**Organizational Meeting, January 2, 2024 Colton Town Board**

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

Present: Ronald Robert, Supervisor Councilpersons: Lisa Fisher - absent

Jennifer Cole, Town Clerk Stephen Knight

Darren Richards, Code Enf Officer/DPW Supt. Jacob Poste

Kevin Beary

Others present: Shelley Rayner, Kirke Perry

Supervisor Robert 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 Mr. Poste seconded by Mr. Knight to authorize payment of the PERMA bill $93,510.00, the W/S Bond in the amount of $10,319.00, Hanover Insurance bill in the amount of $14,822.00.

Ayes 4

Noes 0

Absent 1 Fisher

Motion carried

Motion #2

**HOLD HARMLESS SLC SERVICE**

Motion made by Mr. Beary seconded by Mr. Knight to authorize signing of the 2024 Hold Harmless the County of St. Lawrence for providing service.

Ayes 4

Noes 0

Absent 1 Fisher

Motion carried

Motion #3

**ST. LAWRENCE CO COMMUNITY DEVELOPMENT PROGRAM**

Mr. Poste made the motion to sign and pay the 2024 contract with the SLC Community Development Program in the amount of $9,000.00, seconded Mr. Knight.

Ayes 4

Noes 0

Absent 1 Fisher

Motion carried

Motion #4

**BUDGET AMENDMENT for the SLC CDP contract**

Mr. Poste made the motion, seconded by Mr. Knight to approve a budget amendment in the amount of $2,500.00 to pay the St. Lawrence Co. Community Development Program contract. Budget lines - A6310.4 Food Pantry and A1990.4 Contingency.

Ayes 4

Noes 0

Absent 1 Fisher

Motion carried

Motion #5

**PAYMENT OF ASSOCIATION OF TOWNS YEARLY DUES**

Mr. Poste made the motion, seconded by Mr. Knight, to pay the A.O.T. yearly dues of $1,100.00.

Ayes 4

Noes 0

Absent 1 Fisher

Motion carried

Motion #6

**TOWN BOARD MEETING SCHEDULE**

Motion made by Mr. Knight, seconded by Mr. Poste, to schedule all Colton Town Board Meetings on the 3rd Wednesday of each month at 6:00 p.m. Colton Town Hall.

Ayes 4

Noes 0

Absent 1 Fisher

Motion carried

Motion #7

**MILEAGE REIMBURSEMENT FOR 2024**

Motion made by Mr. Poste, seconded by Mr. Robert, to increase the mileage reimbursement from .655 cents per mile to .67 cents per mile.

Ayes 4

Noes 0

Absent 1 Fisher

Motion carried

Motion #8

**ZOOM COODINATOR**

Mr. Knight made the motion, seconded by Mr. Poste, to pay the Zoom Coordinator $20.00 per hour for Town Board Meetings. With retroactive pay for November and December of 2023. Salary line A1620.1.

Ayes 4

Noes 0

Absent 1 Fisher

Motion carried

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| --- | --- |
| Deputy Town Supervisor | Lisa Fisher |
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| 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 | Trevor Wood |
| Vital Statistics Registrar | Jennifer Cole |
| Records Management Officer | Jennifer Cole |
| Deputy Town Clerk / Tax Collector | Brittney Gravlin |
| 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 | Michele Oehler |
| Bailiff | Guy Smiley |
| Dog Warden | Michael Gilbo |
| Cleaners | Linda Coleman, Alison Johnson, Stacey Coleman |
| Sole Assessor | Shelley Rayner |
| 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 |
| Zoom Coordinator | Kirke Perry |
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| 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, J. Ames, J. Fuhr, |
|  | F. Supernault |
|  |  |
| Planning Board | K. Perry, A. Townsend, J. Rousell, E. Fuhr, D. Murphy, K. Koehler, J. Bronson |
| Board of Assessment Review | D. Demo, S. Sochia, C. Reagan, C. Young, |
|  |  |
|  | L. Pratt |
|  |  |
| ***Official Contractual Designations*** | ***Designee*** |
| Town Attorney | Eric Gustufson |
| Town Engineer | Jeff Tubolino, Blue Line Engineers |
| Bank | NBT |
| Newspaper | North Country Now |
|  |  |
| ***Petty Cash*** | ***Allowances*** |
| Town Clerk | $200 |
| Tax Collector | $200 |
| Town Justice | $100 |

NO CHANGE TO SALARIES AND WAGES AT THIS TIME DUE TO UNION CONTRACT NEGOTIATIONS except for the increase in minimum wage. NYS minimum wage is now $15.00 per hour.

**2024 SALARIES & WAGES**

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

**Town Board** Councilpersons 3,931.80

**Supervisor** Town Supervisor 11,191.20

Zoom Coordinator 20.00

Personnel Manager 13,316.68

Bookkeeper 44,219.76

**Town Clerk** Town Clerk 37,499.80

Deputy Town Clerk 19.00

Tax Collector 7,499.96

**Justice** Town Justice 13,999.92

Justice Clerk 18.00

Bailiff 400.00

**Public Works** Supt. of DPW 38,028.12

Assist. DPW Sup’t. 35,647.56

Laborer 2 25.29

Laborer 1 23.67

Laborer/Clerical 23.02

Cleaner 15,625.20

**Transfer Station** Superintendent6,338.80

**Water Supt. # 1** 6,338.80

**Water Supt. # 2** 12,202.32

**Sewer Supt. # 1** 6,338.80

**Sewer Supt. # 2** 12,202.32

**Highway** Supt. of Highways 70,642.52

Secretary 3,426.80

Deputy Hwy Supt. 25.63 Wrkg Crew Leader 0

HEO / MEO 25.13

Laborer 22.13

**Bti** Technician 42,625.44

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** Technician24.62

**Code** CEO6,782.88

Bldg. Inspector 1,268.80

**Safety Officer** 6,338.80

**Summer Help** 15.00

**Assessor** Sole Assessor 16,999.84

**BAR** Chairperson 140 .00 Members 80 .00 Secretary 15.00

**Planning** Planning Chairperson 777.24

Planning Members 45.00

**Zoning** ZBA Chairperson 724.68

ZBA Members 45.00

PB & ZBA Secretary 15.00

**Dog Warden** Dog Warden 6,000.00

**Historian** Town Historian 996.60

**Library** Library Technician 40,053.00

Library Aides 15.00

Library Cleaner 5,289.36

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DPW Superintendent Darren Richards requested a board decision on two quotes provided in December of 2023 for a Bobcat compact excavator for the water district, under state contract.

Motion #7

Mr. Poste made the motion, seconded by Mr. Knight to approve quote #AS233066 provided by LeBerge and Curtis, Inc of Canton in the amount of $62,310.66.

Ayes 4

Noes 0

Absent 1 Fisher

Motion carried

Mr. Richards requested a change in description on the reimbursement for boots and protective gear necessary for his DPW crew members. Mr. Richards stated that heated jackets during the cold winter months would be helpful for his crew to have as they are out in the elements trying to fix water main breaks etc.

Motion #8

Mr. Beary made the motion, seconded by Mr. Knight, to expand the description of the reimbursement of boots and protective gear to include heated jackets.

Ayes 4

Noes 0

Absent 1 Fisher

Motion carried

Discussion on a sidewalk machine, 2023 Ventrac VNT.39.51225. DPW Superintendent D. Richards and Highway Superintendent K. Hawley to provide more information at the January Town Board meeting.

Discussion on removal of carpet for tile work to be done in the basement of the town hall. On Christmas Day a portion of the basement became flooded due to the decay of a clamp. The town hall basement has flooded several other times in the past. Questions on tiling the entire basement floor or just one office area. Town bookkeeper S. Rayner brought up a humidity issue in her office. Concerns over that and a tile floor. Discussion on the cost of a central air unit and/or a/c units and replacements. Currently there is one quote. Waiting on two more quotes from local contractors

Motion #9

Mr. Beary requested the meeting move into executive session at 6:57pm to discuss an employee matter, seconded by Mr. Knight.

Ayes 4

Noes 0

Absent 1 Fisher

Motion carried

Councilman Kevin Beary left the meeting at approximately 7:30pm.

Motion #10

Mr. Knight made a motion to move back to the organizational meeting at 7:45pm, seconded by Mr. Poste.

Ayes 3

Noes 0

Absent 2 Fisher, Beary

Motion carried

\*\*NO RESULTS OF EXECUTIVE SESSION\*\*

Motion #11

**ADJOURNMENT**

Motion made by Mr. Robert seconded by Mr. Knight to adjourn the 2024 organizational meeting at 7:50pm.

Ayes 3

Noes 0

Absent 2 Fisher, Beary

Motion carried

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Jennifer Cole, Colton Town Clerk

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