

January 10, 2023

ORGANIZATIONAL MEETING, TOWN OF THURMAN JANUARY 10, 2023

A 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 10TH day of January 2023.

BOARD MEMBERS PRESENT:

Debra Runyon Supervisor
Randy Galusha Councilperson
Ed Brown Councilperson
Doug Needham Councilperson

BOARD MEMBERS ABSENT:

Charles Bills Councilperson

ALSO PRESENT:

Patrick Wood Highway Superintendent
Cynthia Hyde Town Clerk

Supervisor Runyon called the meeting to order at 4:35 pm with the pledge to the flag.

Councilman Needham arrived at 4:37

RESOLUTIONS #1 –15 2023

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

January 10, 2023

RESOLVED: An Employee's town business use of their personal vehicle shall be reimbursed at the 2023 IRS rate of 65.5 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, Friday after Thanksgiving Day, Christmas.

9. Resolution Authorizing Supervisor to sign Contracts and conduct day to day operations

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

January 10, 2023

necessary to effectuate the contracts listed below for the year 2023 and conduct the day to day operations of the town.

Adirondack Park Local Government Review Board

ASCAP

Chester Dog Shelter

Cedarwood Engineering

Health Officer-Dr. Bryan Smead

Marshall Sterling

Miller Mannix Schachner & Hafner

Mountain Medical

Thurman Volunteer Fire Department

Warren County Snow & Ice

Warren/Washington County Youth

Williamson Law Book

10. Approve Schedule of Appointments and Rates of Pay

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

Supervisor \$ 23,805

Budget Officer \$ 2,160

Town Clerk \$ 27,448

Town Board (4 @ \$3,360) \$ 13,440

Town Justice \$ 6,160

January 10, 2023

Tax Collector \$ 4,140

Highway Superintendent \$ 52,785

Animal Control \$ 3,232

Historian \$ 550

Deputy Highway Superintendent \$1.00/hr

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. Adopt Town Procurement Policy

RESOLVED: The Town Board adopts the Procurement Policy pursuant to §104B of the General Municipal Law for 2023.

13. Establish the location, date and time of Regular Town Board Meeting

RESOLVED: The Town Board of the Town of Thurman will meet at the Town Hall on the third Thursday of each month, starting at 4:30 pm.

14. Resolution allowing the Supervisor to apply for the following Grants:

- a. BRIDGE NY
- b. CDBG
- c. Climate Smart
- d. Generous Act Grant
- e. NYS Consolidated Funding
- f. NYSERDA
- g. RAISE Grant Program
- h. Soil and Water

RESOLUTION 15-2023

RESOLUTION TO APPROVE RESOLUTIONS 1-14

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

ADOPTED Ayes 4 Runyon, Galusha, Needham, Brown
Nays 0

WHEREAS the Thurman Town Board has heard and had opportunity for discussion on Resolutions 1-14 and agrees with same, be it

RESOLVED: Resolutions 1-14 are approved.

DISCUSSION: Discussion ensued regarding budget adjustments.

RESOLUTION 16-2023

RESOLUTION TO ALLOW SUPERVISOR TO DO BUDGET ADJUSTMENTS NECESSARY TO CLOSE OUT DECEMBER AND FINALIZE THE YEAR END CLOSING FOR 2022

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

ADOPTED Ayes 4 Runyon, Galusha, Needham, Brown
Nays 0

WHEREAS final invoices for 2022 are submitted on Abstract 15 and are submitted at this meeting for audit and payment of the claims, and

WHEREAS the monthly closing cannot take place until all December invoices are reflected as paid in the Williamson Law Books Accounting Software for 2022, and

WHEREAS to close the 2022 financials any existing negatives in the account codes must be Rectified and final journal entries must be made, and

WHEREAS the 2023 start up and accounting entries cannot be entered until the 2022 closing, therefore, be it

RESOLVED: The Town Board approves the attached budget adjustments and authorizes the Supervisor to complete any necessary 2022 budget adjustments to eliminate negative account codes, prepare final journal entries and close the year. December financials will be available at the Regular January meeting, as well as a Final Year End financial report. ***Budget Adjustments attached***

RESOLUTION 17-2023

RESOLUTION TO ADOPT A FUND BALANCE POLICY

On a motion of Councilman Brown, seconded by Councilman Needham, the following resolution was brought to the floor.

WHEREAS the Comptroller's office highly recommends each town create a Fund Balance Policy to set aside a portion of unrestricted fund balance in order to offset future revenue shortfalls and/or unexpected expenditures, and

WHEREAS a formal policy allowing for a predetermined amount of savings would enhance the credit rating of the town, provide collateral for future loans or grant matching and improve long term planning initiatives, be it

RESOLVED: the Town of Thurman adopts 15% of appropriations for the General Fund and Highway Fund as a sufficient amount to hold in Fund Balance.

General Fund \$ 706,474 x 15% = \$ 105,971

Highway Fund \$ 1,448,287 x 15% = \$ 217,243

RESOLVED: that the Thurman Town Board adopts the attached Fund Balance Policy, which is subject to review and revision on an annual basis.

DISCUSSION: Discussion ensued regarding fund balance policy.

DISCUSSION: The town board discussed setting up a highway equipment fund.

RESOLUTION 18-2023

RESOLUTION TO INCREASE FEES AT THE LANDFILL

On a motion of Supervisor Runyon, seconded by Councilman Needham, the following resolution was brought to the floor

WHEREAS the increased hauling costs have resulted in higher expenditures for the town making it necessary to increase our fees, be it

RESOLVED: that the Town of Thurman will increase rates according to the attached schedule.

DISCUSSION: Discussion ensued regarding landfill fees.

TABLE RESOLUTION # 18

On a motion of Councilman Galusha, seconded by Councilman Brown the town board tabled resolution # 18

MOTION CARRIED AYES 4 Runyon, Galusha, Brown, Needham

NAYS 0

TABLE RESOLUTION # 17

On a motion of Supervisor Runyon, seconded by, Councilman Galusha the town board tabled resolution # 17

MOTION CARRIED AYES 4 Runyon, Galusha, Brown, Needham

NAYS 0

RESOLUTION 19-2023

**RESOLUTION APPROVING REVISIONS TO THE TOWN OF THURMAN
WORKPLACE VIOLENCE PREVENTION PLAN AND PROGRAM**

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

ADOPTED Ayes 4 Runyon, Galusha, Needham, Brown

Nays 0

WHEREAS New York State Labor Law Section 27(b), as amended by the 2006 New York State Legislature, requires that public employers are to evaluate the safety of their workplace and implement workplace safety training for all employees, and

WHEREAS pursuant to Resolution No. 91 of 2011, the Town of Thurman Town Board authorized the adoption of a program on workplace violence, and

RESOLVED: that the Town of Thurman Town Board hereby approves and authorizes the implementation of the attached revised Workplace Violence Prevention Plan and Program to be reviewed on an annual basis, and be it further

RESOLVED, that said Program shall take effect immediately and will be available for review in accordance with the provisions of the Workplace Violence Prevention Plan and Program. ***Policy Statement attached***

DISCUSSION: Discussion ensued regarding workplace violence.

DISCUSSION: The town board discussed the need to develop and update town policies.

DISCUSSION: Discussion ensued regarding payment of the town historian salary.

DISCUSSION: Discussion ensued regarding the purchase of a new truck for the highway department. The highway department got quotes on the truck they were seeking.

January 10, 2023

RESOLUTION 21-2023

RESOLUTION TO PURCHASE 2022 F250 FORD PICKUP TRUCK

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

ADOPTED Ayes 4 Runyon, Galusha, Needham, Brown
Nays 0

The town board of the Town of Thurman approved the purchase of a 2022 Ford F250 4 wheel drive pickup truck from Warren Ford, per quote, for \$42,800.00. Funding will come out of DA5130.4.

RESOLUTION 20-2023

RESOLUTION TO APPROVE PAYMENT OF CLAIMS

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

ADOPTED Ayes 4 Runyon, Galusha, Needham, Brown
Nays 0

TOTAL OF ABSTRACT 15, GENERAL FUND, DEC 31, 2022	<u>\$6,832.81</u>
TOTAL OF ABSTRACT 15, HIGHWAY FUND, DEC 31, 2022	<u>\$38,160.54</u>
TOTAL CLAIMS DEC 31, 2022	<u>\$44,993.45</u>

ADJOURN:

On a motion of Councilman Needham, seconded by Councilman Galusha, the town board adjourned the meeting at 5:21 pm.

MOTION CARRIED Ayes 4 Runyon, Galusha, Brown, Needham
Nays 0

Respectfully Submitted

Cynthia Hyde, Town Clerk
January 23, 2023

**TOWN OF THURMAN
WORKPLACE VIOLENCE PREVENTION PROGRAM**

Adopted by the Town Board of the Town of Thurman, NY on January 10, 2023

POLICY STATEMENT

The Town of Thurman (Town) is committed to the safety and security of its employees and the public. Workplace violence presents a serious occupational safety hazard to our staff and the public. It is the intent of the Town to provide an environment for employees and the public that is free from violence.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duties in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against any Town employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients and visitors, following all policies, procedures, and practices, and assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of the New York State Workplace Violence Prevention Regulation under Labor Law Article 2§ 27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed. Authorized Employee Representative(s) will, at a minimum, be involved in:

- Evaluating the physical environment.
- Developing the Workplace Violence Prevention Program.
- Reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person(s) designated below of any violent incidents, or threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person(s): Town Supervisor

Department: Supervisor

Location: Town Hall, 311 Athol Road, Athol, NY 12810

Phone: (518) 623-9649

DECEMBER 2022 ABSTRACT 15 BUDGET ADJUSTMENTS

**GENERAL
FUND**

		NOVEMBER BUDGET ADJ	AFTER BUDGET ADJ	ABSTRACT 15
A1330.4	Tax Collector Contractual	186.37	0.00	
A1355.4	Assessor Contractual	781.06	0.00	(110.00)
A1420.4	Attorney Contractual			(141.41)
A1440.4	Engineer Contractual	6,059.83	0.00	
A1910.4	Unallocated Ins	955.50	0.00	
A8160.1	Refuse & Garbage	5,803.90	0.00	
A8160.4	Refuse Contractual	12,295.94	0.00	(655.97)
A9055.8	Disability Ins			(544.82)

INCREASE			INCREASE	
A2610	Fines & Forfeited Bail	110.00	A1355.4	110.00
A3005	Mortgage Tax	141.41	A1420.4	141.41
A2130	Garbage Removal Fees	655.97	A8160.4	655.97
A3005	Mortgage Tax	544.82	A9055.8	544.82

**HIGHWAY
FUND**

		November	Budget Adj	Abstract 15
DA5130.4	General Repairs Contractual			(94,243.19)
DA9010.8		17,304.57	0.00	
DA5120.4		3,728.00	0.00	

January 10, 2023

INCREASE			INCREASE	
DA4589	FEMA	94,243.19	DA5130.4	94,243.19