

ORGANIZATIONAL MEETING
January 3, 2022
4:00PM

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

Present: Council members: William Cairns, Matthew Krzyston, Margaret Baldwin, Christina Viafore

APPOINTMENT OF WILLIAM CAIRNS AS DEPUTY SUPERVISOR

Supervisor Mark Tuthill announced the appointment of William Cairns as Deputy Supervisor, term January 1, 2022 to December 31, 2022 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, 2022 to December 31, 2022 at a salary of \$1,800.00.

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 LOIS HAIGHT AS CHAIRMAN OF ZONING BOARD OF APPEALS

Appointment of Lois Haight as Chairman of the Town of Delhi Zoning Board of Appeals for the term January 1, 2022 to December 31, 2022.

Working on someone to become a member of the Zoning Board of Appeals so they will have a full staff. To be discussed at the January 10, 2022 regular board meeting.

APPOINTMENT OF FRANK BOVEE AS CHAIRMAN OF ASSESSORS

Appointment of Frank Bovee as Chairman of the Town of Delhi Board of Assessors for the term January 1,

2022 thru December 31, 2022.

APPOINTMENT OF MAGGIE REINMANN AS BOOKKEEPER

Appointment of Maggie Reinmann as Bookkeeper for the Town of Delhi for the term January 1, 2022 thru December 31, 2022 with a salary of \$23,043.28.

APPOINTMENT OF MARIANNE GREENFIELD AS TOWN HISTORIAN

Appointment of Marianne Greenfield as Historian for the Town of Delhi for the term January 1, 2022 thru December 31, 2022 with a salary of \$852.72.

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

The motion to appoint Kehoe & Merzig as Town Attorney, January 1, 2022 thru December 31, 2022, at a professional retainer fee of \$4,500.00 excluding litigation.

APPOINTMENT OF KATHLEEN TOFTS AS JUSTICE COURT CLERK

Judge Richard Gumo announced the appointment of Kathleen Tofts as Court Clerk for the Town Justice Court for the year January 1, 2022 thru December 31, 2022 with a salary of \$44,125.64.

APPOINTMENT OF LAURIE BURPOE AS DEPUTY JUSTICE COURT CLERK

Judge Richard Gumo announced the appointment of Laurie Burpoe as Deputy Court Clerk for the Town Justice Court for the year January 1, 2022 thru December 31, 2022 at a rate of pay of \$15.76 per hour.

APPOINTMENT OF ALLAN ALWINE AS COURT ATTENDANT

Judge Richard Gumo announced the appointment of Allan Alwine as Court Attendant for the Town of Delhi for the year January 1, 2022 thru December 31, 2022 with a salary of \$19.81 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, 2022 thru December 31, 2022, with a salary of \$18,701.02.

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, 2022 thru December 31, 2022, with a salary of \$3,115.58 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, 2022 thru December 31, 2022, with a salary of \$1,271.42 per year.

APPOINTMENT OF REGINA KRZYSTON AS HEALTH OFFICER

Appointment of Regina Krzyston as Town of Delhi Health Officer for the year January 1, 2022 thru December 31, 2022, 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, 2022 thru December 31, 2022.

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, 2022 thru December 31, 2022.

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

This item was passed on hold in order to discuss further. Due to lack of available CDL licensed drivers for use as seasonal employees. Will be readdressed Monday, January 10th at the regular monthly meeting.

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. A motion was made by Councilmember Christina Viafore to remove Councilmember Tweed from the town accounts Councilmember Cairns seconded the motion. Motion carried. Councilmember Cairns made the motion to add Councilmember Margaret Baldwin as authorized signer motion was seconded by Councilmember Viafore. Motion carried. Additional Account Owner or Signer Information sheet was completed by Councilmember Baldwin and will be submitted to Delaware National Bank along with a copy of her driver's license.

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: _____ & _____
Personnel: _____ & _____
Building: _____ & _____
Health/Youth: _____ & _____
Economic Development/Shared Services: _____ & _____
Recreation: _____ & _____
IT: _____ & _____
Code Enforcement: _____ & _____

Supervisor Tuthill has not made a determination as to committees. Supervisor Tuthill did appoint Councilmember Cairns and Councilmember Viafore to personnel temporary in order to do the court audit. The councilmembers will contact the court to set up the audit as it needs to be complete in January for the Justice

Court System. Final committee assignment will be at the January 10th meeting.

TOWN OF DELHI SALARY SCHEDULE

**See attached

2022 NYS RETIREMENT RESOLUTION

2022 Standard Work Day Resolution for Employees RS 2418. Standard Work Day & Reporting Resolution for Elected and Appointed Officials RS2417-A. Town Clerk to white-out personal information on copy before hanging on town board for thirty days; original documents to go back to bookkeeper.

APPOINTMENT OF _____ AND _____ TO PLANNING BOARD

The appointment of _____ to the Planning Board for the term January 1, 2022 thru December 31, 2027 replacing Susan McLellan and _____ for the term January 1, 2022 thru December 31, 2022 replacing Scott Oles. Both fulfilling terms. **PUT ON HOLD.**

ACCEPTANCE OF HEALTH/DENTAL

Approval of the Excellus Health/Dental Program Renewal for 2022.

APPOINTMENT 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 Baldwin to accept all of the above appointments/authorizations/other information, Councilmember Viafore 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.

Supervisor Tuthill stated the town attorney found an issue with the commitment letter for the Clean Energy Heating and Cooling Campaign in the wording; he wanted it changed to "the Town of Delhi does not endorse any particular contractor. Tuthill will work with Viafore to correct the letter. Also, the attorney is still looking over the Nixle 360 emergency contact information. We will further discuss at our January 10th meeting.

Councilmember Krzyston made a motion to hire seasonal help for the ice rink; Marshall LaPierre at a rate of \$1,000 for the season (through the month of March and taking down the rink. This is a daily obligation – opening and closing the rink along with maintaining the ice. He has the job description Councilmember Viafore seconded the motion. Motion carried.

ADJOURN

Motion to adjourn made by Councilmember Cairns and seconded by Councilmember Krzyston. Motion carried. Meeting adjourned at 4:40pm.

Respectfully submitted,

Elsa Schmitz

Elsa Schmitz, Town Clerk