

Wells Town Board

Nick Mauro
Town Supervisor

Maryellen Stofelano
Town Clerk

The Town Board

Timothy Hunt
Vanessa Saltis

Andrew Lauria
Rebekah Crewell

Organizational Meeting
January 11, 2021

Date:

Moved By:

RESOLUTIONS:

- RESOLVED, that the Town Supervisor shall submit to the Town Clerk within 60 days after the close of the fiscal year a copy of the Annual Update Document to the State Comptroller of all town moneys received and disbursed by him throughout the year. (Town Law section 29; subdivision 10A)
- RESOLVED, that the Town Highway Superintendent may purchase equipment, tools, and implements for the Highway Department during the year 2021 without prior approval of the Town Board in an amount not to exceed \$1,000.00. (Highway Law section 142; subdivision 1A)
- RESOLVED, that the Highway Superintendent be paid every (2) weeks with the pay period ending on Wednesday. The Superintendent will deliver the payroll on Thursdays and will receive his checks on Fridays.
- RESOLVED, that all town employees are paid every two (2) weeks with the pay period ending on Wednesdays. The Superintendent will deliver the payroll on Thursdays and the employees will receive their checks on Fridays.
- RESOLVED, that salaries of all elected and appointed officers be fixed as to the amounts respectively specified in the adopted Final Town Budget for 2021 and that said salaries be paid monthly, except the Registrar of Vital Statistics, Budget Officer, Deputy Supervisor, Deputy Town Clerk, Deputy Highway Superintendent, Town Historian and the Board of Review, who shall be paid annually.
- RESOLVED, that any Town Officer should be compensated for the use of their automobile in the performance of their official duties at a rate of \$0.56 per mile. (Town Law section 116)

- RESOLVED, that the Town Board authorizes the Town Supervisor to designate a Bookkeeper and Confidential Secretary for the Town and Water District #1. (Town Law section 29; subdivision 15) The Supervisor designates Jen Woodward for 2021.
- RESOLVED, that the Town Board Appoints Maryellen Stofelano as Registrar of Vital Statistics for 2021.
- RESOLVED, that the Town of Wells designates a Building and Fire Code Enforcement Officer, who shall enforce the N.Y.S Building Code. The Town Board Appoints George Boudreau Code Enforcement Officer for 2021. (Town Law section 138; subdivision 1)
- RESOLVED, that the Highway Superintendent appoints a bookkeeper. The appointment shall be Jen Woodward for 2021.
- RESOLVED, that the Town Board appoints a water rent collector for Water District #1. The Town Board appointment shall be Maryellen Stofelano for 2021 and the appointment for Billing Services for Water District #1 shall be Jen Woodward for 2021, with total amounts being reviewed by the Town Board.
- RESOLVED, that the Town Board appoints a Town Attorney. The Town Board appointment shall be Walsh & Walsh, Saratoga Springs, NY for 2021. The attorney shall be Joseph Walsh. (Town Law section 20; subsection 2b)
- RESOLVED, that the town pays the Association of Towns, The Hamilton County Association of Highway Superintendents, The New York State Magistrates' Association, Town Clerks, Assessors, County Legislators, and Supervisors Associations of New York, The Adirondack Local Government Review Board, and Adirondack Association of Towns and Villages, dues for 2021.
- RESOLVED, that Town Board members may attend the Association of Towns meeting in February 2021, and that payment of "actual and necessary" expenses in doing so, are specifically authorized by State Law as legitimate proper town charges.
- RESOLVED, that all Elected and Appointed officials may attend seminars and educational schooling with prior board approval, and that payment of "actual and necessary" expenses in doing so be proper town charges in 2021.
- RESOLVED, that the Town Board appoints Carrie O'Neill Court Clerk of the Wells Town Court in 2021. (Public Officers Law section 3 (8))
- RESOLVED, that the Town Board designate an official newspaper of the Town of Wells. (Town Law section 64; subsection 11) The Town Board designates the Leader-Herald for 2021.
- RESOLVED, that the Town Board approves the payment in advance of Audits of Claims for Public Utility Services, Postage Stamps, and Health Insurance. (Town Law section 118; subsection 2)
- RESOLVED, that the Town Board authorizes a "Petty Cash Fund" for the Town Clerk in the amount of \$50.00.

- RESOLVED, that the Town Board approves a fixed charge of \$0.25 per copy (more than 5 copies) for use of the town-owned copier at the Town Office.
- RESOLVED, that ALL “Full-Time” town employees participate in the Wells Drug and Alcohol Policy, and that the policy is reviewed at the Annual Organization Meeting and accepted for 2021.
- RESOLVED, that the Town will pay for health insurance benefits for eligible “Retired” employees with coverage under Mohawk Valley Partners “Gold” for 2021. Spouses have 60 days before termination upon the death of the retiree.
- RESOLVED, that the Town will pay health insurance benefits for the elected Highway Superintendent under the same conditions & terms as other full-time employees.

- RESOLVED, that the hourly rates for town employees for 2021 are fixed as follows.

	Base	5 years	10 years	15 years	20 years	25 years
Lifeguard	12.46					
Part-Time Laborer	15.20					
Full-Time Laborer	15.51	15.70	15.89	16.08	16.26	16.36
MEO	16.71	16.91	17.11	17.29	17.51	17.72
Asst. Water Operator	17.26	17.47	17.68	17.89	18.09	18.30
HEO	18.56	18.78	19.00	19.21	19.45	19.67
Mechanic	18.98	19.19	19.43	19.65	19.89	20.11
Bus Mechanic	19.08	19.31	19.54	19.76	20.00	20.23
Water Plant Operator	20.14	20.37	20.62	20.85	21.02	21.33

- RESOLVED, that the Town Board standardizes the 40-hour work week for 2021 as follows:
January 1st through April 2nd: Monday – Friday 6:00am-2:30pm; April 5th through October 29th: Monday – Thursday 6:00am to 4:30pm; November 1st through December 31st: Monday – Friday 6:00am to 2:30pm
- RESOLVED, that a fee for the use of the Community Hall is set at \$75.00 (non-refundable) and a fee for the use of the pavilion is set at \$50.00 (deposit only). These fees are to be paid one full week in advance to keep the date for the facility open. The use of this building is for the residents/taxpayers of Wells ONLY! Persons renting the hall for any function MUST be a resident or taxpayer of the Town of Wells. All persons renting or using town properties will sign

an indemnity/hold harmless agreement. When the service and/or consumption of alcoholic beverages are involved the renter shall furnish the Town of Wells with a copy of their insurance or a rider on their Homeowners Insurance Policy, which names the persons and/or entity and the Town as co-insured for the rental period. The minimum amount of insurance will be (\$1,000,000.00) One Million Dollars.

- RESOLVED, that the Town Board designates NBT Bank and Bank of America as official banks for the deposits of all money for the Town of Wells in an amount not to exceed Two Million Dollars each. (Town Law section 11)
- RESOLVED, that the Town of Wells Supervisor may invest surplus money in certificates of deposit. (Town Law section 11)
- RESOLVED, that all travel and expense vouchers from elected and appointed officials shall be submitted for reimbursement no later than 10 days prior to a regularly scheduled town board meeting.
- RESOLVED, that the regular monthly meetings of the Town Board, Town of Wells be held in the Senior Meal Site/Ambulance Corp building, Community Hall or virtually, as required by COVID-19 precautions, at 7:00pm on the following dates: (Town Law section 62)

January 11, 2021	April 12, 2021	July 12, 2021	October 11, 2021
February 8, 2021	May 10, 2021	August 9, 2021	November 8, 2021
March 8, 2021	June 14, 2021	September 13, 2021	December 13, 2021

- RESOLVED, that the public is encouraged to attend regular town board meetings, but may only speak at the discretion of the Town Board. A public comment period shall be scheduled at the beginning of each meeting to take comment(s) on agenda items scheduled for board action only and at the end of each meeting for general concerns. During each public comment period, no member of the public shall be permitted to address the board unless recognized and shall address their remarks to the town board, not other members of the audience, in an orderly and constructive manner.
- RESOLVED, that the Town of Wells has a Fixed Assets Policy outlining the general steps and rules for fixed assets and that this policy is reviewed at the Annual Organization meeting and accepted for 2021.
- RESOLVED, that the Town of Wells has a written Internal Policy and Procedures governing all procurements of goods and services not required by law to be made pursuant to competitive bidding requirements. These policies and procedures are to be reviewed at the Annual Organization meeting and accepted for 2021.
- RESOLVED, that the Town of Wells maintains an Investment Policy that is to be reviewed at the Annual Organization meeting and accepted for 2021.
- RESOLVED, that the elected Highway Superintendent be appointed Safety Coordinator. The Town Board appoints Clay Earley Safety Coordinator for 2021.

- RESOLVED, that the Town of Wells maintains a Safety and Transitional Duty Policy that is to be reviewed at the Annual Organization meeting and accepted for 2021.
- RESOLVED, that the Town of Wells maintains a Personnel Policy that is to be reviewed at the Annual Organization meeting and accepted for 2021.
- RESOLVED, that the Town of Wells Water District maintains an installation and maintenance of water lines policy that is to be reviewed at the Annual Organization meeting and accepted for 2021.
- RESOLVED, that the Town of Wells maintains a Fleet Driver Procedure Manual and a Use of Emergency Apparatus Policy that is to be reviewed at the Annual Organization meeting and accepted for 2021.
- RESOLVED, that all elected and appointed Officials may purchase Health Insurance through the town's group policy at their own expense.
- RESOLVED, that the Town of Wells is authorized to provide undertakings for town officers, clerks and employees through a blanket undertaking insurance policy. (NYS Public Officers Law 11)
- RESOLVED, that the Town Justice Court must obtain approval of the Town Board prior to appointment or hire of a stenographer in 2021.
- RESOLVED, that Town of Wells maintains a Local Privacy Notification Policy that is to be reviewed at the Annual Organization meeting and accepted for 2021.
- RESOLVED, that the Town Board accepts the Annual Reports of the Town Clerk and Town Justice(s) as reviewed at the Close-out meeting of January 11, 2021.
- RESOLVED, that Town of Wells maintains a Rules & Regulations of Operating Emergency Apparatus Policy that is to be reviewed at the Annual Organization meeting and accepted for 2021.
- RESOLVED, that Town of Wells maintains a Water Main Extension Policy that is to be reviewed at the Annual Organization meeting and accepted for 2021.
- RESOLVED, that pursuant to the provisions of Section 284 of State Highway Law, the Town Board does hereby agree that moneys received from the State of New York for Capital Highway Improvement under the CHIPS Program for the repair and improvement on 34.32 miles of Town Roads during the 2021 fiscal year shall be expended at the discretion of the Town Superintendent of Highway in accordance with CHIPS guidelines.
- RESOLVED, that the Finance Committee will audit all supporting books, records, receipts, warrants, vouchers, and canceled checks for 2020 of the Tax Collector, Town Clerk, and Town Justices. (Town Law 123)

Committees appointed by the Town Supervisor for 2021 (Town Law section 63; subsection 13)

Highway/Transportation Committee <ul style="list-style-type: none"> • Tim Hunt • Rebekah Crewell 	Building/Grounds Committee <ul style="list-style-type: none"> • Andrew Lauria • Vanessa Saltis 	Safety Committee <ul style="list-style-type: none"> • Clay Earley, Coordinator • Tim Hunt • Rebekah Crewell • Nick Mauro • Vanessa Saltis • Mary Ellen Stofelano • Andrew Lauria
Personnel/Finance Committee <ul style="list-style-type: none"> • Rebekah Crewell • Tim Hunt 	Culture, Recreation & Community Services Committee <ul style="list-style-type: none"> • Vanessa Saltis • Andrew Lauria 	

Seconded By:

Ayes:

Nays: