

STATE OF
NEW YORK
COUNTY OF WARREN
TOWN OF BOLTON
ORGANIZATIONAL MEETING
AGENDA

Organizational Meeting

January 4, 2022

Supervisor: Ronald Conover
Councilman: Robert MacEwan
Councilmember: Wanda P. Cleavland
Councilmember: Susan Wilson
Councilman: Brendan Murnane
Town Clerk: Jodi Petteys
Counsel: Michael Muller
Minute-Taker: Kate Persons

Meeting Call to Order: 6:00PM.

Pledge: Councilmember Cleavland

RESOLUTION #1
MEETINGS

Establishing the regular Town Board meetings be held on the first Tuesday of each month at 6:00 pm. All meetings conducted via Zoom will be held on these dates at 10:00AM

RESOLUTION #2

Establishing that Roberts Rules of Order be used as a guideline in conducting meetings of the Bolton Town Board.

RESOLUTION

OFFICIAL PUBLICATION #3

Designating the Post Star as the official publication for the Town of Bolton for 2022.

RESOLUTION

DEPOSITORY FOR FUNDS #4

Designating TD Bank and Glens Falls National Bank & Trust Co. to be the official depositories for all Town funds for 2022.

RESOLUTION #5

INVESTMENT POLICY

Continuation of the Town of Bolton investment policy for 2022.

RESOLUTION #6

PROCUREMENT POLICY

Continuation of the Town of Bolton procurement policy for 2022.

RESOLUTION #7

DRUG FREE WORKPLACE POLICY

Continuation of the Town of Bolton drug free workplace policy for 2022.

RESOLUTION #8

WORKPLACE VIOLENCE POLICY

Continuation of the Town of Bolton workplace violence policy for 2022.

RESOLUTION #9

SEXUAL HARASSMENT POLICY

Continuation of the Town of Bolton sexual harassment policy for 2022.

RESOLUTION #10

CODE OF ETHICS

Continuation of the Town of Bolton code of ethics for 2022.

RESOLUTION #11

MOBILE DEVICE SECURITY POLICY

Adopt a Town of Bolton Mobile Device Security Policy for 2022 to be added to the Employee Handbook policies.

RESOLUTION #12

TRAVEL EXPENSE FOR TOWN BUSINESS

Establishing that upon proper authorization expenses incurred by Town employees and officials for Town business including meals, lodging, parking, highway tolls and use of personal vehicle will be reimbursed. Utilization of personal vehicle for authorized travel during 2022 will be reimbursed at such rate as determined by the Internal Revenue Service (58.5 cents per mile for 2022).

RESOLUTION #13

Continuation of our policy to maintain and purchase municipal insurance to defend and indemnify the municipality and its employees and IT IS HEREBY RESOLVED and it is a continuing and stated policy that the Town of Bolton shall to the fullest extent permitted by law legally defend any town board member and every (paid or unpaid) volunteer member of any town committee, zoning board of appeals, planning board, town agency or town sponsored organization from any and all civil claims, suits and controversies arising from or by virtue of any alleged act or omission arising out of authorized activities undertaken by such person(s) for or on behalf of the Town of Bolton and indemnify such person(s) for the payment of any assessment of monetary damages arising there from. The Town of Bolton's duty to defend and indemnify shall not apply to any alleged intentional tort or criminal activity.

RESOLUTION #14

To provide for the official undertakings as follows:

"IT IS HEREBY RESOLVED THAT the Town of Bolton shall meet the requirements of Town Law Section 25, in providing for the official undertakings for the positions of town supervisor, town clerk, town tax collector, town receiver of taxes, town justices, town superintendent of highways and such other officers and employees of the town that have been enumerated in a blanket undertaking provided to the Town through the town's insurance agency Marshall & Sterling providing corporate fiduciary coverages as authorized by Public Officers Law Section 11 (2), including indemnification against losses caused by the failure of the officers or employees to faithfully perform their duties or by their fraudulent or dishonest acts and as otherwise required by law covering the officers, clerks and employees of the town. This resolution is intended to also indicate that the Town Board has approved the blanket undertaking as to form, manner of execution and sufficiency of surety and is to be filed with the office of the Town Clerk in the same manner as individual undertakings. "

RESOLUTION #15

Designating the Town Hall meeting room and the court room as the polling places for District #1 and for District #2.

SUPERVISOR'S APPOINTMENTS

Deputy Supervisor: Councilmember Susan Wilson

RESOLUTION #16

ELECTED OFFICIALS SALARIES

Designation of the following salaries for elected officials:

- Supervisor: Ronald Conover \$43,338
- Councilpersons: Wanda P. Cleavland, Robert MacEwan, Brendan Murnane, Susan Wilson, at \$7,500 each
- Justices: Edward White, Joe Connally \$15,000 each
- Highway Superintendent: William Sherman \$67,178
- Town Clerk: Jodi Petteys: \$46,272

RESOLUTION #17

SALARIES OF BOARD APPOINTMENTS

Authorizing the following appointments and salaries/wages:

- Deputy Supervisor: \$3,228
- Deputy Highway Superintendent: \$3,152
- Assessor: Based on Town of Horicon 2022
- Clerk for the Assessor: \$19.54 per hour
- Director of Planning/Zoning: \$86,358
- Land Use Planner: \$36.62 per hour

- Planning/Zoning Administrative Assistant: \$23.33 per hour
- Senior Account Clerk/Bookkeeper: \$31.12 per hour
- Secretary to the Supervisor: \$26.70 per hour
- Counsel: \$75,000
- Minute Taker Clerk: \$12,317
- Budget Officer: \$6,478
- Assistant Budget Officer / Benefits Administrator \$6,478
- Registrar of Vital Statistics: \$691
- Water/Sewer/Tax Collector: \$14,709; Deputy Water/Sewer/Tax Collector: \$1,577
- Deputy Town Clerk #1 \$22.48 per hour; Deputy Town Clerk #2 \$19.40 per hour
- Sewer Plant Lead Operator: \$27.87 per hour
- Sewer Plant Operator: \$24.84 per hour
- Water Plant Trainee #1 & #2: \$21.58 per hour
- Parks/Buildings/Grounds Foreman: \$29.40 per hour
- Parks/Bldg./Grounds Laborer: #1 \$22.44 per hour; Laborer #2 \$20.50 per hour; Laborer #3 \$19.40; Laborer/Cleaner #4: \$19.40 per hour
- Laborer/Gardener: \$22.44 per hour
- Police Officer/Constables: Chief: \$35,000 per year; Officer #1 & #2 \$22.55 per hour; Court Officers \$20.50 per hour
- Co-Town Historians: \$1,417 Total: Annual one-time stipend of \$708.50 each
- Health Officer: \$1,821
- Animal Control Officer: \$7,000; Animal Removal Control: \$2,764
- Justice Court Clerk #1 & #2: \$21.15 per hour
- Transfer Station: Supervisor \$3,000; Attendant #1 \$20.27 per hour; Attendant #2 \$19.40 per hour
- Park Attendants: \$14.50 per hour
- Recreation Director: \$30.07 per hour; Recreation Assistants \$17.25 per hour
- Planning Board/Zoning Board of Appeals Members: \$75 per meeting
- Board of Assessment Review members: \$200 each; Chairman: \$250
- All Temporary Laborers: \$16.50 per hour (excluding Recreation Department Summer Seasonal employees which are determined on an annual basis at time of employment).

RESOLUTION #18

ESTABLISHING SWD HOURS FOR NYS RETIREMENT

Be it resolved that the Town of Bolton / 30313 hereby establishes the following standard workdays for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Elected Officials:

Title	Standard Work Day	Name
Town Clerk	6.5 hours	Jodi Petteys
Highway Superintendent	8.0 hours	William Sherman
Town Justice	6.5 hours	Edward White
Town Board Member	6.5 hours	Robert MacEwan

Appointed Officials

Title	Standard Work Day	Name
Animal/Dog Control Officer	6.5 hours	Brett Moulton

RESOLUTION #19

Authorization for the Supervisor of the Town of Bolton enter into the following contracts and or payments for 2022.

- American Legion: \$10,000
- Bolton Chamber of Commerce \$20,000
- Bolton Emergency Medical Services, Inc.: \$327,674
- Bolton Free Library: \$70,000
- Bolton Historical Society: \$44,900
- Bolton Rural Cemetery: \$5,000
- Bolton Senior Citizens: \$13,200
- Lake George Park Commission Aquatic Invasive Program: \$30,000
- The Friends of Up Yonda Farm, Inc: \$8,500
- Marcella Sembrich: \$5,000

LIASONS

- Councilman MacEwan: Recreation Commission, Transfer Station, Fire, Rescue, Justice Court, Highway
- Councilmember Wilson: Planning/Zoning, Zoning Enforcement, Storm Water, Personnel, Parks, Conservation Park,
- Councilmember Cleavland: Police, Health Center, Parliamentarian, Senior Citizens, Bolton Insurance, Town Clerk
- Councilmember Murnane: Library, Assessor, Sewer, Water, Historical Society/ Museum, Sergeant at Arms

INSURANCE COVERAGE

Insurance coverage for the Town of Bolton is with Marshall & Sterling Upstate Inc. and as Officials we must state if we have our insurance with them.

Supervisor Conover:

Councilmember Wanda P. Cleavland:

Councilman Rob MacEwan:

Councilman Brendan Murnane:

Councilmember Susan Wilson:

RESOLUTION #20

Appointing the following individuals to the Conservation Park Advisory Committee for 2022.

- Milo Barlow
- Barry Kincaid
- Ted Caldwell
- Wendy Burkowski

- Susan Wilson (Town Board Liaison)

RESOLUTION #21

DRUG/ALCOHOL TESTING

Authorization for the Supervisor of the Town of Bolton to enter into a service contract with Catamount Consulting (HT & Group) for quarterly random DOT/Non-DOT drug/alcohol testing for 2022.

RESOLUTION #22

OCCUPANCY TAX ADVISORY COMMITTEE

Appointing the following individuals to the Occupancy Tax Advisory Committee for 2022.

Willie Bea McDonald, Chairperson

Joe DiNapoli

Heidi Hess

Elaine Brown

Stephen VonSchenk

Ron Conover, Supervisor

Susan Wilson, Liaison

RESOLUTION #23

CELL PHONES

It is the policy of the Town of Bolton to reimburse quarterly the following positions at a rate of \$75 per month for personal cell phone use relating to the conduct of official Town business: Town Supervisor, Highway Superintendent, Director of Planning/Zoning, Sewer Plant Lead Operator, B&G/Parks Foreman, Police Chief, Town Clerk and Secretary to the Supervisor. The Town of Bolton also agrees to pay a quarterly cell phone reimbursement in the amount of \$25 per month to the Deputy Highway Superintendent, Water Plant Trainee #1 and Bookkeeper.

RESOLUTION #24

SAFETY EQUIPMENT

It is the policy of the Town of Bolton to provide safety equipment to its employees including but not limited to safety boots, gloves, reflective coats, as examples. All safety equipment must be purchased in accordance with Town of Bolton procurement policies. In addition, full time employees may elect to forgo Town supplied uniforms and elect an annual clothing allowance not to exceed \$200. The Town will reimburse for safety toe or steel toe boots in an amount not to exceed \$150 (in all instances purchases will be by voucher).

RESOLUTION #25

HOLIDAYS

Addition of Juneteenth Day as a designated paid holiday for Town of Bolton eligible employees.

RESOLUTION #26

FAMILY MEDICAL LEAVE ACT

Update the Employee Handbook verbiage on page 600-10 under Medical Statement to read follows:

Before resuming employment, an employee must submit a statement from the employee's health care provider indicating that the employee is able to return to work without restrictions. The Town reserves the right to have the employee examined by a physician selected and paid for by the Town to determine the employee's fitness to return to work either with or without restrictions. Failure to return to work when required may be considered a voluntary termination.

RESOLUTION #27

EMPLOYEE HANDBOOK

Continuation of the Town of Bolton Employee Handbook for 2022 with approved updates.

RESOLUTION #28

Motion to adjourn the 2022 Organizational Meeting.