

**Town of Northumberland
Organizational Meeting
January 6, 2011**

Supervisor Willard H. Peck called the Organizational Meeting for 2011 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, Councilman Daniel Gale and Councilwoman Patricia Bryant. Also attending were Clerk Denise Murphy and Highway Sup't Neil Petteys, Building & Zoning Administrator Richard Colozza and Town Attorney Douglas Ward.

Councilwoman Patricia Bryant made a motion to appoint the following positions and salaries for 2011.

Deputy Town Supervisor – Councilman Daniel Gale @ \$900.00 per year
Budget Officer – Supervisor Willard H. Peck @ \$1,600.00 per year
Bookkeeper to Supervisor – Judy Taylor @ \$13,800.00
Registrar of Vital Statistics – Denise Murphy @ \$540.00
Deputy Town Clerk – Lisa Conlee @ \$12.00 per hour
Deputy Registrar – Lisa Conlee/Christinia Kilburn @ no pay
Town Historian – Georgia Ball @ \$1,150.00 per year
Town Attorney – Douglas Ward, Esq. @ \$23,500.00/\$ 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
Deputy Tax Collector – @ No Salary

Councilman Paul Bryant seconded the motions as presented. All in favor, motions approved.

Supervisor Willard Peck made a motion to appoint the following salaries for the non-competitive positions for the year 2011.

Dog Control Officer @ \$ 60.00 per animal
Building/Zoning Administrator @ \$35,500.00 per year
Planning/Zoning Clerk @ \$12.00 per hour
Town Custodian @ \$12.30 per hour
Recycling/Transfer Attendant @ \$11.85 per hour
Town Engineer @ \$85.00 per hour
Court Clerk @ \$13.00 per hour
Assistant Court Clerk @ \$12.00 per hour
Recreation/Youth Leader - \$13.20 per hour
Recreation/Youth Assistant - \$11.10 per hour
Recreation/Youth Aides - \$10.10 per hour
Summer Aide - \$10.00 per hour

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Councilman Daniel Gale seconded the motion. All in favor, motion carried.

Councilman Paul Bolesh made a motion to approve the following Designations for the year 2011.

The Official Newspaper – The Post Star & Saratogian
The Official Banks – Glens Falls National Bank & Trust/Adirondack Trust

Councilman George Hodgson seconded the motion.

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

Supervisor Willard Peck made a motion to adopt Resolution #1 - #19 for the year 2011.

- #1 of 2011** – 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 2011** – Request all town employees that 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 2011** – Authorize payment of utility, telephone and health insurance vouchers upon presentation prior to monthly Town Board audit.
- #4 of 2011** – Set monthly Meeting dates for 2011 @ 7:30 PM on the first Thursday of each month unless otherwise scheduled.
- #5 of 2011** – Adopt contributory retirement plan as provided for in the 2011 Budget
- #6 of 2011** – Confirm elected positions rate of pay as provided for in the 2011 Budget

Supervisor - \$13,320.00
Town Clerk - \$36,000.00
Councilman 4 @ \$4,300.00
Justices 2 @ \$7,000.00
Highway Sup’t @ \$52,300.00
Tax Collector @ \$4,250.00

- #7 of 2011** – Establish Walter D. Smead, Sole Assessor’s yearly salary \$ 25,930.00
- #8 of 2011** – 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 2011** – 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.

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#10 of 2011 – Establish Town Clerk’s Petty Cash Fund 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 2011 – Authorize payment for Board of Assessment Review Members @ \$90.00 per session/per person

#12 of 2011 – Authorize vouchers for payment with Board approval.

#13 of 2011 – All persons on General Payroll to be paid once a month, the last business day of the month.

#14 of 2011 – 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 2011– Establish mileage rate for official town business at \$.50 per mile.

#16 of 2011 – Establish Recycling/Transfer Attendant’s Petty Cash @ \$55.00.

#17 of 2011 – Establish Youth/Recreation Coordinator’s Petty Cash @ \$100.00

#18 of 2011 – Reaffirm the Town’s adopted Procurement, Ethics, Sexual Harassment and Investment Policy.

#19 of 2011 – Establish pay scale for part time Highway employees @ \$ 11.70 per hour.

Councilwoman Patricia Bryant seconded the introduction of Resolution #1 - #19 of 2011. All in favor, motion carried.

Supervisor Willard Peck presented the following Committees for 2011.

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)

Councilman Daniel Gale 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