

# Organizational Meeting

The Organizational Meeting of the Ephratah Town Board was held 6 pm on January 13, 2021 at the Ephratah Town Hall.

Roll Call found the following members present:

Supervisor	Todd Bradt
Councilman	Ivan Duesler - absent
Councilman	George Cosselman
Councilwoman	Eleanor Smith
Councilman	Andrew Chorlton
Clerk	Cynthia Wesselmann
Hwy Superintendent	Alan Cretser
Attorney	Michael Albanese - absent

The meeting was opened with the salute to the flag led by Supervisor Todd Bradt.

## Resolution 1

Eleanor Smith offered Resolution 1 to set the official meeting day as the 2<sup>nd</sup> Wednesday of each month; Time to be set at 6 p.m. and place is Ephratah Town Hall. 2<sup>nd</sup> by Andrew Chorlton. 4 Ayes. Carried.

## Resolution 2

Eleanor Smith offered Resolution 2 to designate the Leader Herald as the official newspaper and NBT Bank as the official depository. 2<sup>nd</sup> by George Cosselman. 4 Ayes, Carried.

## Resolution 3

Andrew Chorlton offered Resolution 3 to set the wages of the Town Highway Employees as per the 2021 labor contract. 2<sup>nd</sup> by Eleanor Smith. 4 Ayes. Carried.

## Resolution 4

Eleanor Smith offered Resolution 4 to set the wages of the Town Officials as per 2021 Budget. 2<sup>nd</sup> by George Cosselman. 4 Ayes. Carried.

## Resolution 5

Eleanor Smith offered Resolution 5 to set the wages of the Assessment Board of Review @ \$80.00 for grievance day; \$12.50/hour for attending school and \$12.50/hour for working beyond grievance day. 2<sup>nd</sup> by George Cosselman. 4 Ayes. Carried.

## Resolution 6

Andrew Chorlton offered Resolution 6 to appoint Michael Albanese as the Town Attorney with the salary of \$11,000.00 for 2021 year. 2<sup>nd</sup> by George Cosselman. 4 Ayes. Carried.

## Resolution 7

Andrew Chorlton offered Resolution 7 to set the official town mileage at \$.56/mile 2<sup>nd</sup> by Eleanor Smith. 4 Ayes, Carried.

## Resolution 8

Eleanor Smith offered Resolution 8 to appoint Devon Percival as Code Enforcement Officer for the year of 2021 at a salary of \$8,800. 2<sup>nd</sup> by George Cosselman. 4 Ayes. Carried.

**Resolution 9**

Eleanor Smith offered Resolution 9 to appoint Penelope Smith as the Assessor's Clerk with salary of \$12.50, not to exceed \$6,000.00 for 2021 year. 2<sup>nd</sup> by Andrew Chorlton. 4 Ayes. Carried.

**Resolution 10**

Eleanor Smith offered Resolution 10 authorizing Supervisor Bradt to appoint Evelyn Frasier as the Town Historian at a salary of \$600, and a Deputy, Abbey Cretser, for \$300 for the 2021 year. 2<sup>nd</sup> by Andrew Chorlton. 4 Ayes. Carried.

**Resolution 11**

Andrew Chorlton offered Resolution 11 to appoint Dan Robinson as Dog Control Officer with salary of \$3,300.00; enumerations to be \$1,000.00 when handed in to Clerk and mileage set at \$.56 /mile. 2<sup>nd</sup> by Eleanor Smith. 4 Ayes. Carried.

**Resolution 12**

Eleanor Smith offered Resolution 12 to authorize the Dog Control Officer to appoint a deputy, with no salary. Deputy to be Linda Robinson. 2<sup>nd</sup> by George Cosselman. 4 Ayes. Carried.

**Resolution 13**

Eleanor Smith offered Resolution 13 to appoint Cynthia Wesselmann as Registrar of Vital Statistics with salary to be fee collected. 2<sup>nd</sup> by Andrew Chorlton. 4 Ayes. Carried.

**Resolution 14**

George Cosselman offered Resolution 14 to authorize the Registrar to appoint a Deputy Registrar, to be Susan Groesbeck. 2<sup>nd</sup> by Andrew Chorlton. 4 Ayes. Carried.

**Resolution 15**

Eleanor Smith offered Resolution 15 to authorize the Town Clerk Cynthia Wesselmann to appoint a Deputy Town Clerk with a salary of \$12.50 per hour, not to exceed \$1,000.00 for 2021, to be Susan Groesbeck. 2<sup>nd</sup> by Andrew Chorlton. 4 Ayes. Carried.

**Resolution 16**

George Cosselman offered Resolution 16 to authorize Supervisor Todd Bradt to appoint Ivan Duesler as Deputy Supervisor with a salary of \$600 for 2021 year. 2<sup>nd</sup> by Eleanor Smith. 4 Ayes, 0 Abstention (Ivan Duesler). Carried.

**Resolution 17**

Eleanor Smith offered Resolution 17 to authorize Superintendent of Highways Alan Cretser to appoint Duane Gallt as his Deputy with a salary of \$1,750.00 for 2021 year. 2<sup>nd</sup> by Andrew Chorlton 4 Ayes. Carried.

**Resolution 18**

George Cosselman offered Resolution 18 to appoint Vicki Lansburg as the Tax Collector for 2021, with a salary of \$3,750.00. 2<sup>nd</sup> by Eleanor Smith. 4 Ayes. Carried.

**Resolution 19**

George Cosselman offered Resolution 19 to authorize Tax Collector Vicki Lansburg to appoint a Deputy, Paula Keppler, with a salary of \$12.50 per/hour, per diem, not to exceed \$750 for the year 2021. 2<sup>nd</sup> by Andrew Chorlton. 4 Ayes. Carried.

**Resolution 20**

Eleanor Smith offered Resolution 20 authorizing Supervisor Bradt to appoint Lita Hillier as Budget Officer with a salary of \$6,000.00 and designate Lita Hillier as Bookkeeper for 2021 with a salary of \$6,000. 2<sup>nd</sup> by George Cosselman. 4 Ayes. Carried.

**Resolution 21**

Andrew Chorlton offered Resolution 21 to authorize the 2 Town Justices to employ a stenographer in the event of a court trial. 2<sup>nd</sup> by Eleanor Smith. 4 Ayes. Carried.

**Resolution 22**

Andrew Chorlton offered Resolution 22 to authorize the Supervisor to pay all salaries monthly except Superintendent of Highways and Town Highway employees, which are to be paid weekly. 2<sup>nd</sup> by George Cosselman. 4 Ayes. Carried.

**Resolution 23**

George Cosselman offered Resolution 23 to authorize the Supervisor to invest surplus monies in GMMMA or CD's. 2<sup>nd</sup> by Eleanor Smith. 4 Ayes. Carried.

**Resolution 24**

Andrew Chorlton offered Resolution 24 to appoint Peggy Booth, Mang Insurance, as Broker for MVP Gold and Excellus Health Ins. 2<sup>nd</sup> by Eleanor Smith. 4 Ayes. Carried.

**Resolution 25**

Eleanor Smith offered Resolution 25 to enter into a memo of understanding with NYS Dept of Environmental Conservation. 2<sup>nd</sup> by George Cosselman. 4 Ayes. Carried.

**Resolution 26**

George Cosselman offered Resolution 26 to authorize payment in advance of audit of claims for public utilities services including telephone & electric lights, and to purchase postage. All such claims shall be presented at the next regular meeting. 2<sup>nd</sup> by Andrew Chorlton. 4 Ayes. Carried.

**Resolution 27**

Eleanor Smith offered Resolution 27 to appoint Todd Bradt as voting delegate to the Association of Towns Meeting in NYC. 2<sup>nd</sup> by Andrew Chorlton. 4 Ayes. Carried.

**Resolution 28**

George Cosselman offered Resolution 28 to designate all claims that are to be filed on monthly abstracts submitted no later than the **Friday** before the Town Board meeting, with the exception of emergency claims and last minute claims, which are to be handed in by 6 p.m. the Tuesday before the town meeting. 2<sup>nd</sup> by Eleanor Smith. 4 Ayes. Carried.

**Resolution 29**

Andrew Chorlton offered Resolution 29 to create a petty cash fund for the Tax Collector for the amount of \$50, to make change only. 2<sup>nd</sup> by George Cosselman. 4 Ayes, Carried.

**Resolution 30**

Eleanor Smith offered Resolution 30 to create a petty cash fund for the Town Clerk for the amount of \$200. 2<sup>nd</sup> by Andrew Chorlton. 4 Ayes. Carried.

**Resolution 31**

George Cosselman offered Resolution 31 to appoint Howard Dutcher as the Health Officer, for the Town, for 2021 with a salary of \$590. 2<sup>nd</sup> by Eleanor Smith. 4 Ayes. Carried.

**Resolution 32**

Andrew Chorlton offered Resolution 32 to authorize the necessary 2020 year-end budget transfers to close the books as follows:

To: A1220.2 – Supervisor E.Q.	\$455.78	
From: A1220.4 – Supervisor C.E.		\$455.78
To: A1620.4 – Buildings C.E.	\$7,596.71	
From: A1990.4 – Contingent		
\$5,000.00		
From: A1440.4 – Engineer C.E.		\$2,000.00
From: A5182.4 – Street Lighting C.E.		\$381.60
To: A1910.1 – Unallocated Insurance	\$2,769.51	
From: A5182.4 – Street Lighting		
\$2,769.51		
To: A6510.4 – Veteran’s Services C.E.	\$403.92	
From: A5182.4 – Street Lighting C.E.		\$403.92
To: A9030.8 – Social Security	\$200.00	
From: A5182.4 – Street Lighting C.E.		\$200.00
To: A9040.8 – Worker’s Compensation	\$1,630.30	
From: A5182.4 – Street Lighting C.E.		
\$1,630.30		
To: A9055.8 – Disability Insurance	\$27.00	
From: A9050.8 – Unemployment Insurance		\$27.00
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To: DA9089.8 – Uniforms	\$1,253.50	
From: DA9060.8 – Health Insurance		
\$1,253.50		
To: DA9040.9 – Worker’s Compensation	\$2,445.95	
From: DA5142.1 – Snow Removal P.S.		
\$2,445.95		
To: DA9010.8 – Retirement	\$3,016.00	
From: DA5142.1 – Snow Removal P.S.		
\$3,016.00		
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Town of Ephratah		
Year-End Transfers		
To: DA5130.2 – Machinery E.Q.	\$165,441.74	
From: DA5130.4 – Machinery C.E.		
\$21,000.00		
From: DA5142.4 – Snow Removal C.E.		

\$19,000.00	
From: DA5142.1 – Snow Removal P.S.	
\$12,000.00	
From: DA9785.61 – Statutory Bond	
\$20,000.00	
From: DA9901.9 – Interfund Transfer	\$14,000.00

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2<sup>nd</sup> by Eleanor Smith. 4 Ayes. Carried.

**Resolution 33**

Eleanor Smith made a motion to accept resolution 33 to amend the 2020 Highway Fund Budget to use Fund Balance toward purchase of Truck with Henderson Plow as follows:

DA599 – Unappropriated Fund Balance	\$79,441.74
DA960 – Appropriations	\$79,441.74
(DA5130.2 – Machinery E.Q.)	

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2<sup>nd</sup> by George Cosselman. 4 Ayes, Carried.

**Resolution 34**

Eleanor Smith made a motion to accept resolution 34 to amend the 2020 Highway Fund Budget to raise revenues and appropriations to include excess CHIPS Aid received as follows:

DA510 – Estimated Revenues	\$8,150.96
(DA3501– CHIPS)	
DA960 – Appropriations	\$8,150.96
(DA5112.2 – CHIPS)	

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2<sup>nd</sup> by Andrew Chorlton. 4 Ayes, Carried.

**Resolution 35**

Andrew Chorlton offered Resolution 35 authorizing Alan Cretser, Superintendent of Highways to designate the following roads as Seasonal Limited Use Highways under Section 205-a of the Highway Law effective immediately for January 1, 2021:

- Jinkes Hollow
- Arthurs Road
- East Road, from Tom Shears to the Town of Ephratah town line
- Green Street, between Sam’s camp and Lansburg’s
- Howard Road
- Irish Settlement Road, starting after the first camp at a point approximately 200 feet South from the most Northern entrance of County Hwy 119.
- Swamp Road
- Tillboro Road, From Charles Lyons west, down to Steve Cornaire’s.
- Turn Hill Road, from State Hwy 10 South to Joe Kurts
- Gottung Road
- Fical Corners West, from Larry Dwight’s west to the Town of Ephratah town line

2<sup>nd</sup> by Eleanor Smith. 4 Ayes, Carried.

**Resolution 36**

Eleanor Smith offered Resolution 36 authorizing Town of Ephratah to enter into a Planning Service Agreement with Fulton County Planning Department, whereby the Town of Ephratah would commit to spend up to \$1,000 to pay for Planning Service that may be needed during the 2021 year, noting the first ten hours are free. 2<sup>nd</sup> by Andrew Chorlton. 4 Ayes, Carried.

**Resolution 37**

George Cosselman offered Resolution 37 to authorizing a second person to sign an official document on any checks if the original person is unable to sign. The original, person along with the second signee are as follows:

- Supervisor Todd Bradt: 2<sup>nd</sup> signee to be Ivan Duesler
- Clerk Cynthia Wesselmann 2<sup>nd</sup> signee to be Todd Bradt
- Tax Collector Vicki Lansburg 2<sup>nd</sup> signee to be Paula Keppler

2<sup>nd</sup> by Eleanor Smith. 4 Ayes, Carried.

**Resolution 38**

Andrew Chorlton offered Resolution 38 to adopt the Procurement policy in place for the Town of Ephratah. 2<sup>nd</sup> by Eleanor Smith. 4 Ayes, Carried.

**Resolution 39**

George Cosselman offered Resolution 39 to adopt the Sexual Harassment Policy in place for the Town of Ephratah. 2<sup>nd</sup> by Andrew Chorlton. 4 Ayes, Carried.

**Resolution 40**

Eleanor Smith offered Resolution 40 to adopt all resolutions retroactive back to January 1, 2021. 2<sup>nd</sup> by Andrew Chorlton, 4 Ayes. Carried.

Eleanor Smith made a motion to adjourn. 2<sup>nd</sup> by George Cosselman. 4 Ayes, Carried.  
Time: 6:23 p.m.

Respectfully submitted,

Cynthia A Wesselmann  
Town Clerk