

Organizational Meeting  
Town of Putnam  
January 4<sup>th</sup>, 2016

An organizational meeting of the Town of Putnam was held on January 4<sup>th</sup>, 2016 at 10A.M. at the Putnam Town Hall.

**Roll Call Present:** Supervisor John LaPointe  
Councilman Greg Harris  
Councilwoman Shirley Randall  
Councilman Kevin Hart  
Councilwoman Cathie Burke

**Others Present:** Darlene Kerr (Town Clerk), Gary Treadway (Highway Superintendent),  
Mary Jane Dedrick (Deputy Town Clerk).

The meeting began at 10 A.M. with the pledge, then auditing of the bills.

The following resolutions were adopted on motion of Councilman Greg Harris, seconded by Councilwoman Cathie Burke. Ayes 4, Nays 0

**Resolution #1**

Pay audited Bills

**Resolution #2**

SALARIES FOR 2016

Set salaries of the Town Officials for the year 2016

Supervisor	\$18,842	Paid Monthly
Clerk to Supervisor	\$ 20.16	Per Hour
Pay Roll Clerk	\$ 20.16	Per Hour
Town Justice	\$ 6,546	Paid Monthly
Councilpersons 4 @	\$ 3,300	Paid Quarterly
Budget Officer	\$ 16,680	Paid Monthly
Town Clerk	\$ 18,842	Paid Monthly
Tax Collector	\$ 5,856	Paid Monthly
Registrar	\$ 200	Paid Monthly
1 <sup>st</sup> Deputy Town Clerk	\$ 5,562	Paid Quarterly (+ 15 an Hour)
Highway Superintendent	\$ 57,694	Paid Bi-weekly
Dept. of Public Works	\$ 7,436	Paid Bi-weekly
Town Historian	\$ 1,000	Paid Annually
Dog Control Officer	\$ 1,854	Paid Quarterly
Enumeration	\$ 1.00	Per Dog
Town Assessor	\$ 18,000	Paid Monthly
Planning Board Chairman	\$ 790	Paid Annually
Planning Board Member	\$ 460	Paid Annually
Planning Board Clerk	\$ 4774	Paid Quarterly
Town Attorney	\$ 12,912	Paid Quarterly
Animal Control Officer	\$ 600	Paid Annually
Life Guard Senior	\$ 12.50	Per Hour Paid Bi-weekly

Life Guard Junior	\$ 12.00	Per Hour	Paid Bi-weekly
Highway Crew 2 @	\$ 23.50	Per Hour	Paid Bi-weekly
1 @	\$ 22.50	Per Hour	Paid Bi-weekly
1 @	\$ 20.50	Per Hour	Paid Bi-weekly
Code Enforcement	\$ 20	Per Hour	Paid Monthly

**Resolution #3**

Appoint Registrar, Tax Collector and Records Management Officer for 2016.

Appoint Darlene Kerr as Registrar, Tax Collector and Records Management Officer for the year 2016.

**Resolution # 4**

Appoint Deputy Town Clerk

Authorize the Town Clerk, Tax Collector and Registrar to appoint as Deputy, Mary Jane Dedrick for the year 2016.

**Resolution # 5**

Designate Bank

Designate Glens Falls National Bank, Ticonderoga Branch, as depository for the Town Clerk and Tax Collector for the year 2016.

**Resolution # 6**

Authorize the 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 and MBIA Municipal Investors Service Corporation for the year 2016.

**Resolution # 7**

Designate Official Newspaper

Designate the Sun (Times of Ti) to be the official newspaper for the Town of Putnam for the years 2016.

**Resolution # 8**

Appoint Budget Officer

Appoint John LaPointe as Budget Officer for the year 2016

**Resolution # 9**

Authorized Town Justice

Authorize Susan Johnson to deposit all Town money in the Ticonderoga Federal Credit Union for the year 2016.

**Resolution # 10**

Appoint Town Attorney

Appoint John C. Breitenbach Jr. as Town attorney for the year 2016.

**Resolution # 11**

Designate Town Board Meeting Day

Designated the second Thursday of each month at 7:00 P.M. for the Town Board to audit bills and to hold the regular monthly meetings immediately following the audit, for the year 2016



**Resolution # 12**

Run Board Meetings and Public Hearings According to Roberts Rules and Orders

Run Town Board Meetings and Public Hearings according 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 five (5) minutes.

**Resolution # 13**

Appoint Deputy Supervisor

Authorize the Supervisor to appoint Cathie Burke Deputy Supervisor for the year 2016.

**Resolution # 14**

Authorized Mileage Payment

Set reimbursement for mileage at \$.56.5 cents per mile to all authorized persons for Town business for the year 2016.

**Resolution # 15**

Approve Blanket Bond Policy

Approve the Blanket Bond Policy covering all town officials plus excess for the Supervisor, Town Clerk and Tax Collector for the year 2016.

**Resolution # 16**

Appoint Dog Shelter

Enter into a contract for the year 2016 with James Mack, DVM to use his facilities as a dog shelter for the base fee of \$ 225.00 per year. Sheltering seized animals at \$7.50 per day, euthanasia \$10.00, burial at \$20.00 and larger animals at \$30.00. Contract includes rabies clinic(s) for the fee of \$150.00 plus reimbursement for supplies and vaccine used.

**Resolution # 17**

Authorized Supervisor

Authorize the Supervisor to set up an investment policy for the Town of Putnam Monies so as assets are safeguarded (collateralization of deposits of \$250,000.00) investments will mature when cash is required to finance operations and there will be a competitive rate of return on all investments for 2016.

**Resolution # 18**

Appoint Planning Board Clerk

Appoint Paula Wilson Clerk to the Planning Board for the year 2016.

**Resolution # 19**

Appoint Dog Control Officer

Appoint Steve Peters Jr. as Dog Control Officer for the year 2016

**Resolution # 20**

Contract for Fire Protection

Enter into a contract with the Putnam Volunteer Fire Company for fire protection for a fee of \$77,000.00 for the years 2016 to be paid quarterly, plus a loan of \$5,000.00 to total \$82,000.00.

**Resolution # 21**

Ambulance Service

Enter into a contract with Ticonderoga Emergency Squad for Ambulance Service for the fee of \$6,000.00 for the year 2016 to be paid annually.

**Resolution # 22**

Appoint Sole Assessor

Appoint William McCarty for the year 2016

**Resolution # 23**

Appoint Town Health Officer

Appoint Richard McKeever Town Health Officer for the year 2016.

**Resolution # 24**

Appoint Republican and Democrat Inspectors

Appoint Mary Jane Dedrick and Sandra Granger as Republican election inspectors. Appoint Patricia Hamel and Shirley Beeman as Democrat election inspectors.

**Resolution # 25**

Authorize Supervisor

Authorize the Supervisor to apply for the matching state aid which will not exceed \$1100.00 for the year 2016.

**Resolution # 26**

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 2016.

**Resolution # 27**

Authorize the Highway Superintendent to Appoint Deputy.

Donald Treadway appointed Deputy Highway Superintendent for the year 2016.

**Resolution # 28**

Appoint Wildlife Officer

Appoint James Hebert Wildlife Officer for the year 2016.

**Resolution # 29**

Appoint Town Historian

Appoint Eileen Greely to the position of Town Historian for the year 2016.

**Resolution # 30**

Appoint Planning Board Chairman

Appoint Galen Seerup Planning Board Chairman for the year 2016.

**Resolution # 31**

Contract with Ti Youth Commission

Enter into a contract with Ticonderoga Youth Commission for the sum of \$ 1000.00 annually for the year 2016.

**Resolution # 32**

Appoint Delegate and Alternate

Appoint Supervisor John LaPointe as Delegate and Town Clerk Darlene Kerr as alternate Delegate to the Association of Towns in New York City, February 2016.

**Resolution # 33**

Appoint Code Enforcement Officer

Appoint William Ball Code Enforcement Officer for the Town of Putnam in 2016.



**Resolution # 34**

Blanket Motion to Cover Resolutions for the Organizational Board Meeting Held on January 4<sup>th</sup>, 2016  
Councilman Hart made the motion seconded by Councilman Harris. All in favor.

Councilman Harris stressed the importance of pushing the Rail Road to finish the crossing at the park in the year 2016, so as to enable completion of the project.

Motion to adjourn made by Councilwoman Cathie Burke, seconded by Councilwoman Shirley Randall, All in favor.

Meeting Closed 10:44 A.M.

Respectfully Submitted:

Darlene Kerr  
Putnam Town Clerk

John LaPointe \_\_\_\_\_ Supervisor

Cathie Burke \_\_\_\_\_ Deputy Supervisor/Councilwoman

Shirley Randall \_\_\_\_\_ Councilwoman

Greg Harris \_\_\_\_\_ Councilman

Kevin Hart \_\_\_\_\_ Councilman