

**TOWN OF GRANBY
ORGANIZATIONAL MEETING
JANUARY 2, 2024
7:00 P.M.**

CALL TO ORDER

Supervisor Snow, Jr. called the meeting to order at 7:11 P.M. Present for the **roll call** were Supervisor John Snow, Jr., Councilors Eric Clothier, Crystal English, Sandra Farrands and Marianne Ingerson. Jane Crego was also in attendance. There were no residents in attendance.

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

MOTIONS AND RESOLUTIONS

Resolution #1-2024

Be it resolved, by the Town Board of the Town of Granby, the Official Town Website is to be www.granbyny.com

Councilor Ingerson made a motion, seconded by Councilor Farrands to accept **Resolution #1-2024**, all were in favor, none opposed.

Resolution #2-2024

Be it resolved, by the Town Board of the Town of Granby, that the official depository be NBT Bank/NA.

Councilor Farrands made a motion, seconded by Councilor Clothier Town to accept **Resolution #2-2024**, all were in favor, none opposed.

Resolution #3-2024

Be it resolved, by the Town Board of the Town of Granby, that the town hereby adopts the allowable mileage reimbursement rate as issued by the United States Internal Revenue Service (currently 67 cents).

Councilor Clothier made a motion, seconded by Councilor Ingerson to accept **Resolution #3-2024**, all were in favor, none opposed.

Resolution #4-2024

Be it resolved, by the Town Board of the Town of Granby, to affirm the Investment and Deposit Policy and Procedures as amended.

Councilor Ingerson made a motion, seconded by Councilor Farrands to accept **Resolution #4-2024**, all were in favor, none opposed.

Resolution #5-2024

Be it resolved, by the Town Board of the Town of Granby, that the authorization is granted to the Town Supervisor, or his designee, to pay employees at the rates set forth in the 2024 Budget found on page 140 and the current labor agreement, on the pay dates listed on the payroll calendar for 2024.

Councilor Clothier made a motion, seconded by Councilor English to accept **Resolution #5-2024**, all were in favor, none opposed.

Resolution #6-2024

Be it resolved, by the Town Board of the Town of Granby, that each member of the Board of Assessment Review is to be paid \$600.00 after completion of their work, to include: time, travel, and training expenses.

Councilor Ingerson made a motion, seconded by Councilor English to accept **Resolution #6-2024**, all were in favor, none opposed.

Resolution #7-2024

Be it resolved, by the Town Board of the Town of Granby, that Jane Crego be appointed chairperson of the Planning Board until February 15, 2024, and Cheryl Anthony be appointed chairperson of the Zoning Board of Appeals until February 15, 2024.

Councilor Ingerson made a motion, seconded by Councilor Farrands to accept **Resolution #7-2024**, all were in favor, none opposed.

Resolution #8-2024

Be it resolved, by the Town Board of the Town of Granby, that the members of the Planning Board and Zoning Board of Appeals shall receive \$50 per meeting, providing their signature appears on the compensation form for each meeting.

Councilor Clothier made a motion, seconded by Councilor Ingerson to accept **Resolution #8-2024**, all were in favor, none opposed.

Resolution #9-2024

Be it resolved, by the Town Board of the Town of Granby, that the chairperson of the Planning Board receive \$75 per meeting and the chairperson of the Zoning Board of Appeals receive \$65 per meeting.

Councilor Clothier made a motion, seconded by Councilor English to accept **Resolution #9-2024**, all were in favor, none opposed.

Resolution #10 -2024

Be it resolved, by the Town Board of the Town of Granby, that Thomas Anthony be re-appointed to the Planning Board for a term to expire December 31, 2030.

Supervisor Snow, Jr. made a motion, seconded by Councilor Clothier to accept **Resolution #10-2024**, all were in favor, none opposed.

Resolution #11-2024

Be it resolved, by the Town Board of the Town of Granby, that Melanie Strong be re-appointed to the Zoning Board of Appeals for a term to expire December 31, 2028.

Councilor Ingerson made a motion, seconded by Supervisor Snow, Jr. to accept **Resolution #11-2024**, all were in favor, none opposed.

Resolution #12-2024

Be it resolved, by the Town Board of the Town of Granby, that the Town Supervisor, or his designee, is authorized to pay all bills and obligations as approved by the Town Board, and; that the Town Supervisor, or his designee, is authorized to pay all essential bills such as utilities, service agreements and debt payments electronically using bill pay through NBT Bank as needed, and; that the Town of Granby will use an encumbrance system for procurement, and; it shall be required that the Town Clerk, or her designee, co-sign all checks from the Town Supervisor's office.

Councilor Ingerson made a motion, seconded by Councilor Clothier to accept **Resolution #12-2024**, all were in favor, none opposed.

Resolution #13-2024

Be it resolved, by the Town Board of the Town of Granby, that all town financial records for the Town Supervisor, Town Clerk/Tax Collector, and the Justice Court shall be audited by each Town Councilor no later than February 2, 2024, and; that

authorization is given to the Town Supervisor to file the Annual Financial Report in lieu of an annual financial report of the Town Supervisor with the Town Clerk no later than March 30, 2024.

Councilor Ingerson made a motion, seconded by Councilor Farrands to accept **Resolution #13-2024**, all were in favor, none opposed.

Resolution #14-2024

Be it resolved that the Town Board of the Town of Granby, that the amended policies of the Town of Granby, including: Procurement, Computer System Security Breach Notification Policy, Online Banking, Fund Balance, Sexual Harassment Prevention, Asset Management, and the Employee Handbook of the Town of Granby, are reaffirmed as amended.

Councilor Farrands made a motion, seconded by Councilor English to accept **Resolution #14-2024**, all were in favor, none opposed.

Resolution #15-2024

Be it resolved, by the Town Board of the Town of Granby, that John Snow, Jr. is hereby appointed delegate to the Annual Meeting of the Association of Towns.

Councilor Ingerson made a motion, seconded by Councilor Clothier to accept **Resolution #15-2024**, all were in favor, none opposed.

Resolution #16-2024

Be it resolved, by the Town Board of the Town of Granby, that the Town Supervisor, or his designee, shall be granted the powers and duties of administration and supervisions of Town Special Improvement Districts.

Councilor Clothier made a motion, seconded by Councilor English to accept **Resolution #16-2024**, all were in favor, none opposed.

Resolution #17-2024

Whereas, Public Officer Law §11(2) provides that in lieu of any individual undertaking, as required by law, the Town Board may approve the procurement of a blanket undertaking from any duly authorized corporate surety covering the officers, clerks, and employees of the Town of Granby in order to indemnify the Town against losses caused by the failure of the officers or employees to faithfully perform their duties by their fraudulent or dishonest acts, and Whereas The Town Board of the Town of Granby determines that it is more beneficial and economical to provide the undertakings by a

blanketed bond; It is, therefore, resolved, that all officers and or employees of the Town of Granby will be covered by a blanket policy in the amount of \$100,000 per employee, expecting the additional \$150,000 for the Town Supervisor and additional \$800,000 for the Town Clerk/Tax Collector.

Councilor Ingerson made a motion, seconded by Councilor English to accept **Resolution #17-2024**, all were in favor, none opposed.

Resolution #18-2024

Be it resolved, by the Town Board of the Town of Granby, the meetings of this Board shall be conducted in public on the days set on the attached calendar.

Councilor Clothier made a motion, seconded by Councilor Farrands to accept Resolution **#18-2024**, all were in favor, none opposed.

Resolution #19-2024

Be it resolved, by the Town Board of the Town of Granby, to hereby appoint and announce the officers and staff for the year 2024.

APPOINTMENTS AND ASSIGNMENTS

Code Enforcement Officer

David Hanford (FT)
Lee Dusharm (PT)
Robert Dalton (PT)
Robert Thompson (PT)

Chief Constable

Rich Wood (PT)

Constables

Lee Duscharm (PT)
Matt Mallory (PT)
Robert O'Neil (PT)
Alexander Eller (PT)
James Hite (PT)
Robert Dalton (PT)
Joseph Fennell (PT)
Jake Olin (PT)

Peace Officer Academy Director

Matt Mallory

Court Clerk

Jessica King (FT)
Barbara Epilito (PT)

Dog Control Officer

Jack Spriggs (PT)

Fire Inspectors Lee Duscharm (PT)
Robert Dalton (PT)

Clerk (Assessor, Codes, Planning, Zoning) Lisa Somers (PT)

Purchasing Clerk Diane Haskins (PT)

Recreation Leader Jennifer Brown (PT)

Registrar of Vital Statistics Janet Ingersoll

Records Management Officer Janet Ingersoll

Councilor Clothier made a motion, seconded by Councilor English to accept **Resolution 19-2024**, all were in favor, none opposed.

ANNOUNCEMENTS

Councilor Farrands made a motion, seconded by Councilor Clothier to hereby make appointments to the following uncompensated positions, all were in favor, none opposed.

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

ANNOUNCEMENTS OF APPOINTMENTS AND ASSIGNMENTS

Engineer for the Town	Doug Miller, PE of Miller Engineers
Municipal Advisor	Ben Maslona, CIMPA of Fiscal Advisors and Marketing
Insurance Agent	Kristen Juliana of Eastern Shore Associates
Architect for the Town	King + King
Funding Specialist	KL Consulting Services

IT Specialist	Internal Telecom Systems, Inc.
General Municipal Counsel	Matt Ward of the Ward Firm, PLLC
Labor and Employment Counsel	Colin Leonard, Bond, Schoeneck & King, PLLC
Bond Counsel	Ted Trespasz of Trespasz & Marquardt, LLP
Land Use Counsel	Jamie Sutphen of Baldwin & Sutphen, LLP
Town Prosecutor	Brody Smith of Bond, Schoenick & King, PLLC

Councilor English made a motion, seconded by Councilor Clothier to approve **Resolution #19-2024** as read, all were in favor, none opposed.

Resolution #20-2024

Be it resolved, by the Town Board of the Town of Granby, pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:
GENERAL REPAIRS. The sum of \$50,000 shall be set aside to be expended for primary work and general repairs upon 62 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or renewals thereof. This **AGREEMENT** expires on May 15, 2024, or after the adoption of a subsequent agreement, whichever occurs first.

Councilor Clothier made a motion, seconded by Councilor English to accept **Resolution #20-2024**, a roll call vote was taken.

Councilor Farrands	Aye	Councilor Ingerson	Aye
Councilor English	Aye	Councilor Clothier	Aye
Supervisor Snow, Jr.	Aye		

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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The Town Board conducted the Audit of the Supervisor's financial records.

Liaisons

- Codes Councilor Ingerson
- Highway Councilor Clothier
- Planning/Zoning Councilor English
- Youth/Seniors Councilor Farrands
- Assessor Supervisor Snow, Jr.

The Board discussed putting together a calendar to invite department heads to attend Board meetings on occasion to report what is going on in their department.

ADJOURNMENT

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

Meeting adjourned at 8:24 P.M.