

**TOWN OF LINCOLN**  
**6886 Tuttle Road Canastota, NY 13032**  
**Organizational Meeting**

Wednesday, January 11,2023

***Call to Order:*** 7:01pm

***Pledge of Allegiance***

***Attendance:*** Supervisor Melissa During, Deputy Supervisor Doug Holdridge, Jayne Black, Peggy LeClair, Doug Fusillo via Zoom.

***Others in Attendance:*** Beth Hogan, Doug Eddy, Pam Maxwell, Daphne Dickenson, William Graham, Mat Spendley, Tony Domenicone, David Sadler, Robert Germain, Amanda Spendley

***Introductions and Announcements:*** Pamela Maxwell resigns as Town Clerk 1-1-2023. Tyler Farwell resigned as Planning Board Member as of 1-10-2023 and Jennifer Farwell resigned as Variance Board Member as of 1-10-2023.

***Appointment of Office:***

**Resolution 1-2023:** Motion to appoint all 1 Year Appointments Commencing January 1, 2023- December 31,2023 as listed made by Peggy LeClair, 2<sup>nd</sup> Jayne Black, carried unanimously.

1 Year Appointments Commencing 1/1/2023-12/31/2023 are as follows:

Historian- David Sadler  
Dog Control Officer- Jason Driscoll  
Deputy Town Clerk- Pamela Maxwell  
Deputy Registrar- Pamela Maxwell  
Court Clerk- Kim Howard  
Planning Board Clerk, ZBA Clerk and Secretary- Amanda Spendley

**Resolution 2-2023:** Motion to appoint all 1 Year Contractual Appointments Commencing January 1, 2023- December 31,2023 as listed made by Doug Holdridge, 2<sup>nd</sup> by Jayne Black, carried unanimously.

1 Year Contractual Appointments Commencing 1/1/2023-12/31/2023 are as follows:

Attorney- Robert Germain  
Book Keeper- Brynley Wilcox

**Resolution 3-2023:** Motion to appoint all 4 Year Appointments Commencing January 1,2023-December 31,2026 as listed made by Peggy LeClair, 2<sup>nd</sup> by Doug Holdridge, carried unanimously.

4 Year Appointments Commencing 1/1/2023-12/31/2026 are as follows:

Town Clerk, Tax Collector, Records Management Officer, Records Access Officer-  
Amanda Spendley

**Resolution 4-2023:** Motion to appoint all 2 Year Appointments Commencing January 1,2023-December 31,2024 as listed made by Doug Holdridge, 2<sup>nd</sup> Peggy LeClair, carried unanimously.

2 Year Appointments Commencing 1/1/2023-12/31/2024 are as follows:

Registrar of Vital Statistics- Amanda Spendley

**Resolution 5-2023:** Motion to appoint Mat Spendley as Assessor to finish previous Assessor's Term Commencing 1/1/2023-9/30/2025 made by Doug Holdridge, 2<sup>nd</sup> Peggy LeClair, carried unanimously.

**Resolution 6-2023:** Motion to appoint John Schoeck for another term on the Planning Board Commencing 1/1/2023-2028 made by Janye Black, 2<sup>nd</sup> by Peggy LeClair, carried unanimously.

**Resolution 7-2023:** Motion to appoint Annual Planning Board Chair as Andrew Jeski Commencing 1/1/2023-12/31/2023 made by Peggy LeClair, 2<sup>nd</sup> Jayne Black, carried unanimously.

**Resolution 8-2023:** Motion to appoint Annual ZBA Chair as Jeffrey Backer made by Doug Holdridge, 2<sup>nd</sup> by Peggy LeClair, carried unanimously.

Appointments and Committees by Town Supervisor Melissa During:

Doug Holdridge as Deputy Supervisor 01/01/2023-12/31/2023

Brynly Wilcox as Budget Officer

Two Available positions on the BOAR Board of Assessment Review. One available position on the ZBA Zoning Board of Appeals and One available position on the Planning Board and One Town Justice.

**Resolution 9-2023:** Doug Holdridge made a motion to accept December monthly and Year End Minutes as is, 2<sup>nd</sup> made by Peggy LeClair, carried unanimously.

**Resolution 10-2023:** December Clerks Report and Yearly Clerks Report given and accepted. Motion made by Doug Holdridge, 2<sup>nd</sup> by Jayne Black, carried unanimously.

Codes Report and Dog Report given no questions.

Highway Report given not much has happened since year end meeting. Patched some pot holes, cleaned up trees, and all has been pretty quiet. Hoping knox boxes will be able to be put up soon with warmer weather coming.

**Correspondence:** Association of Towns Annual Meeting announced and asked if anyone would like to attend. No Response. 2023 Redemption fees for Wanders Rest are to stay the same. Supervisor Melissa During will correspond with Jason Driscoll on the matter. NYSLRS notice on Retirement, Town Clerk Amanda Spendley has already responded and sent in paperwork needed.

**Resolution 11-2023:** Motion to accept all Annual Organization Resolutions made by Peggy LeClair, 2<sup>nd</sup> by Jayne Black, carried unanimously.

*Annual Organizational Resolutions are as follows:*

Official Newspaper to continue as Oneida Daily Dispatch

Official Bank as NBT Bank in Canastota NY

Authorize the issuance of payroll on a bi-weekly or monthly basis

Town Board Meetings to be held the 2<sup>nd</sup> Wednesday of each month at 7pm with a Workshop at 6:30pm as necessary.

Planning board meetings will be held on the 2<sup>nd</sup> Tuesday of each month at 7pm when necessary.

Zoning Board of Appeals will hold meeting on the 3<sup>rd</sup> Thursday of each month at 7pm when necessary.

All meetings will be held at the Town Hall Located at 6886 Tuttle Rd Canastota NY 13032 and on Zoom Video Conferencing or unless otherwise advertised.

Town Officials may be reimbursed \$0.655 per mile as published by the IRS when using their own vehicles to carry out town business.

Town Board Authorizes the supervisor to pay utilities, payroll, and postage prior to regular meeting in accordance to due dates.

Town Board approves the procurement of a Blanket Undertaking from a duly authorized corporate surety covering the officers, clerks, board members, and employee of the Town pursuant to various sections of New York State Town Law and Public Officers Law.

Supervisor Melissa During and Deputy Supervisor Doug Holdridge to be assigned as signatories for the all checks and for Accounts at NBT.

*Annual Organization Resolutions are as follows: (continued)*

Town Board approves \$200 petty cash fund to be established for the town clerk's department and \$100 petty cash fund to be established for the highway.

Town Board approves a \$25 fee on each check tendered as a payment to the town which is subsequently returned for insufficient funds or similar reasons.

Town Board will review and update policies during the February and March 2023 workshop meetings

Town Board approves monthly training to be held at the Town Hall. Trainings will start at 10am on the first Saturday of the month. Town Officials will need to sign in at the Training for credit of completing the training. Trainings will be open to the public.

**Resolution 12-2023:** Motion to accept Payment of Claims made by Doug Holdridge with exception of paying the Attorney fees, 2<sup>nd</sup> by Peggy LeClair, carried unanimously.

**Public Comments:** William Graham asked about air quality up at the Landfill. Supervisor during to check into odors. Elizabeth Hogan questioned her Oath that was submitted prior she only had her signature notarized. Oath administered by Judge Miller.

**Resolution 13-2023:** Motion to enter in to Executive Session at 7:40pm for a personnel matter made by Doug Holdridge, 2<sup>nd</sup> by Peggy LeClair, carried unanimously.

**Resolution 14-2023:** Motion to exit Executive Session at 8:06pm made by Jayne Black, 2<sup>nd</sup> by Peggy LeClair, carried unanimously.

**Resolution 15-2023:** Motion to Adjourn meeting at 8:07pm made by Peggy LeClair, 2<sup>nd</sup> by Jayne Black, carried unanimously.

