AGENDA

Galway Town Board Organizational Meeting January 3, 2017 7:00 p.m.

Call to order - Supervisor Lent

Roll Call - Town Clerk DeFoe

Pledge to the flag - All

Legal Notice Read

RESOLUTIONS

Adopt official Town depositories A-13 Adopt Official Town Newspaper A-14 Adopt official Town Mileage reimbursement rate A-18 Adopt appointments for 2017 B-1 Adopt Authorized positions B-3 Adopt Salary Schedule for 2017 B-4

OTHER BUSINESS

Reminder that the town Ethics Law does now require specific employees and officials to fill out and complete a disclosure form for the year 2017 Form 200

<u>ADJOURN</u>

ORGANIZATIONAL MEETING JANUARY 3, 2017 GALWAY TOWN HALL

Supervisor Lent called the meeting to order late at 7:00 p.m. The following Town Board Members were present:

PRESENT:

Supervisor Paul Lent

Councilman Fred Arnold

Councilman Michael Smith

Councilman Rod Wilday

Councilwoman JoAnne Peregrim-Grant

Others Present: M. DeFoe, Town Clerk.

Pledge to Flag

Communication - Town Clerk read legal notice placed in Daily Gazette on December 17, 2016 advising that Organizational Meeting would be held on January 3, 2017 at 7:00 p.m. at Galway Town Hall. Notice was also posted at Bank; Library & Post Office along with posting on Town Website.

MOTIONS AND RESOLUTIONS

DISCUSSION REGARDING GENERAL ADMINISTRATIVE & PERSONNEL POLICY & PROCEDURES MANUAL - Supervisor Lent went over the following items in policy: A-13 Official Town Depositories Ballston Spa National Bank & Adirondack Trust Company. A-14 Official Newspaper for Town is The Daily Gazette. A-18 Mileage reimbursement will change from \$.54 per mile to \$.535 per mile for 2017. B-3 Authorized positions with addition Deputy Town Bookkeeper, Crossing Guard position has been left on in case something changes in the future and position is needed again. B-4 Salary Schedule adopted with Town Budget for 2017. Councilman Smith questioned if Susan Sutch was going to stay on as Bookkeeper thru 2017. Supervisor Lent stated probably not, most likely thru June once a month and help with AUD. Will also fill in when Cara is on vacation or sick.

RESOLUTION # 1-2017 - Adoption of Town of Galway, NY Administrative & Personnel Policy & Procedures Manual. On a motion of Councilman Arnold, seconded by Councilman Smith the following resolution was ADOPTED BY ROLL CALL VOTE:

Supervisor Paul Lent – Aye

Councilman Fred Arnold – Aye

Councilman Michael Smith – Aye

Councilman Rod Wilday - Aye

Councilwoman JoAnne Peregrim-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.

All ayes.

MOTION CARRIED

Supervisor Lent stated that he added in Section A-1 Audit Committee (2 members). Supervisor Lent asked if Town Board wanted to make any changes to B-1 Annual

Appointments. The Town Board was fine with leaving appointments as they were in 2016.

<u>RESOLUTION # 2-2017</u> — Readopt Town Policy. On a motion of Councilman Wilday, seconded by Councilwoman Grant the following resolution was ADOPTED BY ROLL CALL VOTE:

Supervisor Paul Lent – Aye

Councilman Fred Arnold - Aye

Councilman Michael Smith - Aye

Councilman Rod Wilday - Aye

Councilwoman JoAnne Peregrim-Grant - Aye

RESOLVED that the Galway Town Board readopt the Town of Galway Administrative & Personnel Policy & Procedures Manual as amended for 2017.

All ayes.

MOTION CARRIED

Supervisor Lent stated that certain employees will be required to complete a disclosure statement with reference to the new Ethics Law approved in 2016. Town Clerk questioned why all employees were not required to complete this disclosure statement. Supervisor Lent stated that certain employees are not required to complete form because they have no fiduciary responsibility with regards to handling money or authorizing payments. Highway department falls under this category and court is exempt because court administration takes care of anything with reference to court. Town Clerk questioned why the Bookkeeper was the only employee not included in this disclosure requirement. Supervisor Lent stated that Bookkeeper does not authorize payments she prepares items for payment. Training with reference to Ethics will take place sometime in March. Providence and Charlton where invited to share in this training session to share in the cost. Ethics Law changed requirement from 3 members to 5 members so the Town is now looking for 2 additional members for that Board. Once 5 members are appointed Town Board will need to set terms according to that Ethics Law requirement. Right now the Town Clerk has done the Oath of Office terms for the 3 current members as in the past for one year starting January 1, 2017. Councilman Smith suggested one of the Decker's that have been coming to Town Board Meetings as a possible candidate for Ethics Committee and Supervisor Lent suggested Bruce Jones. Form 200 was given to Board Members. Ethics meeting will be a general discussion regarding Ethics and how you should conduct yourself. It will go over the pitfalls of non disclosure. Councilman Smith advised that over the last year he has done some consulting work for EDP and has disclosed this to Town Board and Sheelagh Baily of Ethic Board. When payment for them comes before Board he has abstained from voting on their invoice. Councilman Wilday stated that this disclosure just clarifies common sense.

Councilman Arnold made a motion, seconded by Councilman Smith to adjourn the meeting at 7:21 p.m.

All ayes.

MOTION CARRIED

Respectfully submitted,

Mongaret L. D. For