**2025 ORGANIZATIONAL MEETING**

**TOWN OF BELLMONT, FRANKLIN COUNTY, NEW YORK**

**THURSDAY JANUARY 6, 2025**

A reorganizational meeting of the Town Board of the Town of Bellmont, County of Franklin and State of New York was held at the Bellmont Town Offices on Monday, January 6, 2025, at 6:30 p.m.

**Attendance**

**Present:** Sara Titus Town Supervisor

Jeff Manley Councilman

Wayne Rogers Councilman

Harley Titus Councilman

Lee Davis Highway Superintendent

Stacey Mailloux Bookkeeper

Lisa Vanier Town Clerk

Candy Charland

**Absent:** Greg Langdon Councilman

The meeting was called to order at 6:30 p.m.

**1. Appointments by Supervisor**

**1st Deputy Supervisor: Gregory Langdon**

**2nd Deputy Supervisor: Candace Charland**

**Town Bookkeeper, Budget Officer, and Personnel Clerk: Stacie Mailloux, backup Candace**

**Charland**

**Resolution 1: BE IT RESOLVED** that the combined annual salary for the Town Bookkeeper, Budget Officer, and Personnel Clerk shall be $11,200.00 (A1320.1, A1340.4, & A1430.1).

**BE IT ALSO RESOLVED** the Bellmont Town Board establishes a petty cash fund for the Bellmont Town Tax Collector in the amount of $300.00 for use during the tax collection period. At the conclusion of the tax collection period, unexpended funds will be returned to the Town General Fund and an account of expended funds will be filed with Tax Collector’s annual report in June. Mileage expenses of the Tax Collector will be paid at the per mile rate of $0.50 upon submitting a voucher, and

**BE IT ALSO RESOLVED** the Bellmont Town Board establishes a mileage rate of $0.50 per mile, and

**BE IT ALSO RESOLVED** the Bellmont Town Board authorizes the Town Highway Superintendent to purchase up to $2,000 worth without prior approval the following: tools, equipment, supplies, and repair costs, and

**BE IT ALSO RESOLVED** the Bellmont Town Board authorizes the Town Supervisor to pay without prior audit: utility bills, contracted amounts, principal and interest on loans, and regular suppliers who allow a discount if paid by the 10th of the month, and.

**BE IT ALSO RESOLVED** the Bellmont Town Board authorizes the Town Supervisor (in lieu of filing an annual financial report by February 29, 2025) to file with the Town Clerk within 60 days after December 31, 2024 a copy of the 2024 Annual Financial Report to the NYS Comptroller (AFR), and

**BE IT FURTHER RESOLVED** the Town Clerk shall publish, within 10 days of the filing, a notice in the official newspaper that the report is available for public inspection at the Town Clerk’s Office, and

**BE IT FURTHER RESOLVED** the Town Justice and the Town Clerk of the Town of Bellmont shall make both monthly and annual reports to the Town Board and such reports shall be noted in the minutes of the meeting at which such report was given. The Tax Collector shall make a report, not later than the June Board Meeting, which will likewise be noted in the minutes, at the June 2025 meeting. All reports, in their entirety shall be filed in the Town Clerk’s Office.

Motion by: Wayne Rogers Roll Call: Gregory Langdon Abs Jeffrey Manley Aye

Wayne Rogers Aye

Second by: Jeffrey Manley  Harley Titus Aye Sara Titus Aye

**Resolution 2: BE IT RESOLVED** that salaries for elected and appointed officials for the Town of Bellmont for 2025 are as follows:

Town Council Members, four @ **$** 3000 each A1010.1

Town Justice $ 8,500 A1110.1

Town Highway Superintendent $ 68,000 A5010.1

Town Tax Collector $ 4,750 A1330.1

Town Clerk $ 8,400 A1410.1

Town Registrar $ 250 A4020.1

Town Supervisor $ 20,000 A1220.1

Town Assessor – Retiring as of 01/17/2025 $ 23,000 A1355.1

Assessor Contractual Expense $ 2,000 A1355.4

Town Bookkeeper $ 7,300 A1320.1

Town Budget Officer $ 600 A1340.1

Town Personnel Clerk $ 3,300 A1430.1

Food Pantry Coordinator $ 2,000 A6989.1

**BE IT FURTHER RESOLVED** that regular meetings of the Bellmont Town Board for 2025 will be as follows: ALL MEETINGS TO BEGIN AT 6:30 PM. ALL BOARD MEMBERS TO ARRIVE AT 6:00 PM TO AUDIT BILLS prior to the meeting.

**Type of meeting Date Place**

Organizational January 6, 2025 Bellmont Town Office

Regular January 22, 2025 Bellmont Town Office

Regular February 19, 2025 Bellmont Town Office

Regular March 17, 2025 Bellmont Town Office

Regular April 21, 2025 Bellmont Town Office

Regular May 19, 2025 Bellmont Town Office

Regular June 16, 2025 Bellmont Town Office

Regular July 21, 2025 Owls Head Fire Station

Regular August 18, 2025 Owls Head Fire Station

Regular September 15, 2025 Bellmont Town Office

Regular October 20, 2025 Bellmont Town Office

Regular November 17, 2025 Bellmont Town Office

Regular December 15, 2025 Bellmont Town Office

**BE IT FURTHER RESOLVED** the Town Board of the Town of Bellmont authorizes Town Supervisor, Sara Titus, to sign a contract with Jim McHugh for Town of Bellmont Dog Control, starting 1/1/2025 through and including 12/31/2025, for a sum of $ 1,400.00 (A3510.4)

**BE IT FURTHER RESOLVED** the Public Notice for any Town of Bellmont Public Hearing (required by law) will appear in the Official Newspaper **five (5) calendar days prior** to the hearing.

Motion by: Harley Titus  Roll Call: Gregory Langdon Abs

Jeffrey Manley Aye

Wayne Rogers Aye

Second by: Jeffrey Manley Harley Titus Aye

Sara Titus Aye

**Resolution 3: BE IT RESOLVED** the following are rules of procedure for all Town of Bellmont Town Board Meetings and Public Hearings:

1. Public comments will follow the five (5) minute rule.
2. If anyone desires to be put on the Agenda for a meeting to have more time, please notify the Town Supervisor by 5 PM the Thursday before the Monday Board Meeting.
3. Meetings shall be held in orderly fashion without interruption.
4. No additional matters are to be considered until all Agenda items are acted upon.
5. The public may not act in a disruptive manner.
6. Members of the public may not address the Board until recognized by the Town Supervisor.
7. The person addressing the Board shall state their name and town of residence.
8. A person addressing the Board shall address his/her remarks to Members of the Board and questions to the Town Supervisor and not to the public or a specific member of the public.
9. No person has a right to demand or right to expect an immediate answer to specific questions addressed to any member of the Board.
10. In any vote the Board Members shall vote in alphabetical order and the Supervisor shall vote in event of a tie vote. Board Members must be present to vote unless prior arrangements have been made for the member to attend the meeting virtually due to health, weather conditions, or extended travel.

**BE IT FURTHER RESOLVED** the following appointments be made by the Town Board for the year 2025:

1st Deputy Town Clerk Andrew Harrington

Deputy Highway Superintendents Adam King and Bruce Dumas

Deputy Tax Collector Jimmy Mailloux

Attorney for the Town Matthew Fuller, Esq.

Dam Keeper at Mt View TBD

Dam Keeper at Forge Dam Kyle Hanley

Code Officer & Building Inspector James Dumont

Official Newspaper The Malone Telegram

Official Banks and/or

Investment Cooperative Community Bank, NA // Greene County Commercial Bank

MBIA NYCLASS // Key Bank // NBT Bank Signatories to Town Accounts Sara Titus and/or Candace Charland

Signatories to CDBG (HUD) Sara Titus and/or Candace Charland

CDBG Checking Account Lisa Vanier

Town Historian TBA

Town Dog Control Officer Jim McHugh

Representative to Franklin County

Association of Senior Citizens TBA

Representatives to Burke Adult

Center Ellie Wall & TBA

Town Food Pantry Coordinator Judylane Nason Assisted by Wayne Rogers

Brainardsville Water & Sewer Superintendent for both: Lee J. Davis, Highway Superintendent

Chateaugay Lake Water Level Bert Wilcox thru 12/31/2028

Control Board Donald Bilow thru 12/31/2025

Jeffrey Manley thru 12/31/2026

Alternate: Joseph Perry and/or David Kemp

Forge Dam Project Harley Titus and TBD

Planning Committee David Stewart, Bill Hrabie & Bruce Russell

Resource Oversight Committee Gregory Langdon & Wayne Rogers

Board of Assessment Review Andrew Harrington thru 9/30/2030

Jerry Hickey thru 9/30/2028

Bruce Russell thru 9/30/2029

Fred Knepperges thru 9/30/2026

David Stewart thru 9/30/2027

(Terms for Board Members are for 5 years. Stipend for Board Member is $150 plus $10 for attending school plus $0.50 per mile for mileage to attend school. Town Clerk shall be paid $150 to record minutes of session.)

Town Board Liaison to

Brainardsville Water District Sara Titus & Lee Davis

Town Board Liaison to

Brainardsville Sewer District Sara Titus & Lee Davis

Town Board Liaison to Owls

Head & Mt View Light Dist. Bruce Russell & Gregory Langdon

Town Board Liaison to

Brainardsville Playground Wayne Rogers & Brenda Wilcox

Town Board Liaison to

Owls Head Playground Jeffrey Manley & Gregory Langdon

Town Board Liaison to

Burke Volunteer Fire Dept. Jeffrey Manley & Wayne Rogers

Town Board Liaison to Owls

Head Volunteer Fire Dept. Gregory Langdon & Bruce Russell

Town Highway Committee Jeffrey Manley & Harley Titus

Negotiations Committee Jeffrey Manley & Sara Titus

Insurance Committee Sara Titus & Gregory Langdon

Food Pantry Committee Chair Judylane Nason assisted by Wayne Rogers

**BE IT ALSO RESOLVED** that the Bellmont Town Board continue the Wind Park or Solar Park Oversight Committee for communications with any Town resident regarding any Wind or Solar Park issues, complaints, or questions. Also, the committee shall use the two established Host Community Agreements between the Town of Bellmont and the Wind Parks, adopted by the Town of Bellmont as indication of compliance. The Host Community Agreement for the Solar Parks will also be formed.

**BE IT FURTHER RESOLVED** that the committee members be the Town Supervisor and First Deputy Town Supervisor.

**BE IT FURTHER RESOLVED** the Town of Bellmont Highway Committee will review the closing annual Highway Fuel & Mileage Log Records (delivery and use) for the year 2024 and quarterly in 2025 and subsequent years.

**BE IT FURTHER RESOLVED** the Town Board does authorize a blanket surety bond permitted by Section 11 of the Public Officers Law in lieu of individual undertakings as required by Section 25 of the Town Law, which indemnifies the Town for losses caused by failure to faithfully perform duties or by fraudulent or dishonest acts on the part of the Tax Collector, the Supervisor, and all other elected officials and employees for the current year.

Motion by: Jeffrey Manley Roll Call: Gregory Langdon Abs

Wayne Rogers Aye

Second by: Harley Titus  Jeffrey Manley Aye

Harley Titus Aye

Sara M. Titus Aye

**Resolution 4: BE IT RESOLVED:**  the Town Board of the Town of Bellmont authorizes Town Supervisor, Sara M. Titus, to sign a Memorandum of Understanding with the NYS Department of Environmental Conservation regarding facilitation of Town projects which come under jurisdiction of the Protection of Water Law for the year 2025

**BE IT FURTHER RESOLVED** the Members of the Town Board of the Town of Bellmont have received and reviewed a copy of the following codes and policies and have adopted them.

Copies of item a, b, c, and d shall be posted at both Town Garages and at the Town Office.

a) Town’s Code of Ethics

b) Town’s Equal Employment Opportunity Policy

c) Town’s Sexual Harassment Policy

d) Americans With Disabilities Act (ADA) Employment Policy

e) Town’s Procurement Policy

f) Town’s Investment Policy

g) Town’s Fixed Asset Policy

**BE IT ALSO RESOLVED** the Town Board of the Town of Bellmont will review Code Enforcement and Dam Keeper Records at least four (4) times a year as recommended by the NYS Comptroller’s Office.

**BE IT ALSO RESOLVED** the Town Board members of the Town of Bellmont acknowledge that there is a letter on file noting a conflict of interest for Board Member Harley Titus and Jericho Rise Wind Farm.

**BE IT FURTHER RESOLVED** that effective January 1, 2009 the Town of Bellmont is on record with all employees that the Town does not provide for any “vacation carry forward,” “personal days carry forward,” or “holiday days carry forward” thus vacation days, personal days, and holiday days earned during any given year after 1/1/2009 must be used during the year awarded or be forfeited.

**BE IT ALSO RESOLVED** that effective January 1, 2009 the Town of Bellmont will pay an annual fee to the Brainardsville Sewer District for the privilege of using 9 Hill Street, Brainardsville, NY 12915 as the Town Office. This Fee to be set at $2,750 and paid from the BUILDINGS, Contractual Expense, A1620.40. It is understood that this fee will be reviewed annually. After reviewing it is understood that this fee will continue for the year 2025.

Motion by: Wayne Rogers  Roll Call: Gregory Langdon Abs

Wayne Rogers Aye Jeffrey Manley Aye

Second by: Jeffrey Manley  Harley Titus Aye Sara M. Titus Aye

Motion to adjourn by Wayne Rogers, seconded by Harley Titus. Motion carried.