

AGENDA  
TOWN OF BELLMONT  
TOWN BOARD ANNUAL REORGANIZATION MEETING  
BELLMONT TOWN OFFICE  
JANUARY 4, 2021

6:00 PM Pledge Allegiance and Call the meeting to Order.

1. Any additions to the Agenda?
2. Action required on 2021 Town of Bellmont Annual Reorganization Resolutions.
3. Comments by Highway Superintendent re emergency purchase.
4. Comments by Board Members.
5. Comments by Town Supervisor  
*Audit Judge -* ask Planning Committee for info  
permit or law re animals other than  
dog or cat.  
6:00
6. The next Regular Board Meeting will be held on Monday, January 18, 2021 here at 7:30 PM.  
*VIRTUAL ON WEBEX*
7. Motion to adjourn meeting:  
Motion: *Greg* Second: *Jeff* Time: *6:53 PM*  
*Super*

*Virtual via Webex*

**2021 ORGANIZATIONAL MEETING**

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

**MONDAY, JANUARY 4, 2021**

**1. Appointments by Supervisor**

**1<sup>st</sup> Deputy Supervisor: Gregory Langdon**

**2<sup>nd</sup> Deputy Supervisor: Candace Charland**

**Town Bookkeeper, Budget Officer, and Personnel Clerk: Candace Charland**

**Resolution 1: BE IT RESOLVED** that the combined annual salary for the Town Bookkeeper, Budget Officer, and Personnel Clerk shall be \$10,000. (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 10<sup>th</sup> 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 28, 2021) to file with the Town Clerk within 60 days after December 31, 2020 a copy of the 2020 Annual Report to the NYS Comptroller (AUD), 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 2021 meeting. All reports, in their entirety shall be filed in the Town Clerk's Office.

Motion by: *Greg*

Second by: *Wayne*

Roll Call: Gregory Langdon ✓  
Jeffrey Manley ✓  
Wayne Rogers ✓  
Harley Titus ✓  
H. Bruce Russell ✓



**Resolution 2: BE IT RESOLVED** that salaries for elected and appointed officials for the Town of Bellmont for 2020 are as follows:

|  |               |         |
|--|---------------|---------|
| Town Council Members, four @                 | \$ 2,250 each | A1010.1 |
| Town Justice                                 | \$ 8,500      | A1110.1 |
| Town Highway Superintendent                  | \$ 52,000     | A5010.1 |
| Town Tax Collector                           | \$ 4,500      | A1330.1 |
| Town Clerk & Food Pantry Coordinator A6989.1 | \$ 7,900      | A1410.1 |
| Town Registrar                               | \$ 200        | A4020.1 |
| Town Supervisor                              | \$ 18,000     | A1220.1 |
| Town Assessor – Term Expires 09/30/2025      | \$ 23,000     | A1355.1 |
| Assessor Contractual Expense                 | \$ 1,600      | A1355.4 |
| Town Bookkeeper                              | \$ 6,800      | A1320.1 |
| Town Budget Officer                          | \$ 500        | A1340.1 |
| Town Personnel Clerk                         | \$ 2,700      | A1430.1 |

**BE IT FURTHER RESOLVED** that regular meetings of the Bellmont Town Board for 2021 will be as follows: ALL MEETINGS TO BEGIN AT 7:30 PM. ALL BOARD MEMBERS TO ARRIVE AT 7:00 PM TO AUDIT BILLS prior to the meeting.

| Type of meeting | Date               | Place                  |
|-----------------|--------------------|------------------------|
| Organizational  | January 4, 2021    | Bellmont Town Office   |
| Regular         | January 18, 2021   | Bellmont Town Office   |
| Regular         | February 15, 2021  | Bellmont Town Office   |
| Regular         | March 15, 2021     | Bellmont Town Office   |
| Regular         | April 19, 2021     | Bellmont Town Office   |
| Regular         | May 17, 2021       | Bellmont Town Office   |
| Regular         | June 21, 2021      | Bellmont Town Office   |
| Regular         | July 19, 2021      | Owls Head Fire Station |
| Regular         | August 16, 2021    | Owls Head Fire Station |
| Regular         | September 20, 2021 | Bellmont Town Office   |
| Regular         | October 18, 2021   | Bellmont Town Office   |
| Regular         | November 15, 2021  | Bellmont Town Office   |
| Regular         | December 20, 2021  | Bellmont Town Office   |

**BE IT FURTHER RESOLVED** the Town Board of the Town of Bellmont authorizes Town Supervisor, H. Bruce Russell, to sign a contract with Jim McHugh for Town of Bellmont Dog Control, starting 1/1/2021 through and including 12/31/2021, for a sum of \$ 1,200.00 (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: Titus  
 Second by: Harley

Roll Call: Gregory Langdon ✓  
 Jeffrey Manley ✓  
 Wayne Rogers ✓  
 Harley Titus ✓  
 H. Bruce Russell ✓



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

- A) Public comments will follow the five (5) minute rule.
- B) 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.
- C) Meetings shall be held in orderly fashion without interruption.
- D) No additional matters are to be considered until all Agenda items are acted upon.
- E) The public may not act in a disruptive manner.
- F) Members of the public may not address the Board until recognized by the Town Supervisor.
- G) The person addressing the Board shall state their name and town of residence.
- H) 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.
- I) No person has a right to demand an answer or expect an immediate answer to specific questions addressed to any member of the Board.
- J) 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 cast a valid vote.

**BE IT FURTHER RESOLVED** the following appointments be made by the Town Board for the year 2021:

|   |  |
|---|--|
| 1 <sup>st</sup> Deputy Town Clerk                                   | Deborah Secore and Codie Secore  |
| Deputy Highway Superintendents                                      | Adam King and Bruce Dumas  |
| Deputy Tax Collector  | Jimmy Mailloux   |
| Attorney for the Town   | Brian Stewart, Esq.  |
| Dam Keeper at Mt View   | Carl LaDue   |
| Dam Keeper at Forge Dam   | Kyle Hanley  |
| Code Officer & Building Inspector                                   | James Dumont   |
| Official Newspaper  | The Malone Telegram  |
| Official Banks and/or<br>Investment Cooperative                     | Community Bank // Greene County Commercial Bank<br>MBIA NYCLASS // Key Bank // NBT Bank                                  |
| Signatories to Town Accounts  | H. Bruce Russell and/or Candace Charland   |
| Signatories to CDBG (HUD)   | H. Bruce Russell and/or Candace Charland   |
| CDBG Checking Account   | Judylane Nason   |
| Town Historian  | TBA  |
| Town Dog Control Officer  | Jim McHugh   |
| Representative to Franklin County<br>Association of Senior Citizens | TBA  |
| Representatives to Burke Adult<br>Center                            | Barbara Bilow & TBA  |
| Town Food Pantry Coordinator  | Judylane Nason   |
| Brainardsville Water & Sewer  | Superintendent for both: Lee J. Davis, Highway<br>Superintendent   |
| Chateaugay Lake Water Level<br>Control Board                        | Bert Wilcox thru 12/31/2021<br>Donald Bilow thru 12/31/2022<br>Jeffrey Manley thru 12/31/2023<br>Alternate: Joseph Perry |
| Forge Dam Project   | Jeffrey Manley and Bruce Russell   |



|  |   |
|--|---|
| Planning Committee                                       | John Dalphin, James Dumont,<br>Bill Hrabie, & David Stewart   |
| Resource Oversight Committee                             | Gregory Langdon & Wayne Rogers  |
| Board of Assessment Review                               | Felix Tam                      thru 9/30/2023<br>TBA                              thru 9/30/2024<br>Kyle J. Hanley                thru 9/30/2025<br>Fred Kneppergeres        thru 9/30/2021<br>M. David Stewart          thru 9/30/2022<br>(Terms for Board Members are for 5 years. Stipend for<br>Board Member is \$150 plus \$10 for attending school<br>plus \$0.50 per mile for mileage to attend school. Town<br>Clerk shall be paid \$150 to record minutes of session.) |
| Town Board Liaison to<br>Brainardsville Water District   | Bruce Russell & Lee Davis   |
| Town Board Liaison to<br>Brainardsville Sewer District   | Bruce Russell & Lee Davis   |
| Town Board Liaison to Owls<br>Head & Mt View Light Dist. | Bruce Russell & Gregory Langdon   |
| Town Board Liaison to<br>Brainardsville Playground       | Jeffrey Manley & Brenda Wilcox  |
| Town Board Liaison to<br>Owls Head Playground            | Jeffrey Manley & Gregory Langdon  |
| Town Board Liaison to<br>Burke Volunteer Fire Dept.      | Jeffrey Manley & Wayne Rogers   |
| Town Board Liaison to Owls<br>Head Volunteer Fire Dept.  | Gregory Langdon   |
| Town Highway Committee                                   | Jeffrey Manley & Harley Titus   |
| Negotiations Committee                                   | Jeffrey Manley & Bruce Russell  |
| Insurance Committee                                      | Bruce Russell & Gregory Langdon   |
| Food Pantry Committee Chair                              | Judylane Nason  |

**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 Agreement 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 Highway Fuel & Mileage Log Records (delivery and use) for the years 2020 and semiannually in 2021 and later.

**BE IT FURTHER RESOLVED** the Town Board does authorizes 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: Wayne

Second by: Jeff

Roll Call:  
Gregory Langdon Y  
Wayne Rogers Y  
Jeffrey Manley Y  
Harley Titus Y  
H. Bruce Russell Y

**Resolution 4: BE IT RESOLVED:** the Town Board of the Town of Bellmont authorizes Town Supervisor, H. Bruce Russell, 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 2021 and

**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 \$2,500 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 2021.

Motion by: Greg

Second by: Jeff

Roll Call:  
Gregory Langdon Y  
Wayne Rogers Y  
Jeffrey Manley Y  
Harley Titus Y  
H. Bruce Russell Y