

**Town of Galen
Town Council Monthly Meeting Minutes
Monday – March 10, 2025 – at 6:00 PM
Clyde Municipal Building Board Room**

Present; Supervisor Les Carr Jr.

Council Members; Mike Record, Jeff Montemorano, Sarah Salerno, Nicole Malbone
Town Clerk; Norma Lancaster, HW Supt. Andy Porter, Deputy Town Clerk; Holley
Congdon-Matias, Assessor; Kayla Sturgill, Zoning Officer; Tom Sawtelle

Attending: Walt Voltra, Loren Martin, Glen Simpson, Ann Fenton

Pledge of Allegiance

The Town Council meeting was called to order by Supervisor Carr at 6:05PM.

At this time bids for cemetery mowing, stone hauling, and sand hauling were opened as
advertised in the Town’s legal paper. The following bids received;

CEMETERY MOWING BIDS

VENDOR

	Block I	Block II	Block III	Block IV
1. Simpson Lawn Care	\$2843	\$2144	\$1424	\$1699
2.				
3.				

ICE CONTROL SAND BIDS

VENDOR

- 1. LR Martin Transport;** Dolomite to Barn 6.49T – Dendis to Barn 4.99T
- 2. David Donk;** Dendis to Galen 7.50T – Smith Gravel 9.00T – Dolomite to Galen 9.00T
(Based on 4.25/gallon)
- 3. Craft Family Farm;** Dendis to Galen 5.05T – Smith Gravel 7.20T – Dolomite to Galen
8.05T
(Based on 4.25/gallon)

STONE HAULING BIDS

VENDOR

1. LR Martin Transport; Seneca Stone, Heidelberg Buter & Oakes Corners, Smith Sand and Gravel to Empire Dr. – 6.49 per ton
2. David Donk; Seneca Stone to Galen – 9.00T
Oaks Corners to Galen – 11.00T (Based on 4.25/gallon)
Heidelberg Butler to Galen – 8.25T
Smith sand & Gravel to Galen – 9.00T
3. Craft Family Farm; Seneca Stone to Empire Dr. & Kelsey Rd. 6.60T – Hanson Oaks Corners to Empire Dr. & Kelsey Rd 7.60T – Hanson Butler to Empie Dr. & Kelsey Rd 7.30T – Smith's to Empire Dr & Kelsey Rd 7.20T (Prices based on \$4.05 per diesel gal.)

(May it be known that “T” stands for Ton.)

Motion by; Record 2nd by; Salerno to close the bid opening and enter bids to the minutes.
Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

Public Comment Period – Walt Voltra handed each board member a letter that he had sent to Tom Sawtelle, Zoning Officer earlier in the day, the letter is complaint regarding his neighbor John Hoover adding another storage trailer to his property, bringing the total to five. He is not happy that the town did not do a moratorium when he asked in June of 2024. Mr. Hoover had given oral notice that he would not be adding anymore when he had 3 storage trailers. Mr. Voltra wanted the board to know of his complaint to the Zoning Officer.

Scheduled Speaker – Town of Galen Assessor; Kayla Sturgill

Kayla presented a power point of the Revaluation process to all which included a large screen for the viewing audience.

Overview;

- Town of Galen Facts
- What does the Assessor do?
- What is a Revaluation?
- Terminology
- Taxes Vs Assessments
- Why should Galen have a revaluation?
- Methodology/Timeline
- Common Myths

After her presentation of the above, she asked the board and audience if there were any questions on the information presented? There were no questions for the Assessor at this time.

Assessment

At this time Kayla gave a verbal report of the current items she is working on.

- Exemptions
- Valuation
- Midtown Lieu Tax information

Motion by; Montemorano 2nd by; Salerno to acknowledge the Assessment report submitted by Kayla Sturgill for the month of February.

Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

Cemetery and Animal Control

Motion by; Record 2nd by; Salerno to accept the mowing bid from Glenn Simpson as listed above for the 2025 mowing season.

Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

Lock Berlin Cemetery meeting is in March 19th at 2:00 in the Galen Board Room as per NYS Cemetery Board recommendation.

An application has been received from Brenda Winter for Deputy Animal Control for all to review.

Motion by; Malbone 2nd by; Salerno to appoint Brenda Winter as the Deputy Animal Control officer at the rate of \$50 per call.

Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

Collateral Security Reports – LNB – February 2025

Motion by; Malbone 2nd by; Record to acknowledge the collateral report.

Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

Correspondence –

Wayne County Treasurer – 4th Quarter Sales Tax Report

Financials -

The annual Account Clerk, Town Clerk, Tax Collection and Justice audit reports have been completed by Allied Financial with copies supplied to all for their review. There were no exceptions noted in any of the audits.

Motion by; Salerno 2nd by; Record to except the four reports as submitted.

Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

Highway and Buildings

HW Superintendent Porter here to present his report as follows;

Town of Galen Highway Report 3-10-2025

- 43 plow trips were made in the month of February
- We have received enough salt throughout the salt shortage to meet our needs
- We have been short a plow driver for the month of February as one of the part time drivers injured himself at his home
- Several truck and road repairs have been made and more will be needed after this persistent winter.
- #8 truck had a front tire blow causing damage to the front right side of the truck. Estimates are being gathered.
- All employees attended our required workplace violence and harassment training webinar that the town and village clerks coordinated for us
- Wayne county Highway Department has issued our annual in-kind balance, we currently owe the county \$9,400 of in-kind services. This is a \$37,045 decrease in our balance from last year.

Motion By; Malbone 2nd by; Salerno to enter the February Highway report to the minutes.
Ayes; Carr Jr., Montemorano, Record, Salerno, Malbone

The two highway incident reports have been submitted as requested.

The Highway Superintendent also submitted his annual "Agreement for the Expenditure of Highway Moneys". The agreement states that he intends to use \$215,000 for general repairs on 75.03 miles of Town Roads. Road construction for 1.1 miles on Old Route 31 for the amount of \$135,000. He will also chip seal 14.18 miles of road for \$310,000 on various roads.

Motion by; Salerno 2nd by; Record to accept the agreement as submitted.
Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

The Highway Superintendent informed the board of his search for a used tractor for under \$50,000. He has submitted three estimates for new tractors;

- Case IH 75A Loader Tractor for \$54,300 plus \$1250 for forks
- New Holland Work Master for \$56,289
- Kioti – Great Lakes Equipment for \$49,995

Motion by; Montemorano 2nd by; Malbone to accept the quote from Great Lakes Equipment for the Kioti Tractor for \$49,995 the lowest submitted quote.
Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

Motion by; Malbone 2nd by; Montemorano to award LR Martin Transport for both sand and stone hauling as he was the lowest bidder as listed above.
Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

Justice

Motion by; Malbone /2nd by; Record to accept the two justice reports submitted by that department for the month of February.

Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

Landfill –

Landfill Meeting Minutes for February 10, 2025

Motion by; Malbone 2nd by; Record to accept the minutes as submitted.

Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

The annual Environmental Monitoring report for 2024 for the Landfill has been received from B & L, and forwarded to Landfill board members.

Review and Adopt Minutes

Galen Board Meeting Minutes – February 10, 2025

Motion by; Salerno / 2nd by; Record to accept the minutes as submitted.

Ayes; Carr Jr., Montemorano, Record, Salerno, Malbone

Other information for this meeting;

The following policy was presented;

**TOWN OF GALEN
EMPLOYEE RELATED FOIL POLICY**

PURPOSE

In accordance with NY Public Officers Law §87(6), the Town Board hereby adopts this policy, which shall govern in instances that a request is received by the Town for Employee disciplinary records. When necessary, this policy may be revised to determine whether changes to it should be made. After such determination, the Town Board may amend this policy for whatever reason.

DEFINITIONS

“Employee” shall mean an individual currently or previously appointed for the employment by the Town Board. This definition shall not include elected officials or Town Officers.

“Employee Disciplinary Records” for the purpose of this policy shall mean any “record created in furtherance of a “disciplinary proceeding,” including, but not limited to, any of the following:

- (a) The complaints, allegations, and charges against an employee;
- (b) The name of the employee complained of or charged;
- (c) The transcript of any disciplinary trial or hearing, including any exhibits introduced at such trial or hearing;
- (d) The disposition of any disciplinary proceeding; and
- (e) The final written opinion or memorandum supporting the disposition and discipline imposed including the agency’s complete factual findings and its analysis of the conduct and appropriate discipline of the covered employee.

"Freedom of Information Law" ("FOIL") shall mean any request for information received pursuant to NY Public Officers Law §84, et seq.

"Response" shall mean the final submission made to the requestor of documents under FOIL. This shall include an initial response to any potential appeal.

APPLICABILITY

In the event the Town receives a request for documents that pertains to an employee, this policy will govern the notification to be sent to said employee regarding the same. In the event that a negotiated procedure exists within a collective bargaining agreement, that procedure will control.

POLICY

Upon the receipt of a request for disciplinary records, the Town will notify the affected employee, in writing, of the request as soon as administratively feasible. In the event that the request is made by the at-issue employee for their own records, notification will not be provided under this policy. As FOIL requires responses to be made within a certain time frame, a response may need to be issued before the employee is notified of the request. If a response has already been issued before the employee is notified of the request, they will be informed of that fact within the notification.

Any notification issued under this policy will be in writing and delivered to the employee either personally or by certified mail. In the event that the employee the request pertains to is no longer employed by the Town, reasonable efforts will be made to notify the former employee in the manner referenced above or through other reasonable means.

FOIL requires the Town to engage in a specific analysis of whether documents are to be released under the obligations contained within the statutory guidelines. Given the statutory mandates imposed on the Town, an employee will not be in a position to object to the release of documents. Although an employee will not be afforded an opportunity to object to the release of documents involving them, all responses to a request will be provided to the employee upon written request. Additionally, the Town will review all documents to determine whether release is required under FOIL, while also considering applicable exemptions to protect personal privacy.

Should there be any questions relating to this policy, please contact the Town Supervisor's Office.

TOWN OF GALEN RESOLUTION No. 4-2025 TO ADOPT A POLICY ON THE RELEASE OF EMPLOYEE-RELATED INFORMATION UNDER FOIL AS AMENDED BY ARTICLE 6 OF THE FREEDOM OF INFORMATION LAW, CHAPTER 302 OF THE LAWS OF 2024

WHEREAS, the State Legislature made certain amendments to Public Officers Law §87 that require the Town to adopt a policy retaining to notification to employees whose disciplinary records are being sought by Freedom of Information Law request, which become effective September 4, 2024; and

WHEREAS, the Town has drafted said policy and now wishes to adopt the same.

NOW, THEREFORE, BE IT RESOLVED, the Town hereby;

1. Adopts the attached Employee-Related FOIL Policy, which is to be included within the Town's employee handbook.

Motion by; Malbone 2nd by; Salerno to adopt Resolution No. 4-2025.

Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

Revenues Received –

Wayne County Treasurer – Feb Snow & Ice - \$92,971.66

Wayne County Treasurer – 4th Quarter sales Tax - \$91,793.26

Windy Hill apts. – 1st Quarter Lieu Tax Payment - \$6,218.63

Motion by; Malbone / 2nd by; Record to enter the revenues to the minutes.

Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

Supervisor

Motion by; Malbone /2nd by; Record to accept the Supervisor's report as submitted for the month of February.

Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

Town Clerk

Motion by; Malbone /2nd by; Record to accept the Town Clerk's regular report and tax collection report as submitted for the month of February.

Ayes; Carr Jr., Montemorano, Record, Salerno, Record

Zoning

No zoning report submitted for the month of February.

Review and Approve Warrants – March 2025

General Warrant: V# 48 – 67 in the amount of \$17,567.01

Highway Warrant: V# 44 - 59 in the amount of \$71,314.80

Landfill Warrant: V# 67 in the amount of \$2,749.34

Motion by; Salerno / 2nd Malbone to approve payment for the (3) warrants

Ayes; Carr Jr., Montemorano, Record, Salerno, Malbone

Motion to Executive session by; Salerno 2nd by; Malbone at 7:05pm to discuss an employee matter.

Motion by; Montemorano 2nd by; Malbone to enter back into regular meeting at 7:30pm.

Motion by; Montemorano 2nd by; Salerno to move two employees, Blake Thoms and Greg Stocks to HEO status as per CSEA contract on this date of March 10, 2025. This is a \$2000 per year Stipend and will be prorated from today.

Ayes; Carr Jr., Montemorano, Record, Salerno, Malbone

Discussion on the bicentennial sign the town was given and its current placement. Councilperson Malbone believes the sign should be moved to a place in the Town where people will actually see it. It is currently located at Lauraville Landing Park near the community garden. No decision was made to move the sign at this time.

Supervisor Carr received a flyer from the Village Mayor announcing the annual Easter egg hunt for children under the age of 12. He also asked if the Town would like to donate something for the event and add Galen as a sponsor. Supervisor Carr stated he would like to buy a bike or two for the event and asked the board to support it.

Motion by; Salerno 2nd by; Record to purchase two bikes for the event.

Ayes; Carr Jr., Montemorano, Record, Salerno, Malbone

With no further business before the board a **Motion** made by Montemorano /2nd by Salerno to adjourn the meeting at 7:45pm

Ayes; Carr Jr., Montemorano, Record, Malbone, Salerno

Respectfully submitted,
Norma Lancaster – Galen Town Clerk