

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

Organizational Meeting

January 5, 2021

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

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

Pledge: Councilmember Cleavland

RESOLUTION #1  
MEETINGS

Councilmember MacEwan moved, seconded by Councilmember Coon to approve 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 #2

Councilmember Cleavland moved, seconded by Councilmember Coon to approve establishing that Roberts Rules of Order be used as a guideline in conducting meetings of the Bolton Town Board.

RESOLUTION  
OFFICIAL PUBLICATION #3

Councilmember Wilson moved, seconded by Councilmember Cleavland designating the Post Star as the official publication for the Town of Bolton for 2021.

RESOLUTION  
DEPOSITORY FOR FUNDS #4

Councilmember MacEwan moved, seconded by Councilmember Wilson to approve designating TD Bank and Glens Falls National Bank & Trust Co. to be the official depositories for all Town funds for 2021.

RESOLUTION #5

INVESTMENT POLICY

Councilmember Coon moved, seconded by Councilmember MacEwan to approve the continuation of the Town of Bolton investment policy for 2021.

RESOLUTION #6

PROCUREMENT POLICY

Councilmember Cleavland moved, seconded by Councilmember Wilson to approve the continuation of the Town of Bolton procurement policy for 2021.

RESOLUTION #7

DRUG FREE WORKPLACE POLICY

Councilmember Coon moved, seconded by Councilmember MacEwan to approve the continuation of the Town of Bolton drug free work place policy for 2021.

RESOLUTION #8

WORKPLACE VIOLENCE POLICY

Councilmember MacEwan moved, seconded by Councilmember Wilson to approve the continuation of the Town of Bolton work place violence policy for 2021.

RESOLUTION #9

SEXUAL HARASSMENT POLICY

Councilmember Wilson moved, seconded by Councilmember Coon to approve the continuation of the Town of Bolton sexual harassment policy for 2021.

RESOLUTION #10

CODE OF ETHICS

Councilmember MacEwan moved, seconded by Councilmember Wilson to approve the continuation of the Town of Bolton code of ethics for 2021.

RESOLUTION #11

TRAVEL EXPENSE FOR TOWN BUSINESS

Councilmember Cleavland moved, seconded by Councilmember Coon to approve 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 #12

Councilmember MacEwan moved, seconded by Councilmember Wilson 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.

#### RESOLUTION #13

Councilmember Cleavland moved, seconded by Councilmember Coon 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 #14

##### ELECTED OFFICIALS SALARIES

Councilmember MacEwan moved, seconded by Councilmember Cleavland 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 #15

##### SALARIES OF BOARD APPOINTMENTS

Councilmember Wilson moved, seconded by Councilmember Cleavland 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
- Planning/Zoning Administrative Assistant: \$20.50 per hour
- 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 \$17.98 per hour; Laborer #3 \$17.43; Laborer/Cleaner #4: \$17.98 per hour
- Laborer/Gardener: \$18.42 per hour
- Police Officer/Constables: Chief: \$35,000 per year; Officer #1 \$25.00 per hour; Officer #2 \$23.18 per hour; Newly Hired PT 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 #16

ESTABLISHING SWD HOURS FOR NYS RETIREMENT

Councilmember MacEwan moved, seconded by Councilmember Wilson 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>
Animal/Dog Control Officer	6.5 hours	Brett Moulton

RESOLUTION #17

Councilmember Cleavland moved, seconded by Councilmember MacEwan to authorize 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.
- Friends for Up Yonda: \$5,000.

#### 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: No

Councilman Tim Coon: No

Councilman Rob MacEwan: No

Councilmember Susan Wilson: No

Councilmember Wanda P. Cleavland: No

#### RESOLUTION #18

Councilmember Cleavland moved, seconded by Councilmember Coon the appointment of 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 #19

DRUG/ALCOHOL TESTING & DOT/Non DOT PHYSICAL EXAMINATIONS

Councilmember Coon moved, seconded by Councilmember MacEwan to authorize 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. It is the policy of the Town of Bolton to require that employees who may operate any municipal motor vehicles, heavy machinery or power equipment as part of their town employment shall undergo a physical examination every two years for purposes of determining their physical capabilities to safely operate Town motor vehicles, heavy machinery and power equipment. The Town of Bolton agrees that medical examinations requested by the town shall be paid by the town. An individual employee may elect to have his / her own physician perform a physical examination, at which case; expenses shall be paid by the employee. Further and notwithstanding any municipal exemption specified in law, rule or regulation, it is the policy of the Town of Bolton that with respect to any town employee who as part of their town employment may operate any motor vehicle that requires the operator of such vehicle to hold a valid class of commercial NYS operator's license (CDL) that such individual shall be required to regularly pass a medical examination and meeting the requirements for operation of such vehicle as a CDL driver for the sole purpose of determining their physical capabilities to safely do so and such examination shall require the licensed medical examiner to issue a certification that the town employee as a CDL driver is physically capable as satisfying all requirements specified in state and federal rule and regulation for such CDL license.

RESOLUTION #20

OCCUPANCY TAX ADVISORY COMMITTEE

Councilmember Cleavland moved, seconded by Councilmember Wilson 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 #21

CELL PHONES

Councilmember Wilson moved, seconded by Councilmember MacEwan: 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 #22

SAFETY EQUIPMENT

Councilmember Coon moved, seconded by Councilmember Wilson to approve the following: 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 #23

FAMILY LEAVE ACT

Councilmember Cleavland moved, seconded by Councilmember Wilson to approve the following: 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 #24

Councilmember Cleavland moved, seconded by Councilmember Coon to adjourn the 2021 Organizational Meeting.