

# **ORGANIZATIONAL MEETING**

## **January 3, 2023**

### **4:00PM**

Supervisor Tuthill called the meeting to order at 4:00pm.

Present: Council members: William Cairns, Matthew Krzyston, Margaret Baldwin, Christina Viafore  
Highway Superintendent Daren Evans, Resident: Maya Boukai

#### **PRIVILEGE OF THE FLOOR**

Mya Boukai of Delaware Ave., came forward stating she was representing a growing number of Delhi residents that have come together in the last few weeks who are interested in reducing their taxes or at least not allowing them to be raised, they also want to speak to county officials about the Host Community Benefit Agreement that Walton has for the waste management facility. She was hoping to get some information on who in those committees in the county she would get to talk to or how she gets in contact with them to discuss the issue. Supervisor Tuthill stated she should contact Tina Mole, Chairman of the Board of Supervisors and she would figure out what committee to discuss it. Tuthill then explained why Walton receives the money stating the landfill smells and no one wants a landfill. Tuthill added being the county seat has its pluses and minuses. Boukai said of course they just want an idea of what the bigger picture is.

Councilmember Baldwin discussed PAC; she stated the board needs to decide how invested and interested they are in PAC staying together because without the boards support the morale is not good. She wants everyone to understand the month to month work that PAC does; they are meeting this evening this is why she wants to bring it to the board's attention. Tuthill stated he doesn't have an answer and went on to say we really need a recreation director position, but the town is not in the position to pay someone to do this full time. Baldwin said the board comes and goes; it is a unique position; someone has to be committed and have a passion for it more than they have for money and have the time for it. Maybe everyone could brainstorm and figure it out and give her feedback because she does know full well what PAC has been doing all these years as she has been on PAC since its inception, she just needs help and support. Councilmember Krzyston asked what she wanted as to should they be dissolved or supported; she wants to know what the board wants from them. Krzyston admitted the board has had ups and downs with PAC due to communication; he feels they (PAC) are sometimes nasty to the board. Tuthill said he has heard on Facebook the town has been blasted as has Krzyston whom stated it sounds petty but it has emerged into the issue. Krzyston stated PAC is volunteer people doing important work that we need and we will struggle without PAC he knows that but he feels why does it have to be so nasty. Krzyston added maybe he is making it bigger that it is. Krzyston feels it is critical to know what PAC is supposed to do; Baldwin said they have bylaws which are specific but with the last couple of years she's wondering they may need to be reviewed. Krzyston said maybe everyone just needs to take a breath and start over we are all important; we are all trying to do the same thing. Krzyston is speaking for himself he stated; Baldwin added she and Councilmember Viafore can't do it alone she is trying to keep the group alive. Some we will be needing to do a lot to open for next year.

#### **APPOINTMENT OF WILLIAM CAIRNS AS DEPUTY SUPERVISOR**

Supervisor Mark Tuthill announced the appointment of William Cairns as Deputy Supervisor, term January 1, 2023 to December 31, 2023 with a salary of \$1,705.00.

## **APPOINTMENT OF SHAWN ACKERLY AS DEPUTY HIGHWAY SUPERINTENDENT**

The appointment of Deputy Highway Superintendent Shawn Ackerly as Deputy Highway Superintendent January 1, 2023 to December 31, 2023 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 7:00 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 SARAH POOLE AS CHAIRMAN OF ZONING BOARD OF APPEALS**

Appointment of Sarah Poole as Chairman of the Town of Delhi Zoning Board of Appeals for the term January 1, 2023 to December 31, 2023.

## **APPOINTMENT OF CHAIRMAN OF ASSESSORS**

Supervisor Tuthill stated they were skipping over the appointment, he met with both assessors (Corcoran & Gifford) they received information on how they can proceed with only the two. Tuthill then stated he wanted to mention that the town appreciated all the years Frank Bovee put in here; he was an assessor for 44 years. Tuthill said anyone who goes through that many years of elections deserves a medal; we will miss Frank, we will miss him he was here longer than anyone. He will be severely missed.

Tuthill then went on to state we have other options on how we proceed forward from here; we will do an executive session on the 9<sup>th</sup> to discuss things. Tuthill will get the board copies of the paperwork he received from the county regarding the options that they can do. The clerk will send the information to the board to review prior to the meeting.

## **APPOINTMENT OF MAGGIE REINMANN AS BOOKKEEPER**

Appointment of Maggie Reinmann as Bookkeeper for the Town of Delhi for the term January 1, 2023 thru December 31, 2023 with a salary of \$23,734.62.

## **APPOINTMENT OF MARIANNE GREENFIELD AS TOWN HISTORIAN**

Appointment of Marianne Greenfield as Historian for the Town of Delhi for the term January 1, 2023 thru

December 31, 2023 with a salary of \$878.32.

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

The motion to appoint Kehoe & Merzig as Town Attorney, January 1, 2023 thru December 31, 2023, at a professional retainer fee of \$4,500.00 excluding litigation.

**APPOINTMENT OF MATHEW BURKERT AS TOWN JUSTICE**

Appointment of Mathew Burkert as Town Justice effective January 19, 2023 to December 31, 2023 at the salary of \$27,675.94.

**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, 2023 thru December 31, 2023 with a salary of \$45,449.30.

**APPOINTMENT OF LAURIE BURPOE AS DEPUTY JUSTICE COURT CLERK**

Appointment of Laurie Burpoe as Deputy Court Clerk for the Town Justice Court for the year January 1, 2023 thru December 31, 2023 at a rate of pay of \$16.23 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, 2023 thru December 31, 2023 with a salary of \$20.40 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, 2023 thru December 31, 2023, with a salary of \$19,262.10.

**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, 2023 thru December 31, 2023, with a salary of \$3,209.18 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, 2023 thru December 31, 2023, with a salary of \$1,309.56 per year.

**APPOINTMENT OF REGINA KRZYSTON AS HEALTH OFFICER**

Appointment of Regina Krzyston as Town of Delhi Health Officer for the year January 1, 2023 thru December 31, 2023, with a salary of \$400.00 per year.

### **APPOINTMENT OF JOSH MORGAN CHAIRMAN OF PLANNING BOARD**

Appointment of Josh Morgan as Chairman of the Town Planning Board for the year January 1, 2023 thru December 31, 2023. Also, the reappointment of Kevin Rossley as Planning Board Member term will end December 31, 2030 – 7 year term ending December 31<sup>st</sup>.

There is one opening which will be discussed at the January 9<sup>th</sup> board meeting.

### **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, 2023 thru December 31, 2023.

### **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) \$21.00 per hour:

Cecil C. Davis – CDL Class B License

Roger Bolles – CDL Class B License

### **PAC MEETINGS**

PAC will hold it's meeting the first Tuesday of the month at 6:30pm.

### **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**

The following officials Supervisor Tuthill, Deputy Supervisor William Cairns and Council members Christina Viafore, Matthew Krzyston and Margaret Baldwin authorized to sign Town of Delhi checks; noting that checks of \$5,000.00 or more two signers are necessary. Town Clerk/Tax Clerk accounts require one signature Elsa Schmitz or Laura Mills if over \$5,000.00 Town Supervisor or Deputy Town Supervisor to be second signatory.

### **PROCUREMENT POLICIES AND PROCEDURES**

The Town Board of Delhi approves Resolution #4 of 2012 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 participation 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. The fee is \$3,500.00.

## **APPOINTMENT OF COMMITTEES BY THE SUPERVISOR**

**Highway/Machinery:** Margaret Baldwin, William Cairns

**Personnel:** Christina Viafore, Margaret Baldwin

**Health/Youth/Recreation:** Christina Viafore, Margaret Baldwin

**Economic Development/Shared Services:** William Cairns, Matthew Krzyston

**Building:** William Cairns, Matthew Krzyston

**IT:** Christina Viafore, Matthew Krzyston

**Code Enforcement:** William Cairns, Matthew Krzyston

## **TOWN OF DELHI SALARY SCHEDULE**

\*\*See attached

## **2023 NYS RETIREMENT RESOLUTION**

This was tabled until either the January 9, 2023 meeting or the February 13, 2023 meeting.

### **ACCEPTANCE OF HEALTH/DENTAL**

Approval of the Excellus Health/Dental Program Renewal for 2023.

### **APOINTMENT OF BRIAN ROSENTHAL AS PART TIME HIGHWAY CLERK**

Motion was made to appoint Brian Rosenthal as part-time highway clerk at a rate of \$21.00 per hour by Councilmember Cairns and seconded by Councilmember Viafore. Motion carried.

### **MOTION**

A motion was made by Councilmember Krzyston to accept all of the above appointments/authorizations/other information, Councilmember Cairns seconded with all councilmember's 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 Viafore and seconded by Councilmember Krzyston. Motion carried. Meeting adjourned at 4:25pm.

Respectfully submitted,

*Elsa Schmitz*

Elsa Schmitz  
Town Clerk