

JANUARY 05, 2022

**ORGANIZATIONAL MEETING, TOWN OF THURMAN, JANUARY 5, 2022**

An organizational meeting of the Town Board of the Town of Thurman, County of Warren and the State of New York was held at the town hall, 311 Athol Road, Athol, NY on the 5th day of January 2022.

**BOARD MEMBERS PRESENT:**

- Debra Runyon     Supervisor
- Randy Galusha     Councilperson
- Charles Bills     Councilperson
- Ed Brown     Councilperson
- Doug Needham     Councilperson

**Supervisor Runyon** called the meeting to order at 6:30 pm with the pledge to the flag.

**Supervisor Runyon** said that in the absence of a town clerk Cynthia Hyde was asked to take the minutes.

**RESOLUTIONS:**

**RESOLUTION 13-2022**

**RESOLUTION TO APPROVE RESOLUTION #1-12**

On a motion of Councilman Galusha, seconded by Councilman Bills, the following resolution was

**ADOPTED**     Ayes 5 Runyon, Galusha, Bills, Needham, Brown  
                     Nays 0

**WHEREAS** the Thurman Town Board has heard and had opportunity for discussion on  
                     Resolutions 1-12 and agrees with same, be it

**RESOLVED:** Resolutions 1-12 are approved.

**RESOLUTIONS 1-12:**

**Resolutions #1 –12 of 2022**

**1. Designate Official Depositories**

**RESOLVED:** TD BANK shall be the official depository.

**2. Designate Official Newspaper**

**RESOLVED:** The Post Star shall be the Official Newspaper

**3. Set Mileage Allowance Rate**

**RESOLVED:** An Employee's town business use of their personal vehicle shall be reimbursed at the 2022 IRS rate of 58.5 cents per mile.

4. **Set Returned Check Charge**

**RESOLVED:** The return check charge shall be \$35.00

5. **Designate Polling Place**

**RESOLVED:** Designating the Town Hall Meeting Room as the polling place.

6. **Authorize Official Bonding of Town Officials**

**WHEREAS** Town Law Section 25 requires the Town Board to set the amount of a Bond for Town Officers and Employees by Resolution

**RESOLVED:** that the Town Board establishes the following limits of insurance:

Supervisor \$60,000; Town Tax Collector \$60,000; Town Employees \$10,000

7. **Authorize Payment of Claims Prior to Audit**

**RESOLVED:** The Town Board authorizes the payment without prior audit of the following

expenses: salaries, utility bills, fuel bills, telephone bills, postage and amounts due related to contracts for periods exceeding one year.

8. **Designate Official Town Holidays**

**RESOLVED:** Union Employees will observe the holidays specified in the current Union Contract.

Non Union Employees will observe the holidays listed: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas.

9. **Resolution Authorizing Supervisor to sign Contracts**

**RESOLVED:** The Town Board authorizes the Supervisor to sign any documents necessary

to effectuate the contracts listed below for the year 2022 and conduct the day to day operations of the town. Contracts that may come up throughout the year will be addressed at the Regular Town Board Meeting.

Miller Mannix Schachner& Hafner – Town Attorney  
Cedarwood Engineering – Town Engineer  
Dr. Bryan Smead – Health Officer  
Country Side Veterinary – Animal control

**10. Approve Schedule of Appointments and Rates of Pay**

**RESOLVED:** Approve the following Schedule of Appointments and Various Rates of Pay

Supervisor	\$ 23,000
Budget Officer	\$ 2,090
Town Clerk	\$ 26,520
Town Board (4 @ \$3,260)	\$ 13,040
Town Justice	\$ 5,951
Tax Collector	\$ 4,000
Highway Superintendent	\$ 51,000
Animal Control	\$ 3,122
Historian	\$ 500

**11. Establish Investment of Surplus Funds Policy**

**RESOLVED:** The Supervisor is authorized to invest surplus funds to earn interest for the accounts from which the invested funds are to be drawn.

**12. Accept Town Procurement Policy**

**WHEREAS** the Town of Thurman Procurement Policy was adopted on January 13, 2021 and no changes are required for 2022, be it

**RESOLVED:** The Town Board adopts the Procurement Policy pursuant to S104B of the General Municipal Law for 2022.

**RESOLUTION 14-2022:**

**RESOLUTION TO ESTABLISH THE LOCATION, DATE AND TIME OF REGULAR TOWN BOARD MEETINGS**

On a motion of Councilman Needham, seconded by Councilman Brown, the following resolution was

**ADOPTED** Ayes 5 Runyon, Galusha, Bills, Needham, Brown  
Nays 0

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**WHEREAS** it is necessary to establish the location, date and time for regular town board meetings  
**BE IT RESOLVED** that the Town Board of the Town of Thurman meet at the Town Hall at

6:30pm on January 12, 2022 and thereafter the meetings will be held at 6:30pm for claims and 7:00pm for meetings on the third Thursday of each month.

**RESOLUTION 15-2022**

**RESOLUTION TO OPTIN FOR THE EXTENSION OF SENIOR AND INDIVIDUALS  
WITH DISABILITIES AND LIMITED INCOME EXEMPTION**

On a motion of Councilman Galusha, seconded by Councilman Bills, the following resolution was

**ADOPTED** Ayes 5 Runyon, Galusha, Bills, Needham, Brown  
Nays 0

**WHEREAS** Governor Hochul issued Executive Order No 11.1, which makes it possible for senior citizens and persons with disabilities to have their 2022 property tax exemptions renewed without filing the renewal applications, as requested by the New York State Assessors Association; and

**WHEREAS** Subdivisions 7, 7-a and 8 of section 459-C of the Real Property Tax Law, and subdivisions 5, 5-a, 5-b, 5-c and 6 of Section 467 of the Real Property Tax Law, to the extent necessary to permit the governing body of an assessing unit to adopt a resolution directing the assessor to grant exemptions pursuant to such section on the 2022 assessment roll to all property owners who received that exemption on the 2021 assessment roll, be it

**RESOLVED:** The 459-C and 467 exemptions may be renewed on the towns 2022 assessment roll without a renewal application.

**DISCUSSION:** Discussion ensued regarding filling the town clerk position that was vacated due to resignation. Two letters of interest in the town clerk position were received, one from Cynthia Hyde and one from Susan Shepler (Letters Attached).

**RESOLUTION 16-2022**

**RESOLUTION TO APPOINT CYNTHIA HYDE TO THE POSITION OF TOWN CLERK AND REGISTRAR  
OF VITAL RECORDS**

On a motion of Councilman Galusha, seconded by Councilman Brown, the following resolution was

**ADOPTED** Ayes 5 Runyon, Galusha, Bills, Needham, Brown  
Nays 0

**WHEREAS** the position of Thurman Town Clerk and Registrar of Vital Records are vacant, and

**WHEREAS** these positions are essential to the functioning of the town and the town is in immediate need of someone with experience, be it

**RESOLVED:** The Town Board appoints Cynthia Hyde to the position of Town Clerk and Registrar of Vital Records.

**DISCUSSION:** Discussion ensued regarding a lawsuit and the town board's responsibility to approve claims. It was decided to take this matter up in executive session at a later date.

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**DISCUSSION:** Discussion ensued regarding filling the secretary to the supervisor/ bookkeeper position with a qualified candidate who is a relative to the person supervising said position.

On a motion by Councilman Bills, seconded by Councilman Brown it was decided that the board would waive section 16 part B of the Town of Thurman Ethics Policy and appoint Kathy Holst as secretary to the supervisor/bookkeeper at 32 hours per week at 17 dollars per hour including benefits.

**MOTION WAS ADOPTED** Ayes 4 Galusha, Bills, Needham, Brown  
Abstain 1 Runyon

**PRIVILEGE OF THE FLOOR:** No one wished to speak

**ADJOURN:** With no further business on a motion by Councilman Needham, seconded by Councilman Galusha the meeting was adjourned at 7:06 pm.

**MOTION CARRIED** Ayes 5 Runyon, Galusha, Bills, Needham, Brown  
Nays 0

Respectfully submitted,  
Cynthia R. Hyde  
Town Clerk  
01/18/2022

JANUARY 05, 2022

January 5, 2022

Thurman Town Board

311 Athol Road

Athol, New York 12810

Dear Town Board Members,

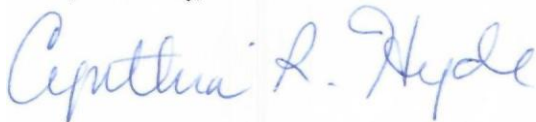
I would like to express my interest in the position of town clerk.

From January 1, 2008 thru December 31, 2015 I served as the Thurman Town Clerk. During that time I took advantage of the many training opportunities afforded local officials. I attended the New York State Town Clerks convention every other year in Saratoga which offered 3 days of extensive training in the duties and responsibilities of the office of the town clerk. I also trained with the New York State Archives, the New York State Comptroller's office, the New York State Department of Health and the New York State Department of Environmental Conservation Automated Licensing Systems (DECALS). Currently I am a Licensed Notary Public.

Other area's I am proficient in are updating and maintaining the town web site, using municipal accounting software's, preparing abstracts and coding claims.

Thank you for considering my interest in serving the Town of Thurman.

Respectfully,

A handwritten signature in blue ink that reads "Cynthia L. Hyde". The signature is written in a cursive style with a vertical line separating the first name from the last name.

JANUARY 05, 2022

Susan H. Shepler  
496 Bowen Hill Road Warrensburg, New York  
12885 518-623-3072

January 4, 2022

Supervisor Runyon  
Thurman Town Hall  
311 Athol Road - PO Box 29 Athol,  
NY 12810  
Hand Delivered

Supervisor Runyon,

Please accept this as my letter of interest for the position of Town Clerk.

I have the knowledge and experience of the Williamson Law Book program, and am familiar with all of the Budget Codes. I am willing to become a Notary, and to become certified in the issuance of both Hunting Licenses and Fishing Licenses as this is an important service to the residences of Thurman, as well as a source of revenue. I have experience in taking of minutes, and Do Not require Health Insurance.

My past experience in multiple positions in the Town of Thurman will prove beneficial.

Thank you for your consideration.



Susan H. Shepler