

**TOWN OF GRANBY
ORGANIZATIONAL MEETING
JANUARY 4, 2022
6:30 P.M.**

CALL TO ORDER

Supervisor Snow, Jr. called the meeting to order at 6:33 P.M. leading those present in the Salute to the Flag. Present for the **roll call** were Supervisor John Snow, Jr., Councilors Rodney DeLong, Sandra Farrands, Marianne Ingerson and Irene Wiestner. There were no residents in attendance.

Supervisor Snow, Jr. welcomed Councilors Ingerson and Wiestner to the Town Board. He then explained the Town Board is comprised of five voting members and he, as Supervisor, has no more authority than any other member of the Board. The Board makes decisions and adopts policies and the Supervisor is tasked with seeing those things through. The Town Supervisor does not run the Town, the Town Board does as the governing body for the Town of Granby. We do not have an Executive Branch of Government. The Town Board acts as the Legislative and sometimes the Executive Branch. Granby only consists of the Town Board and the Judges, which are separate from the Board. There are also multiple departments. The Town Clerk and Highway Department the Town Board does not oversee. They are duly Elected Officials and are supervised by the voters. There are multiple departments the Board does oversee.

MOTIONS AND RESOLUTIONS

Resolution #1-2022

Councilor Ingerson made a motion, seconded by Councilor Farrands for the designation of the Official Town Website to be www.granbyny.com, all were in favor, none opposed.

Resolution #2-2022

Councilor Ingerson made a motion, seconded by Councilor Farrands for the Official the Depository of the Town to be NBT Bank/NA, all were in favor, none opposed.

Resolution #3-2022

Councilor Ingerson made a motion, seconded by Councilor DeLong to establish the mileage rate at .585 per mile, all were in favor, none opposed.

Resolution #4-2022

Councilor Ingerson made a motion, seconded by Councilor Farrands for the adoption of the Investment and Deposit Policy and Procedures for the Town as written, all were in favor, none opposed.

Resolution #5-2022

Councilor DeLong made a motion, seconded by Councilor Ingerson to give payroll authorization to the Supervisor to pay employees at the rates set forth in the 2022 Budget on the pay dates listed on the payroll calendar, all were in favor, none opposed.

Resolution #6-2022

Councilor DeLong made a motion, seconded by Councilor Ingerson for each member of the Board of Assessment Review to be paid \$500.00 after completion of their work, to include time, travel and training expenses, all were in favor, none opposed.

Resolution #7-2022

Councilor Ingerson made a motion, seconded by Councilor Farrands to appoint Tyler Palmitese as ZBA Chairperson and Jane Crego as Planning Board Chairperson, a roll call vote was taken;

Councilor DeLong	Abstain	Councilor Farrands	Aye
Councilor Ingerson	Aye	Councilor Wiestner	Aye
Supervisor Snow, Jr.	Aye		

Resolution #8-2022

Councilor Ingerson made a motion, seconded by Councilor Farrands to pay the Planning Board Members monthly as follows; Chairperson \$75.00 per meeting and members \$50.00 per meeting, providing their signature appear on the compensation form provided by the Clerk of the Board, a roll call vote was taken;

Councilor DeLong	Abstain	Councilor Farrands	Aye
Councilor Ingerson	Aye	Councilor Wiestner	Aye
Supervisor Snow, Jr.	Aye		

Resolution #9-2022

Councilor DeLong made a motion, seconded by Councilor Ingerson to pay the Zoning Board of Appeals Members monthly as follows; Chairperson \$65.00 per meeting and members \$40.00 per meeting provided their signature appear on the compensation form provided by the clerk of the Clerk of the Board, all were in favor, none opposed.

Resolution #10 -2022

Supervisor Snow, Jr. made a motion, seconded by Councilor DeLong to re-appoint David Crockford to the Planning Board for a seven-year term to expire 12/31/2028, all were in favor, none opposed.

Resolution #11-2022

Councilor DeLong made a motion, seconded by Councilor Ingerson to appoint Lorilee Blackburn to the Planning Board to fill a vacancy with a term to expire 12/31/2027, all were in favor, none opposed.

Resolution #12-2022

Councilor Ingerson made a motion, seconded by Councilor DeLong to appoint Linda Parkhurst to the ZBA for a five-year term to expire 12/31/2026 and Mallori Stoia for a one-year term to expire 12/31/2022, all were in favor, none opposed.

Resolution #13-2022

Councilor Ingerson made a motion, seconded by Councilor DeLong to authorize the Supervisor to pay all bills and obligations as approved by the Town Board and we hereby also authorize the Supervisor to pay all essential bills such as utilities, service agreements and debt payments electronically using bill pay through NBT Bank as needed, and the Town Board hereby adopts the encumbrance system implemented on January 1st of 2020 and the Town Board hereby requires that the Town Clerk co-sign all checks from the Supervisor's Office, all were in favor, none opposed.

Resolution #14-2022

Councilor DeLong made a motion, seconded by Councilor Ingerson to approve the 2022 meeting schedule, all were in favor, none opposed.

Resolution #15-2022

Councilor DeLong made a motion, seconded by Councilor Wiestner to Audit all Town Financial Records for the Town Supervisor, Town Clerk/Tax Collector and Justice Court be completed by each Board Member by February 11, 2022 and the Town Board grants permission for the Supervisor to file the Annual Update Document in lieu of the Annual Report of the Town Supervisor with the Town Clerk no later than March 30, 2022, all were in favor, none opposed.

Resolution #16-2022

Councilor Ingerson made a motion, seconded by Councilor Wiestner to reaffirm the Town Policies as follows; Procurement, Online Banking, Fund Balance, Minimum Fund Balance Assignment, Sexual Harassment, Defense and Indemnification, Asset Management, Petty Cash and Departmental Cash and all policies contained in the Employee Handbook of the Town of Granby, all were in favor, none opposed.

Resolution #17-2022

Councilor Ingerson made a motion, seconded by Councilor Wiestner to appoint John Snow, Jr. as delegate to the Annual Meeting of the Association of Towns, all were in favor, none opposed.

Resolution #18-2022

Councilor DeLong made a motion, seconded by Supervisor Snow, Jr. to approve the Holiday Calendar for 2022, all were in favor, none opposed.

Resolution #19-2022

Councilor DeLong made a motion, seconded by Councilor Farrands to delegate to the Town Supervisor the powers and duties of administration and supervision of Town Special Improvement District functions to be performed on behalf of the Town Board, all were in favor, none opposed.

Resolution #20-2022

Councilor Ingerson made a motion, seconded by Councilor Wiestner to approve the filing of a blanket undertaking for all Town Officials with the following minimums; \$100,000.00 per employee, \$250,000.00 for the Supervisor and \$900,000.00 for the Town Clerk/Tax Collector.

APPOINTMENTS AND ASSIGNMENTS

We the members of the Town Board resolve to hereby make appointments to the following compensated positions;

Registrar of Vital Statistics	Janet Ingersoll
Records Management Officer	Janet Ingersoll

And we further resolve to hereby make appointments to the following uncompensated positions;

Emergency Management Officer	John Snow, Jr.
Compliance Officer	John Snow, Jr.
Public Safety Officer	John Snow, Jr.
Information Technology Officer	John Snow, Jr.
Human Resources Administrator	John Snow, Jr.
Information Access Officer	Janet Ingersoll
Marriage Officer	Janet Ingersoll

Councilor Ingerson made a motion, seconded by Councilor Farrands to accept the appointments as read, all were in favor, none opposed.

We the Town Board resolve to hereby make assignments to the following compensated positions;

Code Enforcement Officer – Part Time	David Hanford
	Lee Dusharm
	David Wilson

Chief Constable
Constables

Robert Dalton
Howard Tanner
Rich Wood
Lee Duscharm
Mike Wood
Herb Hawker
Matt Mallory
Robert O'Neil
William Wells
Alexander Eller
Jessica King
Jack Spriggs

Full Time Court Clerk
Dog Control Officer

Fire Inspectors

Lee Duscharm
Robert Dalton
Lisa Somers
Lisa Somers
Lisa Somers
Diane Haskins
Jennifer Brown

Planning Board Clerk
ZBA Clerk
Assessor/Codes Clerk
Purchasing Clerk
Recreation Leader

Councilor Ingerson made a motion, seconded by Councilor DeLong to accept the appointments as read, all were in favor, none opposed.

ANNOUNCEMENTS

Appointments by the Town Supervisor

Supervisor Snow, Jr. will not be naming a Deputy Supervisor at this time.

Historian
Confidential Secretary/Bookkeeper

Jacob Summerville
Diane Haskins

Appointments by the Town Clerk

Deputy Town Clerk, Tax Collector, Registrar
Deputy Tax Collector
Deputy Registrar

Deana Summerville
Deana Summerville
Deana Summerville

Appointments by the Highway Superintendent

Deputy Highway Superintendent

Daniel Edwards

Assignments of Liaisons

Codes/Buildings
Youth/Seniors
Assessor/Justice Court
Planning/Zoning
Highway

John Snow, Jr.
Sandra Farrands
Marianne Ingerson
Irene Wiestner
Rodney DeLong

ADJOURNMENT

Councilor DeLong made a motion, seconded by Councilor Ingerson to adjourn the meeting.

Meeting adjourned at 7:31 P.M.