

**Town of Salem Organizational Meeting Minutes**  
**January 13, 2016**

Meeting called to order at 7:50 p.m. by Supervisor Seth M. Pitts at the conclusion of the regular monthly meeting.

**Resolution #1 Establish Rules of Procedure for Town Board Meetings.**

- a) Regular meetings shall be held on the second Wednesday of the month starting at 7 pm with a quorum of at least 3 members needed in order to conduct official business.
- b) Audit session shall start at 6:30pm prior to the opening of the regular meeting.
- c) The Supervisor chairs the meetings. If the Supervisor is unable to attend the meeting then the Deputy Supervisor shall chair the meeting.
- d) Items that are to be considered for inclusion in the Agenda shall be submitted to the Supervisor by the Friday immediately preceding the regular Town Board meeting.
- e) Parliamentary Procedures, rather than Robert's Rules of Order will be the operational guidelines for Town Board Meetings. Motions need to receive a Second before the topic can be discussed by the Board. Casting of votes shall follow the Board's discussion phase and shall be done by Roll Call Vote. A minimum of 3 "yes" votes are required for a motion to pass and be adopted.
- f) Privilege of the Floor Parameters shall be adopted to provide for an orderly public involvement.

**Motion made by** Councilman Harold Gilchrest, seconded by Councilman Joseph Wever; passed 4-0

**Resolution #2 Authority of Supervisor.-On Hold until January 21, 2016, meeting.**

Pursuant of Town Law {29(16), RESOLVED that the Town Board of Salem hereby authorized and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board. **After much discussion**, it was decided to table Resolution #2 until the January 21<sup>st</sup> meeting. Clerk Gilchrist will check back in the prior minutes for another more suitable resolution and present the minutes from prior Organizational Meetings to the Board on January 21<sup>st</sup>. Approved 4-0

**Resolution #3 Code of Ethics.**

As per NYS GML Article 18 Section 806, the attached Code of Ethics shall be adopted for all Town of Salem Municipal Officers & Employees. **Motion made by** Councilman Harold Gilchrest, seconded by Councilman Bruce Ferguson; passed 4-0

**Resolution #4 Conflicts of Interest**

Recognize the validity of NYS GML Article 18 Sections 800-806: Conflicts of Interest of Municipal Officers and Employees and publically post in the Town Meeting Hall. **Motion made by** Councilman Harold Gilchrest, seconded by Councilman Bruce Ferguson; passed 4-0

**Resolution#5 To designate Depositories for the Town of Salem.**

Glens Falls National Bank shall be the depository of Town funds. **Motion made by** Councilman Joseph Wever, seconded by Councilman Bruce Ferguson; passed 4-0

**Resolution#6 To designate the Official newspaper for the Town of Salem.**

The Eagle Newspaper/ Greenwich Journal Salem Press shall be the Official newspaper. Discussion held; Councilman Joseph Wever asked both representatives of the Journal Press and the Eagle about circulation numbers; the Eagle Newspaper went out to more subscribers and circulation was more; on a **motion by** Councilman Joseph Wever, seconded by Councilman Harold Gilchrest, it was voted to continue with The Eagle Newspaper as the Official Newspaper for the Town of Salem; passed 4-0

**Resolution #7 Official Undertaking**

Continue the Blanket Undertaking Policy for Officers, Clerks, & Employees of the Town as provided thru NYMIR (\$10,000 per employee with \$500 deductible. Excess over the \$10,000 for Supervisor-\$20,000 and Tax Collector-\$150,000). **Motion made by** Councilman Joseph Wever, seconded by Councilman Harold Gilchrest; passed 4-0

**Resolution # 8 Procurement Policy**

Adopt Procurement Policy (Revision 1/14/2015) to set forth the requirements for procurement of goods and services as per GML Section 103 and Section 104-b. **Motion made by** Councilman Joseph Wever, seconded by Councilman Bruce Ferguson; passed 4-0

**Resolution #9 Agreements between Highway Superintendent and Town Board to spend Town** Highway Funds for fiscal year 2016 not to exceed \$824,444.00 as appropriated in the 2016 Budget. **Motion made by** Councilman Joseph Wever, seconded by Councilman Harold Gilchrest; passed 4-0.

**Resolutions #10 Appointments as per the Town Board.**

- A) Annual Appointment of Court Clerk – Virginia Curran (to be employed or discharged from service upon advice and consent of the Town Justice).
  - B) Annual Appointment of Dog Control Officer – Nancy Quell
  - C) Annual Appointment of Attorney for Town Board and Planning Board legal matters – Alan Wrigley
  - D) Annual Appointment of Enforcement Officer. – Scott MacNeil
  - E) Annual Appointment of Historian - Al Cormier  
Annual Appointment of Deputy Historian- Judy Flagg
  - F) Annual Appointment Board of Assessment & Review – Chairman Tauno Wirkki, Neil Adams, John Bardwell
  - G) Annual Appointment of Board of Ethics- Kyle Hunter, Michelle Bardwell, Lonnie Rasmussen, Dr. James Leonard.
  - H) Annual Appointment of Clerk to the Planning Board- Kim Erbe
  - I) Annual Appointment of Georgi Museum- Wendy Bordwell
  - J) Annual Appointment of Management Team Historic Salem Courthouse: President-Bob Ackland; Vice-President-Herb Perkins; Secretary-Irene Baldwin; Treasurer-Robert Sellar
- Motion made by** Councilman Joseph Wever, seconded by Councilman Harold Gilchrest; passed 4-0

**Resolution # 11**

**Honor contracts for the following as approved in the 2016 budget**

- Shushan Fire Company - \$ 48,960.00
- Salem Volunteer Fire Department - \$ 155,856.00
- Salem Rescue Squad - \$11,000.00
- Bancroft Public Library - \$13,000.00

**Motion made by** Councilman Harold Gilchrest, seconded by Councilman Bruce Ferguson; passed 3-0 with one Abstaining; Councilman Joseph Wever did not vote on this Resolution.

**Resolutions # 12 Appointments as per the Town Supervisor.**

**Department Chairs :**

- Deputy Supervisor-Harold Gilchrest
- Clerk to Supervisor/Confidential Assistant-Kathleen Chambers
- Budget Officer-Seth M. Pitts
- Registrar of Vital Statistics-Patricia Gilchrist

**Resolution #12 (Cont'd.)**

Highway-Joseph Wever

Georgi Museum-Harold Gilchrist

Comprehensive Plan/Economic Development-Bruce Ferguson

Fire/Rescue/Village-Bruce Ferguson

Courthouse-Seth M. Pitts

Georgi Advisory Committee – Bruce Ferguson; Anita Witten; Harold Gilchrist

**Motion made by** Councilman Joseph Wever, seconded by Councilman Harold Gilchrest; passed 4-0

**Resolution # 13-Salaries as per compensation page of 2016 Budget( with exception of highway employees per labor contract)**

Supervisor	\$ 9,000.00
Town Justice	\$ 3,900.00
Justice Clerk (Town)	\$ 3,000.00
Council persons (4)	\$ 1,200.00
Budget Officer	\$ 3,200.00
Town Clerk/Tax Collector	\$15,500.00
Highway Superintendent	\$ 51,000.00
Assessor	\$ 7,500.00
Assessor's Clerk	\$ 7,500.00
Personal Services Clerk	\$ 17.86 per hour
Georgi Museum Clerk	\$12,000.00
Dog Control Officer	\$ 3,162.00
Planning Board Clerk	\$ 3,500.00
Compliance Officer	\$ 2,400.00
Historian	\$ 1,428.00
Deputy Historian	\$ 408.00
Records Management Officer	\$ 510.00
Water Treatment Clerk	\$ 16.54
Mileage Compensation	\$ .50/ mile

**Motion made by** Councilman Joseph Wever, seconded by Councilman Harold Gilchrest; passed 4-0

Town Clerk, Patricia Gilchrist, appointed June Boisclair as Deputy Town Clerk/Deputy Tax Collector beginning January 1-December 31, 2016. (Town Clerk/Tax Collector appoints the Deputy Town Clerk/Tax Collector as per Town Law.)

Highway Superintendent, Gerald Boisclair, appointed Travis Keys as Deputy Highway Superintendent beginning January 1-December 31, 2016 (Highway Superintendent appoints his own Deputy Superintendent as per Highway Law.)

**Motion made by** Councilman Joseph Wever, seconded by Councilman Bruce Ferguson, to adjourn the Organizational Meeting; passed 4-0. Meeting adjourned at 8:45 p.m.

Respectfully Submitted:

Patricia A. Gilchrsit-Town Clerk