

## **HERMON TOWN BOARD ORGANIZATIONAL MEETING January 14, 2025**

The 2025 Organizational Meeting was called to order by Supervisor Race at 6pm.

Whereas, the Town Board of the Town of Hermon has met for the purpose of Annual Appointments and designations as follows:

### **RESOLUTION #1 RULES OF PROCEDURES:**

Motion by J. Stransky Second by V. Day

To adopt Parliamentary Law as defined by Robert's Rules of Order, as the rules of procedure, with the following adaption: Time limit per speaker shall be three minutes per person.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

### **RESOLUTION #2 OFFICIAL NEWSPAPER:**

Motion by V. Day Second by J.

Stransky Therefore naming the Watertown Daily Times as the official newspaper for the Town of Hermon for 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

### **RESOLUTION #3 REGULAR MEETINGS:**

Motion by S. Smith Second by J.

Day Therefore designating the Town Board will hold the regular Board meetings on the second Tuesday of each month at 6pm at the Town Hall for 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

### **RESOLUTION #4 PAYROLL PERIODS:**

Motion by J. Stransky Second by V.

Day Paychecks will be issued as follows: **Bi-weekly:** highway employees & superintendent, Code Officer, Water/Wastewater operator, Bookkeeper, Supervisor, Town Clerk, Town Justice **Monthly:** Assessor & Justice Clerk **Yearly:** Town Council, Historian, website manager and cemetery custodians (in November).

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

### **RESOLUTION #5 BANK DEPOSITORY:**

Motion by S. Smith Second by J.

Day Designating Community Bank, NA as the official depository for town funds in 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

### **RESOLUTION #6 REGISTRAR OF VITAL STATISTICS:**

Motion by V. Day Second by J.

Stransky Designating Karen Wayering as the Registrar of Vital Statistics for the year 2025 and authorizing her to collect fees for this duty.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

### **RESOLUTION #7 TAX COLLECTOR**

Motion by S. Smith Second by V.

Day Designating Karen Wayering as the Tax Collector for the year 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

### **RESOLUTION #8 MILEAGE:**

Motion by J. Stransky Second by V.

Day Designating the rate per mile **\$0.67** to be paid to Town officers and employees for use of private auto on official business and to reimburse officers and employees for other necessary expenses for 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

### **RESOLUTION #9 SALARIES:**

Motion by J. Stransky Second by V.

Day To pay salaries to Supervisor, Highway Supt, Deputy Highway Supt, Town Clerk, Deputy Town Clerk, Town Justice, Town Justice Clerk, Bookkeeper, Assessor, Code Officer, Cemetery custodians, website manager, Historian, DCO(and shelter/pound fees), Attorney, Water/Sewer plant operator, backup Water/Sewer plant operator, Water & Sewer billing clerk, Board of Assessment Review members and Town Board members as specified in the 2025 Town Budget.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

### **RESOLUTION #10 SAFETY SHELTER**

Motion by V. Day Second by S.

Smith Designating the Hermon Fire Hall as a safety shelter for its residents for 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

### **RESOLUTION #11 WATER COMMITTEE**

Motion by V. Day Second J.

Stransky Appointing Sheri Smith and John Stransky to water committee for 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

### **RESOLUTION #12 PROCUREMENT POLICY**

Motion by J. Stransky Second by V.

Day Therefore accepting the 2025 Procurement Policy, which was reviewed from last year with no revisions for the year 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

### **RESOLUTION #13 INSURANCE CARRIER**

Motion by J. Stransky Second H.

Blandin Therefore naming McFadden Dier as the Town's insurance company for the year 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #14 CEMETERY CONTRACTS**

Motion by J. Stransky Second S.

Smith Appointing Michael Perry Jr. to custodian of Porter Hill and Marshville cemeteries; appointing Art Baker as custodian of Parker cemetery and allowing the Supervisor to sign the cemetery contracts with them at a cost of \$500 per cemetery for the purpose of upkeep on the veteran's graves for the year 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #15 HERMON FIRE DEPT. CONTRACT**

Motion by S. Smith Second H.

Blandin Therefore allowing the Supervisor to sign the fire department contract for the year 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #16 CODE ENFORCEMENT OFFICER**

Motion V. Day Second S.

Smith To appoint Michael McQuade as Town Code Officer for 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #17 BOOKKEEPER**

Motion by J. Stransky Second S.

Smith Appointing Lori Dibble as Bookkeeper for 2025.

4 ayes: Blandin, Day, Smith,

Stransky 0 Nay

**RESOLUTION #18 ASSESSOR**

Motion by V. Day Second J.

Stransky Appointing Kathleen Besaw as Assessor for 2025.

4 ayes: Blandin, Day, Smith, Stransky

0 Nay

**RESOLUTION #19 WATER/SEWER OPERATOR**

Motion by V. Day Second S.

Smith Appointing Chris Stransky as water & sewer operator for 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #20 BACKUP OPERATOR**

Motion by J. Smith Second S.

Smith Appointing Mason Fountain as backup water/sewer operator for 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #21 DEPUTY SUPERVISOR**

Motion by J. Stransky Second S.

Smith Appointing Victoria Day as Deputy Supervisor for 2025.

3 ayes: Blandin, Smith, Stransky 0 Nay (V.

Day Abstained)

**RESOLUTION #22 ATTORNEY**

Motion by V. Day Second J.

Stransky Appointing John Collins, Esq. as Town attorney at a cost of \$125 per hour on an as-needed basis for 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #23 HISTORIAN**

Motion by J. Stransky Second S.

Smith Appointing Lenore Zaunere as Historian for the year 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #24 DOG CONTROL OFFICER**

Motion by S. Smith Second V.

Day Appointing Dan Moyer as DCO for the year 2025 and authorizing the Supervisor to sign contract for pound/shelter services as listed in the 2025

budget.

4 ayes: Blandin,

Day, Smith, Stransky

0 Nay

**RESOLUTION #25 WORKPLACE VIOLENCE POLICY**

Motion by V. Day Second J.

Stransky To review, sign and accept the Town Workplace Violence Prevention Policy & Incident reporting for 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #26 CODE OF ETHICS**

Motion by V. Day Second S.

Smith To review, sign and accept the Town of Hermon's Code of Ethics for 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #27 SEXUAL HARASSMENT POLICY**

Motion by V. Day Second J.

Stransky To review, sign and accept the Town of Hermon's Sexual Harassment policy for 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #28 WEBSITE MANAGER CONTRACT**

Motion by J. Stransky Second V.

Day Appointing Andrew Bigelow as website manager and allowing the Supervisor to

sign the website contract with him for the purpose of keeping the Town's website up-to-date at a cost of \$1,000 per year.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #29 SOFTWARE CONTRACT**

Motion by J. Stransky Second S.

Smith Acknowledging that we have a software support agreement with Williamson Law Books for 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #30 COPIER/PHONES/IT SUPPORT**

Motion by V. Day Second S.

Smith Acknowledging that ABS (Advanced Business Systems) provides copier, phones and IT support for the Town of Hermon for the year 2025.

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4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #31 INTERNET SERVICES(HI SPEED FIBER)**

Motion by V. Day Second J.

Stransky Acknowledging that TDS provides phone & internet services to the water & sewer plants, salt barn, water tower and Miles Road pump station.

4 ayes: Blandin, Day, Smith, Stransky

0 Nay

**RESOLUTION #32 INTERNET SERVICES**

Motion by V. Day Second J.

Stransky Acknowledging that Spectrum provides internet service to the Highway barn and Town Hall.

4 ayes: Blandin, Day, Smith, Stransky 0 Nay

**RESOLUTION #33 DEPUTY TOWN CLERK**

Motion by J. Stransky Second V.

Day Appointing Amy Smith & Sheila Eggman as Deputy Town Clerks for the year 2025.

4 ayes: Blandin, Day, Smith, Stransky

0 Nay

**RESOLUTION #34 BOARD OF ASSESSMENT REVIEW**

Motion by S. Smith Second J.

Stransky Setting the rate of compensation for the assessment review board at \$75 per member (4).

4 ayes: Blandin, Day, Smith, Stransky

0 Nay

**RESOLUTION #35 PREPAID INVOICES**

Motion by V. Day Second J.

Stransky Designating Ntl. Grid, Teamsters insurance & union dues, TDS, water & sewer pay apps as "prepaids" so they can be paid before monthly meetings to keep payments timely.

4 ayes: Blandin, Day, Smith, Stransky

0

Nay

**RESOLUTION #36 SECOND NOTICES**

Motion by J. Stransky second V.

Day Whereas the Town of Hermon will charge a fee of \$2.00 against each parcel requiring a second tax notice.

4 ayes: Blandin, Day, Smith, Stransky

0 nay

**RESOLUTION #37 APPOINTING FAIR HOUSING OFFICER**

Motion by J. Stransky second S.

Smith Designating Victoria Day as Fair Housing Officer for 2025.

3 ayes: Blandin, Smith, Stransky

(V. Day

abstained) 0 nay

**RESOLUTION #38 JP MORGAN CHASE BANK CONTRACT**

Motion by V. Day second S.

Smith Designating JP Morgan Bank as our town credit card company.

4 ayes: Blandin, Day, Smith, Stransky

0 nay

**RESOLUTION #39 AGREEMENT TO SPEND HIGHWAY FUNDS**

Motion by J. Stransky second

V. Day Authorizing the signing of an Agreement to spend highway funds with SLC Highway Depart. For 2025.

4 ayes: Blandin, Day, Smith, Stransky

0 nay

**RESOLUTION #40 APPOINTMENT OF HEALTH OFFICER**

Motion by H. Blandin second

V. Day Designating the St. Lawrence County Public Health Department as our health officer for 2025.

4 ayes: Blandin, Day, Smith, Stransky 0 nay

**RESOLUTION #41**

**OFFICIAL UNDERTAKING**

Motion by V. Day second S.

Smith The Town Board of the Town of Hermon approved the foregoing undertaking as to its form and manner and the sufficiency of the surety.

**OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS**

**WHEREAS** various sections of New York State Town Law and Public Officers Law require that certain officials execute an Official Undertaking; and **NOW, THEREFORE BE IT RESOLVED** that we, the Town Board of the Town of Hermon approve the document entitled "Town of

Hermon Official Undertaking of Municipal Officers” as to its form and manner of execution and the sufficiency of the insurance; and

**BE IT FURTHER RESOLVED** that said Official Undertaking containing the notarized signatures of those named as municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

I, Karen Wayering, Clerk of the Town of Hermon, County of St. Lawrence, State of New York,  
Do hereby certify that the above is a true and exact copy of resolution duly passed by the  
Hermon Town Board held on January 14th, 2025.

Motion to approve Organizational Meeting made by: **V. Day** Second: **S.Smith**

Motion to adjourn Organizational Meeting at 6:35 pm made by: **J. Stransky** Second **V. Day** \_