

# MINUTES OF THE ANNUAL ORGANIZATION MEETING FOR THE TOWN OF THURSTON HELD JANUARY 04, 2022 at 6:00 pm.

Present: Town Supervisor: Wendy Lozo

Town Council: Noel Sylvester, Paul Peck, Michael Volino, Holly Chase

Visitors:

Motion was made by Paul Peck seconded by Holly Chase that the following resolutions be adopted, effective immediately:

- **Resolution** imposing a bad check fee of \$25.00, plus any additional bank fees on each check tendered for payment and returned for insufficient funds for any Town Official who receives Town money (Town Justice, Town Supervisor, Town Clerk, Tax Collector);
- **Resolution** that all vouchers for service must be signed and paid within sixty days from the date of submission for payment after Town Board meetings;
- **Resolution** setting the bond amount for town affected town employees as follows: Tax Collector, Sandra Nowicki \$250,000.00, Town Supervisor, Wendy Lozo, \$300,000.00, and Deputy Town Supervisor Randy Akins, Jr. \$300,000.00.
- **Resolution** directing Town Clerk and Town Tax Collector to present an annual detailed reporting of monies collected and disbursed no later than January 20, 2022 and directing Town Supervisor to present an annual detailed reporting of monies collected and disbursed no later than January 30, 2022 pursuant to Town Law Section 62:123.
- **Resolution** directing Town Justice to present dockets for examination by the Town Board at the first regular Board meeting in January.
- **Resolution** to audit all books including Justice, Clerk's, and Supervisor's by the February board meeting.

Put to vote: Noel Sylvester, aye; Paul Peck, aye; Wendy Lozo, aye; Michael Volino, aye; Holly Chase, aye. Carried.

Motion was made by Paul Peck seconded by Noel Sylvester that the following action be taken as noted.

Put to vote: Noel Sylvester, aye; Paul Peck, aye; Wendy Lozo, aye; Michael Volino, aye; Holly Chase, aye. Carried

- Designate 3<sup>rd</sup> Wednesday of each month at 7:00 p.m. as regular meeting date for the Town Board.
- Designate official depositories - Five Star Bank & Chemung Canal Trust Co.,
- Designate the Corning Leader (for Legal Ads only), the Addison Post, and The Shopper as the official legal newspapers for the Town.
- Set 2022 mileage rate for Town business at 50 cents per mile and; all claims must show date, mileage, purpose, and starting and ending locations.

- Appoint Heidi Crooker as Deputy Town Clerk for term of 1/1/2022 through 12/31/2023 following Article3 section 7-14 of the Town Law Manual.
  - Appoint Heidi Crooker as Deputy Registrar of Vital Statistics for term of 1/1/ 2022 through 12/31/2023 with the same powers and duties as Registrar of Vital Statistics.
  - Appoint Shawn Sauro Esq. as Town Attorney for 2022 and pay as billed on vouchers quarterly at \$1100.00 per quarter.
  - Appoint Wendy Lozo as Town Budget Officer for 2022 as per NYS Law
  - Appoint Randy Akins Jr. as Deputy Town Supervisor for term of 1/1/ 2022 through 12/31/2023 following Article3 section 7-13 of the Town Law Manual.
  - Appoint Randy Akins as Dog Control Officer for 2022 at a salary of \$5400.00 per year paid Monthly at \$450.00 plus mileage at 50 cents per mile.
  - Appoint Mary Akins as the Deputy Dog Control Officer for 2022
  - Appoint Raymond Orr as Code Enforcement Officer for 2022 at a salary of \$3500 per year paid Monthly at \$291.67 and direct him to attend four board meetings a year.
  - Valerie Peck to clean the Town Hall and lavatories for 2022 at a wage of \$2400 per year paid monthly at \$200.00 per voucher. Also authorize the purchase of up to \$250 of cleaning supplies and paper products per year.
  - Appoint Trisha Brown as Health Officer for 2022 at a salary of \$300.00 per year paid once a year in December.
  - Appoint –Michael Volino as Town Historian for 2022 at \$0.00 per year as per resolution adopted November of 2019 being he is a Board Member starting January 1, 2020.
  - Appoint Board of Ethics Committee members Mark Taft and Caleb Cook for 1year terms beginning 01/01/2022 to expire 12/31/2022
  - Appoint Alan Crooker caretaker of lawn maintenance for the Town Hall and town cemeteries as described in contract, at a salary of \$3000.00 per year paid in 5 equal monthly installments of \$600.00 upon signing of annual contract for 2022
- Appoint Michael Volino as caretaker of the following cemeteries, Thurston, Bonny Hill and Beaton (Ct. Rt. 12) at no cost to the Town as this is a volunteer service by Michael approved by the Board.
- Appoint Gordon Foster as Chairperson of the Board of Assessors and Diana Dixon as Asst. Chairperson for 2022
  - Appoint Randy Akins as Deputy Highway Superintendent for 1/1/ 2022 through 12/31/2023 following Article 3 section 7-15 of the Town Law Manual.
  - Approve AMR (American Medical Response) Ambulance Services for the Town of Thurston for 2022 as per contract with a fee of \$432.63 paid per month, 2022 rate change is under review.
  - Authorize Town Justice to use Town Hall at 6:00 p.m. the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays for court duties and any other time as deemed necessary for conducting town business and request that he/she attend at least two town board meetings per year if possible.
  - Request that the Town Tax Collector attend one meeting per year (April meeting preferred) if possible, and 3 reports are turned in per year. (Feb-April)
  - Authorize Town Supervisor/Deputy Supervisor to pay utility bills, postage bills, and any other bills that would accrue late fees/finance charges, prior to monthly board meetings to avoid penalties.
  - Authorize Highway Superintendent to make purchases up to \$7,500.00 for contractual expenses from the Town Highway Fund.

- Authorize the Town Supervisor to invest monies in CD's, savings accounts, or the highest paying interest bearing accounts.
- Authorize Town Supervisor and Highway Superintendent to meet every two months to review financial records (or as needed) and authorize Town Supervisor and Highway Superintendent to sign the Highway Budget appropriation letter as it pertains to the budget to ensure that the proper amounts are posted to the proper accounts as approved in the 2022 budget
  - Direct the Town Supervisor to pay approved bills within five business days of monthly board meetings
  - Advise that the Town Board may meet in six months to review expenses and make sure money is available for year-end payments (or as needed)
- Approve pay schedules all salaries of Town Officials as set forth in the 2022 budget and direct that they be paid as follows:
  - Monthly: Supervisor, Town Clerk, Budget Officer, Registrar of Vital Statistics, Justice, Dog Control Officer, Code Enforcement Office, Cleaner
  - Bi-Weekly: Highway Superintendent
  - Bi-Annually: Councilmen, Assessors, Tax Collector
- Approve the 2022 wage rate of Highway Department employees as set forth in the Highway Union Contract Agreement
- Adopt Ryan Agency as the Municipal Insurance Carrier for 2022.
- Approve two rabies clinics per year in the Town of Thurston, one in the spring and one in the fall
- Authorize payment of all bills accrued and received after the December board meeting and prior to December 31, 2022
- Continue the Time Warner Cable contract with the town for ten years, ending in 2013(continue to negotiate the contract for 2022).
- Charge the Town Clerk with maintaining a yearly calendar of scheduled use of the Town Hall and post such in the Town Hall and to have posted to the web page.
  - Charge Town Clerk with maintaining and posting an updated listing of Town Officials
  - Charge Town Clerk with maintaining and updating the Official Town of Thurston Website
  - Appoint Holly Chase as the backup to the Town Clerk for maintaining the Official Town of Thurston website
  - Appoint Paul Peck as maintaining the Town Hall Security system
- Charge the Town Supervisor with closing the books and completing the year-end report no later than March 1, 2022 as required by the NYS Office of the State Comptroller. Federal and State quarterly reports are to be sent overnight mail. Monthly tax forms to the Federal and NY State Government are done over the internet now.

To avoid conflicts & miscommunications, the use of the Town Hall must be cleared with the Town Board. The Town Board has the right to exercise refusal of any or all Town Hall rental applications. All Town Hall rental agreements are to be approved and will include a \$25.00 non-refundable fee. Town Hall use fee is to help cover added expenses. (Electric, Heat, or any damages that may occur).

- No alcoholic beverages or smoking are permitted in or on Town Hall Property
- Nothing is to be put on Town Hall walls without the approval of the Town Board
- All furniture in Town Hall (unless otherwise noted) belongs to the Town. Removal must be cleared with the Town Board
- All keys must be turned in upon leaving office, otherwise last paycheck will be withheld

- Upon leaving building for the day/night; make sure toilets are flushed, no water running, all trash is picked up, all windows & doors are locked & all lights are off.

Noel Sylvester questioned Wendy Lozo about Randy Akins Jr. being the Deputy Town Supervisor and why one of the elected Board members were not the deputy. Wendy Lozo stated that Randy Akins Jr. has knowledge of all of the computerized accounts and could do her job with her giving him access to her office, filing system, and passwords. Wendy Lozo stated that not one of the Council members have shown any interest in learning her position and that each one of the Council members are completely capable of running a Board meeting during her absence when Randy Akins Jr. is not available to run the Board meeting for her. Michael Volino stated that he is interested in learning the Town Supervisor's position and that he does not have anything against Randy but he does not approve of a nonelected person being the Town Supervisor's Deputy. Holly Chase stated that communication by phone or through email to the Council members prior to the Board meeting of the Town Supervisor's absence is necessary.

With no further business Paul Peck made a motion to adjourn the organizational meeting at 6:24 p.m. seconded by Noel Sylvester. Put to vote: Noel Sylvester, aye; Paul Peck, aye; Wendy Lozo, aye; Michael Volino, aye; Holly Chase, aye. Carried.

Minutes respectfully submitted by Dolores Crooker, Town Clerk