried on all above items presented to the Town of Delhi Council. Councilmember Krzyston did abstain from the appointment of the Health Officer.

ADJOURN

Motion to adjourn made by Councilmember Baldwin and seconded by Councilmember Morgan. Motion carried. Meeting adjourned at 8:15pm.

Respectfully submitted,

Elsa Schmitz

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Town Clerk