

Town of Georgetown  
Madison County  
Georgetown, New York 13072

Organizational Meeting  
January 14, 2025

Motion by Susan Duell, second by Matt VanHeusen to approve the following resolutions. Motion carried, 5 - 0.

Motion by Dave Wood, second by Matt VanHeusen to approve the following additions. Motion carried, 5 - 0.

**Resolution #1** The Town Board appoints the following:

Town Attorney: Costello, Cooney & Fearon, PLLC - \$ 175.00 per hour as needed

Register of Vital Statistics: Gail Evans Burpee - Annual Salary: 70.00

Deputy Register of Vital Statics: David Wood

Dog Control Officer: Daniel Hilts- Annual Salary \$1,000.00 paid monthly, plus mileage

Local Historian: Gail Evans Burpee

Budget Officer: Paul (Pete) Walrod: Annual Salary: \$ 2,000.00 Paid Monthly

Town Hall Custodian: Louis Hodge - Annual Salary \$ 2,400.00 Paid Annually

Water Superintendent: Edward Roickle - Annual Salary: \$ 4,300.00 Paid Monthly

Assistant Water Superintendent: Donald Haitian - Annual Salary: \$ 2,300.00 Paid Monthly

Water Rent Collector: Gail Evans Burpee - Annual Salary: \$ 1,040.00 Paid Monthly

Assessor: Brian Fitts – Annual Salary: \$7,390.00 Paid Monthly

Book Keeper to Supervisor: Thomas Chartrand - Annual Salary: \$ 9,900.00 Paid Monthly

Codes Enforcement Officer: Charles Ladd - Annual Salary: \$ 4,800.00 Paid Monthly

Addition: Town Engineer: John Dunkel – As needed.

**Resolution #2** Establish Salary, Time and Payment

Town Supervisor: \$ 8,000.00-Annual Salary-Paid Monthly

Town Clerk: \$ 12,750.00-Annual Salary-Paid Monthly

Highway Superintendent: \$ 67,100.00 -Annual Salary- Bi-weekly

Town Councilman (4): \$ 2,040.00 -Annual Salary-Paid Annually

Town Justice- David Canfield \$8,160.00 Annual- Paid Monthly

Clerk to the Town Justice- Wendy Canfield \$ 3,060.00 Annual- Paid Monthly

Planning Board Chairman Martha Goodrich : \$ 500.00 -Annual-Stipend

Board of Assessment review members \$ 50.00 Annual-Stipend

**Resolution #3** Designate all powers of the Town Clerk to Deputy Town Clerk with the exception of money. Annual Salary \$75.00

**Resolution #4** Establish mileage rate for Town Officials and Town Employees per IRS rate per mile while conducting Town business in private vehicles.

**Resolution #5** Establish salary: for Chase Marston at \$ 26.50 per hour

Establish salary for Robert Seaton at \$ 27.25 per hour

Establish salary for Donald Kelly at \$ 24.25 per hour

Establish salary temporary worker at \$ 19.00 per hour

New full-time employees will start at \$22.75 per hour. They will receive raises as follows, subject to Board review, after 6 months of employment an increase of \$.75 per hour and every 6 months thereafter, until the Motor Equipment Operate (MEO) maximum rate of \$28.00 is reached. Further pay raises maybe considered by the Town Board.

Part time employees will be paid at the rate of \$ 15.50 per hour.

**Resolution #6** The Town Supervisor may apply for the County Youth Program Grant

**Resolution #7** Wages paid any laborer will be \$ 15.50 per hour

**Resolution #8** The regular meeting of the Town Board will be the second Tuesday of every month in the Town Hall at 6:30pm.

**Resolution #9** The Highway employees opting into the Town's health insurance will be covered by MVP Gold Plan #4. All employees will receive single coverage paid up to \$14,300.00 annual beginning February 1, 2025 to January 31, 2026. Employees may purchase dependent coverage by payroll deduction over \$14,300.00 allowance any part time employee wishing to purchase insurance may do so at the Town's rate.

**Resolution #10** The procedure for the monthly meeting of the Town Board will be as Follows:

1. Call to order
2. Roll call
3. Pledge of Allegiance
4. Privilege of the Floor- Georgetown Residents Only
5. Reading of last month's minutes
6. Accountant's report
7. Planning Board Report
8. Clerk Report
9. Old business
10. New business
11. Committee reports

12. Auditing of the Town's bill
13. Open Privilege of the Floor- limited to 3 minutes per person, 30 minutes maximum allowed time frame

**Resolution #11** the official newspaper of the Town is the Syracuse Post Standard.

**Resolution #12** Readopt Investment policy for all Town's Monies

**Resolution #13** Designates the National Bank and Trust and NY Class as the official banks for Town Officials

**Resolution #14** The Town Supervisor establishes the following committees:

1. Building and Grounds- Susan Duell and Dave Wood
2. Insurance- Pete Walrod and Jerry Prince
3. Water Department- Susan Duell and Matt VanHeusen
4. Highway Department- Dave Wood and Matt VanHeusen
5. Youth and Activities- Susan Duell and Gail Evans Burpee
6. Ambulance- Matt VanHeusen and Dave Wood
7. Highway Garage Replacement and Salt Shed - Matt VanHeusen and Pete Walrod also Hunter Grace

**Resolution #15** The custodian will keep a calendar of all events. The main Hall will not be used without approval of the custodian. The following charges are in effect and will be paid 1 week in advance, before using the Town Hall:

\$25.00 May through October for residents

\$35.00 November through April for resident

\$150.00 for non-resident

\$50.00 Annual fee will be charged to preapproved groups

Non for-profit groups may use the Town Hall free of charge.

There is to be no commercial use of the Town Hall. SPECIAL PERMISSION HAS TO BE GRANTED BY THE TOWN BOARD TO USE ALCOHOL IN THE TOWN HALL. If permission is granted, insurance in the amount of \$1,000,000.00 is to be filed at the Town Clerk's Office 3 days before such use, with a copy sent to the Town Supervisor

**Resolution #16** Authorizes the Town Supervisor to invest monies not needed for current expenditures in a money market account. All money for future Capital Equipment purchases, in a Certificate of Deposit, Money Market Account at NBT Bank or NYCLASS

**Resolution #17** Any Town Official attending a training session and any Mandated Judicial training will be taken at one of the following locations: Morrisville Syracuse or Dryden.

Additional training and locations would have to have prior approval by the Board. Without such approval the expense is the responsibility of the attendee

**Resolution #18** The Town of Georgetown will use Jefferson-Lewis BOCES for drug and alcohol testing

**Resolution #19** The Board hereby affirms the Procurement Policy as adopted in 2024

**Resolution #20** Part time employees' standard work day will be 6 hours, for retirement reporting purposes.

**Resolution #21** Contract between the Town of Georgetown and the County of Madison for maintaining the County and State roads within the boundaries of the Town of Georgetown

**Resolution #22** Petty cash for the Town Clerk is set at \$100.00

**Resolution #23**- For the purpose of medical care for any canine seized, a maximum amount of \$500.00 is set

**Resolution #24**- Reaffirms the Town will retain all employees in Sexual Harassment Training by October 31, 2025

**Resolution #25**- Authorizes an Annual Safety Shoe reimbursement allowance of up to \$200.00 sales tax excluded for the Highway Superintendent and Highway Employees

**Resolution #26** – Authorizes copying fee of \$.25 per page

Authorizes copying fee for FOIL requests at \$.25 per page

**Resolution #27** – Establish the Town Hall as polling place

- Motion by Susan Duell, second by Matt VanHeusen .  
Motion carried, 5 - 0.