

# **ORGANIZATIONAL MEETING**

## **January 5, 2026**

### **5:00PM**

Supervisor Boukai called the meeting to order at 5:00pm.

Present: Councilmembers: Josh Morgan, Simon Purdy, Daniel Gashler

Absent: Councilmember Christina Viafore

Highway Superintendent Daren Evans, Town Justice Mathew Burkert

Oaths of office were given to Town Supervisor Maya Boukai, Councilmember Simon Purdy and Councilmember Daniel Gashler by Town Justice Mathew Burkert.

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

Supervisor Boukai offered privilege of the floor no one came forward.

#### **APPOINTMENT OF CHRISTINA VIAFORE AS DEPUTY SUPERVISOR**

Supervisor Maya Boukai announced the appointment of Christina Viafore as Deputy Supervisor, term January 1, 2026 to December 31, 2026 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, 2026 to December 31, 2026 at a salary of \$2,500.00.

#### **APPOINTMENT OF ELIZABETH RALSTON DEPUTY TOWN CLERK/TAX COLLECTOR/RVS/RMO**

Town Clerk Elsa Schmitz announced the appointment of Elizabeth Ralston 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, 2026 thru December 31, 2026.

**APPOINTMENT OF MEG HUNGERFORD AS BOOKKEEPER**

Appointment of Meg Hungerford as Bookkeeper for the Town of Delhi for the term January 1, 2026 thru December 31, 2026 with a salary of \$25,939.50.

**APPOINTMENT OF MARIANNE GREENFIELD AS TOWN HISTORIAN**

Appointment of Marianne Greenfield as Historian for the Town of Delhi for the term January 1, 2026 thru December 31, 2026 with a salary of \$957.00.

**APPOINTMENT OF GINA MIDDLETON, PMV Legal Group, PLLC AS TOWN ATTORNEY**

The motion to appoint the Gina Middleton as Town Attorney, January 1, 2026 thru December 31, 2026.

**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, 2026 thru December 31, 2026 with a salary of \$55,381.00.

**APPOINTMENT OF BRITTANY DOLPH AS DEPUTY JUSTICE COURT CLERK**

Appointment of Brittney Dolph as Deputy Court Clerk for the Town Justice Court for the year January 1, 2026 thru December 31, 2026 at a rate of pay of \$21.73 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, 2026 thru December 31, 2026 with a salary of \$22.29 per hr. x 3 hrs. per week for Court Attendant.

**APPOINTMENT OF ZACKERY HAVERLY AS CODE ENFORCEMENT OFFICER**

Appointment of Zackery Haverly as Town of Delhi Code Enforcement Officer for the year January 1, 2026 thru December 31, 2026, with a salary of \$21,050.00.

**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, 2026 thru December 31, 2026, with a salary of \$4,000.00 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, 2026 thru December 31, 2026, with a salary of \$1,390.00 per year.

**APPOINTMENT OF REGINA KRZYSTON AS HEALTH OFFICER**

Appointment of Regina Krzyston as Town of Delhi Health Officer for the year January 1, 2026 thru December 31, 2026, with a salary of \$400.00 per year.

**APPOINTMENT OF STEVE HOOD AS PLANNING BOARD MEMBER**

Appointment of Town Planning Board member January 1, 2026 thru December 31, 2032.

**APPOINTMENT OF STEVE HOOD AS CHAIRMAN OF PLANNING BOARD**

Appointment of as Chairman of the Town Planning Board for the year January 1, 2026 thru December 31, 2026.

**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, 2026 thru December 31, 2026.

**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, Daniel Gashler and Simon Purdy are 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 Morgan to remove former Councilmembers Matthew Krzyston and Margaret Baldwin from the town accounts. Supervisor Boukai seconded the motion. Motion carried. Additional Account Owner or Signature Information Sheets were completed by Councilmember Simon Purdy and Councilmember Daniel Gashler. The Town Clerk will submit the required documentation to Delaware National Bank along with copies of their driver's licenses.

**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 any and 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:** Josh Morgan, Dan Gashler
- **Personnel:** Christina Viafore, Dan Gashler
- **Health/Youth/Recreation:** Christina Viafore, Simon Purdy
- **Economic Development/Shared Services:** Dan Gashler, Simon Purdy
- **Building/Code Enforcement:** Josh Morgan, Simon Purdy
- **IT:** Christina Viafore, Josh Morgan

## **TOWN OF DELHI SALARY SCHEDULE**

\*\*See attached

## **ACCEPTANCE OF HEALTH/DENTAL**

Approval of the Excellus Health/Dental Program Renewal for 2026.

## **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, 2026 thru December 31, 2026.

## **MOTION**

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

Supervisor Boukai also requested a motion for the clerk to advertise for two weeks the public notice regarding meetings of the town, planning and zoning boards. Along with the official depository of funds and official paper. Councilmember Purdy made the motion for the advertising for two weeks with Councilmember Morgan seconded the motion. Motion carried.

## **ADJOURN**

Motion to adjourn made by Councilmember Gashler and seconded by Councilmember Morgan. Motion carried. Meeting adjourned at 6:15pm.

Respectfully submitted,

*Elsa Schmitz*

Elsa Schmitz, Town Clerk