

**Town of Galen
Organizational Meeting &
Town Council Monthly Meeting Minutes
Monday – January 12, 2026 – at 6:00 PM
Clyde Municipal Building Board Room**

Present; Supervisor Les Carr Jr.
Council Members; Mike Record, Sarah Salerno, Nicole Malbone
Absent; Jeff Montemorano
Town Clerk; Norma Lancaster, HW Supt. Andy Porter

Attending:

Pledge of Allegiance

The Organizational & Town Council meeting was called to order by Supervisor Carr at 6:00PM.

2026 Organizational Appointments

Motion to adopt Resolution No. 1 - 2026

The members of the Galen Town Board
Do hereby approve the following appointments of people, places and terms for 2026
Motion by; Salerno /2nd by; Record
Ayes; Carr Jr., Record, Salerno, Malbone
Absent; Montemorano

DEPUTY SUPERVISOR:	Jeff Montemorano
OFFICIAL BANK:	Lyons National Bank/ Savannah Bank, NA
OFFICIAL NEWSPAPER:	Times of Wayne County
SUPERVISOR’S BOOKKEEPER / SECRETARY:	Ashley Fratus
BUDGET OFFICER:	Ashley Fratus
DEPUTY TOWN CLERK:	Holley Congdon-Matias
TOWN ATTORNEY:	Matthew St. Martin (as needed)
TOWN HISTORIAN:	Steven Groat
CODE ENFORCEMENT OFFICER:	Thomas Sawtelle
ZONING OFFICER:	Thomas Sawtelle
DEPUTY HIGHWAY SUPERINTENDENT:	Blake Thoms
REGISTRAR OF VITAL STATISTICS:	Norma Lancaster

ANIMAL CONTROL OFFICER:	Tracy Brown
DEPUTY ANIMAL CONTROL OFFICER	Brenda Winter
HEALTH OFFICER:	Dr. Jamie Syrett
BLENDED HEALTH DISTRICT	Town Board Members
HEALTH DISTRICT SECRETARY:	Ashley Fratus
TAX COLLECTOR:	Norma Lancaster
JUSTICE CLERK:	Helen Wiemer
ASSESSOR:	Vincent Fischer
LANDFILL CLERK:	Norma Lancaster
LANDFILL COORDINATOR:	Graydon Lauster
IT DIRECTOR:	Dan Delisio
EMS ADVISORY BOARD:	Lester Carr Jr.
WAYNE COUNTY FIRE ADVISORY BOARD:	Jim Lee
OFFICIAL OFFICE OF THE TOWN OF GALEN:	6 South Park Street, Clyde, NY
TOWN OF GALEN WILL RECEIVE TAXES AT:	6 South Park Street, Clyde, NY
WAYNE COUNTY PLANNING BOARD:	Joseph Firendino

STANDING COMMITTEES:

The Town Supervisor made the following appointments:

1	ASSESSMENT & INSURANCE:	Malbone / Salerno
2	BUILDINGS & HIGHWAY:	Record / Montemorano
3	CEMETERIES & DOGS:	Record / Malbone
4.	LANDFILL REPRESENTATIVES:	Montemorano / Carr Jr.
5	ZONING & JUDICIAL:	Salerno / Record
6.	FINANCE / AMBULANCE:	Carr Jr. / Montemorano
7.	INDUSTRIAL DEVELOPMENT:	Record / Montemorano

8. **COMMERCIAL DEVELOPMENT:** **Malbone / Salerno**
9. **ALTERNATIVE ENERGY:** **Malbone / Salerno**
10. **HUMAN SERVICES / PERSONNEL:** **Carr Jr. / Malbone**
11. **PUBLIC WORKS / PUBLIC SAFETY:** **Carr Jr. / Porter**
- ACCOUNT AUDITOR:** **Allied Financial Tette, Ingersoll & Co.,
CPAs, PC**
- ERIE CANAL / TRAIL COMMITTEE:** **Tom Sawtelle, Robert Brisky,
Hugh Miner**
- ASSOCIATION OF TOWNS REPRESENTATIVES:** **Lester Carr Jr. / Nicole
Malbone**

REGULAR BOARD MEETING DATE AND TIME DESIGNATION:
2nd Monday of each month at 7:00 p.m.
October – April 6:00pm.

Town of Galen-Zoning Boards **Term Begins** **Term Expires**

PLANNING BOARD: (5 YEAR TERM) (Chairman)	Daniel Thorn	1/1/25	12/31/29
	Joseph Firendino	1/1/26	12/31/30
	Larry Arliss	1/1/24	12/31/28
	Charles Stone	1/1/23	12/31/27
	James Hughes	1/1/22	12/31/26

BOARD OF APPEALS: (5 YEAR TERM) (Chairman)	Randy Delisio	1/1/24	12/31/28
	Traci Carr	1/1/26	12/31/30
	Robert Brisky	1/1/23	12/31/27
	Marie Pellone	1/1/22	12/31/26
	Gary Hubbs	1/1/25	12/31/29

CLERK TO THE BOARD OF APPEALS: Norma Lancaster

GRIEVANCE BOARD: (5 YEAR TERM) Board of Assessment Review	Warren Leisenring	10/1/21	9/30/26
	Daniel Dapolito	10/1/22	9/30/30
	James Kalinski	10/1/24	9/30/29
	Kenneth Anstee Jr.	10/1/23	9/30/28
	Joseph Murray	10/1/22	9/30/27

EMERGENCY MANAGEMENT BOARD: Lester Carr Jr., Andrew Porter, Mike Record
Review Annually Jeff Montemorano, Nicole Malbone, Sarah
Salerno

EMERGENCY MANAGEMENT PLAN:

Review every five (5) years
2024 thru 2028

- Alternate site plan for the Town offices
- Hazardous Materials
- Traffic Control Plan
- Alerts & Communications to Residents

POLICIES ADOPTED:

Data Breach, Cell Phone, Budget Reserve, Fund Balance, Procurement, Procurement Adjustments, Internet, Code of Ethics, Investment, Workplace Violence Prevention, Telephone Usage, Sexual Harassment/Discrimination, Driver Policy, Monthly Reports, Contractor Insurance, & Medical Supply Purchasing, Credit Card, HW Limited Entry Security, & Electronic Funds Transfer

**MASTER PLAN:
GALEN-CLYDE-SAVANNAH**

Comprehensive Joint Master Plan
Adopted on December 14, 2009

JOINT CLYDE/GALEN PLAN

Economic Development Plan
Received May 2018

Policies

Resolution No. 2-2026 The Town of Galen Town Board adopts the following Policies:

- Code of Ethics Policy
- Investment Policy
- Procurement Policy
- Procurement Policy Limit Adjustments (2023)
- Data Breach Policy
- Cell Phone Policy
- Budget Reserve Policy
- Fund Balance Policy
- Internet Policy
- Work Place Violence Policy
- Sexual Discrimination & Sexual Harassment Policy
- Driver Policy
- Monthly Report Policy
- Contractors Insurance Policy
- Medical Supply Purchase Policy
- Credit Card Policy
- Vehicle and Equipment Usage Policy

Highway Garage Limited Entry Security Policy
Electronic Funds Transfer Policy & Procedures

Motion by; Salerno /2nd by; Malbone to adopt the above Policies.
Ayes; Carr Jr., Record, Sarah Salerno, Nicole Malbone
Absent; Montemorano

(All Town of Galen Policies are accessible on the towns' web site)

The above policies hereby adopted on: 1/12/26

Scheduled Speaker – No scheduled speakers

Public Comment Period – No public Comment

Assessment

Motion by; Montemorano / 2nd by; Record to acknowledge the Assessment report submitted for the month of December.
Ayes; Carr Jr., Record, Salerno, Malbone

Cemetery and Animal Control

RESOLUTION NO. 3-2026

AUTHORIZING THE PLACEMENT OF A GRAVE MARKER ON THE GRAVESITE OF VETERAN William Barney**

WHEREAS, the Town of Galen recognizes and affirms the importance of honoring the service, sacrifice, and legacy of United States military veterans; and

WHEREAS, Veteran **William Barney**, a patriot of the American Revolutionary War, is interred at **Daboll Farm Cemetery**, located within the Town of Galen; and

WHEREAS, the **Col William Prescott Chapter of the Daughters of the American Revolution**, a reputable and historic patriotic organization, has requested permission to place a **grave marker** at the gravesite of said veteran; and

WHEREAS, the Town Board has reviewed the request and finds that the placement of such marker is appropriate, respectful, historically significant, and consistent with the Town's dedication to honoring veterans and preserving their memory; and

WHEREAS, the Town Board further finds that installation of the marker will not interfere with cemetery maintenance, public access, or the integrity of the gravesite.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the **Town of Galen** hereby grants permission to the **Col William Prescott Chapter of the Daughters of the American Revolution** to place and maintain a **grave marker** at the gravesite of Veteran **William Barney**, located in **Daboll Farm Cemetery**.

BE IT FURTHER RESOLVED that:

1. All work shall be performed in a manner respectful to the gravesite and surrounding plots;

2. The organization shall coordinate all placement activities with the **Town of Galen** or the appropriate cemetery authority;
3. The organization shall be responsible for maintenance or replacement of the marker should it become damaged; and
4. The Town reserves the right to require removal or modification of the marker if necessary for cemetery management or safety, with reasonable notice provided.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Adopted this 12th day of January, 2026.

By the Town Board of the Town of Galen

Motion by; Mike Record 2nd by; Nicole Malbone to adopt Resolution No. 3-2026

Ayes; Lester Carr Jr., Nicole Malbone, Sarah Salerno, Mike Record

Absent; Jeff Montemorano

Collateral Security Reports – LNB – December 2025

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

Ayes; Carr Jr., Record, Salerno, Malbone

Correspondence –

Ag & Markets Shelter Inspection – December 2025

Motion by; Salerno 2nd by; Record to enter the correspondence received to the minutes.

Ayes; Carr Jr., Record, Salerno, Malbone

Financials -

No financial reports submitted.

Highway and Buildings

HW Superintendent Porter here to present his report as follows;

Town of Galen Highway Report 1-12-2026

- 36 plow/ sand trips were made in the month of December
- Season total of plow trips is at 44.5 trips as of 12-31-25. Last year we were at 27 trips for the season as of 12-31-24. A 66.5% increase for the season.
- River rd. culvert pipe has been replaced by the WCHD using in-kind services. Some cleanup work is left to be done by us when weather permits.
- We have been busy maintaining and repairing plow equipment as needed between plow runs.
- Blake Thoms and myself have been seeking better ways to schedule and record repairs and maintenance to equipment and are currently exploring a service provided at no charge by NYMIR in anticipation of it helping us better maintaining our equipment.
- Some brush mowing continues as weather / time allows
- Met with WCHD in regards to them removing several trees throughout the town in the upcoming couple of months.

- The guard rail on Schwab Road was destroyed during a traffic incident on 12-26, I have been in contact with WCHD about replacing the rail and attempted several times to gather information from the NY troopers to have the drivers insurance cover the expense.

Motion By; Record /2nd by; Salerno to enter the December Highway report to the minutes.

Ayes; Carr Jr., Record, Salerno, Malbone

The HW Superintendent has submitted the 2026 Snow and Ice contract to the board for their approval. The new amount per run is \$1996.63.

Motion by; Malbone/2nd by; Salerno to approve the \$1996.63 per run for the 2026 year.

Ayes; Carr Jr., Record, Sarah Salerno, Nicole Malbone

Discussion on upcoming closure and or weight limits on the Route 414 Bridge. They will be posting a weight limit soon. The town's loaded trucks will be overweight if filled with sand and salt. It is not known at this time how this will be handled. It will be a big concern if they lower the weight limit on the bridge to traffic. More information to follow.

Justice

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

Ayes; Carr Jr., Record, Salerno, Malbone

It was announced that the court security guard has stated that he will no longer be active in this position. Supervisor Carr spoke to the Village of Clyde Officer in Charge about one of the police officers working that position two times per month. The village has agreed to help out for now.

Landfill –

The next meeting is scheduled for January 26th, 2026 in the Lyons board room.

Review and Adopt Minutes

Galen Board Meeting Minutes – December 29, 2025

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

Ayes; Carr Jr., Record, Salerno, Malbone

Other information for this meeting;

Revenues Received –

EDF – Donation to purchase AED machine - \$2500

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

Ayes; Carr Jr., Record, Salerno, Malbone

The clerk stated she has ordered an AED machine as specified in a previous resolution with EDF.

Supervisor

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

Ayes; Carr Jr., Record, Salerno, Malbone

Announced that a couple of emails have been received from Senator Helming regarding upcoming grant opportunities. Supervisor Carr will ask questions regarding the grants.

The Supervisor is hoping to attend an annual conference in March, he attended this one last year and is hoping to attend again.

Motion by; Record 2nd by; Salerno allowing Supervisor Carr to attend the conference in March.

Ayes; Carr Jr., Record, Salerno, Malbone

Town Clerk

Motion by; Record /2nd by; Malbone to accept the Town Clerk's report as submitted for the month of December and the 2025 annual report.

Ayes; Carr Jr., Record, Salerno, Malbone

Zoning

Motion by; Record /2nd by; Salerno to accept the Zoning report as submitted for the month of December.

Ayes; Carr Jr., Record, Salerno, Malbone

Review and Approve Warrants – January 2026

General Warrant: V# 1 – 17 in the amount of \$30,810.89

Highway Warrant: V# 1 - 17 in the amount of \$18,537.8736,757.84

Landfill Warrant: V# 17 in the amount of \$852.46

Fire Warrant: V# 18 in the amount of \$310,000

Motion by; Malbone / 2nd Salerno to approve payment for the (4) warrants

Ayes; Carr Jr., Record, Salerno, Malbone

With no further business before the board a **Motion** made by Salerno /2nd by Record to adjourn the meeting at 6:47pm

Ayes; Carr Jr., Record, Salerno, Malbone

Respectfully submitted,

Norma Lancaster – Galen Town Clerk