**ORGANIZATIONAL MEETING, TOWN OF ELIZABETHTOWN,**

**JANUARY 2, 2024**

**Resolution No. 1 of 2024**

**Resolution Designating Salaries for 2024**

**RESOLVED,** that effective January 1, 2024, the following Town officials shall receive

the salary and compensation for the Town of Elizabethtown:

Supervisor - $22,000

Town Clerk / Tax Collector - $20,000

Town Council (each) - $3,898.50

Town Justice (each) - $14,700

DPW Superintendent - $50,000

DPW Deputy Superintendent - $3,000

**Resolution No. 2 of 2024**

**Resolution Designating Official Banks**

**RESOLVED,** that the following are designated to be the official banks to deposit the

Town of Elizabethtown’s monies during 2024. Champlain National Bank and NY CLASS

**Resolution No. 3 of 2024**

**Resolution Designating Official Newspapers**

**RESOLVED,** the official newspaper for advertising in 2024 shall be the Sun Community

News,

**BE IT FURTHER RESOLVED** that the Plattsburgh Press Republican shall also

be used for advertising in any situation that requires a time frame that can only be met

with a daily newspaper.

**Resolution No. 4 of 2024**

**Resolution Designating Mileage Allowance.**

**RESOLVED,** that the Town Officials be compensated at $0.67cents per mile for use of their vehicles in the performance of their official duties in 2024.

**Resolution No. 5 of 2024**

**Resolution Setting Date of Monthly Meetings**

**RESOLVED,** that the Town Board of the Town of Elizabethtown shall hold a monthly

meetings, the third Tuesday of each month at 6:30 PM at the Elizabethtown Town Hall

unless changed by Board Resolution. **Special meetings or workshops will be called as needed.**

**Resolution No. 6 of 2024**

**Resolution Authorizing Supervisor to Send Report**

**RESOLVED,** that the Supervisor shall submit to the Town Clerk and to the State

Comptroller, a copy of the Annual Report for 2023 within 60 days after the close of the

year. **An extension may be applied for as needed**.

**Resolution No. 7 of 2024**

**Resolution to Appoint Town Historian**

**RESOLVED,** that Janet MacDougal Cross is appointed to serve as Town Historian for

2024 at a salary of $250 annually.

**Resolution No. 8 of 2024**

**Resolution to Appoint Zoning / Code Officer**

**RESOLVED,** that the Code Enforcement Officer / Zoning Officer position is filled by Gordon Costin to serve for the Town of Elizabethtown.

**Resolution No. 9 of 2024**

**Resolution Authorizing Department of Public Works Superintendent to expend amounts under $1000**

**RESOLVED,** Pursuant to §142 of the Highway Law, that the Department of Public Works Superintendent be authorized to expend amounts under $1000, per item, for repairs of the Town equipment, tools, and other implements to be used for highway maintenance, construction and reconstruction; **ALL** expenditures shall be reviewed by the Town Board.

**Resolution No. 10 of 2024**

**Resolution to Appoint Dog Control Officer**

**RESOLVED,** that the Town Board does hereby acknowledge that the Dog Control Officer for the Town of Elizabethtown for 2024 is Todd Christian at an annual salary of $3,000 plus mileage for the necessary duties of the position.

**Resolution No. 11 of 2024**

**Resolution Appointing Town Counsel**

**RESOLVED,** as legal counsel the Town of Elizabethtown will appoint Miller, Mannix, Schachner & Hafner LLC.

**Resolution No. 12 of 2024**

**Resolution to Adopt Procurement Policy**

**pursuant to §104b General Municipal Law**

**RESOLVED,** that the Town Board hereby adopts the Procurement Policy and Procedures Pursuant to §104b of the General Municipal Law.

**Resolution No. 13 of 2024**

**Resolution to Adopt Investment Policy**

**RESOLVED,** that the Town Board of the Town of Elizabethtown, hereby adopts the Investment Policy of the Town.

**Resolution No. 14 of 2024**

**Resolution to Appoint Chairman for ZBA**

**RESOLVED,** that the Town Board does hereby declare David Hodges, Chairman of the Zoning Board of Appeals for the year 2024.

**Resolution No. 15 of 2024**

**Resolution Appointing Chairman of Planning Board**

**RESOLVED,** that the Town Board does hereby appoint Bruce Pushee as Chairman of

the Planning Board for the year 2024.

**Resolution No. 16 of 2024**

**Resolution Appointing the Supervisor’s Clerk**

**RESOLVED,** that the Supervisor does hereby appoint Cassandra D’Agostino as Clerk to the

Supervisor for the year 2024.

**Resolution No. 17 of 2024**

**Resolution to Appoint Deputy Supervisor**

**RESOLVED,** that the Supervisor does hereby appoint, Jeffrey Allott, to serve as Deputy Supervisor for the Town of Elizabethtown for the year 2024.

**Resolution No. 18 of 2024**

**Resolution to Appoint Zoning Board of Appeals Members**

**RESOLVED,** that the Town Board does hereby appoint, the following to serve on the

Elizabethtown Zoning Board of Appeals for the year 2024.

 5 Year Terms

David Hodges – Chairman 01/2028

George Onni – 01/2024

Robert Wagner – 01/2028

Margaret Bartley – 05/2028

Keelin Murphy – Alternate 1/2028

**Resolution No. 19 of 2024**

**Resolution to Appoint Planning Board Members**

**RESOLVED,** that the Town Board does hereby appoint, the following board members,

to serve on the Elizabethtown Planning Board for the year 2024.

 5 Year Term

Bruce Pushee- Chairman 01/2028

Harry Gough – 05/2028

Charles Moisan – 11/2028

Evelyn Hatch – 04/2028

Christine Lang – 04/2028

Aaron Wolf, Alternate – 1/2025

Adam Bailey – 1/2028

**Resolution No. 20 of 2024**

**Resolution to Appoint Board of Assessment Review**

**RESOLVED,** that the Town Board does hereby appoint, the following board members,

to serve on the Board of Review for the year 2024.

 3 Year Term

Gail Else – 01/2026

Margaret Bartley – 01/2025

Mary McGowen, Chair - 01/2025

**Resolution No. 21 of 2024**

**Resolution to Appoint Town Health Officer**

**RESOLVED,** that the Town Board does hereby appoint, Charles Moisan M.D. to serve as Town Health Officer for the year 2024.

**Resolution No. 22 of 2024**

**Resolution to Appoint Budget Officer**

**RESOLVED,** that the Town Board does hereby appoint, Cathleen Reusser, to serve as

Budget Officer for $1,000 annual salary for the year 2024.

**Resolution No. 23 of 2024**

**Resolution to Delegate to the Supervisor Powers and Duties**

**RESOLVED,** Pursuant to § 3-7 of the Town Law, that the Supervisor is authorized to

conduct the duties necessary for the day-to-day administration of the Town for the year

2024, and to expend up to $1000, per item, for Town repairs per the Town policy.

**Resolution No. 24 of 2024**

**Resolution to Appoint Water Superintendent**

**RESOLVED,** that the Town Board does hereby appoint David Dickinson to serve as

Water Superintendent for 2024 for an annual payment.

**Resolution No. 25 of 2024**

**Resolution to give permission to attend the Association of Towns Meeting**

**RESOLVED, that** any member of the Town Board, who so desires, be given permission

to attend the Association of Towns Meeting to be held in New York City, February 2024.

The Town will pay the $100 registration fee, and the participant will pay all other costs.

**Resolution No. 26 of 2024**

**Boquet Valley Youth Commission Youth Commission**

**RESOLVED**, the Elizabethtown Town Board supports a youth recreation program for the youth of Elizabethtown, and

**RESOLVED**, the Elizabethtown Town Board has approved the appointments of persons to serve on the Boquet Valley Youth Commission Board, and

**BE IT RESOLVED**, that the Town Board of the Town of Elizabethtown authorizes the Supervisor to enter into a joint agreement between the Town of Elizabethtown, the Town of Lewis and the Town of Westport for the period January 1, 2024 through December 31, 2024 and to pay a sum of $8,500 to the Youth commission as Elizabethtown’s’ share.

**Resolution No. 27 of 2024**

**Resolution to Appoint Clerk to the Courts**

**RESOLVED,** that the Town Board does hereby appoint, Ashlee LaPier and Brianna Sargent to serve as clerk to the Courts for the year 2024. Ms. Sargent will receive an administration stipend of $2,000 per year for court duties.

**Resolution No. 28 of 2024**

**Resolution to Appoint Deputy Town Clerks**

**RESOLVED,** that the Town Board does hereby appoint Paige Cotter Saltamach, Chief Deputy Town Clerk and Brianna Sargent, Second Deputy Town Clerk for the year 2024.

**Resolution No. 29 of 2024**

**Resolution to Appoint Fire & Safety Code Enforcement Officer**

**RESOLVED,** that the Town Board does hereby appoint the CEO to serve as Fire

& Safety Code Enforcement Officer for the year 2024.

**Resolution No. 30 of 2024**

**Resolution to Appoint Sole Assessor**

**RESOLVED,** that the Town Board does hereby appoint, Bruce Caza to serve as Sole Assessor for the year 2024 through 2025 at an annual rate of $21,000 per year.

**Resolution No. 31 of 2024**

**Resolution to Adopt Personnel Policy**

**RESOLVED,** that the Town Board does hereby agree to adopt a Personnel Policy, **subject to revision and updating,** for the year 2024.

**Resolution No. 32 of 2024**

**Resolution to Adopt Early Bill Payment**

**RESOLVED,** that the Town Board does hereby agree to renew the resolution for early payment of regularly occurring bills so as to avoid penalties for the year 2024. (phone, credit card, utilities, insurance)

**Resolution No. 33 of 2024**

**Resolution to Adopt a Code of Ethics Policy**

**RESOLVED,** that the Town Board does hereby agree to adopt a revised NY Association of Towns Code of Ethics Policy for the year 2024.

**Resolution No. 34 of 2024**

**Resolution to Adopt 2024 Holiday Schedule**

**RESOLVED,** that the Town Board does hereby agree to adopt the 11 Federal Holiday closure schedule for the year 2024.

**Resolution No. 35 of 2024**

**Resolution to Renew Articles of Agreement with SPCA**

**RESOLVED,** that the Town Board does hereby agree to renew the Articles of Agreement with the SPCA for services for the year 2024.

**Resolution No. 36 of 2024**

**Resolution to Renew Elizabethtown – Lewis Emergency Squad, Inc. Contract**

**RESOLVED,** that the Town Board does hereby agree to renew the contract with the Elizabethtown – Lewis Emergency Squad, Inc. and pay the sum of $155,000 for operating expenses and for Capital Reserves for the year 2024.