

ORGANIZATIONAL MEETING
January 5, 2016

At 4:05 pm Judge Richard Gumo swore in the board members W. Allan Perkins, William Cairns, Supervisor Mark Tuthill and Town Clerk Elsa Schmitz.

Supervisor Tuthill called the meeting to order at 4:30 pm

Supervisor Tuthill led the Pledge of Allegiance.

Present: Council members W. Allan Perkins, William Cairns, Matthew Krzyston, Thomas Little; Reporters Robert Cairns, Thomas Coddington.

APPOINTMENT OF W. ALLAN PERKINS AS DEPUTY SUPERVISOR

Supervisor Mark Tuthill announced the appointment of W. Allan Perkins as Deputy Supervisor, term January 1, 2016 to December 31, 2016 with a salary of \$1,705.00. Thomas Little made the motion to accept this appointment seconded by Matthew Krzyston and carried.

APPOINTMENT OF JOHN MANEY AS CO-DEPUTY HIGHWAY SUPERINTENDENT AND BRIAN ROSENTHAL AS ADMINISTRATIVE ASSISTANT HIGHWAY

Highway Superintendent Darin Evans announced the appointment of John Maney as Co-Deputy Highway Superintendent and Brian Rosenthal as Administrative Assistant Highway term January 1, 2016 to December 31, 2016 with a salary of \$900.00 each. W. Allan Perkins made the motion to accept this appointment seconded by William Cairns and carried.

PENDING APPOINTMENT OF DEPUTY TOWN CLERK/TAX COLLECTOR/RVS/RMO

At this time no appointment was made. Supervisor Mark Tuthill stated the position of Deputy Town Clerk/ Tax Collector/RVS/RMO was not to exceed 4,600 per year.

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 W. Allan Perkins seconded by Matthew Krzyston and 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 William Cairns seconded by Matthew Krzyston and carried.

OFFICIAL NEWSPAPERS

Motion that the official newspapers for the Town of Delhi shall be The Delaware County Times and The Reporter was made by Thomas Little seconded by W. Allan 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, 2016 thru December 31, 2016 was made by W. Allan Perkins seconded by Matthew Krzyston 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, 2016 thru December 31, 2016 was made by William Cairns seconded by W. Allan Perkins 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, 2016 thru December 31, 2016 with a salary of \$19,774.04 was made by Thomas Little seconded by Matthew Krzyston 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, 2016 thru December 31, 2016 with a salary of \$852.72 was made by Matthew Krzyston seconded by W. Allan Perkins and carried.

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

The motion to appoint Kehoe & Merzig as Town Attorney, January 1, 2016 thru December 31, 2016, at a professional retainer fee of \$4,500.00 excluding litigation, was made by Matthew Krzyston seconded by William Cairns and carried. Noted that W. Allan Perkins abstained from vote.

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, 2016 thru December 31, 2016 with a salary of \$45,207.76, and to authorize the court clerk to sign checks for the justice court, thereby facilitating court business was made by W. Allan Perkins seconded by William Cairns and carried.

APPOINTMENT OF THOMAS GLASS AS TOWN CONSTABLE/COURT BAILIFF

Judge Richard Gumo announced the appointment of Thomas Glass as Town Constable/Court Bailiff for the Town of Delhi for the year January 1, 2016 thru December 31, 2016 with a salary of \$16.70 per hr. x 3 hrs. per week for Court Bailiff and \$16.70 per hr. x 20 hours per year for Constable was made by W. Allan Perkins and seconded by Thomas Little and carried.

APPOINTMENT OF DALE DOWNIN AS BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

Motion to appoint Dale Downin as Town of Delhi Building Inspector/Code Enforcement Officer for the year January 1, 2016 thru December 31, 2016, with a salary of \$16,000.00 per year was made by Thomas Little seconded by William 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, 2016 thru December 31, 2016, with a salary of \$2,672.80 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 W. Allan Perkins seconded by Thomas Little 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, 2016 thru December 31, 2016, with a salary of \$1,271.42 per year was made by W. Allan Perkins seconded by Matthew Krzyston 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, 2016 thru December 31, 2016, with a salary of \$400.00 per year was made by William Cairns seconded by W. Allan Perkins and carried. Matthew Krzyston abstaining from vote.

APPOINTMENT OF JOHN TAYLOR AS CHAIRMAN OF PLANNING BOARD

Motion to appoint John Taylor as Chairman of the Town Planning Board for the year January 1, 2016 thru December 31, 2016, was made by W. Allan Perkins seconded by Thomas Little and carried.

APPOINTMENT OF SCOTT RASMUSSEN TO THE PLANNING BOARD

Motion to appoint Scott Rasmussen to the Planning Board for the term January 1, 2016 thru December 31, 2022, was made by Thomas Little seconded by William Cairns and carried. Mathew Krzyston opposed – term discussion regarding limitations.

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, 2016 thru December 31, 2016, was made by W. Allan Perkins seconded by William Cairns 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 Allan Brown, Timothy Murray, Gordy Tyler, Micah Scobie, Ed Whittaker and Ronald Pagerie for the year January 1, 2016 through December 31, 2016, was made by W. Allan Perkins seconded by Matthew Krzyston 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 W. Allan Perkins seconded by Matthew Krzyston 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 Thomas Little seconded by W. Allan Perkins 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 Thomas Little to sign Town of Delhi checks; and Town Clerk/Tax Collector Elsa Schmitz and Deputy Clerk/Tax Collector (to be appointed at a later date) and Town Supervisor Tuthill to sign Town Clerk and Tax Collector checks was made by W. Allan Perkins seconded by Matthew Krzyston and 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 Matthew Krzyston seconded by W. Allan Perkins and carried.

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 William Cairns seconded by W. Allan Perkins 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 W. Allan Perkins seconded by Matthew Krzyston and carried.

ADVERTISING

Motion that the Superintendent of Highways is hereby authorized subject to Board approval to advertise for items and materials when needed was made by Thomas Little seconded by William Cairns 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 W. Allan Perkins seconded by William Cairns 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 W. Allan Perkins seconded by Thomas Little and carried.

DELAWARE COUNTY PLANNING DEPARTMENT

A motion was made by W. Allan Perkins seconded Matthew Krzyston 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: W. Allan Perkins & William Cairns

Personnel: Thomas Little

Building: Thomas Little

Health/Youth: Matthew Krzyston & William Cairns

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

Recreation: W. Allan Perkins

IT: Matthew Krzyston

Code Enforcement: Thomas Little & William Cairns

A motion was made by Matthew Krzyston seconded by W. Allan Perkins to approve committee assignments. With amendment to include Code Enforcement committee, addition of Matthew Krzyston to Economic Development/Shared Services and William Cairns to Highway. Motion carried.

TOWN OF DELHI SALARY SCHEDULE

See attached

A motion was made by Thomas Little seconded by Matthew Krzyston to approve salaries. Motion carried.

2016 NYS RETIREMENT RESOLUTION

Motion made by W. Allan Perkins and seconded by Matthew Krzyston to approve the 2016 NYS Retirement Resolution. Motion carried.

ADJOURN

Motion to adjourn was made by William Cairns and seconded by Matthew Krzyston. Motion carried. Meeting adjourned at 4:50 pm.

Respectfully submitted,

Elsa Schmitz

Elsa Schmitz
Town Clerk