

**Town of Galen
Organizational Meeting &
Town Council Monthly Meeting Minutes
Monday – January 13, 2025 – at 6:00 PM
Clyde Municipal Building Board Room**

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

Attending: Steven Montemorano

Pledge of Allegiance

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

2025 Organizational Appointments

Motion to adopt Resolution No. 1 - 2025

The members of the Galen Town Board
Do hereby approve the following appointments of people, places and terms for 2025
Motion by; Record /2nd by; Montemorano
Ayes; Carr Jr., Record, 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

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:	Kayla Sturgill
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 / Carr Jr.
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	1/1/21	12/31/25
	Larry Arliss	1/1/24	12/31/28
	Charles Stone	1/1/23	12/31/27
	James Hughes	1/1/22	12/31/26
ALTERNATES (2 Year Term)	Vacant	1/1/23	12/31/25
	Dan Delisio	1/1/24	12/31/26
BOARD OF APPEALS: (5 YEAR TERM) (Chairman)	Randy Delisio	1/1/24	12/31/28
	Robin Bogart	1/1/21	12/31/25
	Robert Brisky	1/1/23	12/31/27
	Marie Pellone	1/1/22	12/31/26
	Gary Hubbs	1/1/25	12/31/29
ALTERNATES (2 Year Term)	Vacant	1/1/23	12/31/25
	Traci Carr	1/1/24	12/31/26
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	10/1/20	9/30/25
	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:

Review Annually

Lester Carr Jr., Andrew Porter, Mike Record
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. 2-2025 The Town of Galen Town Board adopts the following Policies:

Code of Ethics Policy
Investment Policy
Procurement Policy
Procurement Policy Limit Adjustments (2023)
Data Breech 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; Montemorano /2nd by; Record to adopt the above Policies.
Ayes; Carr Jr., Montemorano, Record

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

The above policies hereby adopted on: 1/13/25

Attending: Steven Montemorano

Pledge of Allegiance

Town Council meeting was called to order by Supervisor Carr Jr. at 6:03PM.

Scheduled Speaker – No scheduled speakers

Public Comment Period – No public Comment

Assessment

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

An email has been received by Jr. Leisenring regarding the pay for the grievance board members. He is asking for \$300 per person for the one day of four hours. The current pay is \$150 which was raised from \$100 in the current budget. The board will discuss this next budget season.

Cemetery and Animal Control

There will no longer be an animal control monthly report submitted. The new animal control officer (Tracy Brown) will submit a monthly voucher with her activity and will be paid \$50 per call through the monthly warrant.

The clerk gave an update on the Lock Berlin Cemetery, she was able to contact the regional office in Buffalo as there has been no response from them regarding the abandonment of this cemetery. It was recommended to hold a public meeting asking for potential trustees to step forward as to not have an abandoned cemetery that the town has to take care of. The verbiage for the sign and the public ad for the newspaper will be sent from the state advertising for the advertising of this meeting.

Motion by; Montemorano /2nd by; Record to move forward with the recommendation from the NYS Cemetery Association, placing an ad and signage at the cemetery for a public meeting requesting trustees to step forward. The cost of the ad and the sign will be paid through the cemetery association funds that the Lock Berlin Cemetery holds.

Ayes; Carr Jr., Montemorano, Record

Collateral Security Reports – LNB – December 2025

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

Ayes; Carr Jr., Montemorano, Record

Correspondence –

There was no correspondence received since the end of the year meeting on December 30th.

Financials -

No financial reports submitted.

Highway and Buildings

HW Superintendent Porter here to present his report as follows;

Town of Galen Highway Report 1-13-2025

- 26 plow trips were made in the month of December
- Making small repairs to equipment as needed
- Ian Phillips has been hired as a part time plow driver
- Received quotes from International, Mack and Western Star on 10-wheeler plow trucks in anticipation of ordering 1 for 2027 delivery. In my opinion the Mack quote is in the best interest for the town to purchase.
- Several culvert pipes have been purchased to replace rotted pipes next season
- We have purchased a used wing to have as a spare for \$600 which is a great value
- Truck #2 had suspension problems and has since been repaired and is back in service
- Concrete barriers have been purchased to go around the sand and stone piles at the town barns. This should better utilize the space we have to store material. More may be needed in the future

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

Ayes; Carr Jr., Montemorano, Record

The Highway Superintendent submitted 3 bids for a 10-Wheeler, Mac, International and Western Star. Discussion ensued as to what truck may be better and when the truck will be purchased, delivered and when it will be paid for. It was discussed that the Mack may be the best buy mostly because of the \$3500 rebate on the price for paying for the chassis once it is complete. This should be around the end of 2026.

Motion by; Montemorano /2nd by; Record to move to purchase the Mack truck and sign the letter of intent.

Ayes; Carr Jr., Montemorano, Record

HW Superintendent Porter is asking if the board could possibly find a hydrant in the village that they could use to flush a truck box when needed. The HW department had to take a truck to Savannah Fire Department to flush a box as the spreader was not working. This does make a mess if there is a lot in the box. This isn't something that happens all the time, but can be set up through the Village Public Works Department.

Discussion on the ownership of Lakes Corners Road between Old Route 31 and Route 31. The County believes the Town owns it but the HW Superintendent does not have this portion in the Towns inventory and contacted the NYS DOT for verification. The HW Superintendent is waiting for verification from Wayne County on ownership. The Town maintains the road but is not reimbursed for this portion when plowing or any road work they have done.

The HW Superintendent stated a gate had been hit on Lock Road, that is town property but the gate was put up by the NYS Canal System. He has contacted the NYS Canal System about the gate, they told him that they will fix the gate in the Spring.

The HW Superintendent has submitted the 2025 Snow and Ice contract to the board for their approval. The new amount per run is \$1876.32.

Motion by; Montemorano/2nd by; Record to approve the \$1876.32 per run for the 2025 year.
Ayes; Carr Jr., Montemorano, Record

Justice

Motion by; Record /2nd by; Montemorano to accept the two justice reports submitted by that department for the month of December.
Ayes; Carr Jr., Montemorano, Record

Landfill –

Nothing to report at this meeting. The next meeting is scheduled for February 10th, 2025 in the Galen board room.

Review and Adopt Minutes

Galen Board Meeting Minutes – December 30, 2024

Motion by; Montemorano / 2nd by: Record to accept the minutes as submitted.
Ayes; Carr Jr., Montemorano, Record

Other information for this meeting;

The Supervisor announced that he is on Public Safety and Public Works committees at the county.

Revenues Received –

Highland Partners (Windy Hill) 4thQuarter Lieu Tax – \$5,114.00

Wayne County Treasurer – Mortgage Tax - \$21,069.17

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

Ayes; Carr Jr., Montemorano, Record

Supervisor

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

Ayes; Carr Jr., Montemorano, Record

Town Clerk

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

Ayes; Carr Jr., Montemorano, Record

Zoning

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

Ayes; Carr Jr., Montemorano, Record

Review and Approve Warrants – January 2025

General Warrant: V# 1 – 19 in the amount of \$292,333.75

Highway Warrant: V# 1 - 17 in the amount of \$18,537.87

Landfill Warrant: V# in the amount of \$0.00

Motion by; Record / 2nd Montemorano to approve payment for the (2) warrants

Ayes; Carr Jr., Montemorano, Record

With no further business before the board a **Motion** made by Montemorano /2nd by Record to adjourn the meeting at 7:30pm

Ayes; Carr Jr., Montemorano, Record

Respectfully submitted,

Norma Lancaster – Galen Town Clerk