

Town of DeKalb Organizational Board Meeting

At the organizational meeting of the Town Board of the Town of DeKalb, St. Lawrence County, New York held on the 3rd day of January 2024, at the Town Hall in DeKalb Junction NY, there were present:

Jordan Deleel	Supervisor	Michael Livingston	Councilman
Edward Newcombe	Councilman(7:35pm)	Constance Elen	Councilman
Andrew Fenton	Councilman	Kelly Davis	Town Clerk
Janice Brabaw, Ginger Thomas, Barbara Creazzo			

Oath of Office for: Jordan Deleel, Kelly Davis, Constance Elen, and Andrew Fenton

Supervisor, Deleel, called to order the Town of DeKalb Organization meeting at 7:00 PM.

1. A motion was made by Michael Livingston and seconded by Andrew Fenton to appoint **Charles Nash** as Town Attorney, at the sum of \$3600. Mr. Nash will take the Oath at the regular Board Meeting. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
2. A motion was made by Constance Elen and seconded by Andrew Fenton to accept the appointment of **Sheila Gardner** as Court Clerk at the sum of \$19,900. Oath to be taken. Vote Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.

The following two items (#3 & #4) were tabled pending receipt of 2024 contract.

3. A motion was made by _____ and seconded by _____ to appoint **Daniel Moyer** as Dog Control Officer, at the sum of \$_____ for the year. A stipend of \$_____ will also be paid. A contract will be provided for Mr. Moyer to sign. Vote: Michael Livingston, yes no, Ed Newcombe, yes no, Constance Elen, yes no, Andrew Fenton, yes no, Jordan Deleel, yes no.
4. A motion was made by _____ and seconded by _____ to accept the Agreement for Dog Pound Services for the Calendar Year 2024 with **Daniel Moyer**. The sum of \$_____.00 per day for boarding and keep per dog. The sum of \$_____.00 for euthanasia and burial should it be required after any mandated time has expired and provided in Article 7 of the Agriculture & Markets Law. Vote: Michael Livingston, yes no, Ed Newcombe, yes no, Constance Elen, yes no, Andrew Fenton, yes no, Jordan Deleel, yes no.
5. A motion was made by Michael Livingston and seconded by Constance Elen to appoint **William (Bill) Chamber** as Building and Codes Officer, for the Town, at sum of \$18,500 for the year. Oath to be taken. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
6. A motion was made by Michael Livingston and seconded by Constance Elen to appoint **Andrew Fenton** as Deputy Town Supervisor as per recommendation of the Town Supervisor. Oath to be taken. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, abstained, Jordan Deleel, yes.
7. A motion was made by Constance Elen and seconded Andrew Fenton to appoint **Bryan Thompson** as Town Historian, at a sum of \$3300 per year. Oath to be taken. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
8. A motion was made by Andrew Fenton and seconded by Michael Livingston to accept the appointment of **Mary Heisey** as Deputy Town Historian, at the sum of \$750 per year. Oath to be taken. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
9. A motion was made by Michael Livingston and seconded by Constance Elen if the position of Deputy Town Historian is not filled, then the sum of \$750 will be paid to the Town Historian, Bryan Thompson. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
10. A motion was made by Constance Elen and seconded by Andrew Fenton to appoint **Kelly Davis** as Registrar of Vital Statistics. Oath to be taken. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.

11. A motion was made by Andrew Fenton and seconded by Michael Livingston to appoint **Kelly Davis** as Tax Collector. Oath to be taken. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
12. A motion was made by Michael Livingston and seconded by Constance Elen to continue with **St. Lawrence County Health Services**, as the Town's Health Officer. A Resolution to the Director of Public Health was sent as a means of a contract in 2017 and remains in effect. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
13. A motion was made by Constance Elen and seconded by Andrew Fenton to designate the **Watertown Daily Times Newspaper** as the official newspaper for all legal notices. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
14. A motion was made by Andrew Fenton and seconded by Michael Livingston to designate **Community Bank, N.A.** of Canton, as the depository for the Town Clerk, Town Supervisor and Town Justice. **The Supervisor and Deputy Supervisor must go to the bank and sign the Financial Institution Resolution. (Done annually with Notary Public)** Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
15. A motion was made by Michael Livingston and seconded by Constance Elen to invest idle funds in any **F.D.I.C.** insured approved bank. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
16. A motion was made by Constance Elen and seconded by Andrew Fenton to pay Town Officials the Federal Mileage Rate which is: **.67 per mile**, for use of their own vehicles while on Town business. This rate is the new standard mileage rate as set for 2024 by the Federal Government. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
17. A motion was made by Andrew Fenton and seconded by Michael Livingston to authorize the Highway Superintendent to purchase up to **\$5,000.00** without prior approval. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
18. A motion was made by Michael Livingston and seconded by Constance Elen to approve the Highway Superintendent's recommendation of **Patrick Perry**, as Deputy Highway Superintendent at the rate of \$1.00 per hour above his normal hourly rate. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
19. A motion was made by Constance Elen and seconded by Andrew Fenton to set the income ceiling limit at **the following** for Senior Citizens exemptions on Real Property Taxes.

Annual Income Amount	Exemption Percentage
\$14,000.00 or less	50%
\$14,001.00 to \$14,999.00	45%
\$15,000.00 to \$15,999.00	40%
\$16,000.00 to \$16,999.00	35%
\$17,000.00 to \$17,899.00	30%
\$17,900.00 to \$18,799.00	25%
\$18,800.00 to \$19,699.00	20%

Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.

20. A motion was made by Andrew Fenton and seconded by Michael Livingston to accept the Town Clerk's recommendation of **Barbara Creazzo**, to serve as Deputy Town Clerk, and to be paid at a rate of **\$18.00** per hour. Oath to be taken. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
21. A motion was made by Michael Livingston and seconded by Constance Elen to accept the Town Clerk's recommendation of **Barbara Creazzo**, to serve as Deputy Registrar of Vital Statistics. Oath to be taken. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.

22. A motion was made by Constance Elen and seconded by Andrew Fenton to accept the Town Clerk's recommendation of **Barbara Creazzo** to serve as Deputy Tax Collector. Oath to be taken. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
23. A motion was made by Andrew Fenton and seconded by Michael Livingston to pay part-time Highway employees at a rate of **\$17.00** per hour with no CDL and to pay **\$23.00** per hour with a CDL license. Vote: Michael Livingston, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
24. A motion was made by Michael Livingston and seconded by Constance Elen to designate the **3rd. Wednesday** of the month at 7:00 PM for regular Town Board meetings. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
25. A motion was made by Constance Elen and seconded by Andrew Fenton to appoint **Hoffman, Eels CPAs**, as the accounting firm to the Town of DeKalb on a month to month basis for the next three months, giving Jordan Deleel time to investigate other less expensive options. Findings will be discussed monthly by the board. Current cost per month is \$2700 until a replacement is found. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
26. A motion was made by Andrew Fenton and seconded by Michael Livingston to approve salaries for the year 2024 as follows:
- | | | |
|-----------------|---------------------|-------------------|
| Town Supervisor | \$ 10,300.00 | |
| Town Board | \$ 2,850.00 | per Member |
| Code Officer | \$ 18,500.00 | |
| Highway Supt | \$ 58,500.00 | |
| Justice | \$ 18,900.00 | |
| Town Clerk | \$ 32,500.00 | |
| Assessor | \$ 18,900.00 | |
- Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
27. Board of Assessment Review: Motion made by Michael Livingston and seconded by Ed Newcombe, to approve the following amounts:
- | | | | |
|----------|------------------|----------|------------------|
| Chairman | \$ 250.00 | Regulars | \$ 200.00 |
|----------|------------------|----------|------------------|
- Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
28. A motion was made by Ed Newcombe and seconded by Constance Elen to approve the payment of **\$1850.00** to the DeKalb-Hermon Senior Citizens Club. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
29. A motion was made by Constance Elen and seconded by Andrew Fenton to approve the payment of **\$3700.00** for rented office space at the Town of DeKalb Historical Association Building. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
30. A motion was made by Andrew Fenton and seconded by Michael Livingston to approve the payment of **\$500.00** for rented archival space at the Town of DeKalb Historical Association Building. Vote: Michael Livingston, yes no, Ed Newcombe, yes no, Constance Elen, yes no, Andrew Fenton, yes no, Jordan Deleel, yes no.
31. A motion was made by Michael Livingston and seconded by Ed Newcombe to approve the payment of **\$500.00** to the Village of Richville for Youth Services which are open to youth outside of the Village. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
32. A motion was made by Ed Newcombe and seconded by Constance Elen to approve the payment of **\$2000.00** to the Richville Free Library. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.

33. A motion was made by Constance Elen and seconded by Andrew Fenton to approve paying Highway Superintendent **\$500.00** per year for work done for the Sewer & Water District. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
34. A motion was made by Andrew Fenton and seconded by Michael Livingston to grant permission to the Highway Department to work with any municipality within St. Lawrence County, any School District and Not for Profit Organization in the Town of DeKalb. Any charges of services shall be arranged by the Highway Superintendent. This motion shall stay in effect until rescinded by the Town Board with notification from the Highway Superintendent. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
35. A motion was made by Michael Livingston and seconded by Ed Newcombe to appoint **Jordan Deleel** as an authorized contact person for ACH (Automatic Clearing House) purposes at Community Bank N.A. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, abstained.
36. A motion was made by Ed Newcombe and seconded by Constance Elen that any bills/vouchers under **\$500.00** do not need individual approval and/or signatures. All vouchers will be available for any Board Member to review at each Board Meeting if they choose. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
37. A motion was made by Constance Elen and seconded by Andrew Fenton that the Supervisor authorize and/or pay the following either by autopay or check prior to regular Board Meetings to avoid late charges: Verizon, Justice Court Fund, National Grid, Casella Waste, and First Bank, etc. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
38. A motion was made by Andrew Fenton and seconded by Michael Livingston to approve a \$150.00 contribution to North Country Life Flight. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
39. A motion was made by Michael Livingston and seconded by Ed Newcombe to approve payment of \$15,000 to the Hermon Volunteer Rescue Squad, for services provided in the year 2024. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
40. A motion was made by Ed Newcombe and seconded by Constance Elen to approve payment of \$16,000 to the Gouverneur Volunteer Rescue Squad, for services in the year 2024. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
41. A motion was made by Constance Elen and seconded by Andrew Fenton to approve payment of \$5,000 to the Rensselaer Volunteer Rescue Squad, for services in the year 2024. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
42. Members of the Board have reviewed the **Town of DeKalb Procurement Policy**. Andrew Fenton made the motion and seconded by Michael Livingston for **Supervisor Deleel** to sign and date on behalf of the Board members. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
43. A motion was made by Michael Livingston and seconded by Ed Newcombe to set the Second Notice Fee for unpaid taxes for the 2024 Tax Year at **\$2.00** per notice. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.
44. A motion was made by Ed Newcombe and seconded by Constance Elen to appoint Thomas Josikof and/or Davis Hart, as marriage officiants for a four-year term. Oath from each will be taken. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.

45. A motion was made by Ed Newcombe and seconded by Constance Elen to increase the water fee at the rate of \$4.00 per 1000 gallon. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.

46. A motion was made by Constance Elen and seconded by Andrew Fenton to increase the sewer fee per unit to \$122.00 per unit. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.

Oath of Office to be administered to the following one-year appointed titles:

Attorney

Buildings & Code Officer

Court Clerk

Deputy Clerk, Deputy Tax Collector and Deputy Registrar of Vital Statistics

Deputy Highway Superintendent

Deputy Historian

Deputy Supervisor

Dog Control Officer

Officiant(s) (Term not to exceed 4 years)

Town Historian

A motion was made by Andrew Fenton and seconded by Michael Livingston to close the Organization Meeting. Vote: Michael Livingston, yes, Ed Newcombe, yes, Constance Elen, yes, Andrew Fenton, yes, Jordan Deleel, yes.

Meeting closed at 8:33 PM.

Respectfully submitted by:

Kelly S. Davis

Town Clerk