

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

Organizational Meeting

January 5, 2021

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

Supervisor Conover called the organizational meeting to order at 10:00 am.

Pledge: Councilmember Cleavland

RESOLUTION

MEETINGS

Establishing the regular Town Board meetings be held on the first Tuesday of each month at 6:00 pm. with the exception of November, which will be held Wednesday, November 3rd at 6:00 pm. All meetings conducted via Zoom will be held on these dates at 10:00AM

RESOLUTION

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

RESOLUTION

OFFICIAL PUBLICATION

Designating the Post Star as the official publication for the Town of Bolton for 2021.

RESOLUTION

DEPOSITORY FOR FUNDS

Designating TD Bank and Glens Falls National Bank & Trust Co. to be the official depositories for all Town funds for 2021.

RESOLUTION

INVESTMENT POLICY

Continuing the Town of Bolton investment policy for 2021.

RESOLUTION
PROCUREMENT POLICY

Continuing the Town of Bolton procurement policy for 2021.

RESOLUTION
DRUG FREE WORKPLACE POLICY

Continuing the Town of Bolton drug free work place policy for 2021.

RESOLUTION
WORKPLACE VIOLENCE POLICY

Continuing the Town of Bolton work place violence policy for 2021.

RESOLUTION
SEXUAL HARASSMENT POLICY

Continuing the Town of Bolton sexual harassment policy for 2021.

RESOLUTION
CODE OF ETHICS

Continuing the Town of Bolton code of ethics for 2021.

RESOLUTION
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 2021 will be reimbursed at such rate as determined by the Internal Revenue Service (56.0 cents per mile for 2021).

RESOLUTION

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

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

ELECTED OFFICIALS SALARIES

Designation of the following salaries for elected officials:

- Supervisor: Ronald Conover \$41,110
- Councilpersons: Robert MacEwan, Tim Coon, Susan Wilson, Wanda P. Cleavland at \$6,334 each
- Justices: Edward White, Joe Connally \$14,235 each
- Highway Superintendent: William Sherman \$64,368
- Town Clerk: Jodi Petteys: \$43,972

RESOLUTION

SALARIES OF BOARD APPOINTMENTS

Authorizing the following appointments and salaries/wages:

- Deputy Supervisor: \$2,563
- Deputy Highway Superintendent: \$3,075
- Assessor: Based on Town of Horicon 2021
- Clerk for the Assessor: \$18.61 per hour
- Director of Planning/Zoning: \$83,081
- Senior Account Clerk/Bookkeeper: \$29.67 per hour
- Secretary to the Supervisor: \$25.44 per hour
- Counsel: \$69,194
- Minute Taker Clerk: \$12,016
- Budget Officer: \$4,392
- Assistant Budget Officer / Benefits Administrator \$6,320
- Registrar of Vital Statistics: \$674
- Water/Sewer/Tax Collector: \$14,350; Deputy Water/Sewer/Tax Collector: \$1,538
- Deputy Town Clerk #1 \$21.33 per hour; Deputy Town Clerk #2 \$15.38 per hour
- Sewer Plant Lead Operator: \$26.14 per hour
- Sewer Plant Operator: \$23.18 per hour
- Water Plant Lead Operator: \$26.14 per hour
- Water Plant Operator: \$23.18 per hour
- Parks/Buildings/Grounds Foreman: \$28.12 per hour
- Parks/Bldg./Grounds Laborer: #1 \$21.33 per hour; Laborer #2 \$17.93 per hour; Laborer #3 \$17.43; Laborer/Cleaner #4: \$17.93 per hour
- Laborer/Gardener: \$18.42 per hour
- Police Officer/Constables: Chief: \$35,000 per year; Officer #1 \$25.00 per hour; Officer #2 \$23.81 per hour; Newly Hired Officer \$20.00 per hour
- Co-Town Historians: \$1,382 Total: Annual one-time stipend of \$691.00 each
- Health Officer: \$1,776
- Animal Control Officer: \$7,000; Animal Removal Control: \$2,696
- Justice Court Clerk: \$19.94 per hour; Court Clerk #2 \$19.94 per hour

- Transfer Station: Attendant #1 \$19.21 per hour; Attendant #2 \$17.98 per hour
- Park Attendants: \$13.00 per hour
- Recreation Director: \$28.64 per hour; Assistant #1 \$15.89 per hour; Assistant #2 \$15.38 per hour
- Planning Board/Zoning Board of Appeals Members: \$50 per meeting
- Board of Assessment Review members: \$200 each; Chairman: \$250
- All Temporary Laborers: \$15.00 per hour (excluding Recreation Department Summer Seasonal employees which are determined on an annual basis at time of employment).

RESOLUTION

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 Connally
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

Authorization for the Supervisor of the Town of Bolton enter into the following contracts and or payments for 2021.

- American Legion: \$1,000
- Bolton Chamber of Commerce \$20,000
- Bolton Emergency Medical Services, Inc.: \$250,097
- Bolton Free Library: \$65,000
- Bolton Historical Society: \$37,000
- Bolton Rural Cemetery: \$5,000
- Bolton Senior Citizens: \$13,200
- Bolton Terrestrial Invasive Plant Program: \$15,000
- Fund for Lake George Terrestrial Program: \$7,500
- Lake George Park Commission Aquatic Invasive Program: \$30,000

LIASONS

- Councilman MacEwan: Recreation Commission, Transfer Station, Fire, Rescue, Justice Court, Highway
- Councilmember Wilson: Planning/Zoning, Zoning Enforcement, Storm Water, Personnel, Conservation Park, Town Clerk

- Councilmember Cleavland: Police, Health Center, Parliamentarian, Senior Citizens, Bolton Library, Insurance
- Councilman Coon: Assessor, Parks, Sewer, Water, 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:

Councilman Tim Coon:

Councilman Rob MacEwan:

Councilmember Susan Wilson:

Councilmember Wanda P. Cleavland:

RESOLUTION

Appointing the following individuals to the Conservation Park Advisory Committee for 2021.

- Milo Barlow
- Barry Kincaid
- Ted Caldwell
- Kevin Kershaw
- Wendy Burkowski
- Susan Wilson (Town Board Liaison)

RESOLUTION

DRUG/ALCOHOL TESTING & DOT/Non DOT PHYSICAL EXAMINATIONS

Authorization for the Supervisor of the Town of Bolton to enter into a service contract with Catamount Consulting (HT & Group) for random quarterly drug/alcohol testing and DOT & Non DOT physical exams for 2021.

RESOLUTION

OCCUPANCY TAX ADVISORY COMMITTEE

Appointing the following individuals to the Occupancy Tax Advisory Committee for 2021.

Willie Bea McDonald, Chairperson

Joe DiNapoli

Heidi Hess

Elaine Brown

Stephen VonSchenk

Ron Conover, Supervisor

Susan Wilson, Liaison

RESOLUTION
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, Water 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, Police Officer #1, Police Officer #2 and Bookkeeper.

RESOLUTION
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
FAMILY LEAVE ACT

It shall be the Policy of the Town of Bolton that the Town as an employer shall endeavor in all respects to comply with the requirements imposed by the Family Medical Leave Act (FMLA). Under circumstances where the employee shall fail to make the employee contribution for group health insurance coverage in a timely manner and after demand for contribution by the employer, with written notification of intention to suspend or cancel group health insurance coverage, such employee benefit may be cancelled by the employer.

RESOLUTION

Motion to adjourn the 2021 Organizational Meeting.