**ORWELL TOWN BOARD**

**Organizational Meeting**

**Orwell Town Hall**

**January 21, 2025**

**6:00PM**

Members Present:

Supervisor William Potter

Councilmen: Ryan Jones, Jessica Steele, David Lake, William Garvin

Also Present:

Highway Superintendent-Jon Roser

Oswego County Legislator-Herb Yerdon

CEO-John Howland

Water Board-David Potter

NOCA Representative-Bob Trainham

Tug Hill Commission Representative-Paul Baxter

Town Clerk-Amber Garvin

Public present-Shirley Downes, Jim Condon

Supervisor Potter opened the meeting at 6:00 PM with the Pledge of Allegiance.

**Organizational Meeting:**

Town Board Appointments and Salaries/Pay Rates for 2025:

**Position Name Salary/Pay Rate**

Code Enforcement Officer John Howland $ 12,014.00

Custodial Worker Richard Halsey $ 8,739.00

Dog Control Officer Steven Cronk $ 3,120.00

Town Historian George Stevens $ 2,398.00

Attorney for Town Hills Law Firm $ 140.00/hr

Registrar of Vital Statistics Amber Garvin $ 439.00

Purchasing Agent William Potter $ 0.00

Ambulance Board Representative Robert Trainham $ 0.00

Library Treasurer William Potter $ 0.00

Water Operator Eric Pappa $ 10,630.00

Asst Water Operator Dustin Green $ 3,219.00

Water Acct Clerk Amber Garvin $ 1,556.00

Tax Collector Amber Garvin $ 3,828.00

Records Management Amber Garvin $ 640.00

**Supervisor Appointed:**

Deputy Supervisor Ryan Jones $ 1,230.00

Clerk to Supervisor Jane Nemier $ 3,928.00

**Town Clerk/Tax Collector Appointed:**

Deputy Town Clerk/Tax Collector Shirley Downes $ 3,075.00

**Highway Superintendent Appointed:**

Deputy Highway Superintendent Jerit Steele $ 4,080.00

**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 Clerk/Tax Collector-Shirley Downes

Town Historian-George Stevens

Water Operator-Eric Pappa

**Designations:**

**A)Bank Depository** Community Bank NA (Checking)

Community Bank NA (Savings)

NYCLASS (Savings)

**B) Official Town Newspaper** Oswego County News

**Authorization:**

A) Reimbursement of personal auto expenses for authorized business use at $ .70/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.

**2025 Regular Town Board Meetings:** will be held the second Tuesday of each month at 6:00

PM.

*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 William Garvin to approve the Board appointments and salaries/rates for 2025; designations, authorization, and to establish 2025 Regular Town Board meeting dates for the second Tuesday of each month at 6:00 PM. (5 ayes) Motion carries

**Resolution #2-2025**

**Approving the Appointments and Salaries/Pay Rates for 2025**

**Town of Orwell**

**Town Board**

**WHEREAS**, the Town of Orwell Town Board will approve the following appointments and salaries for 2025

**Position Name Salary/Pay Rate**

Code Enforcement Officer John Howland $ 12,014.00

Custodial Worker Richard Halsey $ 8,739.00

Dog Control Officer Steven Cronk $ 3,120.00

Town Historian George Stevens $ 2,398.00

Attorney for Town Hills Law Firm $ 140.00/hr

Registrar of Vital Statistics Amber Garvin $ 439.00

Purchasing Agent William Potter $ 0.00

Ambulance Board Representative Robert Trainham $ 0.00

Library Treasurer William Potter $ 0.00

Water Operator Eric Pappa $ 10,630.00

Asst Water Operator Dustin Green $ 3,219.00

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Deputy Town Clerk/Tax Collector Shirley Downes $ 3,075.00

**Highway Superintendent Appointed:**

Deputy Highway Superintendent Jerit Steele $ 4,080.00

**NOW THEREFORE BE IT RESOLVED,** that the Town of Orwell Town Board assembled this 21st day of January, 2025, in the Town of Orwell, New York, to approve the aforementioned appointments and salaries for 2025

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 AYE

Councilman Ryan Jones AYE

Supervisor William Potter AYE

CLERK CERTIFICATION:

I, Amber Garvin, 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 21, 2025.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Town this 21st day of January 2025

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amber Garvin

Orwell Town Clerk

-A motion was made by Councilwoman Jessica Steele and seconded by Councilman David Lake to adjourn to the Regular Meeting at 6:20PM. (5 Ayes )Motion carries.

Submitted February 3, 2025