

The Annual Reorganization Meeting of the Town Board of the Town of Augusta was held on January 3, 2024, at 6:00 PM at 2470 North Road, Oriskany Falls N.Y.

In attendance were Supervisor, Suzanne Collins and Councilmen Mark Russell, Travis Wright and James Dowd

Absent was Councilman Charles Peck

Public Present: None

The meeting was called to order by Supervisor Collins with the Pledge of Allegiance.

The following appointments were made for the 2024 Town Year:

Deputy Supervisor	Mark Russell
Town Attorney	Dick Parker
Official Depository	NBT
Official Newspaper	Waterville Times
Registrar of Vital Statistics	Sonya M. Furness
Deputy Registrar	Charles Thompson
Zoning and Codes Officer	Adam Shaver
Dog Control Officer	Anne Brown
Deputy Town Clerk	Charles Thompson
Secretary to Supervisor	Anne Brown
Ag Representatives	Mark Russell
	Charles Peck
Building Maintenance	Sonya Furness
	Anne Brown
Liaison to SWOCO	Jim Dowd
Liaison to Office of the Aging	Suzanne Collins
Town Historian	Sonya Furness
Liaison to Codes	Mark Russell
Fair Housing Officer	Travis Wright
Bookkeeper	Pat Doughty

A Motion was made by Councilman Dowd and seconded by Councilman Russell to accept these appointments for the year 2024. Salaries are to be paid as stated in the 2024 Town Budget.

Roll call:

4 ayes, 0 nays

The motion was Carried and so Ordered.

A Resolution was made by Councilman Russell and seconded by Councilman Dowd for the following:

WHEREAS NBT Bank is designated as a depository for the funds of the Town of Augusta for the year 2024.

NOW THEREFORE BE IT RESOLVED:

All financial transactions conducted with NBT bank be in full force and effect according to all conditions governing the operation of the Town of Augusta accounts unless supplemented or modified by authorization.

Roll call:

4 ayes, 0 nays

Resolution Approved

A Resolution was made by Councilman Wright and seconded by Councilman Dowd for the following:

Town of Augusta monthly board meetings be held on the 3<sup>rd</sup> Wednesday of each month at 6:00 PM. Meetings are to be located at 2470 North Road, Oriskany Falls.

Roll call:  
4 ayes, 0 nays  
Resolution Approved

A Resolution was made by Councilman Russell and seconded by Councilman Dowd for the following:

The Town Procurement Policy will remain in effect as written with addendum.  
Roll call:  
4 ayes, 0 nays  
Resolution Approved

A Resolution was made by Councilman Russell and seconded by Councilman Wright for the advance approval of claims as follows:

WHEREAS the Town Board authorizes payment of claims in advance of audit for public utility services, bond payments, pre-approved contracts and postage, Napa and interest charging accounts, where finances or late charges would be assessed, or if to cause personal hardship.

WHEREAS all such claims shall be presented at the next regular meeting for audit and

WHEREAS the Town Board authorizes the Supervisor to invest town monies in a timely manner that will maximize returns within the legal guidelines of New York State.

Roll call:  
4 ayes, 0 nays  
Resolution Approved

A Resolution was made by Councilman Russell and seconded by Councilman Dowd to pay a fixed rate of \$ .67 for mileage as reimbursement to officers and employees of the town who use their personal vehicles while performing their official duties on behalf of the Town. Official duties do not include travel to and from meetings that are scheduled as regular monthly board meetings, this is pertinent to Town Board, Zoning Board, Board of Review and Planning Board.

Roll call:  
4 ayes, 0 nays  
Resolution Approved

A Resolution was made by Councilman Dowd and seconded by Councilman Russell for attendance of schools and education as follows:

WHEREAS it is determined by the Board, that the attendance by certain municipal officials and employees at one or more of any meeting, conference, seminar or training that will benefit the town is authorized.

NOW THEREFORE BE IT RESOLVED:

That the following officers and employees are hereby authorized to attend any of the above within the State of New York. Supervisor, Town Clerk, Tax Collector, Town Justice, Highway Superintendent, Board Members, Assessor, Planning Board, Zoning Board or Board of Review, DCO and Codes Zoning Officer.

New York State mandates that Planning and Zoning Board members receive 4 hours approved / certified training per year.

WHEREAS all Town Employees are required to turn the Trip Pre-Approval Sheet to Town Supervisor 1 month prior to release of any funds.

WHEREAS each elected or appointed position attending a training or conference must have pre-approval from Supervisor for repayment of training or class. If attendance is paid and employee does not attend, they must refund the Town, unless there is an emergency that prevents attendance.

WHEREAS each elected position attending shall be advanced \$600.00 to be supported by a voucher. Any unused portion of trip advances shall be returned within 2 weeks of completion of training.

And

WHEREAS all meal allowances will be handled on a per diem basis.

WHEREAS any guest of officers or employees that attend the said function are required to pay for their expenses in advance of the event

Roll call:  
4 ayes, 0 nays  
Resolution Approved.

A Resolution was made by Councilman Wright and seconded by Councilman Dowd for the following methods of payment for salaries:

Payment of salaries for elected and appointed officials are: Supervisor, Assessor, Assessors Clerk, Town Clerk, DCO, Deputy Town Clerk, Tax Collector, Historian, Codes and Zoning Officer, Cleaner, Town Justice, Book Keeper and Secretary to Supervisor on a monthly basis. Highway Superintendent, weekly and Highway employees as per Union contract.

Planning Board, Zoning Board, Board of Review, Secretary to Planning and Zoning, Registrar, Deputy Registrar and 4 Board Members on a yearly basis.

Planning and Zoning Board members are reimbursed \$50.00 per meeting to a maximum of \$500.00 per year, including their state mandated training. They will be reimbursed at minimum wage for code revision.

All salaries are to be paid according to 2024 Town Budget.

Roll call:

4 ayes, 0 nays

Resolution Approved

A Motion was made by Councilman Dowd and seconded by Councilman Russell to accept the Town of Augusta Local Law of 2012 "Code of Ethics". This law shall be continued and in full effect. "Workplace Violence Policy" was reapproved as written.

Roll call: 4 ayes, 0 nays

Motion was carried and so ordered.

A Motion was made by Councilman Russell and seconded by Councilman Dowd to charge a Twenty dollar fee for all returned checks.

Roll call:

4 ayes, 0 nays

Motion was carried and so ordered.

A Motion was made by Councilman Wright and seconded by Councilman Dowd to accept the petty cash fund as previously appropriated for the Supervisor, Town Clerk and Tax Collector.

Roll call:

4 ayes, 0 nays

Motions were carried and so ordered.

A resolution was made by Councilman Dowd and seconded by Councilman Russell to accept the Agreement of Shared Purchases when it is cost efficient between the Library, LRHS, Oriska Valley Seniors and the Village of Oriskany Falls.

Roll call:

4 ayes, 0 nays

Resolution approved.

All training as mandated by NY State and the Town of Augusta shall be completed as required on a yearly basis

Town Board requires each **Board Chairperson** to attend a Town Board meeting once per quarter.

Respectfully, the board would appreciate the attendance of the Highway Superintendent monthly for Highway Department updates.

A copy of said Reorganizational minutes will be provided to each employee. Town Board minutes will be on the Town website.

Councilman Dowd Deposed himself as a member of the Oriskany Falls Fire Department and Supervisor Collins Deposed herself for the Clark Memorial Library and Limestone Ridge Historical Society.

Supervisor Collins requested a Budget Adjustment

**RESOLUTION 1– 2024**

On a motion of Councilman Wright, seconded by Councilman Russell, the following resolution was

**ADOPTED** Ayes 4 Collins, Dowd, Russell, Wright  
Nays 0

Resolved that \$4500.00 be moved from A 1315.1 to A 1315.12

Vision and Mission Statement

**RESOLUTION 2 - 2024**

On a motion of Councilman Wright, seconded by Councilman Dowd, the following resolution was

**ADOPTED** Ayes 4 Collins, Dowd, Russell, Wright  
Nays 0

Resolved that the submitted Vision and Mission statement be adopted.

Permission to pay bills that were not submitted in time or had checks available in given account.

**RESOLUTION 3 - 2024**

On a motion of Councilman Wright, seconded by Councilman Dowd, the following resolution was

**ADOPTED** Ayes 4 Collins, Dowd, Russell, Wright  
Nays 0

Resolved that attached listing in the amount of \$10,087.79 be paid .

A Motion was made by Councilman Dowd and seconded by Councilman Russell to adjourn the meeting at 6:14 P.M.

Roll call:

4 ayes, 0 nays

Motion was carried and so ordered.

Respectively submitted,  
Sonya Furness