



TOWN OF COLTON - TOWN BOARD ORGANIZATIONAL MEETING AGENDA

94 Main Street Colton, NY

Wednesday, January 7, 2026 @ 6p

**The agenda is subject to change up to and including the day of the meeting.*

***All Town Board regular meetings, special meetings, and public hearings are sound and video recorded. Recording location: [at:www.townofcolton.com/2026-meeting-material--info.html](http://www.townofcolton.com/2026-meeting-material--info.html)*

- ❖ **CALL TO ORDER – PLEDGE OF ALLEGIANCE**
- ❖ **Warrants / Transfers – Approval of Bills, Budget Transfers**
 - 2026 Vouchers – Time Sensitive
 - 13T Vouchers – Final Capture of 2025 Activity
- ❖ **Contract Authorizations**
 - Adirondack Park Local Government Review Board
 - SLC Community Development Program - food pantry
 - Hold Harmless Agreement
 - NYS Department of Transportation Shared Services
 - Potsdam Humane Society
- ❖ **Mileage Reimbursement**
- ❖ **Town of Colton Policies – Verification & Approval**
- ❖ **Highway**
 - Purchase of Salt
 - Temp Road Closing
- ❖ **Organizational Meeting Requirements**
 - Personnel Appointments
 - Salaries
- ❖ **Any Additional Time Sensitive Business**
 - Winterfest Parade Conflict with Regular Board Meeting
- ❖ **Executive Session**
- ❖ **Adjournment**

**Organizational Meeting, January 7, 2026 Colton Town Board
State of New York, County of St. Lawrence, 94 Main St. Colton 13625**

Present: Stephen Knight, Supervisor
Jennifer Cole, Town Clerk
Darren Richards, Code Enf Officer/DPW Supt.
Kevin Hawley, Highway Superintendent

Councilpersons: Lisa Fisher
Tracy Harcourt
Emileen Garvin

Others Present: Ed Harcourt

Video Conferencing Attendees: Dennis Eickhoff, Mary Jane Watson

Supervisor Knight called the meeting to order at the advertised time of 6:00 p.m. The Pledge of Allegiance was recited.

Motion #1

AUTHORIZE PAYMENT OF PERMA and other bills due before next meeting

Motion made by Councilwoman Fisher seconded by Councilwoman Garvin to authorize payment of the PERMA bill \$63,759.00 to take advantage of the discount, the W/S Bond in the amount of \$10,587.00, and the wheel loader downpayment and the first installment in the amount of \$70,133.44.

Ayes 4

Noes 0

Motion carried

Motion #2

AUTHORIZE PAYMENT OF ABSTRACT 13 – 2025

Motion made by Councilwoman Fisher seconded by Councilwoman Garvin to authorize final payments to be included within the 2025 fiscal year. Such bills include Bicknell Building (\$42.28), Compass Minerals (\$7,638.43), Cives (\$5,433.70), Ferrellgas (\$2,516.56), Gillees Auto (\$2,951.25), Mirabito (\$1,142.31), MX Fuels (\$4,848.76), Tolls by Mail Payment Center (\$13.72), and Williamson Law Book (\$130.32) for a total of \$24,717.33.

Ayes 4

Noes 0

Motion carried

General Fund	\$ 3,672.21
Highway Fund	21,065.29
Water District	344.43

Motion #3

CLOSING OF RIVERSIDE DR. AND MAIN ST. ON JANUARY 21ST FOR “LIGHT UP THE NIGHT” PARADE

Councilwoman Fisher made the motion to close Riverside Dr. and Main St. the evening of the 21st for the “Light Up The Night” parade with the precondition of informing the Colton Fire Department of the closures, seconded by Councilwoman Garvin.

Ayes 4

Noes 0

Motion carried

The president of the Colton Fire Department, Ed Harcourt, was present for this meeting. He will inform the remaining fire department members of the roads closing.

Motion #4

AUTHORIZE PAYMENT 2026 CONTRACTS / AGREEMENTS

Motion made by Councilwoman Harcourt, seconded by Councilwoman Garvin, to authorize acceptance and payment of the 2026 Contracts and Agreements as presented.

Ayes 4

Noes 0

Motion carried

- NYS DOT Shared Services Agreement Jan 2026 – Dec 2029
- CDP Contract - \$9,000.00
- Potsdam Humane Society Contract - \$4,292.00
- Adirondack Park Local Government Review Board - \$300.00
- 2026 Hold Harmless Resolution #01-2026

Motion #5

APPROVE MILEAGE REIMBURSEMENT for 2026

The mileage reimbursement shall mirror the 2026 IRS rate, currently at 72.5¢ per mile. Motioned by Councilwoman Harcourt, seconded by Councilwoman Fisher.

Ayes 4

Noes 0

Motion carried

Motion #6

APPROVAL OF ALL TOWN OF COLTON POLICIES (verification and approval)

Motion made by Councilwoman Fisher, seconded by Councilwoman Garvin, to review, update, and approve all existing Town of Colton policies, including making any necessary corrections to ensure accuracy, consistency, and compliance with current regulations.

Ayes 4

Noes 0

Motion carried

Motion #7

APPROVAL OF INVESTMENTS PER T.O.C. INVESTMENT POLICY

Motion made by Councilwoman Garvin, seconded by Councilwoman Fisher, for approval of investment funds per TOC Investment Policy.

Ayes 4

Noes 0

Motion carried

[Motion #8](#)

APPROVE HWY PURCHASE OF SALT AS NEEDED

Motion made by Councilwoman Fisher, seconded by Councilwoman Harcourt, to approve the purchase of road salt as needed by the Highway Superintendent.

Ayes 4

Noes 0

Motion carried

[Motion #9](#)

AD FOR - ALL TOWN ROADS TEMPORARY CLOSING – GROSS WEIGHT 6 TONS OR MORE

Councilwoman Garvin made the motion to approve the ad for temporary town road closings up to a gross weight of 6 tons, seconded by Councilwoman Harcourt.

Ayes 4

Noes 0

Motion carried

[Motion #10](#)

MOVE JANUARY REGULAR BOARD MEETING DUE TO “LIGHT UP THE NIGHT” PARADE

Councilwoman Garvin made the motion to change the regular town board meeting to 6pm on January 20th 2026, seconded by Councilwoman Harcourt.

Ayes 4

Noes 0

Motion carried

[Motion #11](#)

ADOPT POSITIONS/APPOINTMENTS AS LISTED BELOW

Councilwoman Harcourt made the motion to accept the positions/appointments listed below for the Town of Colton for 2026, seconded by Councilwoman Garvin.

Ayes 4

Noes 0

Motion carried

Deputy Town Supervisor	Lisa Fisher
Bookkeeper to Supervisor	Shelley Rayner
Superintendent of Public Works	Darren Richards
DPW Secretary	Whitney Sharlow
Assistant DPW Supt.	Michael Schwartzfigure
Safety Officer	Darren Richards
Safety Secretary	Whitney Sharlow
Deputy Superintendent of Highways	Matthew Planty
Highway Secretary	Shelley Rayner
Highway Working Crew Leader	Trevor Wood
Vital Statistics Registrar	Jennifer Cole
Records Management Officer	Jennifer Cole
F.O.I.L. Officer	Jennifer Cole, Brittney Gravlin
F.O.I.L. Appeals Officer	Stephen Knight
Deputy Town Clerk / Tax Collector	Brittney Gravlin
Water & Sewer Receiving Clerk	Whitney Sharlow
Code Enforcement Officer	Darren Richards
Building Inspector	Darren Richards
Town Historian	Dennis Eickhoff
Supervising BTI Technician	Andrea Malik
Clerk to Town Justice	Michelle Oehler
Dog Warden	Michael Gilbo
Cleaners	Linda Coleman (Library) Stacey Coleman (TOC)
Sole Assessor	Shelley Rayner
Chairperson of the Planning Board	Kristopher Koehler
Chairperson of the Zoning Board of Appeals	Cynthia Hennessy
Secretary to the Planning Board	Whitney Sharlow
Secretary to the B.A.R. & Zoning Board	Brittney Gravlin

Tourism & Beautification Coordinators	None
Website & Facebook Pages	Jennifer Cole, Brittney Gravlin
Court Audit	All Board Members – only two necessary
Town Audits	Board Members – only two necessary, not t. supervisor
SUB-BOARDS	
Planning Board Members	K. Koehler, J. Bronson, A. Townsend, J. Rousell, B. Gravlin, R. Morrow. E. Fuhr
Zoning Board Members	C. Hennessy, D. Eickhoff, J. Fuhr, J. Bickford, M. J. Watson
Board of Assessment Review	D. Demo, S. Sochia, C. Young, L. Pratt, C. Regan
CONTRACTUAL DESIGNATIONS	
Attorney for the Town	Eric Gustafson
Engineer for the Town	Jeff Tubolino/Cedarwood
Bank	NBT Bank
Newspaper	North Country Now
I.T. Agent	C.S.T. Group Inc.
PETTY CASH	
Town Clerk	\$200.00
Tax Collection	\$200.00
Town Justice	\$100.00
COMMMITTEES	
Pedestrian Committee	L. Fisher, K. Hawley, D. Richards, R. Robert, J. Tubolino
Trail Committee	S. Knight, W. Paul, C. Regan, B. Swafford, J. Rousell, M. Rowe
Policy Committee	S. Rayner, W. Sharlow, M. Manno, K. Flynn, T. Harcourt, P. Mousaw

[Motion #12](#)

ADOPT 2026 SALARIES/WAGES

Motion made by Councilwoman Harcourt, seconded by Councilwoman Fisher, to adopt the 2026 Salaries and Wages for Town of Colton Employees and Elected personnel as listed below.

Ayes 4

Noes 0

Motion carried

2026 SALARIES AND WAGES

Department	Position	Salary	Hourly	Per Meeting
Town Board	Councilpersons	4,643.64		
Supervisor	Town Supervisor	13,015.92		
	Personnel Manager	16,007.59		
	Bookkeeper	53,153.70		
Town Clerk	Town Clerk	45,999.76		
	Deputy Clerk		27.77	
Records Mgmt	Clerk Services		23.00	
	Tax Collector	9,999.51		
Justice Court	Town Justice	18,000.00		
	Court Clerk		21.25	
	Bailiff <i>(as needed)</i>	1,500.00		
Public Works	Supt of DPW	37,954.89		
	Assist DPW Supt		34.69	
	Laborer 2			
	Laborer 1		28.42	
	Laborer/Clerical		27.77	
	Cleaner		21.15	
Transfer Station	Superintendent	15,182.91		
Water / Sewer	Water Supt 1	7,590.66		
	Water Supt 2		34.69	
	Sewer Supt 1	7,590.66		
	Sewer Supt 2		34.69	
Highway Dept.	Supt of Highways	84,914.48		
	Secretary	4,119.69		
	Deputy Hwy Supt		30.88	
	Working Crew Ldr		30.88	
	HEO / MEO		29.88	
	Laborer		26.88	
BTI Dept	Supt Technician	56,927.83		
	7 th Year Crew Member		28.35	
	6 th Year Crew Member		27.30	
	5 th Year Crew Member		26.25	

	4 th Year Crew Member		25.20	
	3 rd Year Crew Member		24.15	
	2 nd Year Crew Member		23.10	
	1 st Year Crew Member		21.00	
Code Enforcement	Code Officer	8,433.89		
Safety	Safety Officer	7,591.72		
Assessment	Sole Assessor	20,434.68		
Board of Assess Rev.	Chairperson			150.00
	Councilpersons			90.00
Zoning Board	Chairperson			70.25
	Councilperson			50.00
BAR & Zoning Only	Secretary		27.77	
Planning Board	Chairperson			75.41
	Councilpersons			50.00
	Secretary		27.77	
Dog Warden		6,900.00		
Town Historian	Historian	1,159.92		
Library	Technician	47,478.46		
	Aides		18.04	
	Cleaner	6,152.16		
Summer Help				

[Motion #13](#)

CYBER SECURITY APPROVAL FOR NYMIR INSURANCE

Discussion on current cyber coverage. The Towns IT company, CST Group, Inc. and the possibility of having double coverage. Councilwoman Garvin made the motion to continue with the same cyber security coverage the town has currently with the contingency of talking to our insurance carrier as well as our IT company for the possibility of increasing coverage at a later date, seconded by Councilwoman Fisher.

Ayes 4

Noes 0

Motion carried

[Motion #14](#)

EXECUTIVE SESSION – REPLACEMENT OF UNEXPIRED BOARD MEMBER TERM

Motion made by Councilwoman Fisher, seconded by Councilwoman Harcourt, to move into executive session in order to discuss personnel qualifications regarding the vacancy of Supervisor Knight’s unexpired term.

Ayes 4

Noes 0

Motion carried

Executive session started at 6:20pm.

[Motion #15](#)

MOVE BACK TO REGULAR ORGANIZATIONAL MEETING

Motion made by Councilwoman Garvin to move from executive session back to the regular organizational meeting at 6:28pm, seconded by Councilwoman Fisher.

Ayes 4

Noes 0

Motion carried

[Motion #16](#)

FILL TOWN BOARD SEAT VACANCY – (executive session results)

Councilwoman Fisher made the motion, seconded by Councilwoman Harcourt, to appoint Jim Williams to the open board seat for the remaining term of December 31, 2027.

Ayes 4

Noes 0

Motion carried

Schedule the 2026 town audits for bookkeeper, town clerk, tax collection, court, and water & sewer.

[Motion #17](#)

ADJOURNMENT

With nothing further to discuss Councilwoman Harcourt made the motion to adjourn the meeting at 6:40pm, seconded by Councilwoman Garvin.

Ayes 4

Noes 0

Motion carried

Organizational meeting minutes by Town Clerk Jennifer Cole.

TOWN OF COLTON
ABSTRACT # 13T
DEPOSIT OF 01/01/2026 - 01/15/2026

Code	Fund	Amount
Book:	A DA H L SF SL1 SL2 SS SW	
A	GENERAL FUND - TOWNWIDE	3,672.21
DA	HIGHWAY FUND - TOWNWIDE	21,065.29
SW	WATER DISTRICT #1	344.43
	Total:	25,081.93
	Total:	25,081.93

Budget Adjustments for Month Ending December 2025

General Fund		Balance	Transfer
A1110.400	Town Justice Contr	-\$215.57	\$220.00
A1410.120	Town clerk Deputy P.S.	-\$3,198.57	\$3,200.00
Totals		-\$3,414.14	\$3,420.00

Recommendation for Transfer Source

A599	Fund Balance		<u>\$3,420.00</u>
			\$3,420.00

Highway

DA5130.400	Machinery Contr	-\$1,305.29	\$1,325.00
DA5142.400	Snow Removal Contr	-\$5,687.12	\$5,700.00
Totals		-\$6,992.41	\$7,025.00

Recommendation for Transfer Source

DA599	Fund Balance		\$7,025.00
Totals			<u>\$7,025.00</u>

Library

Recommendation for Transfer Source

Colton South Colton Lighting District

Recommendation for transfer

Sewer

Recommendation for transfer source

\$0.00

\$0.00

Water

Recommendation for Transfer Source

SHARED SERVICES AGREEMENT
Between
NYSDOT and the Town of Colton

THIS AGREEMENT, dated January 7, 2026 is between the People of the State of New York, hereinafter referred to as "State" or "NYSDOT" and the Town of Colton, hereinafter referred to as "Municipality." Pursuant to Section 99-r of the General Municipal Law, the State and the Municipality wish to share services, exchange or lend materials or equipment which shall promote and assist the maintenance of State and Municipal roads and highways and provide a cost savings by maximizing the effective utilization of both parties' resources. Shared Services shall mean any service provided by one party (Provider) to another party (Recipient). The State and the Municipality agree to share services as follows:

1. Description and Cost of Services, Materials or Equipment to be shared: Provide details of the services, materials or equipment to be shared in the attached standard Schedule A. The total amount of the agreement shall not exceed twenty-five thousand dollars (\$25,000.00). If applicable, indicate that the return exchange will be determined at a later date.
2. The Provider's employees shall remain under full supervision and control of the Provider. The parties shall remain fully responsible for their own employees for all matters, including but not limited to, salary, insurance, benefits and Workers Compensation.
3. If the borrowed machinery or equipment is damaged or otherwise needs repair arising out of or in connection with the Recipient's use, the Recipient shall be responsible for such repairs.
4. The Municipality agrees to defend and indemnify the State for any and all claims arising out of the Municipality's acts or omissions under this Agreement. The term of this Agreement shall be for two (2) or four (4) years from January 26 to December 2029. The parties will endeavor to provide no less than thirty (30) days' notice of its intent to extend the Agreement. Either party may revoke this Agreement by providing sixty (60) days written notice of such revocation. Upon revocation, any outstanding obligations of the parties must be satisfied within thirty (30) days of the date of such revocation.

NYSDOT – Region 07

By: _____ Date: _____
Joe Sciortino
St. Lawrence County Resident Engineer

MUNICIPALITY

By: [Signature] Date: 1/7/2026
Name: Stephen Knight
Title: Town Supervisor

NYSDOT – Region 07

By: _____ Date: _____
Rebecca Swartzentruber
Regional Director of Operations

SCHEDULE A

NYSDOT

Description of services, materials, or equipment (Check All that apply) to be shared:

Emergency Services for Undeclared Emergencies to be Determined

Estimated Cost/Value of services, materials, or equipment (Check All that apply):

To Be Determined

Total NYSDOT Cost/Value: _____

MUNICIPALITY

Description of services, materials, or equipment (Check All that apply) to be shared:

To be Determined

Estimated Cost/Value of services, materials, or equipment (Check All that apply):

To Be Determined

Total MUNICIPALITY Cost/Value: _____

St. Lawrence County
COMMUNITY DEVELOPMENT PROGRAM, INC.

RECEIVED JUL 15 2025

To: Town Board of Colton

From: Barbara Adams, Executive Director

Re: 2026 Budget Request

Date: July 8, 2025

Town of Colton - Request \$ 9,000.

We respectfully request your continued support and funding for the operations of the Neighborhood Center in your town. The 2026 Towns funding has been budgeted for emergencies, due to changes in grant funding.

The Neighborhood Center is a strong presence in your community, assisting community members in need with emergency food, and providing financial support for rent and utilities. Together we have worked to improve the economic and social well-being of economically disadvantaged people in your neighborhood.

Through our joint efforts, specifically in the Colton, Pierrepont and Parishville areas, 945 food packages were distributed, with an additional 292 packages being distributed through our Mobile pantry.

We request you continued support with this budget appropriation as we expect an increase in requests for assistance.

BA

ONE COMMERCE LANE • CANTON, NEW YORK 13617 • TELEPHONE (315) 386-1102 • FAX (315) 386-1454 •

HEAD START • HOUSING CHOICE VOUCHER PROGRAM • NEIGHBORHOOD CENTERS • WEATHERIZATION PROGRAM

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causes may include, but not limited to, acts of God or of the public enemy, acts of the Government in its sovereign quarantine, restrictions, or inability to obtain equipment or supplies. The Town shall be responsible for securing alternate arrangements for animals unable to be housed at Potsdam Humane Society due to temporary lack of capacity.

All of the above is established by the signatures of the authorized representatives of the parties

POTSDAM HUMANE SOCIETY

TOWN OF COLTON

By: Jeffrey Borno
PHS President

By: SHK
Print Name: Stephen E. Knight

Motion by Tracy Harcourt and seconded by Emileen Garvin
Colton

That the Town of ~~Brasher~~ enters into an Animal Sheltering Services Agreement with the Potsdam Humane Society for the period of January 1, 2026 to December 31, 2026.

ACKNOWLEDGEMENTS

STATE OF NEW YORK)

)ss:

COUNTY OF ST. LAWRENCE)

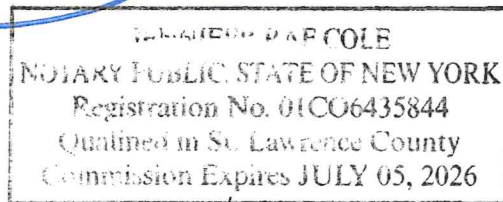
On this 7th day of January 2026, before me personally came Stephen Knight I, who being duly sworn did dispose and says that he/she resides in Colton, New York; and before me personally came X X X, I who being duly sworn did dispose and says that he/she resides in X X X, New York; that he/she is the duly authorized representative of the Town describe herein, and which executed the foregoing instrument; and that he signed his/her name thereto by order of said Town.

[Signature]
NOTARY PUBLIC

STATE OF NEW YORK)

)ss:

COUNTY OF St. Lawrence)
New York



On this 22nd day of October, 2025, before me personally came Jeffrey Borno, who being duly sworn, did dispose and says that he/she resides in Canton, New York; that he/she is the President of the Potsdam Humane Society, the 501(c)3 Non-Profit Organization described herein, and which executed the foregoing instrument; and that he/she signed his/her name thereto by order of said organization.

MEGHAN C TERIELE
NOTARY PUBLIC-STATE OF NEW YORK
No. 01TE6444190
Qualified in St. Lawrence County
My Commission Expires 11-21-2026

Meghan C. Teriele
NOTARY PUBLIC



POTSDAM HUMANE SOCIETY INC.

RECEIVED OCT 28 2025

Dear Town Clerk,

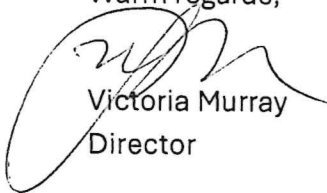
We hope this message finds you well. We are writing to inform you of an upcoming adjustment to our contract pricing for the 2026 calendar year.

Due to rising operational costs associated with running our animal shelter, including increased expenses for veterinary care, food supplies, staffing, and facility maintenance, we regret to announce that our contract prices will increase by 5% effective January 1, 2026.

We remain deeply committed to providing compassionate, high-quality care for the animals entrusted to us, and this adjustment will help ensure the sustainability of our services. We understand that any increase may present challenges, and we are available to discuss any questions or concerns you may have.

Thank you for your continued support and partnership.

Warm regards,



Victoria Murray
Director

Potsdam Humane Society
17 Madrid Avenue, Potsdam, NY 13676
315-265-3199

TOWN OF COLTON & POTSDAM HUMANE SOCIETY**2026 CONTRACT**

THIS AGREEMENT made this 1st day of January 2026, pursuant to the provisions of Section 115 and Section 116 of the Agriculture & Markets Law, by and between the TOWN OF COLTON, NEW YORK a municipal corporation of the State of New York having an office building and principal place of business located at 94 Main Street, Colton, NY, 13625, and

POTSDAM HUMANE SOCIETY, a charitable corporation created and existing under and by virtue of a Special Act of the Legislature of the State of New York, and having its office and principal place of business at 17 Madrid Avenue, Potsdam, NY 13676 "PHS",

RECITALS

- 1.) The PHS is a registered New York State 501(c)3 Non-Profit organization that provides animal sheltering services to municipalities in St. Lawrence County.
- 2.) The Town has requested the PHS to provide animal sheltering services on a contractual basis for the period of January 1, 2026 to December 31, 2026.
- 3.) The Town selected the PHS to provide these services. A copy of the Resolution authorizing these services is attached as Exhibit A.

AGREEMENT

In consideration of the mutual covenants herein contained, the parties agree as follows:

- 1.) The scope of services to be provided by the PHS consists of the following:
 - A. That the PHS will provide and maintain a shelter and will make available for adoption and humanely euthanize, stray cats, surrendered dogs and cats, and seized dogs not redeemed as provided in Article 7 of the Agriculture & Markets Law. Such shelter shall at all times during the term hereof be under the care and charge of a competent employee and shall be open to the public at reasonable times.
 - B. That PHS will follow the provisions of Article 7 of the Agriculture & Markets Law and any rules and regulations promulgated pursuant thereto in relation to the holding, care, redemption and disposition of seized dogs, stray cats, and surrendered dogs and cats.
 - C. The PHS shall file and maintain a competent record of any seizure and subsequent disposition of any dog in the manner described by the Commissioner of Agriculture & Markets as well as any other records required by Article 7.
- 2.) The Town agrees to pay the PHS for the services outlined above an amount of \$4,292 by January 31, 2026.
- 3.) The PHS shall use reasonable diligence to provide the services herein required, but shall not be liable to the Town for damages, breach of contract, or otherwise for failure, suspension, diminution or other variations of service occasioned by any cause beyond PHS's control. Such



Executive Director
Gerald W. Delaney
326 Downs Road
Cadyville, NY 12918
518-569-7800
gdelaneylgrb@gmail.com

Chair
Brian McDonnell
5859 State Route 30
Lake Clear, NY 12945
518-891-1176
adkmcdonnell@gmail.com

Vice Chair
Carrie Tuttle
405B Columbian RD
Cranberry Lake, NY 12927
315-778-8312
ctuttle@danc.org

Dear Supervisor,

Thank you for your continuing support. Please find with this note a contract for 2026. Send any correspondence to my email or address listed above:

With your help, we were able to convince Governor Hochul to appoint Mark Hall to the vacant Chairmans seat at the APA. Mark has been a Town Board member, a Supervisor in the Town of Fine in St. Lawrence County. Mark is a proven leader. Having an in-Park seat fill the Chairmans role is important.

We are starting to see some movement on Unit Management plans. These plans are important documents on how State Land can be utilized to the benefit of their neighboring communities. Please reach out if you have a Unit Management Plan being worked on in your area if you have questions about process, or how we can help with getting what is important to your community in the Plan.

Earlier this year, APA and DEC amended the State Land Master Plan. We were disappointed to see groups come out and oppose Americans with Disabilities Act wording in the SLMP. They were successful in blocking the wording. Times like these I am reminded that there are people who do not believe in equal and fair access for all in appropriate places. DEC will be creating policies for the disabled to have access to the Forest Preserve. We will support access for all of our residents and visitors.

Last year, at the annual APA training forum, the APA with the Local Government Review Board hosted a round table discussion with the Secretary of State, DEC Commissioner, and Empire Facilities Corporation Heads and staff along with APA Executive Director Barb Rice and Staff. It was well attended and there are preliminary plans to do so again this year. If you are seeking Grants or want to explore existing Grants this will be a unique opportunity to network. Look for notifications from the APA or emails from the Local Government Review Board about place and time for the Round Table.

As always, if you have issues at the APA, a project your Town supports, trying to work through permit applications. Or, just want to better understand the landscape of the APA. Please reach out. We exist to be the voice for Local Government.

Thank you for your support.

Gerald Delaney

A G R E E M E N T

THIS AGREEMENT made January 7th, 2026 between the **TOWN OF COLTON**, hereinafter referred to as the **TOWN**, and the **ADIRONDACK PARK LOCAL GOVERNMENT REVIEW BOARD**, a Board duly organized and existing pursuant to the provisions of §803-a of the Executive Law of the State of New York, acting by and through its duly appointed members, hereinafter referred to as the **REVIEW BOARD**.

WHEREAS, the Review Board was created by the Legislature of the State of New York and is composed of representatives appointed by the county legislatures of the counties lying in whole or in part within the Adirondack Park; and

WHEREAS, the Legislature of the State of New York has provided only partial funding for the **REVIEW BOARD** to perform its statutory functions as outlined in Executive Law §803-a; and

WHEREAS, the **TOWN** has authorized an appropriation in the sum of Three Hundred Dollars (\$300) in support of the work of the **REVIEW BOARD** in representing the interests of the local governments of the Adirondacks; and

NOW, THEREFORE, it is agreed as follows:

1. The **TOWN** agrees to pay to the **REVIEW BOARD** the sum of Three Hundred Dollars (\$300) for the services of the **REVIEW BOARD** in representing the **TOWN** in matters relating to the Adirondack Park.

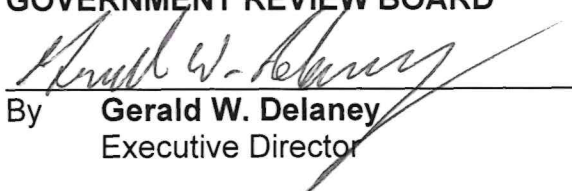
2. The **REVIEW BOARD** agrees to provide to the **TOWN** the benefit of its services, including but not limited to, attendance at all meetings of the Adirondack Park Agency, attendance and participation at public hearings conducted by the Adirondack Park Agency on projects under review by said Agency, periodic reports on the activities of the Adirondack Park Agency to the Supervisor of the **TOWN**, especially as such activities affect the residents of the **TOWN** and generally to report on the administration and enforcement of the Land Use and Development Plan set forth in the Executive Law of the State of New York.

THE TOWN OF COLTON



By Supervisor

THE ADIRONDACK PARK LOCAL
GOVERNMENT REVIEW BOARD



By **Gerald W. Delaney**
Executive Director

RESOLUTION NO. 01-2026

OF THE OF

**HOLDING HARMLESS THE COUNTY OF ST. LAWRENCE
FOR PROVIDING SERVICE FOR 2026**

By Town Board, Town of Colton

WHEREAS, the Town of Colton is desirous of St. Lawrence County Department of Highways providing shared services such as paving, signage, road stripping, blasting, and other routine maintenance activities to the Town, and

WHEREAS, both the Town of Colton and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County, and

WHEREAS, in this joint cooperative endeavor the Town of Colton and the County of St. Lawrence desires to be reimbursed for their expenditures, and

WHEREAS, the Town is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard,

NOW, THEREFORE, BE IT RESOLVED that to the fullest extent permitted by law, the Town of Colton will indemnify and hold harmless the County, their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property relating to or arising out of any negligent or intentional acts and/or omissions of the Town of Colton or any of its directors, officers, employees, contractors, representatives, or agents.

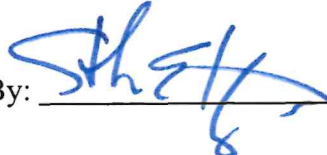
BE IT FURTHER RESOLVED that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance

On an "Occurrence" basis, with the following limits:

- \$1,000,000 Each Occurrence
- \$3,000,000 General Aggregate
- \$1,000,000 Products Aggregate
- \$1,000,000 Personal Injury
- \$ 50,000 Fire Damage Legal Liability
- \$ 5,000 Medical Payment Expense

BE IT FURTHER RESOLVED, that St. Lawrence County shall be an additional insured on the GL Policy, via ISO endorsement CG 2026.

By: 

Date: 1/7/2026

**Organizational Meeting, January 7, 2026 Colton Town Board
State of New York, County of St. Lawrence, 94 Main St. Colton 13625**

Present: Stephen Knight, Supervisor
Jennifer Cole, Town Clerk
Darren Richards, Code Enf Officer/DPW Supt.
Kevin Hawley, Highway Superintendent

Councilpersons: Lisa Fisher
Tracy Harcourt
Emileen Garvin

Others Present:
Video Conferencing Attendees:

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

Motion #1

AUTHORIZE PAYMENT OF PERMA and other bills due before next meeting

Motion made by seconded by to authorize payment of the PERMA bill \$63,759.00 to take advantage of the discount, the W/S Bond in the amount of \$10,587.00, and the wheel loader downpayment and the first installment in the amount of \$70,133.44.

Ayes 4

Noes 0

Motion carried

Motion #2

AUTHORIZE PAYMENT OF ABSTRACT 13 – 2025

Motion made by seconded by to authorize final payments to be included within the 2025 fiscal year. Such bills include Bicknell Building (\$42.28), Compass Minerals (\$7,638.43), Cives (\$5,433.70), Ferrellgas (\$2,516.56), Gillees Auto (\$2,951.25), Mirabito (\$1,142.31), MX Fuels (\$4,848.76), Tolls by Mail Payment Center (\$13.72), and Williamson Law Book (\$130.32) for a total of \$24,717.33.

Ayes 4

Noes 0

Motion carried

Motion #3

AUTHORIZE PAYMENT 2026 CONTRACTS / AGREEMENTS

Motion made by seconded by to authorize acceptance and payment of the 2026 Contracts and Agreements as presented.

Ayes

Noes 0

Motion carried

- NYS DOT Shared Services Agreement Jan 2026 – Dec 2029
- CDP Contract - \$9,000.00
- Potsdam Humane Society Contract - \$4,292.00
- Adirondack Park Local Government Review Board - \$300.00
- 2026 Hold Harmless Resolution #01-2026

Motion #4

APPROVE MILEAGE REIMBURSEMENT

Mileage reimbursement shall mirror the 2026 IRS rate, currently is 72.5 ¢ per mile.

Motion made by seconded by

Ayes 4

Noes 0

Motion carried

[Motion #5](#)

APPROVAL OF ALL TOWN OF COLTON POLICIES (verification and approval)

Motion made by , seconded by , to review, update, and approve all existing Town of Colton policies, including making any necessary corrections to ensure accuracy, consistency, and compliance with current regulations.

Ayes 4

Noes 0

Motion carried

[Motion #6](#)

APPROVAL OF INVESTMENTS PER T.O.C. INVESTMENT POLICY

Investments – Town Board approval for Supervisor to invest funds per Town of Colton Investment Policy as amended (date)

Motion made by seconded by for approval of investment funds per TOC Investment Policy.

Ayes 4

Noes 0

Motion carried

[Motion #7](#)

APPROVE HWY PURCHASE OF SALT AS NEEDED

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

Ayes 4

Noes 0

Motion carried

[Motion #8](#)

AD FOR - ALL TOWN ROADS TEMPORARY CLOSING – GROSS WEIGHT 6 TONS OR MORE

Ayes 4

Noes 0

Motion carried

[Motion #9](#)

MOVE JANUARY REGULAR BOARD MEETING DUE TO “LIGHT UP THE NIGHT” PARADE

made the motion to change the regular town board meeting to on , seconded by

[Motion #10](#)

ADOPT POSITIONS/APPOINTMENTS AS LISTED BELOW

made the motion to accept the positions/appointments listed below for the Town of Colton for 2026, seconded by .

Ayes 4

Noes 0

Motion carried

Deputy Town Supervisor	Lisa Fisher
Bookkeeper to Supervisor	Shelley Rayner
Superintendent of Public Works	Darren Richards
DPW Secretary	Whitney Sharlow
Assistant DPW Supt.	Michael Schwartzfigure
Safety Officer	Darren Richards
Safety Secretary	Whitney Sharlow
Deputy Superintendent of Highways	Matthew Planty
Highway Secretary	Shelley Rayner
Highway Working Crew Leader	Trevor Wood

Vital Statistics Registrar	Jennifer Cole
Records Management Officer	Jennifer Cole
F.O.I.L. Officer	Jennifer Cole, Brittney Gravlin
F.O.I.L. Appeals Officer	Stephen Knight
Deputy Town Clerk / Tax Collector	Brittney Gravlin
Water & Sewer Receiving Clerk	Whitney Sharlow
Code Enforcement Officer	Darren Richards
Building Inspector	Darren Richards
Town Historian	Dennis Eickhoff
Supervising BTI Technician	Andrea Malik
Clerk to Town Justice	Michelle Oehler
Dog Warden	Michael Gilbo
Cleaners	Linda Coleman (Library) Stacey Coleman (TOC)
Sole Assessor	Shelley Rayner
Chairperson of the Planning Board	Kristopher Koehler
Chairperson of the Zoning Board of Appeals	Cynthia Hennessy
Secretary to the Planning Board	Whitney Sharlow
Secretary to the B.A.R. & Zoning Board	Brittney Gravlin
Tourism & Beautification Coordinators	None
Website & Facebook Pages	Jennifer Cole, Brittney Gravlin
Court Audit	All Board Members – only two necessary
Town Audits	Board Members – only two necessary, not t. supervisor
<i>SUB-BOARDS</i>	
Planning Board Members	K. Koehler, J. Bronson, A. Townsend, J. Rousell, B. Gravlin, R. Morrow. E. Fuhr
Zoning Board Members	C. Hennessy, D. Eickhoff, J. Fuhr, J. Bickford, M. J. Watson
Board of Assessment Review	D. Demo, S. Sochia, C. Young, L. Pratt, C. Regan
<i>CONTRACTUAL DESIGNATIONS</i>	
Attorney for the Town	Eric Gustafson
Engineer for the Town	Jeff Tubolino/Cedarwood
Bank	NBT Bank
Newspaper	North Country Now
I.T. Agent	C.S.T. Group Inc.
<i>PETTY CASH</i>	
Town Clerk	\$200.00
Tax Collection	\$200.00
Town Justice	\$100.00
<i>COMMMITTEES</i>	
Pedestrian Committee	L. Fisher, K. Hawley, D. Richards, R. Robert, J. Tubolino
Trail Committee	S. Knight, W. Paul, C. Regan, B. Swafford, J. Rousell, M. Rowe
Policy Committee	S. Rayner, W. Sharlow, M. Manno, K. Flynn, T. Harcourt, P. Mousaw

[Motion #11](#)

ADOPT 2026 SALARIES/WAGES

Motion made by _____ seconded by _____ to adopt the 2026 Salaries and Wages for Town of Colton Employees and Elected personnel as listed below.

Ayes 4

Noes 0

Motion carried

2026 SALARIES AND WAGES

Department	Position	Salary	Hourly	Per Meeting
Town Board	Councilpersons	4,643.64		
Supervisor	Town Supervisor	13,015.92		
	Personnel Manager	16,007.59		
	Bookkeeper	53,153.70		
Town Clerk	Town Clerk	45,999.76		
	Deputy Clerk		27.77	
Records Mgmt	Clerk Services		23.00	
	Tax Collector	9,999.51		
Justice Court	Town Justice	18,000.00		
	Court Clerk		21.25	
	Bailiff <i>(as needed)</i>	1,500.00		
Public Works	Supt of DPW	37,954.89		
	Assist DPW Supt		34.69	
	Laborer 2			
	Laborer 1		28.42	
	Laborer/Clerical		27.77	
	Cleaner		21.15	
Transfer Station	Superintendent	15,182.91		
Water / Sewer	Water Supt 1	7,590.66		
	Water Supt 2		34.69	
	Sewer Supt 1	7,590.66		
	Sewer Supt 2		34.69	
Highway Dept.	Supt of Highways	84,914.48		
	Secretary	4,119.69		
	Deputy Hwy Supt		30.88	
	Working Crew Ldr		30.88	
	HEO / MEO		29.88	
	Laborer		26.88	
BTI Dept	Supt Technician	56,927.83		
	7 th Year Crew Member		28.35	
	6 th Year Crew Member		27.30	
	5 th Year Crew Member		26.25	
	4 th Year Crew Member		25.20	
	3 rd Year Crew Member		24.15	
	2 nd Year Crew Member		23.10	
	1 st Year Crew Member		21.00	
Code Enforcement	Code Officer	8,433.89		
Safety	Safety Officer	7,591.72		
Assessment	Sole Assessor	20,434.68		

Board of Assess Rev.	Chairperson			150.00
	Councilpersons			90.00
Zoning Board	Chairperson			70.25
	Councilperson			50.00
BAR & Zoning Only	Secretary		27.77	
Planning Board	Chairperson			75.41
	Councilpersons			50.00
	Secretary		27.77	
Dog Warden		6,900.00		
Town Historian	Historian	1,159.92		
Library	Technician	47,478.46		
	Aides		18.04	
	Cleaner	6,152.16		
Summer Help				

[Motion #12](#)

EXECUTIVE SESSION – REPLACEMENT OF UNEXPIRED BOARD MEMBER TERM

Motion made by _____ seconded by _____ move into executive session in order to discuss personnel qualifications regarding the vacancy of Supervisor Knight’s unexpired term.

Ayes 4

Noes 0

Motion carried

[Motion #13](#)

To move back to the regular organizational meeting

Motion made by _____ to move executive session back to the regular organizational meeting, seconded by _____ .

Schedule the 2026 town audits for bookkeeper, town clerk, tax collection, court, and water & sewer.

[Motion #14](#)

ADJOURNMENT

With nothing further to discuss _____ made the motion to adjourn the meeting at _____ pm, seconded by _____ .

Ayes 4

Noes 0

Motion carried

DRAFT - REFERENCE ONLY