

**AMENDED
TOWN BOARD ORGANIZATIONAL AGENDA**

January 14, 2025

6 p.m.

(Agenda is subject to last minute adjustments/additions)

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Appoint Harris Beach as attorney for Town to be compensated not to exceed \$70,000 subject to approval of 2025 letter of engagement
5. Adopt the following procedures/policies
 - Affirm Procurement Policy
 - Affirm Investment Policy
 - Affirm Scrap Metal Policy
 - Affirm Fee Schedule
 - Affirm Employee Handbook
 - Affirm Travel Policy
 - Affirm Credit Card Policy
 - Set 6 hours as the standard workday for part-time elected officials, part-time employees and Code Enforcement Officer
 - Approve payment of postage, utility bills and health insurance premiums prior to Town Board audit
 - Adopt Rules of Decorum
6. Make the following appointments:
 - Eastern Shore Associates as Broker of Record
 - Dunn & Sgromo Engineers, PLLC as Engineer for the Town
 - NBT Bank & NYCLASS as Official Banks
 - The Post Standard as Legal Newspaper
 - Veronica Hotaling as Web Manager, subject to approval of 2025 letter of engagement not to exceed \$7,000
 - NetManage as IT Manager, subject to approval of 2025 letter of engagement not to exceed \$3,000
7. Set the following:
 - Mileage reimbursement rate for travel for Town business at \$.70 per mile
 - Regular meeting date and time for Town Board will be the second Tuesday of each month at 6:30 p.m.
8. Appoint Tim Bearup as Code Enforcement Officer to be compensated \$74,000 per year
9. Appoint Nicole Reid as Marriage Officer
10. Appoint Alma Hartnett as Deputy Town Clerk to be compensated \$16.40 per hour not to exceed \$7,000 per year
11. Appoint Kim Memory and Ken Stvan as Justice Court Clerks to be compensated \$5,000 each per year (The Judges appoint their Clerks the Town Board ratifies their appointments)

12. Set the stipend for each member of the Planning Board, Zoning Board and Environmental Conservation Commission at \$200 per year
13. Set the stipend for each member of the Board of the Board of Assessment Review at \$125 per meeting attended.
14. Appoint Carl Fahrenkrug Jr. to the Planning Board (term expires 12/31/31)
15. Appoint Dave Tessier to the Zoning Board of Appeals (term expires 12/31/29)
16. Appoint Craig Dennis, Kathy Bertuch and Adam Scalisi to Environmental Conservation Commission (terms expire 12/31/26)
17. Appoint Ray Randall to the Board of Assessment Review (term expires 9/30/29)
18. Appoint to the Ethic Committee Don Neugebauer, Alma Hartnett, and Debra Rapp.
19. Appoint Sue Smith as Chairwoman of the Planning Board, Dave Tessier as Chairman of the Zoning Board and Phil George as Chairman of the Environmental Conservation Commission, each to receive a stipend of \$500 per year.
20. Appoint Ray Randall as Chairman of the Board of Assessment Review to receive a stipend of \$250 per year.
21. Appoint Sarah LoGuidice as Secretary to the Planning Board to be compensated at an hourly rate of \$16.40, up to a maximum of \$2,250 per year
22. Appoint Sarah LoGuidice as Secretary to the Zoning Board to be compensated at an hourly rate of \$16.40, up to a maximum of \$1,460 per year
23. Appoint Town Supervisor to be a 2025 representative to OCEBA for communication purposes
24. Supervisor Appointments
 - Accounting firm of F.J. Pompo and Company PC as Bookkeeper to be compensated \$52,800 per year
 - Ruth Hotaling as Historian to be compensated \$1,800/year
25. Authorize the following for 2025
 - \$500,000 bond for Supervisor and Town Clerk and \$50,000 bond for all others
 - Highway Superintendent to spend up to \$8,000 without prior approval, subject to procurement policy
 - Petty Cash Fund of \$125 for Town Clerk/Tax Collector
 - Petty Cash Fund of \$125 for Justice Court
 - Supervisor to spend up to \$1,000 without prior approval
26. Highway Department Appointment
 - Appoint Bob Purcell as Deputy Highway Superintendent to be compensated his regular salary

Town Board Regular Meeting at 6:30 p.m. – see separate Agenda