

ORWELL TOWN BOARD
Organizational Meeting
Orwell Town Hall
January 9, 2024
6:40PM

Members Present:
Supervisor William Potter
Councilmen: Ryan Jones, Jessica Steele, David Lake
Also Present:
NOCA Representative-Bob Trainham
Town Clerk-Amber Wilson
Public present-Shirley Downes

Supervisor Potter opened the meeting at 6:40 PM.

Organizational Meeting:

Town Board Appointments and Salaries/Pay Rates for 2024:

| Position | Name | Salary/Pay Rate |
|--------------------------------|-----------------|------------------------|
| Code Enforcement Officer | John Howland | \$ 11,721.00 |
| Custodial Worker | Richard Halsey | \$ 8,526.00 |
| Dog Control Officer | Steven Cronk | \$ 3,044.00 |
| Town Historian | George Stevens | \$ 2,340.00 |
| Attorney for Town | Hills Law Firm | \$ 140.00/hr |
| Registrar of Vital Statistics | Amber Wilson | \$ 428.00 |
| Purchasing Agent | William Potter | \$ 0.00 |
| Ambulance Board Representative | Robert Trainham | \$ 0.00 |
| Library Treasurer | William Potter | \$ 0.00 |
| Water Operator | Eric Pappa | \$ 10,371.00 |
| Asst Water Operator | Michael Pappa | \$ 3,141.00 |
| Water Acct Clerk | Amber Wilson | \$ 1,518.00 |
| Tax Collector | Amber Wilson | \$ 3,733.00 |
| Records Management | Amber Wilson | \$ 624.00 |

Supervisor Appointed:

| | | |
|---------------------|-------------|-------------|
| Deputy Supervisor | Ryan Jones | \$ 1,200.00 |
| Clerk to Supervisor | Jane Nemier | \$ 3,832.00 |

Town Clerk/Tax Collector Appointed:

| | | |
|---------------------------------|----------------|-------------|
| Deputy Town Clerk/Tax Collector | Shirley Downes | \$ 3,000.00 |
|---------------------------------|----------------|-------------|

Highway Superintendent Appointed:

| | | |
|-------------------------------|--------------|-------------|
| Deputy Highway Superintendent | Jerit Steele | \$ 3,981.00 |
|-------------------------------|--------------|-------------|

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 #2-2024 Approving the Appointments and Salaries/Pay rates for 2024 (4 ayes) Motion carries

Resolution #2-2024
Approving the Appointments and Salaries/Pay Rates for 2024
Town of Orwell
Town Board

WHEREAS, the Town of Orwell Town Board will approve the following appointments and salaries for 2024.

| Position | Name | Salary/Pay Rate |
|--------------------------------|-----------------|------------------------|
| Code Enforcement Officer | John Howland | \$ 11,721.00 |
| Custodial Worker | Richard Halsey | \$ 8,526.00 |
| Dog Control Officer | Steven Cronk | \$ 3,044.00 |
| Town Historian | George Stevens | \$ 2,340.00 |
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Highway Superintendent Appointed:

| | | |
|-------------------------------|--------------|-------------|
| Deputy Highway Superintendent | Jerit Steele | \$ 3,981.00 |
|-------------------------------|--------------|-------------|

NOW THEREFORE BE IT RESOLVED, that the Town of Orwell Town Board assembled this 9th day of January 2024, in the Town of Orwell, New York, to approve the aforementioned appointments and salaries for 2024.

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 9, 2024.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Town this 9th day of January 2024

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-Jerit Steele
Deputy Supervisor-Ryan Jones
Deputy Tax Collector-Shirley Downes
Town Historian-George Stevens
Water Operator-Eric Pappa
Asst Water operator-Michael Pappa

Designations:

| | |
|-----------------------------------|---|
| A)Bank Depository | Community Bank NA (Checking) Community Bank NA (Savings) |
| B) Official Town Newspaper | Oswego County News |

Policy Review:

A)The Town Board tabled the review of the existing Procurement Policy for 2024.
B) The Town Board tabled the review of the Investment Policy for 2024

Authorization:

- A. Reimbursement of personal auto expenses for authorized business use at \$.67/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 the event the Supervisor is unable due to illness, etc.

2024 Regular Town Board Meetings: will be held the second Tuesday of each month at 6:00 PM.

-A motion was made by Councilman David Lake and seconded by Councilwoman Jessica Steele to approve the designations, authorization, and to establish 2024 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 6:50PM. (4 Ayes) Motion carries.

Submitted January 13, 2024