

**ORGANIZATIONAL MEETING**  
**January 5, 2021**  
**5:00PM**

Supervisor Tuthill called the meeting to order at 5:15pm.

Present: Council members Matthew Krzyston, Janet Tweed, Christina Viafore  
Highway Superintendent Daren Evans  
Absent: Councilmember William Cairns

**APPOINTMENT OF WILLIAM CAIRNS AS DEPUTY SUPERVISOR**

Supervisor Mark Tuthill announced the appointment of William Cairns as Deputy Supervisor, term January 1, 2021 to December 31, 2021 with a salary of \$1,705.00.

**APPOINTMENT OF BRIAN ROSENTHAL AS DEPUTY HIGHWAY SUPERINTENDENT**

Highway Superintendent Daren Evans announced the appointment of Brian Rosenthal for Deputy Highway Superintendent. The position of Deputy Highway Superintendent is from January 1, 2021 through December 31, 2021 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 CHAIRMAN OF ZONING BOARD OF APPEALS**

Appointment of Chairman of the Town of Delhi Zoning Board of Appeals was put on hold; this term is for January 1, 2021 thru December 31, 2021.

**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, 2021 thru December 31, 2021.

**APPOINTMENT OF MAGGIE REINMANN AS BOOKKEEPER**

Appointment of Maggie Reinmann as Bookkeeper for the Town of Delhi for the term January 1, 2021 thru December 31, 2021 with a salary of \$22,371.96.

**APPOINTMENT OF MARIANNE GREENFIELD AS TOWN HISTORIAN**

Appointment of Marianne Greenfield as Historian for the Town of Delhi for the term January 1, 2021 thru December 31, 2021 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, 2021 thru December 31, 2021, 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, 2021 thru December 31, 2021 with a salary of \$42,840.20.

**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, 2021 thru December 31, 2021.

**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, 2021 thru December 31, 2021 with a salary of \$19.23 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, 2021 thru December 31, 2021, with a salary of \$18,156.32.

**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, 2021 thru December 31, 2021, with a salary of \$3,024.84 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, 2021 thru December 31, 2021, 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, 2021 thru December 31, 2021, with a salary of \$400.00 per year.

## **APPOINTMENT OF DOMONIC MORALES AS CHAIRMAN OF PLANNING BOARD**

Appointment of Domonic Morales as Chairman of the Town Planning Board for the year January 1, 2021 thru December 31, 2021.

## **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, 2021 thru December 31, 2021.

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

Temporary part-time highway employees are paid at a rate of \$21.00 per hour for drivers with CDL. It was announced the appointments of Ed Whittaker, Roger Bolles, Dennis Miller the year January 1, 2021 through December 31, 2021 as necessary.

## **PAC COMMITTEE**

The PAC Committee will be meeting the 1<sup>st</sup> Tuesday of each month at 6:30p.m. at the Town Hall, unless otherwise noticed.

## **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 Tuthill announced one of the findings from the Comptrollers initial walk through is that he must sign all the checks; if he is not available then the Deputy Town Supervisor must sign them, the rest of the board can

be the second signature. The following officials Supervisor Tuthill, Deputy Supervisor William Cairns and Council members Christina Viafore, Matthew Krzyston and Janet Tweed 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 #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: Janet Tweed & William Cairns  
Personnel: Christina Viafore & Janet Tweed  
Building: William Cairns & Matthew Krzyston  
Health/Youth, Recreation: Christina Viafore & Janet Tweed  
Economic Development/Shared Services: William Cairns & Matthew Krzyston  
IT: Janet Tweed & Christina Viafore

Code Enforcement: William Cairns, Matthew Krzyston

**TOWN OF DELHI SALARY SCHEDULE**

\*\*See attached

**2021 NYS RETIREMENT RESOLUTION**

2021 Standard Work Day Resolution for Employees RS 2418

Standard Work Day & Reporting Resolution for Elected and Appointed Officials RS 2417-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 for filing.

**ACCEPTANCE OF HEALTH/DENTAL**

Approval of the Excellus Health/Dental Program Renewal for 2021.

**MOTIONS**

A motion was made by Councilmember Viafore to accept all of the above appointments/authorizations/other information, Councilmember Tweed seconded with all councilmember's in agreement. Motion carried on all above items presented to the Town of Delhi Council. Note: Councilmember Krzyston abstained from the motion of appointment of Health Officer.

A motion was made by Councilmember Krzyston to approve both the 2021 Standard Work Day Resolution for Employees RS 2418 and the Standard Work Day & Reporting Resolution for Elected and Appointed Officials RS 2417-A. Motion was seconded by Councilmember Viafore. Motion carried.

A motion was made by Councilmember Krzyston to hire Michael Pagillo as Highway Mechanic at a yearly rate of \$56,381.00, he is eligible for overtime; starting date of employment being effective January 16, 2021. Councilmember Tweed seconded the motion. Motion carried. Highway Superintendent Evans questioned insurance for the mechanics tools; Supervisor Tuthill will look into and let the board and Evans know.

**ADJOURN**

The Clerk/Tax Collector Elsa Schmitz requested that the signing for checks for her accounts be changed to reflect either herself or the Deputy Clerk Laura Mills to sign Town Clerk and Tax Collector checks (only one signature necessary.) The board discussed the request and tabled it until the January board meeting.

Motion to adjourn was made by Councilmember Krzyston and seconded by Councilmember Tweed. Motion carried. Meeting adjourned at 6:15pm.

Respectfully submitted,

*Elsa Schmitz*

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Elsa Schmitz  
Town Clerk