

**Town of Northumberland
Organizational Meeting
January 10, 2013**

Supervisor Willard H. Peck called the Organizational Meeting for 2013 to order @7:00 PM. Following the salute to the flag, roll call was taken. Those present included: Supervisor Willard Peck, Councilman Paul Bolesh, Councilman George Hodgson and Councilwoman Patricia Bryant. Councilman Daniel Gale was absent. Also attending were Clerk Denise Murphy, Highway Sup't Neil Petteys and Building and Zoning Administer Richard Colozza

Councilman Paul Bolesh made a motion to appoint the following positions and salaries for 2013.

Deputy Town Supervisor- Councilman Daniel Gale @ \$940.00 per year
Budget officer- Supervisor Willard H. Peck @\$1,600.00 per year
Bookkeeper to Supervisor- Judy Taylor @ \$14,382.00
Registrar of Vital Statics- Denise Murphy @ \$561.00
Deputy Town Clerk-Lisa Conlee @ 12.50 per hour
Town Historian- Georgia Ball @ \$1,200.00 per year
Town Attorney- Douglas Ward, Esq. @ \$24,480.00/ \$ 150.00 per hour litigation
Town Zoning/ Planning Attorney- Douglas Ward @\$7,200.00 per year
Health Officer- Dr. Christopher Thomas @\$1,000.00 per year
Deputy Highway Sup't- Wilma Petteys @ No Salary

Councilwoman Patricia Bryant seconded the motions as presented. All in favor, motions approved.

Councilwoman Patricia Bryant made a motion to appoint the following salaries for the non-competitive positions for the year 2013.

Dog Control Officer @\$60.00 per call
Building/Zoning Administrator @\$36,975.00 per year
Planning/Zoning/Highway Clerk @\$12.50 per hour
Town Custodian @\$12.80 per hour
Recycling/Transfer Attendant @ \$12.35 per hour
Town Engineer @ \$ 85.00 per hour
Court Clerk @\$13.57 per hour
Assistant Court Clerk @\$12.55 per hour
Recreation/Youth Leader-\$13.40 per hour
Recreation/Youth Assistant-\$11.30 per hour
Recreation/Youth Aides- \$10.20 - \$10.40 per hour

Councilman Paul Bolesh seconded the motion. All in favor, motion carried.

Councilman George Hodgson made a motion to approve the following Designations for the year 2013.

The Official Newspaper-The Post Star & Saratogian
The Official Banks- Glens Falls National Bank

Councilman Paul Bolesh seconded the motion.

Supervisor Willard Peck – “Aye”
Councilman Paul Bolesh – “Aye”
Councilman George Hodgson – “Aye”
Councilwoman Patricia Bryant – “Abstain” Motion carried

Councilman George Hodgson made a motion to adopt Resolution # 1-#19 of 2013.

#1 of 2013- Authorizing the Supervisor to invest idle funds in interest bearing CD's or Savings Accounts in accordance with the Town's Investment Policy

#2 of 2013- Request all town employees that there are receiver of monies to present books for audit during the month of January for review by the Audit Committee. Audit Committee to be made up of Councilman George Hodgson and Councilman Paul Bolesh

#3 of 2013- Authorize payment of utility, telephone and health insurance vouchers upon presentation prior to monthly Town Board audit.

#4 of 2013- Set monthly Meeting dates for 2013 @ 7:00 PM on the second Thursday of each month unless otherwise scheduled.

#5 of 2013- Adopt contributory retirement plan as provided for in the 2013 Budget

#6 of 2013- Confirm elected positions rate of pay as provided for in the 2013 Budget

Supervisor-\$13,770.00
Town Clerk/Tax Collector- \$39,525.00
Councilman 4@ \$4,488.00
Justices 2 @ \$7,293.00
Highway Sup't @ \$54,400.00

#7 Of 2013- Establish Walter D. Smead, Sole Assessor's yearly salary \$26,979.00

#8 of 2013- set limit Highway Sup't can spend for necessary equipment and/or repairs without prior authorization from Town Board @ \$3,000.00, mechanic can spend up to \$500.00, all other highway employees can charge up to \$100.00, except road building materials and/or road salt.

#9 of 2013- Establish Highway Sup't Petty Cash Fund from the Budget @\$100.00 to cover emergency purchases. Each expense to be charged back to appropriate contractual expense accounts.

#10 of 2013- Establish Town Clerk's Petty Cash from the General Budget@ \$150.00 to cover Town Clerk, Assessor, Justices and supervisor's minor expenses. Each expense to be charged back to appropriate contractual expense account.

#11 of 2013- Authorize payment for Board of Assessment Review members @ \$90.00 per session/per person

#12 of 2013- Authorize vouchers for payment with Board approval.

#13 of 2013- All persons on General Payroll to be paid once a month, the last business day of the month.

#14 of 2013- Establish Petty Cash Fund @ \$200.00 for Clerk to the Zoning/Planning Board and Building/Zoning Administrator to be used for postage and any other necessary expenses. Each expense to be charged back to appropriate contractual expense account.

#15 of 2013- Establish mileage rate for official town business at \$.52 per mile
#16 of 2013- Establish Recycling/Transfer Attendant's Petty Cash @ \$55.00.
#17 of 2103- Establish Youth/recreation Coordinator's Petty Cash @ \$100.00
#18 of 2013- Reaffirm the town's adopted Procurement, Ethics, Sexual Harassment and Investment Policy.
#19 of 2013- Establish pay scale for part time Highway employees @ \$12.70 per hour.

Councilwoman Patricia Bryant seconded the introduction of Resolution #1-#19 of 2013. All in favor, motion carried.

Supervisor Willard Peck presented the following Committees for 2013.

Insurance: Councilwoman Patricia Bryant/Chairperson-Councilman Hodgson
Highway/Drainage: Councilman Daniel Gale/Chairperson-Councilman Hodgson
Recycling: Councilman George Hodgson/Chairman-Councilwoman Bryant
Environmental: Councilman Hodgson/Chairman- Councilman Bolesh
Municipal Center/Park: Councilman Bolesh/Chairman- Councilman Gale
Youth/Recreation: Councilman Gale/Chairman-Councilman Bolesh

(Supervisor Peck is an automatic member of all Committees)

Councilwoman Patricia Bryant made a motion @ 7:10 PM to adjourn the organizational Meeting.
Councilman Paul Bolesh seconded the motion. All in favor, motion carried.

Respectfully submitted,

Denise Murphy
Town Clerk