**Organizational Meeting, January 3, 2022 Colton Town Board**

**State of New York, County of St. Lawrence, 94 Main St. Colton 13625**

Present: Ronald Robert, Supervisor Councilpersons: Lisa Fisher

Donna Buckley, Deputy Clerk Randi-Lee Planty

Darren Richards, DPW Supt. Jacob Poste

Kevin Beary

Others present: Nancy Robert and Grace Hawley

Supervisor Robert called the meeting to order at the advertised time of 6:00 p.m.

Mr. Robert asked the Board to approve the following transfers to close out the 2021 bills.

Ms. Fisher stated she needed to be appointed since she is filling the remainder of Mr. Roberts board term.

Motion # 1

**APPOINT MS. FISHER TO REMAINDER OF MR. ROBERT’S TERM**

Motion made by Mr. Beary, seconded by Mr. Poste to appoint Ms. Lisa Fisher to the remainder of Mr. Roberts term which will expire December 31, 2023.

Ayes 4 Beary, Poste, Planty and Robert

Noes 0

Abstain 1 Fisher

Motion # 2

**AUTHORIZE TRANSFERS AND CLOSE OUT 2021 BILLS**

Motion made by Mr. Beary seconded by Mr. Poste to authorize payment of transfers as follows and close out 2021 bills.

Ayes 5 Beary, Poste, Planty, Fisher and Robert

Noes 0

Motion carried

The following accounts are or will be over budget as of December 31, 2021

**GENERAL FUND**

A1110.12 Town Justice Clerk $ 120.80

A1355.11 Sole Assessor 109.24

A1490.12 Public Works Sec. 849.86

A9035.8 Medicare 420.57 TOTAL $1,500.47

***Recommended for transfer:***

A1010.1 Total Board Salary $1,500.47

**HIGHWAY FUND**

DA5142.1 Snow Removal Salary $ 1,919.33

***Recommended for Transfer***

DA5140.1 Brush Weed Salary $ 1,919.33

**SEWER FUND**

SS8110.13 Sewer Secretary $ 45.12

***Recommended for transfer***

SS1990.4 Contingency $ 45.12

**WATER FUND**

SW8310.13 Water Secretary $ 45.12

***Recommended for transfer***

SW1990.4 Contingency $ 45.12

Motion # 3

**AUTHORIZE PAYMENT OF PERMA & W/S BOND & HANOVER INS. & TRUCK**

Motion made by Mr. Beary seconded by Mr. Poste to authorize payment of the PERMA bill $82,285.00 to take advantage of the discount and pay the W/S Bond $10,051.00, Hanover Insurance, $10,810.00 and a truck payment $53,194.41 since they are due before the next meeting.

Ayes 5 Beary, Poste, Planty, Fisher and Robert

Noes 0

Motion carried

1

**Organizational Meeting, January 3, 2022 Colton Town Board**

Motion # 4

**AUTHORIZE PAYMENT 2022 CONTRACTS/AGREEMENTS**

Motion made by Mr. Poste seconded by Mrs. Planty to authorize payment of the 2022 Contracts and

Agreements as presented.

Ayes 5 Beary, Poste, Planty, Fisher and Robert

Noes 0

Motion carried

* Hold Harmless Agreement
* Intermunicipal Shared Services Agreements
* CDP Contract - $5,500
* North Country Life Flight - $500
* Potsdam Humane Society Contract - $3,972
* PERMA
* Rose & Kiernan /Hanover Insurance
* Association of Towns Dues - $1,100
* Adirondack Park Local Government Review Board Dues - $300
* Association of Towns & Villages Dues - $549

Motion # 5

**ADOPT NOTICES**

Motion made by Mr. Poste seconded by Mrs. Planty to adopt the Notices and Appointments

Ayes 5 Beary, Poste, Planty, Fisher and Robert

Noes 0

Motion carried

* Town Board Meetings will be held the 2nd Wednesday of each month at 6:00 p.m.
  + Exceptions: January Organizational and November Meetings will be the 1st Wednesday
* Mileage reimbursement 2022 IRS rate is 58.5¢ per mile
* Paid monthly employees will be paid 1 week earlier in November due to the holiday.
* Paid monthly and semi-monthly employees will be paid 1 week earlier in December due to the holiday.
* Bonds – Town Board approval of bonds for officials.
* Investments – Town Board approval for Supervisor to invest funds per Town of Colton Investment Policy as amended August 10, 2011

Motion # 6

**APPROVE HWY PURCHASE OF SALT AS NEEDED**

Motion made by Mrs. Planty seconded by Mr. Poste to approve the purchase of road salt as needed by the Highway Superintendent.

Ayes 5 Beary, Poste, Planty, Fisher and Robert

Noes 0

Motion carried

Ms. Buckley stated the Library Trustee appointments were forgotten in December. Therefore, Joanne Fisher and Ellie Menz need to be re-appointed as recommended by the Trustees.

Motion # 7

**RE-APPOINT LIBRARY TRUSTEES FISHER & MENZ**

Motion made by Mr. Beary seconded by Mr. Poste to re-appoint Mrs. Joanne Fisher and Mrs. Eleonor Menz as Library Trustees.

Ayes 5 Beary, Poste, Planty, Fisher and Robert

Noes 0

Motion carried

Motion # 8

**ADOPT POSITIONS/APPOINMENTS AS LISTED**

Motion made by Mr. Beary, seconded by Ms. Fisher to adopt the list of positions and appointments for 2022.

Ayes 5 Beary, Poste, Planty, Fisher and Robert

Noes 0

Motion carried

Mr. Robert read aloud positions along with salaries and wages.

2

**Organizational Meeting, January 3, 2022 Colton Town Board**

|  |  |
| --- | --- |
|  |  |
| Deputy Town Supervisor | Kevin Beary |
|  |  |
| Bookkeeper to Supervisor | Shelley M. Rayner |
| Superintendent of Public Works | Darren T. Richards |
| DPW Secretary | Laurie A. Wright |
| Assistant DPW Sup’t. | Justin J. Johnson |
| Safety Officer | Darren T. Richards |
| Safety Secretary | Laurie A. Wright |
| Deputy Superintendent of Highways | Harold Bush |
| Highway Secretary | Shelley M. Rayner |
| Highway Working Crew Leader | VACANT |
| Vital Statistics Registrar | Jennifer Cole |
| Records Management Officer | Jennifer Cole |
| Deputy Town Clerk / Tax Collector | Laurie A. Wright, Donna Buckley |
| Water & Sewer Receiving Clerk | Laurie A. Wright |
| Code Enforcement Officer | Darren T. Richards |
| Building Inspector | Justin Johnson |
| Town Historian | Dennis E. Eickhoff |
| Supervising Bti Technician | Andrea M. Malik |
| Clerk to Town Justice | Brittney Gravlin |
| Bailiff | Guy Smiley |
| Dog Warden | James McConkey |
| Cleaners | Linda Coleman, Alison Johnson |
| Sole Assessor | Robert Ball |
| Chairperson of the Planning Board | Kirke Perry |
| Chair of the Zoning Board of Appeals | Cynthia S. Hennessy |
| Secretary to the BAR, ZBA, & PB | Stacey Cole |
| Tourism & Beautification Coordinators | Vacant |
|  |  |
| ***Projects in the Works*** | ***Representatives*** |
|  |  |
| Raquette River Property Owners | Mickey Nesbitt |
| Raquette River Blueway Corridor | William R. Swafford |
| Committees | ***Members*** |
| Court Audit | All Board Members |
| Town Audit | Board Members minus Mr. Robert |
| Ethics | W. Harman, G. Hawley |
| Safety | D. Richards & Dept. Heads |
| Website/Facebook Page | Jennifer Cole |
| Zoning Board of Appeals | C. Hennessy, D. Eickhoff, P. Mousaw, J. Fuhr |
|  | J. Bronson, T. Cole |
|  |  |
| Planning Board | K. Perry, A. Townsend, J. Rousell, E. Fuhr |
| Board of Assessment Review | D. Demo, S. Sochia, P. Mousaw |
|  |  |
|  | S. Rayner, L. Pratt |
|  |  |
| ***Official Contractual Designations*** | ***Designee*** |
| Town Attorney | Matthew Norfolk, HR Roemer |
| Town Engineer | Jeff Tubilino, Blue Line Engineers |
| Bank | NBT |
| Newspaper | North Country Now |
|  |  |
| ***Petty Cash*** | ***Allowances*** |
| Town Clerk | $50 |
| Tax Collector | $200 |
| Town Justice | $100 |

3

**Organizational Meeting, January 3, 2022 Colton Town Board**

Motion # 9

**ADOPT 2022 SALARIES/WAGES**

Motion made by Mr. Fisher seconded by Mr. Beary to adopt the 2022 Salaries and Wages for Town of Colton

Employees and Elected Personnel as listed below.

Ayes 5 Beary, Poste, Planty, Fisher and Robert

Noes 0

Motion carried

**2022 SALARIES & WAGES**

**Dept. Town Position Salary Hourly Per Mtg.**

**Town Board** Councilpersons 3,828.48

**Supervisor** Town Supervisor 10,896.96

Personnel Manager 12,966.72

Bookkeeper 43,057.56

**Town Clerk** Town Clerk 28,999.88

Deputy Town Clerk 25.41

Tax Collector 6,999.72

**Justice** Town Justice 15,132.24

Justice Clerk 18.47

Bailiff 400.00

**Public Works** Supt. of DPW 37,028.16

Assist. DPW Sup’t. 35,647.56

Laborer 2 24.62

Laborer 1 23.05

Laborer/Clerical 22.41

Cleaner 15,212.40

**Transfer Station** Superintendent6,172.40

**Water Supt. # 1** 6,172.40

**Water Supt. # 2** 11,881.48

**Sewer Supt. # 1** 6,172.40

**Sewer Supt. # 2** 11,881.48

**Highway** Supt. of Highways 68,785.08

Secretary 3,336.84

Deputy Hwy Supt. 24.97 Wrkg Crew Leader 0

HEO / MEO 24.47

Laborer 21.47

**Bti** Technician 41,504.84

1st yr crew member 15.50

2nd 16.75

3rd 17.75

4th 18.75

5th 19.75

6th 20.75

7th  plus % of raise

**Invasive Species** Technician23.97

**Code** CEO4,657.64

Bldg. Inspector 1,235.52

**Safety Officer** 6,172.40

**Summer Help** 13.20

4

**Organizational Meeting, January 3, 2022 Colton Town Board**

**2022 SALARIES & WAGES**

**Dept. Town Position Salary Hourly Per Mtg.**

**Assessor** Sole Assessor 25,840.88

**BAR** Chairperson 140 .00 Members 80 .00 Secretary 13.20

**Planning** Planning Chairperson 756.84

Planning Members 45.00

**Zoning** ZBA Chairperson 687.00

ZBA Members 45.00

PB & ZBA Secretary 13.20

**Dog Warden** Dog Warden 6,989.64

**Historian** Town Historian 970.44

**Library** Library Technician 39,000.00

Library Aides 13.50

Library Cleaner 5150.28

Mr. Richards requested if the Board would go into Executive Session to discuss an employee.

Motion # 10

**MOVE TO EXECUTIVE SESSION**

Motion made by Mr. Robert, seconded by Ms. Fisher to move to Executive Session.

Ayes 5 Beary, Poste, Planty, Fisher and Robert

Noes 0

Motion carried, 6:45 p.m.

With nothing to report from the Executive Session, an adjournment was requested.

Motion # 11

**ADJOURNMENT**

Motion made by Ms. Fisher seconded by Mrs. Planty to adjourn.

Ayes 5 Beary, Poste, Planty, Fisher and Robert

Noes 0

Motion carried, 7:07 p.m.

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Donna Buckley, Deputy Town Clerk

5