

**Regular Meeting  
&  
2024 End of Year/2025 Organizational Meetings  
Of the  
Putnam Town Board**

PUTNAM TOWN BOARD  
DECEMBER 12, 2024  
7:00 P.M. PUTNAM TOWN HALL & ZOOM

**Meeting called to order**

**Roll Call**

**Members present:** Supervisor Darrell Wilson  
Councilwoman Kayla Bennett  
Councilwoman Carole Schneider  
Councilman Larry Shiell  
Councilman Charles Bain Sr.

**Others present:** May Drinkwine-Shiell (Resident, 439 County Route 3), Kay Greenough (Resident, 427 County Route 3), Cee McKenzie (Budget Officer, 526 Gull Bay Road) Gary Treadway (Highway Superintendent, Treadway Lane),

**ACCOUNT ADJUSTMENTS GENERAL FUND**

<b><u>TRANSFER</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
\$160	1340.4 Tax Collection Contractual	1010.4 Town Board Contractual
\$1,970	1990.4 Contingency	1110.1 Justice Personal Services
\$2,540	1420.4 Attorney Contractual	1220.1 Supervisor Personal Services
\$1,870	1990.4 Contingency	1220.4 Supervisor Contractual
\$480	1410.4 Town Clerk Contractual	1410.1 Town Clerk Personal Services
\$710	1640.4 Central Garage Contractual	1620.4 Buildings Contractual
\$1,270	1990.4 Contingency	1670.4 Central Print Contractual
\$2,250	1990.4 Contingency	3510.4 Control of Dogs Contractual
\$170	1340.4 Tax Collection Contractual	6772.4 Program for Aging Contractual
\$1,290	1990.4 Contingency	7310.1 Youth Program Personal Service
\$7,280	1990.4 Contingency	7310.4 Youth Program Contractual
\$210	8020.4 Planning Board Contractual	7510.4 Historian Contractual
\$30	8020.4 Planning Board Contractual	7550.4 Celebrations Contractual
\$160	1990.4 Contingency	8090.4 Environmental Control Contract
\$1,860	1990.4 Contingency	8160.4 Refuse & Garbage Contractual

**ACCOUNT ADJUSTMENTS HIGHWAY FUND**

<b><u>TRANSFER</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
\$1230	5112.4 Capital Outlay	5112.1 Improvements Personal Services
\$3,900	5142.4 Snow Removal Contractual	9010.8 State Retirement

**Resolution #116**

**Make Account Adjustments to the General & Highway Funds for 2024 Budget**

On motion of Councilwoman Kayla Bennett, seconded by Councilman Charlie Bain; all in favor.  
Resolution unanimously adopted.

**Resolution # 117 (8:27)**

**Adjourn End of Year Meeting**

On motion of Councilwoman Carole Schneider, seconded by Councilwoman Kayla Bennett, all in favor.  
Resolution unanimously adopted.

**Open the 2025 Organizational Meeting**

**SALARIES FOR 2025**

Supervisor	\$21,000	Paid Monthly
Accounts Clerk	\$24.75	Paid Hourly
Town Justice	\$8,000	Paid Monthly
Councilpersons 4 @	\$3,500	Paid Quarterly
Budget Officer	\$6,000	Paid Monthly
Town Clerk	\$36,294	Paid Monthly
Tax Collector	\$6,200	Paid Monthly
Registrar	\$200	Paid Monthly
1 <sup>st</sup> Deputy Town Clerk	\$7,140	Paid Quarterly
2 <sup>nd</sup> Deputy Town Clerk	\$18.00	Paid Hourly, Monthly
Highway Superintendent	\$71,788	Paid Bi-weekly
Department of Public Works	\$8,520	Paid Bi-weekly
Town Historian	\$1,500	Paid Annually
Dog Control Officer	\$2,500	Paid Quarterly
/Enumeration	\$1.00	Per Dog
Town Assessor	\$19,200	Paid Monthly
Planning Board Chairman	\$790.00	Paid Annually
Planning Board Member	\$460.00	Paid Annually
Planning Board Clerk	\$6,250	Paid Quarterly
Town Attorney	\$16,000	Paid Quarterly
Animal Control Officer	\$600	Paid Annually
Animal Control Deputy Per Diem	\$50	Per Call out
Lifeguard	\$16.00	Paid Hourly, Bi-weekly
Highway Crew 1@	\$29.25	Paid Hourly, Bi-weekly
3@	\$28.25	Paid Hourly, Bi-weekly
2@	\$15.50	Paid Hourly, Bi-weekly
Boat Launch	\$15.50	Paid Hourly, Bi-weekly

**Resolution #118**

**Accept Salaries for 2025**

On motion of Councilwoman Carole Schneider, seconded by Councilman Larry Shiell;

**Roll Call:**

Councilwoman Carole Schneider	YES
Councilwoman Kayla Bennett	YES
Councilman Larry Shiell	YES
Councilman Charlie Bain	YES
Supervisor Darrell Wilson	YES

Resolution unanimously adopted.

**Resolution #119**

**Utilize a blanket motion for slate of Resolutions**

On motion of Councilwoman Carole Schneider, seconded by Councilman Larry Shiell; all in favor.

Resolution unanimously adopted.

**Resolution #120**

**Appoint Registrar, Tax Collector and Records Management Officer for 2025**

Appoint Darlene Kerr as Registrar, Tax Collector and Records Management Officer for the year 2025.

**Resolution #130**

**Appoint Deputy Town Clerk**

Authorize the Town Clerk, Tax Collector and Registrar to appoint as Deputy, Mary Jane Dedrick for the year 2025.

**Resolution #131**

**Appoint 2<sup>nd</sup> Deputy Clerk**

Authorize The Town Clerk, Tax Collector and Registrar to appoint a second Deputy Clerk for the year 2025.

**Resolution #132**

**Designate Bank**

Designate Glens Falls National Bank, Ticonderoga branch, as depository for the Town Clerk and Tax Collector for the year 2025.

**Resolution #133**

**Authorize Supervisor**

Authorize the Supervisor to deposit all Town of Putnam monies into the savings account and to withdraw savings as needed from the Glens Falls National Bank in the year 2025.

**Resolution #134**

**Designate Official Newspaper**

Designate the Sun (Times of Ti) to be the official newspaper for the Town of Putnam for the year 2025.

**Resolution #135**

**Appoint the Budget Officer**

Appoint Cecilia McKenzie as Budget Officer for the year 2025.

**Resolution #136**

**Authorize Town Justice**

Authorize Hon. Alice Forbes to deposit all Town money in the Glens Falls National Bank & Trust for the year 2025.

**Resolution #137**

**Appoint the Town Attorney**

Appoint Robert Winn as Town Attorney for the year 2025.

**Resolution #138**

**Designate Town Board Meeting Day**

Designate the second Thursday of each month, at 7p.m., for the Town Board to audit bills and to hold the regular monthly meetings immediately following the audit, for the year 2025.

**Resolution #139**

**Run Board Meetings and Public Hearings according to Roberts Rules and Orders**

Run Town Board meetings and public hearings according to the parliamentary procedures of Roberts Rules & Orders. Any person will be given courtesy of the floor during a regular meeting to give their opinion or statement for not more than (4) four minutes.

**Resolution #140**

**Appoint Deputy Supervisor**

Authorize the Supervisor to appoint Carole Schneider as Deputy Supervisor for the year 2025.

**Resolution #141**

**Authorize Mileage Payment**

Set reimbursement for mileage at the 2025 Federal rate (**Rate not set as of 12/12/2024**) cents per mile to all authorized persons for Town business for the year 2025.

**Resolution #142**

**Approve Blanket Bond Policy**

Approve a Blanket Bond Policy covering all town officials plus excess for the Supervisor, Town Clerk and Tax Collector for the year 2025.

**Resolution #143**

**Appoint Planning Board Clerk**

Appoint Paula Wilson Clerk to the Planning Board for the year 2025.

**Resolution #144**

**Appoint Planning Board Chair**

Appoint William Brown as Planning Board Chair for the year 2025.

**Resolution #145**

**Appoint Dog Control Officer**

Appoint Nancy Quell as Dog Control Officer for the year 2025.

**Resolution #146**

**Kennel Agreement**

Authorize the Supervisor to enter an agreement for kenneling with Safe Home and Rehab. for the year 2025.

**Resolution #147**

**Contract for Fire Protection**

Authorized the Supervisor to enter a contract with Putnam Volunteer Fire Company for fire protection for the fee of \$168,482 for the year 2025.

**Resolution #147**

**Ambulance Service**

Authorize the Supervisor to enter a contract with Ticonderoga Emergency Squad for Ambulance Service for the fee of \$15,500 for the year 2025, to be paid annually.

**Resolution#149**

**Appoint Sole Assessor**

To be determined for the year 2025.

**Resolution #150**

**Appoint Town Health Officer**

Appoint Richard McKeever Town Health Officer for the year 2025.

**Resolution #151**

**Authorize Supervisor to apply for State Aid**

Authorize the Supervisor to apply for the matching State Aid for the year 2025.

**Resolution#152**

**Appoint Safety Officer and Head of Public Works**

Appoint Gary Treadway to the position of Safety Officer and Head of Public Works for the year 2025.

**Resolution #153**

**Authorize the Highway Superintendent to Appoint Deputy**

Authorize the Highway Superintendent to appoint Donald Treadway Deputy Highway Superintendent for the year 2025.

**Resolution #154**

**Appoint Wildlife Officer**

Appoint James Hebert as Wildlife Officer for the year 2025.

Appoint Rusty Moore as Per Diem Wildlife Officer for the year 2025

**Resolution #155**

**Appoint Town Historian**

Appoint Eileen Greely to the position of Town Historian for the year 2025.

**Resolution #156**

**Contract with Ti Youth Commission**

Authorize the Supervisor enter a contract with Ticonderoga Youth Commission for the sum of \$1,000.00 for the year 2025.

**Appoint Delegate and Alternate**

No Delegates this year.

**Resolution #157**

**Appoint Code Enforcement Officer**

Appoint Washington County as Code Enforcement for the Town of Putnam in 2025.

**Resolution #158**

**Enter Annual Agreement with Adirondack Park Local Government Review Board for 2025**

Authorize the Supervisor to enter into an Agreement with Adirondack Park Local Government Review Board for the sum of \$300

**Resolution #159**

**Blanket Motion for Resolutions 120-158**

On motion of Councilman Charlie Bain, seconded by Councilman Larry Shiell; all in favor.  
Resolution unanimously adopted.

Supervisor Wilson thanked the Board for their hard work and commitment to the Town in 2024.

**Resolution#160**

**Motion to adjourn the 2025 Organizational Meeting**

On motion of Councilwoman Carole Schneider, seconded by Councilman Charlie Bain; all in favor.  
Resolution unanimously adopted.

**The meeting closed at 8:39 P.M.**

Respectfully submitted,

Darlene Kerr  
Putnam Town Clerk

Darrell Wilson \_\_\_\_\_ Supervisor

Carole Schneider \_\_\_\_\_ Councilwoman

Kayla Bennett \_\_\_\_\_ Councilwoman

Larry Shiell \_\_\_\_\_ Councilman

Charles Bain Sr. \_\_\_\_\_ Councilman