

ORGANIZATIONAL MEETING
January 6, 2020
4:30PM

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

Present: Council members William Cairns, Matthew Krzyston, Janet Tweed, Christina Viafore

Absent: Highway Superintendent Daren Evans

Resident: Margaret Baldwin, Kathy Mario

APPOINTMENT OF WILLIAM CAIRNS AS DEPUTY SUPERVISOR

Supervisor Mark Tuthill announced the appointment of William Cairns as Deputy Supervisor, term January 1, 2020 to December 31, 2020 with a salary of \$1,705.00.

APPOINTMENT OF AS DEPUTY HIGHWAY SUPERINTENDENT

The appointment of Deputy Highway Superintendent was put on hold until the January board meeting. The position of Deputy Highway Superintendent is from January 1, 2020 through December 31, 2020 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 Tuesday 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 TOM LEO AS CHAIRMAN OF ZONING BOARD OF APPEALS

Appointment of Tom Leo as Chairman of the Town of Delhi Zoning Board of Appeals for the term January 1, 2020 thru December 31, 2020.

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, 2020 thru December 31, 2020.

APPOINTMENT OF MAGGIE REINMANN AS BOOKKEEPER

Appointment of Maggie Reinmann as Bookkeeper for the Town of Delhi for the term January 1, 2020 thru December 31, 2020 with a salary of \$21,933.08.

APPOINTMENT OF MARIANNE GREENFIELD AS TOWN HISTORIAN

Appointment of Marianne Greenfield as Historian for the Town of Delhi for the term January 1, 2020 thru December 31, 2020 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, 2020 thru December 31, 2020, 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, 2020 thru December 31, 2020 with a salary of \$42,000.14.

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, 2020 thru December 31, 2020 with a salary of \$18.55 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, 2020 thru December 31, 2020, with a salary of \$17,800.12.

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, 2020 thru December 31, 2020, with a salary of \$2,965.30 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, 2020 thru December 31, 2020, 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, 2020 thru December 31, 2020, with a salary of \$400.00 per year.

APPOINTMENT OF CHAIRMAN OF PLANNING BOARD

Appointment of the Chairman of the Town Planning Board for the year January 1, 2020 thru December 31, 2020, was put on hold until the January 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, 2020 thru December 31, 2020.

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 \$21.00 per hour for drivers with CDL. Highway Superintendent, It was announced the appointments of Ed Whittaker, Matt Condon, Dennis Miller and Shawn Ackerley for the year January 1, 2020 through December 31, 2020 as necessary.

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. The Clerk/Tax Collector Elsa Schmitz and Town Supervisor Tuthill to sign Town Clerk and Tax Collector checks (both signatures are necessary.) A motion was made by Councilmember Cairns to remove former Councilmember W. Allan Perkins as counter signer of the Town of Delhi accounts, with Councilmember Krzyston seconding. Motion carried.

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: William Cairns & 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

2019 NYS RETIREMENT RESOLUTION

Not available – To be available at the January 14, 2020 Town Board Meeting.

ACCEPTANCE OF HEALTH/DENTAL

Approval of the Excellus Health/Dental Program Renewal for 2020.

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.

ADJOURN

Motion to adjourn was made by Councilmember Tweed and seconded by Councilmember Krzyston. Motion carried. Meeting adjourned at 5:30pm.

Respectfully submitted,

Elsa Schmitz

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Town Clerk