

Town of Galen

Organizational Meeting &

Town Council Monthly Meeting Minutes

Monday – January 8, 2024 – at 7:00 PM

Clyde Municipal Building Board Room

Present; Supervisor Les Carr Jr.

Council Members; Mike Record, Sarah Salerno, Nicole Malbone, Jeff Montemorano

Town Clerk; Norma Lancaster, HW Supt. Andy Porter

Attending: Brian Howell, Steve Groat

Pledge of Allegiance

The Organizational & Town Council meeting was called to order by Supervisor Carr Jr. at 7:00PM.

2024 Organizational Appointments

Motion to adopt Resolution No. 1 - 2024

The members of the Galen Town Board

Do hereby approve the following appointments of people, places and terms for 2024

Motion by; Malbone /2nd by; Salerno

Ayes; Carr Jr., Malbone, Salerno, 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:

Alexis

Lee

TOWN ATTORNEY:
needed)

Matthew St. Martin (as

TOWN HISTORIAN:

Steven Groat

CODE ENFORCEMENT OFFICER:

Thomas Sawtelle

ZONING OFFICER:

Thomas Sawtelle

DEPUTY HIGHWAY SUPERINTENDENT:

Chris Hubbs

REGISTRAR OF VITAL STATISTICS:

Norma Lancaster

ANIMAL CONTROL OFFICER: **Brian Williams**

DEPUTY ANIMAL CONTROL OFFICER **Tracy Brown**

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**

AMBULANCE SERVICE SECRETARY: **Diane Gary**

AMBULANCE ADMINISTRATOR: Lester Carr Jr.

AMBULANCE MEDICAL DIRECTOR: Dr. Jamie Syrett

EMS ADVISORY BOARD: Lester Carr Jr.

WAYNE COUNTY FIRE ADVISORY BOARD: Joseph Tavano Jr.

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**

Traci Carr 1/1/24 12/31/26

CLERK TO THE BOARD OF APPEALS: Norma Lancaster

GRIEVANCE BOARD: (5 YEAR TERM)	Warren Leisenring	10/1/21	9/30/26
Board of Assessment Review	Daniel Dapolito	10/1/20	9/30/25
	James Kalinski	10/1/19	9/30/24
	Kenneth Anstee Jr.	10/1/23	9/30/28
	Joseph Murray	10/1/22	9/30/27

MANAGEMENT BOARD: Lester Carr Jr., Andrew Porter, Mike Record **EMERGENCY**

Review Annually Sarah Jeff Montemorano, Nicole Malbone, 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:

Procurement Ethics, Data Breach, Cell Phone, Budget Reserve, Fund Balance, Procurement, Adjustments, Internet, Code of Investment, Workplace

Violence
Usage,

Prevention, Telephone

Sexual Harassment/Discrimination,

Driver Policy, Monthly Reports,

Supply
Limited
Funds

Contractor Insurance, & Medical
Purchasing, Credit Card, HW
Entry Security, & Electronic
Transfer

MASTER PLAN:
Plan

Comprehensive Joint Master

GALEN-CLYDE-SAVANNAH
2009

Adopted on December 14,

JOINT CLYDE/GALEN PLAN
Plan

Economic Development

Received May 2018

Policies

Resolution No. 2-2024 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

Short discussion on the “Ban on weapons in the workplace”. NYMIR’s recommendation of this policy was rescinded in 2018, the Galen Board did not act on it at the time, but is reviewed at this meeting.

Motion by; Montemorano /2nd by; Salerno to rescind the ”Ban on weapons in the workplace” policy.

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

Motion by; Malbone /2nd by; Salerno to adopt the above Policies.

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

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

The above policies hereby adopted on: 1/8/24

Correspondence –

DD2 – Quote for Upgrade of Computers

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

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

Scheduled Speaker – No scheduled Speakers

Comment Period – No public comment

At this time Outgoing Supervisor Groat was asked to come forward for the presentation of a plaque for his service to the Town of Galen for 16 years. Pictures were taken at this time.

Review and Adopt Minutes

End of Year Meeting Minutes – December 28, 2023 – (Emailed 12/30/23)

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

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

Galen Lyons Landfill Committee Mtg. Minutes – Dec. 28, 2023

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

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

Committee Reports

Insurance and Assessment

No reports submitted for this meeting

Highway and Buildings

HW Superintendent Porter here to present his report as follows;

- Working on trucks, removing rust and painting
- Windshield on one truck replaced
- #1 Truck sent to Viking for 2 weeks for repairs
- Spring for one plow installed, possibly more plows as time allows
- Meeting with Suitcoat and Midland for pricing for upcoming projects, leaning toward Suitcoat as have the ability to insure the correct application as per Galen specifications.
- Would like to add a loft to the lower barn for small equipment storage and to be able to store everything inside. Suggested talking to Zoning Dept. for correct specifications.

It is desirous of the HW Superintendent to have access to the Town's Amazon account for small purchases needed quickly and economically.

Motion by; Malbone /2nd by; Salerno to approve the HW Superintendent to utilize the Amazon account with a spending limit of \$1000.00.

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

Motion by; Montemorano / 2nd by; Record for the Clerk to advertise legal notices for bidding contracts for the Stone Hauling bids, to be opened at the March meeting. Bid specifications and delivery locations to be discussed with the HW Superintendent before being sent or handed out.

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

Motion by; Salerno / 2nd by; Malbone for the Clerk to advertise legal notices for bidding contracts for the Sand Hauling bids, to be opened at the March meeting. Bid specifications and to be discussed with the HW Superintendent before being sent or handed out.

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

Cemetery and Dogs

Motion by; Salerno / 2nd by; Montemorano for the Clerk to advertise legal notices for bidding contracts for the Cemetery Mowing, bids to be opened at the March meeting.

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

Motion by; Malbone / 2nd by; Salerno to acknowledge the animal control report for December as submitted by Brian Williams.

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

Landfill – The annual report for the Landfill was reviewed by all.

GALEN LYONS LANDFILL 2023

CHECKING A/C #1007XXXX - Lyons National Bank

January 1st, 2023 Beginning BALANCE \$505.26

2023 - DEPOSITS: TOWN OF GALEN and TOWN OF LYONS (combined total)

JANUARY		\$265.20	FEBRUARY
	\$10,287.68		
MARCH		\$11,900.58	
APRIL		\$7,245.85	
MAY		\$8,207.70	
JUNE		\$1,873.62	
JULY		\$4,951.25	
AUGUST		\$16,398.00	
SEPTEMBER		\$2,597.75	
OCTOBER		\$2,885.00	
NOVEMBER		\$815.00	
DECEMBER		\$35.05	
		<u>Total Credit</u>	<u>\$67,462.68</u>

Expenses Paid out in 2023:

NYSEG		\$1,639.57	
Larsen Engineers		\$2,000.00	
H. Albrecht Jr.		\$19,233.75	
Testing Laboratory		\$-0-	
Village of Newark		\$15,980.00	(disposal rate
	increased to \$0.0250 / per gal in 2023)		

Miscellaneous \$5,138.28

N. Kanaley /Postage/Supplies (\$130.53) Crosby Brownlie,Inc.(Repair) (\$1,100.00)

NYSDEC Permit (\$110.00) Graydon Lauster Addit Services (\$800.00)

Dryden Mutual Ins. (\$2,597.75) Allied CPA -2021&2022 Reports (\$400.00)

New Equipment: \$23,471.08

Koester (New Pump) (\$7,498.08) Hamel Powerflow (New Panel Box) (\$15,973.00)

Total Debits \$67,462.68

12/31/2023 - ENDING BALANCE \$505.26

Annual Cost (based on cost of \$67,462.68)

T/Galen - \$29,683.58 T/Lyons - \$37,779.10

G/ L Landfill Svg A/C @ 0.03% Balance 9/30/2023: \$351.68 + Dec. Q Int \$ _____

\$5000.00 Savings transfer to CDA 9/29/2023 @ 4.0% (90 day rate)+ Int. \$ _____

(Noreen Kanaley – Galen Lyons Landfill Clerk)

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

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

Zoning, Judicial and Erie Canal Trail

Motion by; Salerno / 2nd by; Record to acknowledge the Zoning report and the Justice reports for December 2023.

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

Finance and Ambulance

The clerk has asked for approval of the submission of a letter to the Lyons National Bank asking for the change of check signers to the Town of Galen accounts based on the change of positions.

The Supervisor and the Deputy Supervisor will be placed on the accounts and able to sign checks.

Motion by; Salerno /2nd by; Montemorano to authorized the request to change the check signers for the Town of Galen bank accounts.

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

Discussion on the quote received from DD2 Consulting on the purchase of four computer stations for the main office. The funds to come from the ARPA account. The quote is for \$3836.12.

This quote is under the procurement policy requirements.

Motion by; Malbone /2nd by; Salerno to accept the bid for four Dell workstations.

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

Industrial Development – Nothing to report at this meeting

Commercial Developments – Nothing to report at this meeting

Alternative Energy Options – Nothing to report at this meeting

Human Services / Personnel – Nothing to report at this meeting

Public Work / Public Safety – Nothing to report at this meeting

Other Business –

At this time it was suggested to move the Galen Town monthly meetings to 6:00pm for the remainder of the winter.

Motion by; Montemorano /2nd by Salerno to move monthly meetings to 6:00 pm instead of 7:00pm for the months of February through April. The clerk will advertise for this change.

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

Supervisor Carr Jr. stated he has been put on Public Safety and Public Works Committees at the county.

Department Reports – December 2023

Town Clerk Report – Monthly & Annual - motion by; Record / 2nd Malbone to accept as submitted

Supervisor's Report- Monthly - motion by Malbone / 2nd Record to accept the board's audit of the Supervisors financial report for the month of December.

Collateral Security Reports – LNB – N/A

Ayes; Carr Jr., Salerno, Malbone, Montemorano, Record to the 2 previous motions

Review and Approve Warrants – January 2024

General Warrant: V# 1 - 20 in the amount of \$23,366.99

Highway Warrant: V# 1 - 13 in the amount of \$9,734.97

Landfill Warrant: V# 18 & 20 in the amount of \$5,276.29

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

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

Revenues Received –

NYS Comptroller – Sales Tax Refund from Server purchase - \$435.63

Motion by; Salerno /2nd by; Montemorano to entered revenues received into the minutes.

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

With no further business before the board a Motion made by Montemorano /2nd by Malbone to adjourn the meeting at 7:35pm

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

Respectfully submitted,

Norma Lancaster – Galen Town Clerk