

**MINUTES OF THE ANNUAL ORGANIZATION MEETING FOR THE TOWN OF THURSTON
HELD JANUARY 01, 2016 at 10:00 am.**

Present: Town Supervisor: Wendy Lozo
Town Council: Paul Peck, Steven Frederick, Sam Gauss
Town Highway Superintendent: Richard Gauss, Jr.
Absent: Town Council: Gary Lewis

Visitors: Valerie Peck, Tom Lozo

Motion was made by Sam Gauss seconded by Steven Frederick that the following resolutions be adopted, effective immediately:

- **Resolution** imposing a bad check fee of \$25.00, plus any additional bank fees on each check tendered for payment and returned for insufficient funds for any Town Official who receives Town money (Town Justice, Town Supervisor, Town Clerk, Tax Collector);
- **Resolution** that all vouchers for service must be signed and paid within sixty days from the date of submission for payment after Town Board meetings;
- **Resolution** setting the bond amount for town affected town employees as follows: Tax Collector, Sandra Nowicki \$300,000.00, Town Supervisor, Wendy Lozo, \$300,000.00, and Deputy Town Supervisor Randy Akins, Jr. \$300,000.00.
- **Resolution** directing Town Clerk and Town Tax Collector to present an annual detailed reporting of monies collected and disbursed no later than January 20, 2016 and directing Town Supervisor to present an annual detailed reporting of monies collected and disbursed no later than January 30, 2016 pursuant to Town Law Section 62:123.
- **Resolution** directing Town Justice to present dockets for examination by the Town Board at the first regular Board meeting in January.
- **Resolution** to audit all books including Justice, Clerk's, and Supervisor's by the February board meeting.

Put to vote: Paul Peck, aye; Wendy Lozo, aye; Steven Frederick, aye; Sam Gauss, aye. Carried

Motion was made by Steven Frederick seconded by Sam Gauss that the following action be taken as noted.

- Designate 3rd Wednesday of each month at 7:00 p.m. as regular meeting date for the Town Board
- Designate official depositories - Five Star Bank & Chemung Canal Trust Co.,
- Designate the Corning Leader as the official legal newspaper.
- Set 2016 mileage rate for Town business at 45 cents per mile unless otherwise negotiated and all claims must show date, mileage, purpose, and starting and ending locations.
- Appoint Heidi Crooker as Deputy Town Clerk for 2016 following Article 3 section 7-14 of the Town Law Manual.
- Appoint Heidi Crooker Deputy Registrar of Vital Statistics for 2016 with the same powers and duties as Registrar of Vital Statistics.
- Appoint Shawn Sauro as Town Attorney for 2016 and pay as billed on vouchers throughout the year
- Appoint Wendy Lozo as Town Budget Officer for 2016

Bi-Weekly: Highway Superintendent

Bi-Annually: Councilmen, Assessors, Tax Collector, Historian

- Approve the 2016 wage rate of Highway Department employees as set forth in the Highway Union Contract Agreement
 - Adopt Sweeney Agency as the Municipal Insurance Carrier for 2016.
 - Approve two rabies clinics per year in the Town of Thurston, one in the spring and one in the fall
 - Authorize payment of all bills accrued and received after the Dec board meeting and prior to December 31, 2016
 - Continue the Time Warner Cable contract with the town for ten years, ending in 2013(continue to negotiate the contract for 2016).
 - Charge the clerk with maintaining a yearly calendar of scheduled use of the Town Hall and post such in the Town Hall and to have posted to the web page
 - Charge the Town Supervisor with closing the books and completing the year-end report no later than March 1, 2016 as required by the NYS Office of the State Comptroller. Federal and State quarterly reports are to be sent overnight mail. Monthly tax forms to the State are now completed online.
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- To avoid conflicts & miscommunications, the use of the Town Hall must be cleared with the Town Board. All parties and gatherings are to be applied for in advance of Board meetings for Board approval. A \$25.00 nonrefundable fee will accompany application request.
 - No alcoholic beverages or smoking are permitted in or on Town Hall Property
 - Nothing is to be put on Town Hall walls without the approval of the Town Board
 - All furniture in Town Hall belongs to the Town. Removal must be cleared with the Town Board
 - All keys must be turned in upon leaving office, otherwise last paycheck will be withheld
 - Upon leaving building for the day/night; make sure toilets are flushed, no water running, all trash is picked up, all windows & doors are locked & all lights are off.
 - Discuss agenda format and whether to move Public Comment to end of meeting or keep where it is. Motion was made by Steven Frederick seconded by Paul Peck for Public Comment to be left at the beginning of each Board meeting with a total time limit of 10 minutes. The Town Supervisor will ask the public at the end of the monthly Board meetings for any questions that have been generated during the meeting. Put to vote: Paul Peck, aye; Wendy Lozo, aye; Steven Frederick, aye; Sam Gauss, aye. Carried.
 - Wendy lozo asked if the Board wanted to install a sign in front of the Town Hall. Motion was made by Steven Frederick seconded by Paul Peck that there was no need for a sign to be installed in front of the Town Hall. Put to vote: Paul Peck, aye; Wendy lozo, aye; Steven Frederick, aye; Sam Gauss, aye. Carried.

With no further business Sam Gauss made a motion seconded by Steven Frederick to adjourn the organizational meeting at 10:20 a.m. Put to vote: Paul Peck, aye; Wendy Lozo, aye; Steven Frederick, aye; Sam Gauss, aye. Carried.

Minutes respectfully submitted by Dolores Crooker, Town Clerk.

