

**ORWELL TOWN BOARD**  
**Organizational Meeting**  
**Orwell Town Hall**  
**January 10, 2023**  
**7:00PM**

Members Present:  
Supervisor William Potter  
Councilmen: Ryan Jones, Jessica Steele, David Lake  
Also Present:  
Oswego County Legislator-Herb Yerdon  
CEO-John Howland  
Water Operator-Eric Pappa  
NOCA Representative-Bob Trainham  
Tug Hill Commission Representative-Paul Baxter  
Town Clerk-Amber Wilson  
Public present-Shirley Downes

Supervisor Potter opened the meeting at 7:00 PM with the pledge.

**Organizational Meeting:**

Town Board Appointments and Salaries/Pay Rates for 2023:

<b>Position</b>	<b>Name</b>	<b>Salary/Pay Rate</b>
Code Enforcement Officer	John Howland	\$ 11,301.00
Custodial Worker	Richard Halsey	\$ 8,223.00
Dog Control Officer	Steven Cronk	\$ 2,936.00
Town Historian	Rose Graham	\$ 1,443.00
Attorney for Town	Hills Law Firm	\$ 140.00/hr
Registrar of Vital Statistics	Amber Wilson	\$ 412.00
Purchasing Agent	William Potter	\$ 0.00
Ambulance Board Representative	Robert Trainham	\$ 0.00
Library Treasurer	William Potter	\$ 0.00
Water Operator	Eric Pappa	\$ 10,000.00
Asst Water Operator	Michael Pappa	\$ 3,030.00
Water Acct Clerk	Amber Wilson	\$ 1,346.00
Tax Collector	Amber Wilson	\$ 3,600.00
Records Management	Amber Wilson	\$ 600.00

**Supervisor Appointed:**

Deputy Supervisor	Ryan Jones	\$ 600.00
Clerk to Supervisor	Jane Nemier	\$ 3,696.00

**Town Clerk/Tax Collector Appointed:**

Deputy Tax Collector	Shirley Downes	\$ 2,400.00
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**Highway Superintendent Appointed:**

Deputy Highway Superintendent	Jon Roser	\$ 3,840.00
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*NOTE: Town Clerk to record one resolution to accept all appointments and authorizations recording exact positions, etc. in Town Clerk minutes*

- A motion was made by Councilman Ryan Jones and seconded by Councilman David Lake to approve Resolution #1-2023 Approving the Appointments and Salaries/Pay rates for 2023 (4 ayes) Motion carries.

**Resolution #1-2023**  
**Approving the Appointments and Salaries/Pay Rates for 2023**  
**Town of Orwell**  
**Town Board**

**WHEREAS**, the Town of Orwell Town Board will approve the following appointments and salaries for 2023

<b>Position</b>	<b>Name</b>	<b>Salary/Pay Rate</b>
Code Enforcement Officer	John Howland	\$ 11,301.00
Custodial Worker	Richard Halsey	\$ 8,223.00
Dog Control Officer	Steven Cronk	\$ 2,936.00
Town Historian	Rose Graham	\$ 1,443.00
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Deputy Highway Superintendent	Jon Roser	\$ 3,840.00
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**NOW THEREFORE BE IT RESOLVED**, that the Town of Orwell Town Board assembled this 10<sup>th</sup> day of January, 2023, in the Town of Orwell, New York, to approve the aforementioned appointments and salaries for 2023

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

Councilman David Lake	AYE
Councilwoman Jessica Steele	AYE
Councilman William Garvin	ABSENT
Councilman Ryan Jones	AYE
Supervisor William Potter	AYE

**CLERK CERTIFICATION:**

I, Amber Wilson, Clerk of the Town of Orwell in the County of Oswego, State of New York, do hereby certify the resolution is duly adapted by the Board Members of the Town of Orwell at an open meeting of such Board held on January 10, 2023.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Town this 10<sup>th</sup> day of January 2023

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Amber Wilson  
Orwell Town Clerk

**The following officers/employees need to file an oath of office with the town clerk within 30 days:**

CEO-John Howland  
Dog Control Officer-Steven Cronk  
Deputy Highway Superintendent-Jon Roser  
Deputy Supervisor-Ryan Jones  
Deputy Tax Collector-Shirley Downes  
Town Historian-Rose Graham  
Water Operator-Eric Pappa  
Asst Water operator-Michael Pappa

**Designations:**

<b>A) Bank Depository</b>	Community Bank NA (Checking) Community Bank NA (Savings)
<b>B) Official Town Newspaper</b>	Oswego County News

**Policy Review:**

- A) The Town Board tabled the review of the existing Procurement Policy for 2023.
- B) The Town Board tabled the review of the Investment Policy for 2023.

**Authorization:**

- A) Reimbursement of personal auto expenses for authorized business use at \$ .655/mile.
- B) Petty Cash fund for the Town Clerk/Tax Collector in amount of \$215.00 and Library \$100.00.
- C) Payment of telephone, utility bill, highway gasoline and court system (IBP) upon receipt
- D) Payment of postage as needed.
- E) Payment of contracted payments when due.
- F) Deputy Supervisor to sign checks in event Supervisor is unable due to illness, etc.

**2023 Regular Town Board Meetings:** will be held the second Tuesday of each month at 7:00 PM.

-A motion was made by Councilman David Lake and seconded by Councilwoman Jessica Steele to approve the designations, authorization, and to establish 2023 Regular Town Board meeting dates for the second Tuesday of each month at 7:00 PM. (4 ayes)

-A motion was made by Councilman Ryan Jones and seconded by Councilwoman Jessica Steele to adjourn to the Regular Meeting at 7:10PM. (4 Ayes ) Motion carries.

Submitted January 11, 2023