

MINUTES OF THE ANNUAL ORGANIZATION MEETING FOR THE TOWN OF THURSTON  
HELD JANUARY 3, 2024 AT 7:00 PM.

Present: Michael Volino, Town Supervisor  
Town Council: Holly Chase, Daniel Gee, Noel Sylvester,  
Jennifer Hargrave (by Zoom)

The meeting was called to order following the Pledge of Allegiance.

Motion was made by Noel Sylvester, seconded by Dan Gee that the Council go into Executive Session for the purpose of interviewing candidates for the vacant Town Highway Supervisor Position. Put to vote, all in favor, Carried.

Following the Executive Session, the Council reconvened at 9:30 p.m. to regular session.

**Supervisor Appointments:**

The Town Supervisor appointed Holly Chase as Deputy Town Supervisor and Mike Volino as Budget Officer.

**Board Appointments:**

Motion was made by Noel Sylvester, seconded by Holly Chase that Saige McGarvey be appointed to fill the vacant position of **Highway Superintendent** for a term of one year, term to expire December 31, 2024. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Noel Sylvester and seconded by Dan Gee that Dolores Crooker be appointed to fill the vacant position of **Town Clerk** for a term of one year, term to expire on December 31, 2024. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Noel Sylvester, seconded by Dan Gee that Nick Nolton be appointed as **Code Enforcement Officer** with the stipulation that he respond in a timely manner to his duties, with a time frame to be added to the Job Description for this position. There were concerns raised that at this time this is not being done. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Dan Gee, seconded by Noel Sylvester that Randy Akins be appointed as **Dog Control Officer** for a term of one year, term to expire on December 31, 2024. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Holly Chase, seconded by Daniel Gee that Mary Akins be appointed **Deputy Dog Control Officer** for a term of one year, term to expire December 31, 2024. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Holly Chase, seconded by Dan Gee that the **Town Historian** position be filled by Noel Sylvester from January to March 2024, and upon her return, Rosalyn Renner will fill the position

for a term to end December 31, 2024. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Noel Sylvester, seconded by Dan Gee that Rachel Treichler be appointed as **Town Attorney** for a term of one year, term to end December 31, 2024. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Noel Sylvester, seconded by Jen Hargrave that Sue Conklin be appointed **Deputy Clerk** for a term of one year, term to expire December 31, 2024. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Holly Chase, seconded by Noel Sylvester that Trisha Brown be appointed **Health Officer** for the Town of Thurston for a term of one year, term to expire December 31, 2024. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Holly Chase, seconded by Noel Sylvester that the following persons be appointed to the **Board of Ethics** for a term of one year, term to expire December 31, 2024: Gerald Gebhard, Caleb Cook, and Mark Taft. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Holly Chase, seconded by Mike Volino that the following persons be appointed to the (new) **Housing Needs Assessment Steering Committee** for a term of one year, term to expire December 31, 2024: Teresa Borhman, Bill Caudill, Dan Gee, Gerald Gebhard, Jen Hargrave, and Rosalyn Renner. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye; Jen Hargrave, abstain, Michael Volino abstain. Carried.

#### **Pay Schedule:**

Motion was made by Dan Gee, seconded by Jen Hargrave that the Highway Superintendent be paid on a bi-weekly schedule. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Holly Chase, seconded by Dan Gee that the Town Supervisor/Budget Officer, Town Clerk/Registrar of Vital Statistics/Records Management Officer, Justice, Dog Control Officer, and Code Enforcement Officer be paid monthly. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Jen Hargrave, seconded by Noel Sylvester that the Town Council Members, Tax Collector, and Assessors be paid bi-annually. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

#### **Rules of Procedure:**

Motion was made by Dan Gee, seconded by Jen Hargrave that the third Wednesday of each month be designated as the regular Town Council meeting, except for November when the meeting will be held on the second Wednesday of that month. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Dan Gee, seconded by Noel Sylvester that the Town Clerk's hours during January and February 2024 be on Wednesday from 3:00 p.m. until 7:00 p.m. and from March through December

31, 2024 be Wednesday and Thursday each week from 6:30 p.m. to 8:30 p.m. excluding legal holidays. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Holly Chase and seconded by Noel Sylvester that Town Court be in session at 4:30 p.m. the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, excluding legal holidays. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Noel Sylvester, seconded by Dan Gee that Five Star Bank be designated the official depository for the Town of Thurston. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Dan Gee, seconded by Jen Hargrave, that the Addison Post and The Shopper be designated the official newspapers for the Town of Thurston. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Holly Chase, seconded by Dan Gee that American Medical Response be designated the ambulance service for the Town of Thurston. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Jen Hargrave, seconded by Holly Chase that the 2024 mileage rate for the Town of Thurston be set at .67 (sixty seven cents) per mile. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Noel Sylvester, seconded by Dan Gee, that all vouchers for payment be submitted to the Town Supervisor no later than two business days prior to each monthly board meeting. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Dan Gee, seconded by Jen Hargrave, that the Town Supervisor be directed to pay all monthly bills with utility companies and approved vendors in a timely manner so as not to accrue late fees. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Jen Hargrave, seconded by Holly Chase, that there the Town of Thurston hold two rabies clinics per year with one being held in the spring and one held in the fall. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Holly Chase, seconded by Noel Sylvester, that the Town Clerk, Town Justice, Town Supervisor, and Town Tax Collector present an annual detailed reporting to the Town Council of monies collected and disbursed in 2023 no later than April 15, 2024. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Motion was made by Dan Gee, seconded by Noel Sylvester that all Department Heads, both elected and appointed, present monthly reports to the Town Council at each monthly meeting. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried. The Council decided that Thorpes Disposal will continue with garbage pickup at the Town Highway Facility during 2024.

**Annual Review of Policies:**

No Firearms Policy: It was noted that the current policy is an oral one only. Motion was made by Holly Chase, seconded by Noel Sylvester, that this policy be put in writing as soon as possible. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Non-Authorized Personnel at Highway Facility: It was noted this policy is already in place and includes a “no hunting” clause. Motion was made by Dan Gee, seconded by Noel Sylvester that this policy continue to be in effect as written. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Procurement Policy: This policy is currently under review and being worked on by the Town Attorney.

Investment Policy: This policy will be voted on at the next regular meeting.

Workplace Violence Prevention Policy: This policy will be voted on at the next regular meeting.

Non-retaliation Policy: It was noted this policy needs to be reviewed and updated.

Sexual Harassment Policy: This will be voted on at the next regular meeting.

Code of Ethics: This policy needs an annual review.

**Adjournment:**

There being no further business, motion was made by Holly Chase, seconded by Noel Sylvester that the meeting be adjourned at 10:03 p.m. Put to vote: Holly Chase, aye; Daniel Gee, aye; Noel Sylvester, aye, Jen Hargrave, aye; Michael Volino, aye. Carried.

Minutes Respectfully Submitted by  
Sue E. Conklin  
Deputy Town Clerk