

Organizational Meeting  
January 4, 2011

The Organizational meeting began at 7:35 pm with the dispensing of the Pledge do to the lack of residents present.

Present: Supervisor Frey, Councilman Levi, Councilman Faro, Councilman Brownsell, Councilman Schmid, Patty Wittmeyer, Town Clerk, Chief Kalil

The purpose of this meeting is to review the Town's organizational information for 2011. The Town Clerk reported on the line items that needed attention. #3 set the rate per mile to .50 (fifty cents). #10 has Supervisor Frey and Councilman Schmid going to the Association of Towns meeting in February, along with 10 other department heads and Councilman. #17 which needs two new appointments to the Youth Commission which will be done at a later date and #21 which has signed an agreement with Kliffside Kennels for providing housing for animals collected by the Animal control officer.

With no further discussion the following was read;

On a motion offered by Councilman Levi, seconded by Councilman Brownsell the following resolution was moved to its ADOPTION by VOTE, to accept all of the Organizational Resolutions as written.

RESOLUTION NO. 1.11 ORGANIZATIONAL MEETING

1. RESOLVED; the Superintendent of Highways is authorized to purchase equipment during 2011 without prior approval of the Town Board in an amount not to exceed One Thousand Dollars (\$1,000) per Highway Law section 142, subdivision 1A and all other departments are to seek Board approval for any equipment purchase exceeding Five Hundred Dollars(\$500).
2. RESOLVED; the salaries of all elective and appointed officers and employees as to the amounts respectively specified on the Notice of Public Hearing upon the Preliminary Budget of 2011 are fixed and that said salaries are paid monthly and biweekly.
3. RESOLVED; the Town Officers and Employees shall be compensated for the use of their vehicles in the performance of their duties as defined in PUBLIC SECTOR HR Employee Handbook "Section 507", at a rate of .50 per mile, based on the IRS rate.
4. RESOLVED; Adele Burnett is appointed Deputy Town Clerk for 2011.
5. RESOLVED; Patty Wittmeyer is appointed Registrar of Vital Statistics and Adele Burnett is appointed the Deputy.
6. RESOLVED; Dues are paid to Association of Towns, Adirondack Association of Towns and Villages, Hamilton County Magistrates Association, New York State Magistrate Court Clerk Association, Chief of Police Association, New York State Town Clerk's Association, Tri-County Clerk's Association, Highway Superintendents Association,

Assessor's Association, New York State Codes Association, New York State Planning Federation, Adirondack North Superintendents Association, New York Rural Waters Association

7. RESOLVED; the Department Heads will present bills to the Supervisor's Bookkeeper prior to 1:00pm on the first Thursday before the second Tuesday of each month. The bills will be available for inspection in the Town Clerk's office by 1:00pm on Friday and before the second Tuesday of each month.
8. RESOLVED; the Officials Banks for the Town of Inlet are Community Bank, Old Forge, New York and Adirondack Bank, Old Forge, New York. The Banks are designated for the deposits and transactions of all monies for the Town of Inlet Offices, Town Law 64, subdivision 1. Supervisor Frey and Bookkeeper Mary Marleau are designated signers for these accounts.
9. RESOLVED; the Supervisor is authorized to invest surplus money in certificates of deposit General Municipal Law, section 11.
10. RESOLVED; the Town delegate to the Association of Towns meeting in February, 2011 is Supervisor Frey and Councilman Schmid..
11. RESOLVED; the Town Board establishes the Office of Deputy of Highway. Town Law 32, subdivision 1, as appointed by the Superintendent of Highways. The appointment is Shawn Hansen.
12. RESOLVED; the Town Board approves a bookkeeper to the Superintendent of Highways as appointed by him. The appointment is Patty Wittmeyer.
13. RESOLVED; all Elected and appointed officials are authorized to attend any mandated schools or seminars pertinent to their job, as job responsibilities allow. All actual and necessary expenses will be a proper Town charge provided prior Board approval has been given, General Municipal Law, Section 77b.
14. RESOLVED; the Town Board authorizes the payment in advance of Audit of Claims for National Grid, Frontier, Propane Contract, Fuel Gas contract, United States Postal Services, Bond Anticipation Notes, New York State Retirement payments, Blue Cross/Blue Shield Health insurance payments, Liability and other Town Insurance and other pre-approved contracts the Town has entered into and completed.
15. RESOLVED; the Town appoints a Health Officer, Dr. Thomas Socash is appointed.
16. RESOLVED; a Deputy Tax Collector is appointed. The appointment is Kenneth Nelson.
17. RESOLVED; the following individuals are appointed to the Inlet Youth Commission with their term to expire on the respective dates.  
Mary Marleau 1.20/2012 Dayton Cleaveland 1/20/2012
18. RESOLVED; the Town of Inlet shall contract with the Town of Webb Professional Offices for Twenty Thousand Dollars, (\$20,000) for services and with Centrex for Two Thousand, One Hundred Thirty Eight Dollars (\$2,138).

19. RESOLVED; the Town Board is required to review and adopt a procurement policy annually and has done so for the calendar year 2010.
20. RESOLVED; the Supervisor appoint a Town Historian to collect and preserve material related to the Town and to work with the State and County Historian in performing the historical work recommended by the Town. Letty Haynes is appointed for 2011.
21. RESOLVED; that Kliffside Kennels shall provide housing and maintenance for all cats and dogs collected by the Town of Inlet. The agreement is in the sum of \$500.00 for the period of six (6) months from January to June. Should it be decided to extend the agreement, that amount will be paid according to the original contract.
22. RESOLVED; the Town Board shall meet on the second Tuesday of every month in the Town Board meeting room at 7:30pm.
23. RESOLVED; the Town Board has reviewed and adopts the Emergency Management Plan (EMP) for the year 2011.
24. RESOLVED; the Supervisor is authorized to sign a contract with Public Sector HR Consultants for 2011 in the amount of Two Thousand, Four Hundred Dollars, (\$2,400).
25. RESOLVED; the Supervisor will distribute the Organizational Resolutions to the Department Heads at the next meeting.

APPOINTMENTS;

John Frey is appointed Budget Officer for 2011, Town Law Section 102.  
Herbert Schmid is appointed Deputy Supervisor to preside over the Town Duties in the Supervisors' absence.

COMMITTEE CHAIRPERSONS;

Parks	Bill Faro
Highway/Snowmobile groomers	Tim Brownsell
Information Office:	Dan Levi
Police Department	Herb Schmid
Assessor/codes	Herb Schmid

5 AYES                      0 NAYS                      Motion carried

There was some discussion by the Board on the new insurance policy and procedures for signing on to the computer with important information. Supervisor Frey repeated the instructions again to those present that had concerns.

All business having come before this Board, they adjourned at 7:55pm with a motion by Councilman Faro seconded by Councilman Levi.

Respectfully submitted,  
Patty Wittmeyer  
Town Clerk

