

ORGANIZATIONAL MEETING  
 JANUARY 2, 2019  
 GALWAY TOWN HALL

Supervisor Smith called the meeting to order late at 7:06 p.m. The following Town Board Members were present:

PRESENT: Supervisor Michael Smith      Councilman Fred Arnold  
                  Councilman Rod Wilday      Councilwoman JoAnne Peregrim-Grant

ABSENT:      Councilman Ryan Flinton

Others Present: D. Costanzo, Highway Superintendent & M. DeFoe, Town Clerk.

MOTIONS AND RESOLUTIONS

**DISCUSSION REGARDING UPDATES TO GENERAL ADMINISTRATIVE & PERSONNEL POLICY & PROCEDURES MANUAL** -- Supervisor Smith went over the following items in policy: A-1 Committee & Liaison Assignments; A-12 Building & Grounds, Supervisor would like to see an annual assessment report for building. A-13 Official Town Depositories Ballston Spa National Bank; Adirondack Trust Company; Pioneer Bank & NBT Bank. A-14 Official Newspaper for Town is The Daily Gazette. A-18 Mileage reimbursement will change from \$.545 per mile to \$.558 per mile for 2019. A-19 Town Cell Phone Dog Control Officer needs to be indicated and the option for stipend vs. phone. B-1 Annual Appointments, Supervisor Smith stated that he found a resignation letter from Sue for Bookkeeper Position will need to look into this further it appears she is done. If so, Town Clerk stated key would need to be returned. ZBA & Planning Attorney position is currently vacant; B-4 Salary Schedule adopted with Town Budget for 2019.

**RESOLUTION # 1-2019** – Adoption of Town of Galway, NY Administrative & Personnel Policy & Procedures Manual with amendments as noted. On a motion of Councilwoman Grant, seconded by Councilman Wilday the following resolution was ADOPTED BY ROLL CALL VOTE:

Supervisor Michael Smith – Aye      Councilman Fred Arnold – Aye  
 Councilman Rod Wilday – Aye      Councilwoman JoAnne Grant - Aye

WHEREAS, certain necessary actions are required for the Town Government to be formally organized to function legally and maintain a continuity of government, be it adopted and made a part of these minutes.

4 – AYES    0-NAYS

MOTION CARRIED

Councilwoman Grant made a motion, seconded by Councilman Arnold to adjourn the meeting at 7:23 p.m.

All ayes.

MOTION CARRIED

Respectfully submitted,

Margaret L. DeFoe

Town Clerk

*Margaret L. DeFoe*