

January 3, 2018

ORGANIZATIONAL MEETING

The Town Board of Martinsburg held an Organization meeting on Wednesday, January 3, 2018 which was called to order at 5:00 PM. Present were: Supervisor Terrence Thisse; Councilmen Michael McGrath, Janusz Karelus and Douglas Dietrich; Highway Superintendent Tyler Jones and Town Clerk Mary Kelley. Absent: Councilman E. Frank Kogut.

MEETING DATES

Councilman Dietrich made a motion, seconded by Councilman McGrath setting the regular meeting dates of the Martinsburg Town Board the third Wednesday of each month at 7:00 PM at 5405 Cemetery Road, Martinsburg. All were in favor. Motion carried.

APPOINTMENTS

Councilman Dietrich made a motion, seconded by Councilman Karelus to approve the following appointments and set the following hourly rates:

BANKS: Key Bank and Community Bank

TOWN ATTORNEY: Mark Gebo

HISTORIAN: Sue Adsit

REGISTRAR: Mary Kelley

HEALTH OFFICER: Dr. Manjo Vora

DEPUTY SUPERVISOR: Douglas Dietrich 01/01/2018 – 12/31/2019

DEPUTY TOWN CLERK: Deanna Doviak 01/01/2018 – 12/31/2019

DOG CONTROL OFFICER: Bobbie Marra

TOWN NEWSPAPERS: Journal & Republican; Watertown Times

CUSTODIAN: Bobbie Marra

LAND USE OFFICER: Michael Pleskach

COOPERATIVE TUGHILL COUNCIL: Douglas Dietrich

PLANNING BOARD: Michael Colwell 01/01/2017 – 12/31/2021

ZBA: Jean McGrath 01/01/2017 – 12/31/2021

RECORDS MANAGEMENT OFFICER: Mary Kelley

NYMIR SAFETY CO-ORDINATOR: Tyler Jones

AFFIRMATIVE ACTION OFFICER: John Karelus

All were in favor. Motion carried.

Whitaker Park Superintendent: \$12.75

Whitaker Park Assistant: \$11.25

Highway Deputy: \$.50/hr over original salary

Deputy Town Clerk:(\$12.50/hr)

Justice Clerk: \$14.00/hr

The board agreed to pay the Alternate Planning Board member \$600.00 per year.

All were in favor. Motion carried.

POLICIES AND PROCEDURES

The board reviewed all town policies and procedures. Councilman McGrath made a motion, seconded by Councilman Karelus to change the wording of the procurement policy, Section 4 – Request for Proposals – to read “...the procuring agent for the Town shall obtain oral quotes from three vendors or suppliers when available if under \$20,000 (previously \$10,000). If over \$20,000 (previously \$10,000) request written quote for the work or goods are required”. All were in favor. Motion carried.

Oaths of Office taken: Supervisor Terrence Thisse; Tax Collector Deanna Doviak and Highway Superintendent Tyler Jones.

Councilman McGrath and Karelus reviewed accountant bank statements for September and October, 2017.

The board reviewed the employee handbook. Councilman McGrath made a motion, seconded by Councilman Dietrich to change the wording on page 11, Section VI (Comp Time) of the employee handbook to read “Employees will have the opportunity to use overtime hours as comp time up to 64 hours”. This will go into effect starting with next pay period. All were in favor. Motion carried.

There being no further business, Councilman Dietrich made a motion, seconded by Councilman McGrath, to adjourn at 5:50 PM. All were in favor. Motion carried.

Respectfully submitted,

Mary Kelley, Town Clerk