

ORGANIZATIONAL MEETING
JANUARY 2, 2025
GALWAY TOWN BOARD

Supervisor J.D. Arnold called the meeting to order at 7:01 p.m. The following Town Board Members were present:

PRESENT: Supervisor J.D. Arnold Councilmember Ryan Flinton
 Councilmember Daniel Clemens Councilmember James Ross

ABSENT: Councilmember Fred Arnold

Others Present: M. DeFoe, Town Clerk

Pledge to Flag

Town Clerk read Legal Notice placed in The Daily Gazette on December 13, 2024 advising the Public of the Town Board Organizational Meeting to be held at 7:00 p.m. on January 2, 2025.

MOTIONS & RESOLUTIONS

Supervisor J.D. Arnold stated that the purpose of tonight's meeting was to go over the Administrative & Personnel Policy & Procedures Manual, which is done every year. Last year we made changes but the document was not on any computer in house so hard copy wasn't updated. This year Supervisor will be sharing the services of the new Clerk for Building Department to help set up a pdf document that can be updated yearly. Suggested that Town Board review policy for any updates that may have been missed. We can update any time during the year as changes happen.

Under Policy Section A-6 Attendance at Conventions, Conferences & Schooling, notices to be posted at Town Hall & on Town Website. A-13 NYCLASS needs to be added. A-18 Voucher Payments mileage reimbursement from State is \$.70. A-19 Cellphones Court Clerk needs to be added. Discussed working with current Court Clerk to do as much from home as possible. Town doesn't want to lose Marlene; she does a great job. Will be adding Teresa Hart as additional Court Clerk to help out with some in house hours. A-22 Town Hall Hours of Operation will add Building Department on Monday & Friday from 7-3 call first to make sure Max isn't on an inspection. B-1 Annual Appointments, asked if everyone was ok with committees they were appointed to? No one had any issues. Deputy Registrar is Teresa Hart; Deputy Highway Superintendent is Ronald Spraker and Election Machine Custodian's last name needs to be corrected to Vanderhoof. Board discussed the need for inhouse audits on Town Clerk; Bookkeeper; Both Justices & Tax Collector (done lately in April after taxes are done). 2023 audits for all of these department are needed. Brandon will have to supply each department audit forms from State. Will check with Jennilee Flinton, Ryan believes they have moved may no longer be on Ethics Board. B-1 Annual Appointments new Town/Planning & Zoning Attorney -- Miller, Mannix, Schachner & Hafner LLC; Building/Code Enforcement Clerk, Emma O'Bernwatermark (also shared with Supervisor) typo on Town Clerk last name; Deputy Tax Collector Teresa Hart; Youth Commission, Co-Chair; Chris Malley & Samantha Price. Section

B-3 Authorized Positions Justice Court Clerk (2). B-4 Salaries Laborer; Deputy Superintendent of Highways and Town Highway Employees all on hold as Town was just notified that they were going to be represented by Teamsters Union, so it is under negotiation at this time.

Discussed 2025 Boards & Committees updates Clerk advised that she is waiting for Ambulance Officer names/numbers from Beth, everything else is updated on her sheets. Ethics Board also came up with suggestions for updating Ethics Disclosure Form & information they felt should be included in Policy & Procedures. Will get information out to everyone for their review and further discussion. Another area of concern is fees for Dangerous Dog Fines would like to look into other Town's and update that significantly. Will get back to Board with information for further review. Supervisor also discussed possibly having a sign-in sheet for speaking at Board Meeting. County if they don't sign up to speak, they are not allowed to speak. J.D. is not sure if that is something we want to do, sometimes things come up during the meeting that audience may have question on and need clarification. **Amanda Clemens** stated that people need to be guaranteed the ability to speak, the Board has to have accountability. **Ryan** stated that his concern is with the constant interjection of comments during the meeting. He has no issue with speaking concerns at Privilege of the Floor. **Town Clerk** suggested that the Supervisor at beginning of meeting advise the audience that interjecting comments while someone else is speaking is not allowed. She finds it hard to get properly hear what someone is saying when someone else starts talking over them. **Supervisor** will work on keeping that under control, advising that everyone has had their time to speak.

RESOLUTION #: 1-2025 -Adoption of Town of Galway, NY Administrative & Personnel Policy & Procedures Manuel. On a motion of Councilmember Ryan Flinton, seconded by Councilmember Daniel Clemens the following resolution was ADOPTED BY ROLL CALL VOTE:

Councilmember Ryan Flinton - AYE Councilmember Daniel Clemens - AYE
Councilmember James Ross - AYE Supervisor J.D. Arnold - 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

Councilmember Ryan Flinton made a motion, seconded by Councilmember James Ross to adjourn the meeting at 7:34 p.m.

All ayes.

MOTION CARRIED

Respectfully submitted

Margaret L. DeFoe
Town Clerk