

# ORGANIZATIONAL MEETING

Town of Salem

January 4, 2012

6:00 p.m. Open meeting with Pledge of Allegiance  
Present: Seth Pitts-Supervisor; Joe Wever-Town Councilman;  
Bruce Ferguson-Town Councilman; Dottie Schneider-Town  
Councilwoman; Patricia Gilchrist-Town Clerk  
Absent: Harold Gilchrest-Town Councilman  
Others Present: Al Cormier-Historian; Mark Woodell-Highway  
Department; Ashley Farrell-Eagle Newspaper

Oath of Office Given by Pat Gilchrist, Town Clerk, to Supervisor-Seth Pitts;  
Bruce Ferguson-Town Councilman; Gerald Boisclair-Highway  
Sup't.; Mark Woodell-Deputy Highway Sup't. (Oath of Office  
will be given to Town Councilman Harold Gilchrest as soon as  
possible.)

## ORGANIZATION

**Resolution # 1** Appoint Alan Wrigley as Town Attorney with a  
\$1,000 retainer fee  
Motion made by Councilwoman Dottie Schneider;  
seconded by Councilman Bruce Ferguson; Passed 4-0

**Resolution # 2** Official depositories with the Town of Salem:  
Glens Falls National Bank and TD Bank  
Motion made by Councilman Joe Wever; seconded  
by Councilwoman Dottie Schneider; Passed 4-0

**Resolution # 3** Delegate to the Supervisor Seth M. Pitts and Deputy  
Supervisor Harold Gilchrest, powers and duties of  
administration and supervision of town functions to  
be performed on behalf of the Town Board prior to  
Board meetings; i.e. pay utilities, rent, business and  
office supplies, medical reimbursement, and whatever  
else may come before the board. Such authorization  
shall also be given to Deputy Town Clerk to perform  
the duties of the Town Clerk. Motion made by Coun-  
cilman Bruce Ferguson, seconded by Councilman Joe  
Wever; passed 4-0

**Resolution # 4** Appointment of the following individuals:  
Code Enforcement Scott MacNeil  
Dog Control Officer Jessica Barrett  
Historian Al Cormier  
Board of Assessment Tauno Wirkki-Chairman  
Review Neil Adams

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Board of Ethics David Mears  
Kyle Hunter  
David Mears  
Valerie Cassidy  
Dr. James Leonard  
Clerk to Planning Board Kim Erbe  
Motion made by Councilwoman Dottie Schneider  
seconded by Councilman Joe Wever; passed 4-0

**Resolution # 5**

Appointment of Management Team for Historic Salem Courthouse:  
President Bob Akland  
Vice-President Herb Perkins  
Secretary Karen Sheldon  
Treasurer Robert Sellar  
Motion made by Councilman Joe Wever, seconded by Councilman Bruce Ferguson; passed 4-0

**Resolution # 6**

Salaries for all Elected and Appointed Positions as adopted in the 2012 Budget:  
Supervisor \$6,120 Georgi Museum Dir.  
Council persons (4) \$1,200 Code Enforcement  
Budget Officer \$2,040 Historian  
Town Clerk \$12,323 DCO  
Highway Superintendent \$42,539 Clerk to Planning Bd. \$2,500.00  
Asst. to Supervisor \$9,000  
Assessor \$7,500.00  
Clerk to Assessor \$7,500.00  
Mileage Compensation for 2012 \$0.50/mile  
Motion made by Councilwoman Dottie Schneider, seconded by Councilman Bruce Ferguson; passed 4-0

**Resolution # 7**

Town Board Meetings shall take place on the 2<sup>nd</sup> Wednesday of each month:  
Signing of Warrants – 6:30 p.m.  
Official Town Meeting starts @ 7:00 p.m.  
Motion made by Councilwoman Dottie Schneider, seconded by Councilman Joe Wever; passed 4-0

**Resolution #8**

Designate ‘The Eagle’ official newspaper for the Town of Salem  
Motion made by Councilman Joe Wever, seconded by Councilman Bruce Ferguson; passed 4-0

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**Resolution # 9**

Honor contracts for the following as approved in the 2012 budget:

Shushan Fire Company - \$45,000.00

Village of Salem Fire Protection - \$99,000.00

Salem Rescue Squad - \$11,000

Bancroft Public Library - \$12,000

Motion made by Councilman Joe Wever, seconded by Councilwoman Dottie Schneider; passed 4-0

**Supervisor Appointments**

Deputy Supervisor – Harold Gilchrist

Deputy Town Clerk –

Confidential Assistant – Kathleen Chambers

Budget Officer – Seth M. Pitts

Registrar of Vital Statistics – Patricia Gilchrist

**Department Chairs**

Highway – Seth M. Pitts

Georgi Museum – Harold Gilchrist

Comprehensive Plan – Dorothy Schneider

Fire/Rescue/Village – Joe Weaver

Courthouse – Bruce Ferguson

**Resolution # 10**

Procurement Policy – Mr. Pitts presented an updated Procurement Policy for 2012 to all board members prior to this Organizational Meeting.

Motion made by Councilman Joe Wever, seconded by Councilwoman Dottie Schneider; passed 4-0

Motion to adjourn made by Councilman Joe Wever, seconded by Councilwoman Dottie Schneider; passed 4-0; meeting adjourned at 7:00 pm.