

## **ORGANIZATIONAL MEETING**

**January 3, 2012**

Supervisor Peter Bracci called the meeting to order at 3:12pm

Town Justice, Richard Gumo, swore in the elected officials. Peter Bracci, Supervisor; Nancy Lee, Town Clerk; W. Alan Perkins and Rodney Decker, Council members; and Stanley Pawlikowski 3<sup>rd</sup>, Highway Superintendent.

Rodney Decker led the Pledge of Allegiance.

Present: Council members James Bracci, Rodney Decker, W. Alan Perkins; Highway Superintendent Stanley Pawlikowski III; Deputy Clerk Deborah Corcoran; Town Residents, Kevin Lee, Richard Morley, Cynthia Cobbe, Christina Viafore, Katherine Mario, Virginia Hoyt; Reporters, Nelson Bradshaw and Bob Cairns.

### **APPOINTMENT OF MICHELE DE FREECE AS DEPUTY SUPERVISOR**

Supervisor Peter Bracci announced the appointment of Michele DeFreece as Deputy Supervisor, term January 1, 2012 to December 31, 2012 with a salary of \$1,705.00. Rodney Decker made the motion to accept this appointment seconded by Al Perkins and carried.

### **APPOINTMENT OF DAREN EVANS AS DEPUTY HIGHWAY SUPERINTENDENT**

Highway Superintendent, Stanley Pawlikowski III, announced the appointment of Daren Evans as Deputy Highway Superintendent term January 1, 2012 to December 31, 2012 with a salary of \$1,500.00. Alan Perkins made the motion to accept this appointment seconded by Rodney Decker and carried.

### **APPOINTMENT OF DEBORAH CORCORAN AS DEPUTY TOWN CLERK/TAX COLLECTOR/RVS/RMO**

Town Clerk, Nancy J. Lee, announced the appointment of Deborah Corcoran as Deputy Town Clerk/Tax Collector/ RVS/RMO, term January 1, 2012 to December 31, 2012 with a salary of \$12.38 per hr. x 15 hrs. per week James Bracci made the motion to accept this appointment seconded by James Bracci and carried.

### **MONTHLY MEETING**

Motion made to hold 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 7:30 p.m. unless otherwise stated or advertised was made by James Bracci seconded by Rodney Decker. Discussion followed and it was decided to change the meeting night to the second Tuesday of each month. Motion made by Alan Perkins, seconded by Rodney Decker and carried.

### **OFFICIAL DEPOSITORY**

Motion that the official depository for the funds of the Supervisor, Justice Court, and the Town Clerk Tax Collector shall be the Delaware National Bank of Delhi was made by Rodney Decker seconded by James Bracci and carried.

### **OFFICIAL NEWSPAPERS**

Motion that the official newspapers for the Town of Delhi shall be The Delaware County Times and The Reporter Company was made by Rodney Decker seconded by James Bracci and carried.

### **APPOINTMENT OF RICHARD MOSTERT AS CHAIRMAN OF ZONING BOARD OF APPEALS**

Motion to appoint Richard Mostert as Chairman of the Town of Delhi Zoning Board of Appeals for the term January 1, 2012 thru December 31, 2012 was made by Rodney Decker seconded by Alan Perkins 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, 2012 thru December 31, 2012 was made by Alan Perkins seconded by Rodney Decker and carried.

### **APPOINTMENT OF MARGARET REINMANN AS BOOKKEEPER**

Motion to appoint Margaret Reinmann as Bookkeeper for the Town of Delhi for the term January 1, 2012 thru December 31, 2012 with a salary of \$14,529.00 was made by Alan Perkins seconded by James Bracci and carried.

### **APPOINTMENT OF CLARA STEWART AS TOWN HISTORIAN**

Motion to appoint Clara Stewart as Town Historian for the year January 1, 2012 thru December 31, 2012 with a salary of \$809.00 was made by Alan Perkins seconded by Rodney Decker and carried.

### **APPOINTMENT OF YOUNG, SOMMER, WARD, RITZENBERG, BAKER & MOORE, LLC, COUNSELORS AT LAW, AS TOWN ATTORNEY**

The motion to appoint Young, Sommer...LLC as Town Attorney, January 1, 2012 thru December 31, 2012, at a professional fee of \$135 per hour as outlined in the contract, was made by Alan Perkins seconded by Rodney Decker and carried.

### **APPOINTMENT OF CATHERINE FLETCHER AS JUSTICE COURT CLERK**

Motion to appoint Catherine Fletcher as Court Clerk for the Town Justice Court for the year January 1, 2012 thru December 31, 2012 with a salary of \$39,601.12, and to authorize the court clerk to sign checks for the justice court, thereby facilitating court business was made by James Bracci seconded by Rodney Decker and carried.

### **APPOINTMENT OF THOMAS GLASS AS TOWN CONSTABLE/COURT BAILIFF**

Motion to appoint Thomas Glass as Town Constable/Court Bailiff for the Town of Delhi for the year January 1, 2012 thru December 31, 2012 with a salary of \$15.87 per hr. x 3 hrs. per week for Court Bailiff and \$15.87 per hr. x 20 hours per year for Constable was made by Rodney Decker and seconded by James Bracci and carried.

**APPOINTMENT OF WENDY ASHLEY AS ACCOUNTANT**

Motion to appoint Wendy Ashley as Accountant for the Town of Delhi for the term January 1, 2012 thru December 31, 2012 with a salary of \$2,000.00 was made by Rodney Decker seconded by Alan Perkins and carried.

**APPOINTMENT OF JOHN MATHIESEN AS BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER**

Motion to appoint John Mathiesen as Town of Delhi Building Inspector/Code Enforcement Officer for the year January 1, 2012 thru December 31, 2012, with a salary of \$34,798.00 was made by Rodney Decker seconded by Alan Perkins 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, 2012 thru December 31, 2012, with a salary of \$1,205.00 was made by Rodney Decker seconded by Alan Perkins 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, 2012, thru December 31, 2012, with a salary of \$372.00 was made by Rodney Decker seconded by Alan Perkins and carried.

**APPOINTMENT OF JOHN TAYLOR AS CHAIRMAN OF PLANNING BOARD**

Motion to appoint John Taylor as the Chairman of the Town Planning Board for the year January 1, 2012 thru December 31, 2012, motion was made by Alan Perkins seconded by Rodney Decker and carried.

**APPOINTMENT OF NANCY J. LEE AS RECORDS MANAGEMENT OFFICER AND REGISTRAR OF VITAL STATISTICS**

Motion to appoint Nancy J. Lee, Town Clerk, as Records Management Officer and Registrar of Vital Statistics for the year January 1, 2012 thru December 31, 2012, motion was made by Rodney Decker seconded by Alan Perkins 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 Rodney Decker seconded by James Bracci 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 Rodney Decker seconded by Alan Perkins and carried.

### **DESIGNATION OF COUNTERSIGNATURES**

Motion for the following officials Supervisor Peter J. Bracci, Deputy Supervisor Michele DeFreece and Council members James Bracci, Rodney Decker and W. Alan Perkins to sign Town of Delhi checks; and Town Clerk/Tax Collector Nancy J. Lee and Deputy Clerk/Tax Collector Deborah Corcoran to sign Town Clerk and Tax Collector checks was made by Rodney Decker seconded by Alan 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 Rodney Decker seconded by Alan Perkins and carried.

### **AUTHORIZATION FOR TOWN BOARD REPRESENTATIVE TO RECREATION COMMITTEE TO SPEND FUNDS LESS THAN \$2,500**

Motion that the Recreation Committee with the approval of the Town Board representative 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 Rodney Decker seconded by Alan 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 Rodney Decker seconded James Bracci 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 Alan Perkins seconded by Rodney Decker 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 Rodney Decker seconded by Alan Perkins 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 Rodney Decker seconded by Alan Perkins and carried.

### **DELAWARE COUNTY PLANNING DEPARTMENT**

A motion was made by Rodney Decker and seconded by Alan Perkins 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: Alan Perkins

Personnel: James Bracci

Building: James Bracci

Health/Youth: Michele DeFreece

Economic Development/Shared Services: Michele DeFreece, Alan Perkins

Budget: Rodney Decker

Recreation: Alan Perkins

**TOWN OF DELHI SALARY SCHEDULE****ELECTED OFFICIALS**

SUPERVISOR	\$ 11,364.00
TOWN CLERK	\$ 25,497.36
TOWN CLERK – TAX COLLECTOR	\$ 6,805.00
TOWN CLERK – REGISTRAR OF VITAL STATISTICS	\$ 4,392.00
TOWN CLERK – CONTROL OF DOGS	\$ 3,621.00
SUPERINTENDENT OF HIGHWAYS	\$ 42,000.00
TOWN JUSTICE	\$ 21,844.00
TOWN BOARD MEMBERS (4 @ \$2,817.50)	\$ 11,270.00
ASSESSORS (2 @ \$12,444)	\$ 24,888.00
ASSESSOR CHAIRMAN	\$ 14,854.00

**APPOINTED OFFICIALS**

CODE ENFORCEMENT OFFICER	\$ 34,798.00
HEALTH OFFICER (Contractual Expense)	\$ 372.00
TOWN HISTORIAN	\$ 809.00
SUPERVISOR – DEPUTY	\$ 1,705.00
SUPERVISOR – BOOKKEEPER	\$ 14,529.00
SUPERVISOR – INDEPENDENT AUDITOR	\$ 2,000.00
DEPUTY TOWN CLERK	\$ 4,055.69
DEPUTY TOWN CLERK – TAX COLLECTOR	\$ 1,158.77
DEPUTY TOWN CLERK – REGISTRAR OF VITAL STATISTICS	\$ 1,738.16
DEPUTY TOWN CLERK – CONTROL OF DOGS	\$ 1,158.77
SAFETY INSPECTOR – CLERICAL SUPPORT	\$ 3,476.31
DOG CONTROL OFFICER	\$ 2,408.00
TOWN ATTORNEY (Contractual)	\$ 30,000.00
COURT CLERK	\$ 39,601.12
COURT BAILIFF (\$15.87 per hour x 3 hrs X 52 weeks)	\$ 2,475.72
CONSTABLE (\$15.87/hr x 20 hours)	\$ 320.00
BOARD OF ASSESSMENT REVIEW (3 @ \$307.00)	\$ 921.00
ASSESSORS – SUMMER YOUTH	\$ 1,600.00
ADMINISTRATIVE ASSISTANT TO THE PLANNING BOARD	\$ 1,205.00
JANITORIAL SERVICES AND BUILDING MAINTENANCE	\$ 7,927.00

**HIGHWAY EMPLOYEES**

DEPUTY SUPERINTENDENT OF HIGHWAYS	\$ 1,500.00
MECHANIC (1 @ \$18.00 per hour – includes regular & overtime)	\$ 41,947.00
OPERATORS (1 @ \$17.55; 1 @\$17.70; 3 @\$17.75 per hour)	\$217,269.00
TOTAL	\$579,509.90

**EXECUTIVE SESSION - salary discussion**

A motion was made by James Bracci and seconded by Alan Perkins to enter executive session at 3:25pm. Motion carried.

A motion was made by Alan Perkins and seconded by Rodney Decker to exit executive session at 3:36 pm. Motion carried.

A motion was made by Al Perkins and seconded by Rodney Decker to keep the Highway Superintendent salary at the rate it had been last year, \$45,136.00 and increase the janitorial services by an additional \$1,300.00 because of the addition to the Court room and the additional bathroom. Motion carried.

**ADJOURN**

Motion to adjourn was made by Alan Perkins and seconded by James Bracci. Motion carried. Meeting adjourned at 3:43pm.

Respectfully submitted,

Nancy J. Lee  
Town Clerk