

# **ORGANIZATIONAL MEETING**

## **January 2, 2024**

### **6:00PM**

Supervisor Boukai called the meeting to order at 6:00pm.

Present: Council members: Matthew Krzyston, Margaret Baldwin, Christina Viafore, Josh Morgan  
Highway Superintendent Daren Evans, Town Justice Mathew Burkert  
Residents:

#### **PRIVILEGE OF THE FLOOR**

#### **APPOINTMENT OF CHRISTINA VIAFORE AS DEPUTY SUPERVISOR**

Supervisor Maya Boukai announced the appointment of Christina Viafore as Deputy Supervisor, term January 1, 2024 to December 31, 2024 with a salary of \$1,705.00.

#### **APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT**

The appointment of Deputy Highway Superintendent was put on hold until the January 8<sup>th</sup> meeting at which time we will schedule a public hearing for a local law to amend Local Law No. 001 of 2020. The appointment will be from January 1, 2024 to December 31, 2024 at a salary of \$2,500.00.

#### **APPOINTMENT OF LAURA MILLS DEPUTY TOWN CLERK/TAX COLLECTOR/RVS/RMO**

Town Clerk Elsa Schmitz announced the appointment of Laura Mills as Deputy Town Clerk/Tax Collector/RVS/RMO.

#### **MONTHLY MEETING**

The monthly meeting of the Delhi Town Board on the second Monday of each month at the Delhi Town Hall Building; 5 Elm Street, Delhi New York at 6:00 p.m. unless otherwise stated or advertised.

#### **OFFICIAL DEPOSITORY**

The official depository for the funds of the Supervisor, Justice Court, Town Clerk, and Tax Collector shall be the Delaware National Bank of Delhi

#### **OFFICIAL NEWSPAPERS**

The official newspaper for the Town of Delhi shall be The Reporter.

#### **APPOINTMENT OF JAY WILSON AS CHAIRPERSON OF ZONING BOARD OF APPEALS**

Appointment of Jay Wilson as Chairperson of the Town of Delhi Zoning Board of Appeals for the year January 1, 2024 thru December 31, 2024.

#### **APPOINTMENT OF MEG HUNGERFORD AS BOOKKEEPER**

Appointment of Meg Hungerford as Bookkeeper for the Town of Delhi for the term January 1, 2024 thru December 31, 2024 with a salary of \$24,446.76.

**APPOINTMENT OF MARIANNE GREENFIELD AS TOWN HISTORIAN**

Appointment of Marianne Greenfield as Historian for the Town of Delhi for the term January 1, 2024 thru December 31, 2024 with a salary of \$904.68.

**APPOINTMENT OF KEHOE & MERZIG, COUNSELOR AT LAW, AS TOWN ATTORNEY**

The motion to appoint Kehoe & Merzig as Town Attorney, January 1, 2024 thru December 31, 2024, at a professional retainer fee of \$4,500.00 excluding litigation.

**APPOINTMENT OF KATHLEEN TOFTS AS JUSTICE COURT CLERK**

Appointment of Kathleen Tofts as Court Clerk for the Town Justice Court for the year January 1, 2024 thru December 31, 2024 with a salary of \$51,688.00.

**APPOINTMENT OF BRITTANY DOLPH AS DEPUTY JUSTICE COURT CLERK**

Appointment of Brittney Dolph as Deputy Court Clerk for the Town Justice Court for the year January 1, 2024 thru December 31, 2024 at a rate of pay of \$19.23 per hour.

**APPOINTMENT OF ALLAN ALWINE AS COURT ATTENDANT**

Appointment of Allan Alwine as Court Attendant for the Town of Delhi for the year January 1, 2024 thru December 31, 2024 with a salary of \$21.01 per hr. x 3 hrs. per week for Court Attendant.

**APPOINTMENT OF DALE DOWNIN AS CODE ENFORCEMENT OFFICER**

Appointment of Dale Downin as Town of Delhi Code Enforcement Officer for the year January 1, 2024 thru December 31, 2024, with a salary of \$19,840.08.

**APPOINTMENT OF CHRIS BODO AS DOG CONTROL OFFICER**

Motion to appoint Chris Bodo as Town of Delhi Dog Control Officer for the year January 1, 2024 thru December 31, 2024, with a salary of \$3,305.64 per year, and \$10.00 per dog delivered to the humane society, and reimbursed mileage at a rate of county rate per mile.

**APPOINTMENT OF DAVID WAKIN AS ADMINISTRATIVE ASSISTANT TO PLANNING BOARD**

Appointment of David Wakin as Administrative Assistant to the Planning Board for the Town of Delhi for the year January 1, 2024 thru December 31, 2024, with a salary of \$1,348.85 per year.

**APPOINTMENT OF REGINA KRZYSTON AS HEALTH OFFICER**

Appointment of Regina Krzyston as Town of Delhi Health Officer for the year January 1, 2024 thru December 31, 2024, with a salary of \$400.00 per year.

**APPOINTMENT OF KEVIN ROSSLEY CHAIRMAN OF PLANNING BOARD**

Appointment of Kevin Rossley as Chairman of the Town Planning Board for the year January 1, 2024 thru December 31, 2024.

There are two openings which will be discussed at the January 8<sup>th</sup> board meeting.

**APPOINTMENT OF ELSA SCHMITZ AS RECORDS MANAGEMENT OFFICER AND REGISTRAR OF VITAL STATISTICS**

Appointment of Elsa Schmitz, Town Clerk, as Records Management Officer and Registrar of Vital Statistics for the year January 1, 2024 thru December 31, 2024.

## **APPOINTMENT OF PART-TIME HIGHWAY EMPLOYEES TO PLOW SNOW/ SEASONAL HELP BASIS AS NEEDED**

Motion to appoint seasonal employees (part-time as needed, when and or if available: Snow removal, Traffic Control, Roadside Mowing) \$23.00 per hour:

Cecil C. Davis – CDL Class B License

Roger Bolles – CDL Class B License

## **INVESTMENT OF IDLE FUNDS**

Authorization of the Supervisor for the Town of Delhi to responsibly invest all idle funds of the Town of Delhi as it is recommended by the Department of Audit and Control and The State of New York. This will be further discussed at the January 8<sup>th</sup> meeting.

## **APPROVAL OF BLANKET FUNDS**

The Town Board of Delhi authorizes the Supervisor, Deputy Supervisor, Town Justice, Town Clerk/Tax Collector, Superintendent of Highways, Bookkeeper, and other appointed and elected officials of the town to be bonded, thereby approving the Sufficiency of Securities.

## **DESIGNATION OF COUNTERSIGNATURES**

The following officials Supervisor Boukai, Deputy Supervisor Christina Viafore and Council members Josh Morgan, Matthew Krzyston and Margaret Baldwin authorized to sign Town of Delhi checks; noting that checks of \$5,000.00 or more two signers are necessary. A motion was made by Councilmember Krzyston to remove former Town Supervisor Mark Tuthill and former Councilmember William Cairns from the town accounts. Councilmember Baldwin seconded the motion. Motion carried. Councilmember Krzyston made the motion to add Town Supervisor Maya Boukai and Councilmember Josh Morgan as authorized signers, motion was seconded by Councilmember Baldwin; motion carried. Additional Account Owner or Signer Information sheets were completed by Town Supervisor Boukai and Councilmember Morgan. The Town Clerk will submit the required documentation to Delaware National Bank along with copies of their driver's licenses.

Town Clerk and Tax Clerk accounts will only require one signature Elsa Schmitz or Laura Mills.

## **PROCUREMENT POLICIES AND PROCEDURES**

The Town Board of Delhi approves Resolution #4 of 2012 Procurement Policies and Procedures for the Town of Delhi (see attached.)

## **AUTHORIZATION FOR HIGHWAY SUPERINTENDENT TO SPEND FUNDS LESS THAN \$2,500**

The Superintendent of Highways is hereby authorized to spend amounts not to exceed the sum of \$2,500 without first approval of the Supervisor or Deputy Supervisor.

## **AUTHORIZATION TO PLOW SNOW**

The Superintendent of Highways is hereby authorized to plow snow for the American Legion, Delaware Academy, Delaware County Museum, Humane Society and Delhi Joint Fire District upon request.

## **ADVERTISING**

The Superintendent of Highways is hereby authorized subject to Board approval to advertise for items and materials. It was noted that the Town of Delhi may "piggy back" with the County for highway materials. It will be noted in the bid specs that all bids for fuel oil must include and any all fees.

## **AUTHORIZATION TO PARTICIPATE IN DELAWARE COUNTY DRUG & ALCOHOL TESTING PROGRAM**

Authorization of the Town Board to participate in the Delaware County Drug & Alcohol Testing of Town Highway Employees as federally mandated.

## **SUMMER RECREATION PROGRAM**

Authorization of the Supervisor to participate in the summer youth program with the Village of Delhi as coordinator and to sign all necessary applications.

## **DELAWARE COUNTY PLANNING DEPARTMENT**

Approval of the agreement with the Delaware County Planning Board. The fee is \$3,500.00.

## **APPOINTMENT OF COMMITTEES BY THE SUPERVISOR**

- **Highway/Machinery:** Margaret Baldwin, Josh Morgan
- **Personnel:** Christina Viafore, Margaret Baldwin
- **Health/Youth/Recreation:** Matthew Krzyston, Maya Boukai
- **Economic Development/Shared Services:** Josh Morgan, Christina Viafore
- **Building/Code Enforcement:** Josh Morgan, Matthew Krzyston
- **IT:** Christina Viafore, Matthew Krzyston

## **TOWN OF DELHI SALARY SCHEDULE**

\*\*See attached

## **2024 NYS RETIREMENT RESOLUTION**

This was tabled until either the January 8, 2024 meeting or the February 12, 2024 meeting.

## **ACCEPTANCE OF HEALTH/DENTAL**

Approval of the Excellus Health/Dental Program Renewal for 2024.

## **APPOINTMENT OF BRIAN ROSENTHAL AS PART TIME HIGHWAY CLERK**

Appointment Brian Rosenthal as part-time highway clerk at a rate of \$23.00 per hour for the year January 1, 2024 thru December 31, 2024.

## **MOTION**

A motion was made by Councilmember Krzyston to accept all of the above appointments/authorizations/other information, Councilmember Baldwin seconded with all councilmembers in agreement. Motion carried on all above items presented to the Town of Delhi Council. Councilmember Krzyston did abstain from the appointment of the Health Officer.

## **ADJOURN**

Motion to adjourn made by Councilmember Viafore and seconded by Councilmember Morgan. Motion carried. Meeting adjourned at 6:15pm.

Respectfully submitted,

*Elsa Schmitz*

Elsa Schmitz  
Town Clerk