

**TOWN OF GRANBY
ORGANIZATIONAL MEETING
JANUARY 11, 2023
6:30 P.M.**

CALL TO ORDER

Supervisor Snow, Jr. called the meeting to order at 6:41 P.M. Present for the **roll call** were Supervisor John Snow, Jr., Councilors Rodney DeLong, Marianne Ingerson and Irene Wiestner. Councilor Farrands was not present. Highway Superintendent Dan Duncan and Jane Crego were also in attendance. There were no residents in attendance. Councilor Farrands joined the meeting at 6:48 P.M.

Supervisor Snow, Jr. explained that the Organization Meeting is to organize our government for the upcoming year.

MOTIONS AND RESOLUTIONS

Resolution #1-2023

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

Resolution #2-2023

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

Resolution #3-2023

Councilor Ingerson made a motion, seconded by Councilor Wiestner to establish the reimbursement rate to be paid to Town Officials and Employees for use of their personal vehicle for Town business is .585 per mile as listed on the IRS standard mileage notification, all were in favor, none opposed.

Resolution #4-2023

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

Resolution #5-2023

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 2023 Budget found on page 12, on the pay dates listed on the payroll calendar, all were in favor, none opposed.

Resolution #6-2023

Councilor DeLong made a motion, seconded by Councilor Ingerson for each member of the Board of Assessment Review to be paid \$600.00 after completion of their work, to include time, travel and training expenses, all were in favor, none opposed.

Resolution #7-2023

Councilor Ingerson made a motion, seconded by Councilor Wiestner 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 #8-2023

Councilor Wiestner made a motion, seconded by Councilor Ingerson 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 #9-2023

Councilor Weistner made a motion, seconded by Councilor DeLong to pay the Zoning Board of Appeals Members monthly as follows; Chairperson \$65.00 per meeting and members \$50.00 per meeting provided their signature appear on the compensation form provided by the Clerk of the Board, all were in favor, none opposed.

Resolution #10 -2023

Councilor Ingerson made a motion, seconded by Councilor Farrands to re-appoint Carl Nysten to the Planning Board for a seven-year term to expire 12/31/2029, all were in favor, none opposed.

Resolution #11-2023

Councilor DeLong made a motion, seconded by Councilor Ingerson to table any appointments to the Zoning Board of Appeals until we receive letters of interest, all were in favor, none opposed.

Resolution #12-2023

Councilor DeLong made a motion, seconded by Councilor Wiestner 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 #13-2023

Councilor Ingerson made a motion, seconded by Councilor DeLong 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 17, 2023 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, 2023, all were in favor, none opposed.

Resolution #14-2023

Councilor DeLong made a motion, seconded by Councilor Farrands 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 #15-2023

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

Resolution #16-2023

Councilor Wiestner made a motion, seconded by Councilor DeLong 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 #17-2023

Councilor Ingerson made a motion, seconded by Councilor Farrands 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.

Resolution #18-2023

Councilor Ingerson made a motion, seconded by Councilor Farrands to approve the 2023 meeting schedule, all were in favor, none opposed.

APPOINTMENTS AND ASSIGNMENTS

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 Robert Dalton
Chief Constable (Part Time)	Rich Wood
Constables (Part Time)	Lee Duscharm Matt Mallory Robert O'Neil William Wells Alexander Eller James Hite Shayne Eyre
Peace Officer Academy Director	Matt Mallory
Court Clerk (Full Time)	Jessica King
Dog Control Officer (Part Time)	Jack Spriggs
Fire Inspectors (Part Time)	Lee Duscharm Robert Dalton
Planning Board Clerk (Part Time)	Lisa Somers
ZBA Clerk (Part Time)	Lisa Somers
Assessor (Part Time)	Lisa Somers
Codes Clerk (Part Time)	Lisa Somers
Purchasing Clerk (Part Time)	Diane Haskins
Recreation Leader (PartTime)	Jennifer Brown

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

ANNOUNCEMENTS

Councilor Ingerson made a motion, seconded by Councilor DeLong to hereby make appointments to the following compensated positions, all were in favor, none opposed.

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

Appointments by the Town Supervisor

Deputy Supervisor	Jane Crego
Historian	Jacob Summerville
Clerk to the Supervisor	Diane Haskins

Appointments by the Town Clerk

Deputy Town Clerk	Deana Summerville
Deputy Tax Collector	Deana Summerville
Deputy Registrar	Deana Summerville

Appointments by the Highway Superintendent

Deputy Highway Superintendent	Daniel Edwards
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Announcements of Appointments and Assignments

David Roach – Sole Assessor

Miller Engineering, PLLC – Engineer
Fiscal Advisors & Marketing, Inc. – Municipal Advisor
King + King Architects – Town Hall Project
KL Consulting Services – Funding Specialist
Internal Telecom Systems, Inc. – IT Specialist
Matt Ward, The Ward Firm, PLLC – General Municipal Counsel
Colin Leonard, Bond, Schoeneck & King, PLLC – Labor and Employment Counsel
Ted Trespasz, Trespasz & Marquardt, LLP – Bond Counsel
Jamie Sutphen, Baldwin & Sutphen, LLP, Land Use Counsel
Anthony Germano, Baldwin & Sutphen, LLP – Land Use/Town Prosecutor

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

ADJOURNMENT

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

Meeting adjourned at 7:11 P.M.