

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

Organizational Meeting

January 3, 2023

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

Meeting Call to Order: 6:00PM.

Pledge: Councilmember Cleavland

RESOLUTION #1  
MEETINGS

Councilmember MacEwan moved, seconded by Councilmember Murnane to approve establishing the regular Town Board meetings be held on the first Tuesday of each month at 6:00 pm. **All in Favor. Motion Carried.**

RESOLUTION #2

Councilmember Cleavland moved, seconded by Councilmember MacEwan to approve establishing that Roberts Rules of Order be used as a guideline in conducting meetings of the Bolton Town Board. **All in Favor. Motion Carried.**

RESOLUTION#3  
OFFICIAL PUBLICATION

Councilmember Murnane moved, seconded by Councilmember Cleavland to approve designating the Post Star as the official publication for the Town of Bolton for 2023. **All in Favor. Motion Carried.**

RESOLUTION #4  
DEPOSITORY FOR FUNDS

Councilmember MacEwan moved, seconded by Councilmember Cleavland to approve designating TD Bank and Glens Falls National Bank & Trust Co. to be the official depositories for all Town funds for 2023. **All in Favor. Motion Carried.**

RESOLUTION #5  
INVESTMENT POLICY

Councilmember Wilson moved, seconded by Councilmember Cleavland to approve continuation of the Town of Bolton Investment Policy for 2023. **All in Favor. Motion Carried.**

RESOLUTION #6  
PROCUREMENT POLICY

Councilmember Wilson moved, seconded by Councilmember MacEwan to approve continuation of the Town of Bolton Procurement Policy for 2023. **All in Favor. Motion Carried.**

RESOLUTION #7  
DRUG FREE WORKPLACE POLICY

Councilmember Murnane moved, seconded by Councilmember Cleavland to approve continuation of the Town of Bolton Drug Free Workplace Policy for 2023. **All in Favor. Motion Carried.**

RESOLUTION #8  
WORKPLACE VIOLENCE POLICY

Councilmember Wilson moved, seconded by Councilmember Murnane to approve continuation of the Town of Bolton Workplace Violence Policy for 2023. **All in Favor. Motion Carried.**

RESOLUTION #9  
SEXUAL HARASSMENT POLICY

Councilmember Murnane moved, seconded by Councilmember MacEwan to approve continuation of the Town of Bolton Sexual Harassment Policy for 2023. **All in Favor. Motion Carried.**

RESOLUTION #10  
CODE OF ETHICS

Councilmember Cleavland moved, seconded by Councilmember Murnane to approve continuation of the Town of Bolton Code Of Ethics for 2023. **All in Favor. Motion Carried.**

RESOLUTION #11

FLEX TIME

Councilmember Cleavland moved, seconded by Councilmember Wilson designating the Supervisor the ability to authorize short term Flex time on an individual basis as needed. **All in Favor. Motion Carried.**

RESOLUTION #12

TRAVEL EXPENSE FOR TOWN BUSINESS

Councilmember MacEwan moved, seconded by Councilmember Murnane to establish 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 2023 will be reimbursed at such rate as determined by the Internal Revenue Service (65.5 cents per mile for 2023). **All in Favor. Motion Carried.**

RESOLUTION #13

Councilmember Wilson moved, seconded by Councilmember Murnane to approve 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. **All in Favor. Motion Carried.**

RESOLUTION #14

Councilmember Cleavland moved, seconded by Councilmember Wilson 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". **All in Favor. Motion Carried.**

RESOLUTION #15

Councilmember Murnane moved, seconded by Councilmember MacEwan designating the Town Hall meeting room and the court room as the polling places for District #1 and for District #2. **All in Favor. Motion Carried.**

SUPERVISOR'S APPOINTMENTS

Deputy Supervisor #1: Councilmember Susan Wilson

Deputy Supervisor #2: Councilmember Wanda P. Cleavland

RESOLUTION #16

ELECTED OFFICIALS SALARIES

Councilmember Cleavland moved, seconded by Councilmember Wilson to approve designation of the following salaries for elected officials:

- Supervisor: Ronald Conover \$44,855
- Councilpersons: Wanda P. Cleavland, Robert MacEwan, Brendan Murnane, Susan Wilson, at \$8,500 each
- Justices: Edward White, Joe Connally \$15,525 each
- Highway Superintendent: William Sherman \$69,529
- Town Clerk: Jodi Petteys: \$47,892

**All in Favor. Motion Carried.**

RESOLUTION #17

SALARIES OF BOARD APPOINTMENTS

Councilmember MacEwan moved, seconded by Councilmember Wilson to approve authorizing the following appointments and salaries/wages:

- Deputy Supervisor #1 & #2: \$3,341 each
- Deputy Highway Superintendent: \$3,262
- Assessor: Based on Town of Horicon 2023
- Clerk for the Assessor: \$20.22 per hour
- Land Use Planner: \$41.89 per hour
- Building & Zoning Enforcement Officer: \$25.00 per hour
- Planning/Zoning Administrative Assistant: \$24.15 per hour
- Senior Account Clerk/Bookkeeper: \$32.21 per hour
- Secretary to the Supervisor: \$27.63 per hour

- Counsel: \$75,000 annual
- Minute Taker Clerk: \$12,748
- Budget Officer: \$6,705
- Assistant Budget Officer / Benefits Administrator \$6,705
- Registrar of Vital Statistics: \$715
- Water/Sewer/Tax Collector: \$15,224; Deputy Water/Sewer/Tax Collector: \$1,632
- Deputy Town Clerk #1 \$23.27 per hour; Deputy Town Clerk #2 \$20.08 per hour
- Sewer Plant Lead Operator: \$30.92 per hour
- Sewer Plant Trainee: \$25.36 per hour
- Water Plant Trainee #1 & #2: \$25.36 per hour
- Parks/Buildings/Grounds Foreman: \$30.43 per hour
- Parks/Bldg./Grounds Laborer: #1 \$23.23 per hour; Laborer #2 \$21.22 per hour; Laborer #3 \$20.08; Laborer/Cleaner #4: \$20.08 per hour
- Laborer/Gardener: \$24.75 per hour
- Police Officer/Constables: Chief: \$27.95 per hour; Officer #1 & #2 \$25.88 per hour; Court Officers \$25.88 per hour
- Co-Town Historians: \$1,467 Total: Annual one-time stipend of \$733.50 each
- Health Officer: \$1,885
- Animal Control Officer: \$7,245; Animal Removal Control: \$2,861
- Justice Court Clerk #1 & #2: \$21.89 per hour
- Transfer Station: Supervisor \$3,105 Attendant #1 \$20.98 per hour; Attendant #2 \$20.08 per hour
- Recreation Director: \$31.12 per hour; Recreation Assistants \$18.63 per hour
- Planning Board/Zoning Board of Appeals Members: \$75 per meeting
- Board of Assessment Review members: \$200 each; Chairman: \$250
- All Temporary Summer Seasonal Employees to be determined on an annual basis at time of employment.

**All in Favor. Motion Carried.**

RESOLUTION #18

ESTABLISHING SWD HOURS FOR NYS RETIREMENT

Councilmember Wilson moved, seconded by Councilmember Murnane 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:**

<b>Title</b>	<b>Standard Work Day</b>	<b>Name</b>
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**

<b>Title</b>	<b>Standard Work Day</b>	<b>Name</b>
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Animal/Dog Control Officer 6.5 hours  
**All in Favor. Motion Carried.**

Brett Moulton

RESOLUTION #19

Councilmember Cleavland moved, seconded by Councilmember MacEwan to approve authorization for the Supervisor of the Town of Bolton enter into the following contracts and or payments for 2023:

- American Legion: \$10,000
- Bolton Chamber of Commerce \$20,000
- Bolton Free Library: \$75,000
- 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: \$12,000
- Bolton Health Committee: \$5,000

**All in Favor. Motion Carried.**

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: Yes

Councilmember Wanda P. Cleavland: Yes

Councilman Rob MacEwan: No

Councilman Brendan Murnane: No

Councilmember Susan Wilson: No

RESOLUTION #20

Councilmember Wilson moved, seconded by Councilmember MacEwan appointing the following individuals to the Conservation Park Advisory Committee for 2023:

- Milo Barlow
- Barry Kincaid

- Ted Caldwell
- Wendy Burkowski
- Susan Wilson (Town Board Liaison)

**All in Favor. Motion Carried.**

RESOLUTION #21

DRUG/ALCOHOL TESTING

Councilmember Cleavland moved, seconded by Councilmember MacEwan to approve 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 2023. **All in Favor. Motion Carried.**

RESOLUTION #22

OCCUPANCY TAX ADVISORY COMMITTEE

Councilmember Wilson moved, seconded by Councilmember Murnane appointing the following individuals to the Occupancy Tax Advisory Committee for 2023:

Willie Bea McDonald, Chairperson

Joe DiNapoli

Heidi Hess

Elaine Brown

Stephen VonSchenk

Ron Conover, Supervisor

Susan Wilson, Liaison

**All in Favor. Motion Carried.**

RESOLUTION #23

CELL PHONES

Councilmember MacEwan moved, seconded by Councilmember Cleavland that 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, Acting Director of Planning/Zoning, Sewer Plant Lead Operator, Water Plant Trainee #1, B&G/Parks Foreman, Police Chief, Town Clerk, Bookkeeper 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. **All in Favor. Motion Carried.**

RESOLUTION #24

SAFETY EQUIPMENT

Councilmember Murnane moved, seconded by Councilmember Cleavland that 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).

**All in Favor. Motion Carried.**

RESOLUTION #25

EMPLOYEE HANDBOOK

Councilmember Murnane moved, seconded by Councilmember MacEwan to approve the continuation of the Town of Bolton Employee Handbook for 2023 with approved updates. **All in Favor. Motion Carried.**

RESOLUTION #26

Councilmember Cleavland moved, seconded by Councilmember Murnane to adjourn the 2023 Organizational Meeting. **All in Favor. Motion Carried.**