

**TOWN OF BALDWIN**  
**JANUARY 13, 2021**  
**2021 ORGANIZATIONAL MEETING**  
**6:00 P.M.**

This 2021 Organizational Meeting of the Town of Baldwin was called to order by Supervisor Purvis.

Present: Supervisor Purvis, Councilwoman Purvis, Councilman Steiner and Councilman Sherwood. Councilman Conklin was absent.

Also present were: Paul Tillotson, Faith Marmor, Robert Rosekrans and Jeremy Hourihan, Esq.

**Resolution No. 1-2021 Rules of Procedure**

1. **Meetings** – To be held on the second Wednesday of the month at 6:00 p.m. at the Town Hall, except October and November which will be held on the first Wednesday of the month. Other meetings held as needed or otherwise advertised. Town Board monthly meetings will take place at the Baldwin Volunteer Fire Department until COVID-19 social distancing restrictions are lifted.
2. **Agenda Items** – Any items needed to be included on the monthly agenda shall be provided to the Supervisor one week in advance of scheduled meeting. Emergency items may be added at the start of each meeting at the discretion of Town Board Members.
3. **Vouchers** – All vouchers being submitted for approval must be received by the Town Clerk no later than Tuesday the day before the meeting in order to be included on that meeting's abstract.
4. **Official Paper** – Star Gazette.
5. **Bank and Investment Policy** – Chemung Canal Bank and Supervisor may invest for maximum interest as allowed by Law.
6. **Blanket Bond, Liability, Multi-Peril and Public Official Liability** – Sprague Insurance, The Keller Group, Inc., Freeway Ins. Services of NY, Inc., Corning, New York.

*A Motion was made to accept **Resolution No. 1-2021** by Councilman Steiner, seconded by Councilman Sherwood, All Ayes.*

**Resolution No. 2-2021 Appointments and Payment Schedules for 2021**

1. **New York State Building Code, Fire Protection and Zoning Officer** – Martin Jerzak, \$3,030.00 per year, paid monthly. May voucher for mileage. The Code Enforcement Officer

shall submit monthly reports for each monthly Town Board Meeting, containing the following information: Number of Complaints, Type/Nature of Complaint, Address of Complainant, and Action(s) Taken.

2. **Deputy Supervisor** – Paul Steiner, no extra pay.
3. **Bookkeeper** – Barb Harding, \$5,000.00 per year, paid monthly.
4. **Accountant** – Barb Harding, \$15.00 per hour, paid by voucher.
5. **Town Hall Cleaning** – Paul Tillotson, \$50.00 per cleaning, paid by voucher. Cleaning to be done during non-town work hours and done just before Court nights and Town Meetings. Windows in front of the Town Hall are to be cleaned once a month.
6. **Highway Superintendent** – Paid \$50,911.00 per year/biweekly, with Medical and Dental/Vision Insurance and 10% of the annual premium for health benefits to be paid through biweekly payroll deduction.
7. **Historian** – Mary Courtright.
8. **Standing Committees of the Town Board** – No extra pay, Supervisor serves as *ad hoc* member of all committees and Chairperson may request assistance from other Town Board Members to sit on committees.
9. **Zoning Board of Appeals** – No vacancies at this time.
10. **Planning Board** - Ashur Terwilliger as Planning Board Chair from 01/01/2021 through 12/31/2024, Eric Rosekrans and Robert Benjamin as Planning Board Members from 01/01/2021 through 12/31/2024.
11. **Board of Assessment Review** – Kimberly Elliott and Sherrill Collins as Board of Assessment Review Members from 10/01/2020 through 09/30/2025.
12. **Dog Control Officer** – City of Elmira, \$2,650.00 annually, payable in monthly installments of \$220.83.

*A Motion was made to accept **Resolution 2-2021** by Councilwoman Purvis, seconded by Councilman Steiner, Councilman Sherwood Nay specifically pertaining to New York State Building Code, Fire Protection and Zoning Officer and address of complainant being on reports, Supervisor Purvis Aye.*

#### **Resolution No. 3-2021 Salaries and Payment Schedules of Elected Officials**

1. **Supervisor** – Russell Purvis, \$3,535.00 per year, to be paid monthly.

2. **Town Clerk** – Faith Marmor, \$10,000.00 per year, to be paid biweekly. May voucher for mileage.
3. **Town Justice** – Joseph Spencer, \$4,100.00 per year, to be paid monthly.
4. **Board Members/Council** – Paul Steiner, Adam Sherwood, Zackary Conklin, and Nancy Purvis, \$826.00 per year, paid monthly.
5. **Tax Collector** – Chemung County Treasurer’s Office, Jennifer Furman, \$3,500.00 per year, to be paid monthly.
6. **Deputy Tax Collector** - Katlyn Colombani-Ruiz at no pay.

*A Motion was made to accept **Resolution 3-2021** by Councilman Sherwood, seconded by Councilwoman Purvis, All Ayes.*

**Resolution No. 4-2021 Employees and Rates of Pay**

1. **Election Inspectors** – Paid by Chemung County Board of Elections and billed to the Town of Baldwin.
2. **Budget Officer** – Barb Harding, \$1,000.00 per year, paid monthly.
3. **Town Attorney** – Jeremy Hourihan, \$2,500.00 retainer fee that will be billed against at an hourly rate of \$175.00 per hour, paid by voucher, and any remaining amount of the initial \$2,500.00 retainer will roll over to the next year’s retainer fee. It is recommended that the Association of Towns lawyer be called at (518) 465-7933 with any questions before the Town Attorney is called.
4. **Board of Assessment Review** – Members paid minimum wage for training and Grievance Day.

*A Motion was made to accept **Resolution No. 4-2021** by Councilwoman Purvis, seconded by Councilman Sherwood, All Ayes.*

**Resolution No. 5-2021 Disabled Persons Permit Agent**

As per New York State Vehicle and Traffic Law, the Town appoints Faith Marmor, Town Clerk, as Agent to issue permits to disabled individuals.

*A Motion was made to accept **Resolution No. 5-2021** by Councilman Sherwood, seconded by Councilwoman Purvis, All Ayes.*

### **Resolution No. 6-2021 Reimbursement Policies**

Town Officials may attend workshops and training sessions at the Town's expense and must have prior Board approval to benefit their jobs as long as money is available in the budget.

Reimbursement for mileage to be \$.56 cents per mile for all Town Officials on Town business.

*A Motion was made to accept **Resolution 6-2021** by Councilman Sherwood, seconded by Councilman Steiner, All Ayes.*

### **Resolution No. 7-2021 Senior Citizen Tax Exemption**

Resolve that senior citizens of the Town of Baldwin (over 65 years old) be granted partial Town Property Tax Exemption of 50% if income is \$10,000.00 or less.

*A Motion was made to accept **Resolution No. 7-2021** by Councilman Sherwood, seconded by Councilman Steiner, All Ayes.*

### **Resolution No. 8-2021 Procurement Policy and Rules of Ethics**

Whereas the Procurement Policy of 1992 has been reviewed, be it resolved the competitive bidding for all contracts over \$20,000.00 for Public Works and \$10,000.00 for Purchase Contracts and supplies as said policy.

Furthermore, the Highway Superintendent is authorized to spend up to \$1,000.00 per single purchase without prior approval as long as money is available in the budget and purchase is within the Procurement Policy provisions.

Furthermore, let it be resolved that all Officials and employees of the Town are aware of and have reviewed the Code of Ethics, adopted in 1970.

*A Motion was made to accept **Resolution No. 8-2021** by Councilman Sherwood, seconded by Councilman Steiner, All Ayes.*

### **Resolution No. 9-2021 Jury Pay**

Be it hereby resolved that Jury Pay will be \$50.00 per day if called and \$60.00 per day if served.

Town Clerk may have \$50.00 Petty Cash for making change.

Tax Collector may have \$50.00 Petty Cash for making change.

*A Motion was made to accept **Resolution No. 9-2021** by Councilman Sherwood, seconded by Councilman Steiner, All Ayes.*

### **Resolution No. 10-2021 Highway Pay and Benefits**

Scott Burlew's per hour rate is \$19.75 plus \$.50 per hour rate for Deputy Highway Superintendent, paid biweekly, with Health and Dental/Vision Insurance and 10% of the annual premium for health benefits to be paid through biweekly payroll deduction.

Gerald Smith's per hour rate is \$19.75, paid biweekly, with Health and Dental/Vision Insurance and 10% of the annual premium for health benefits to be paid through biweekly payroll deduction.

*A Motion was made to accept **Resolution No. 10-2021** by Councilman Steiner, seconded by Councilwoman Purvis, Councilman Sherwood Nay, Supervisor Purvis Aye.*

### **Resolution No. 11-2021 Dog License Fees**

\$7.00 will be the Annual License Fee for an altered dog.

\$14.00 will be the Annual License Fee for an unaltered dog.

\$35.00 will be the annual charge for Pure Breed License, plus \$5.00 per dog fee.

*A Motion was made to accept **Resolution No. 11-2021** by Councilman Sherwood, seconded by Councilwoman Purvis, All Ayes.*

### **Resolution No. 12-2021 Town Clerk Copy Fees**

\$.50 cents will be the charge per photo copy.

\$10.00 will be the charge per Certified Copy of a Marriage Certificate.

*A Motion was made to accept **Resolution No. 12-2021** by Councilman Steiner, seconded by Councilman Sherwood, All Ayes.*

### **Resolution No. 13-2021 Standing Committees**

1. **Highway Committee** – Report to Town Board on and oversee such issues as long range planning issues, priority settings for snow removal, CDL, drug and alcohol testing program, annual budgeting, equipment needs, maintenance and purchasing, creation of Personnel Policy Guide, taxpayer complaints, emergency contact person, and to coordinate with Road Superintendent.

2021 Appointee: Nancy Purvis

*A Motion was made to accept **Resolution No. 13-2021(1)** by Councilman Sherwood, seconded by Councilman Steiner, All Ayes.*

2. **Public Welfare and Safety Committee** – Coordinate activities with Youth and Senior Citizen's Programs, oversee Parks Program and Maintenance. Compile Reimbursement Reports with County and State Agencies. Develop communications with Town of Baldwin's Fire Department and elected Fire Commissioners and their efforts in the Town of Baldwin's Fire District.

2021 Appointees: Paul Steiner  
Zackary Conklin

*A Motion was made to accept **Resolution No. 13-2021(2)** by Councilman Sherwood, seconded by Councilwoman Purvis, All Ayes.*

3. **Banner Program Committee** – Present monthly reports on the Banner Program developments.

2021 Appointee: Nancy Purvis

*A Motion was made to accept **Resolution No. 13-2021(3)** by Councilman Steiner, seconded by Councilman Sherwood, All Ayes.*

4. **Internet Progress Committee** - To report on the progress of and information of the network being installed locally.

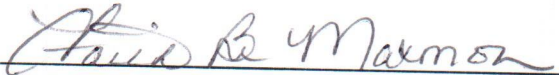
2021 Appointee: Adam Sherwood

*A Motion was made to accept **Resolution No. 13-2021(4)** by Councilman Steiner, seconded by Councilwoman Purvis, All Ayes.*

#### **ADJOURNMENT**

A Motion was made to adjourn the Organizational Meeting for 2021 by Councilman Sherwood, seconded by Councilwoman Purvis, All Ayes.

Respectfully Submitted,



Faith B. Marmor, Town Clerk