

# Greig Town Board Minutes

## January 2024 Organizational Meeting

January 3, 2024

6:00PM

- 1) Call to order by Supervisor Johnson
- 2) Roll Call Councilman Mallette and Swisher, Clerk Gunn, Superintendent Alfano, Attorney Gilbert and Deputy Clerk Holland. Councilman Arthur reported sick.

### Appointments and Board Rules By Resolution

**Motion 24-01-01** Make the following appointments: By: Mallette Second: Swisher

Position	Appointed
Historian	Nichelle Swisher
Dog Control Officer	Bobbie Marra
Budget Officer	Robert Johnson
Registrar	Thomas Gunn
Attorney	Ian Gilbert
Health Officer	Ashley Waite
Cemetery Sexton	Angie Bauer
Bank	Community Bank
Newspaper	Journal Republican
Bookkeeper	North Country CPA'S
Zoning Officer	Brian Patterson
Deputy Supt. Highway	William Dolan
Deputy Clerk/Collector	Kimberly Holland
Deputy Supervisor	Nichelle Swisher
Justice Clerk	Michelle Ward
PB Member	Judy Wilson 5 Yr Term
PB Secretary	Marilyn Patterson 5 Yr Term
ZBA Chairman	Mike Bush
ZBA Member	Aaron Moore

**Motion 24-01-01 Passed**

**Motion 24-01-02** By: Mallette Second: Swisher

Supervisor may pay all invoices pertaining to contracts without benefit of voucher signatures, as long as a check register is produced monthly.

**Motion 24-01-02 Passed**

**Motion 24-01-03** By: Mallette Second: Swisher

Set Business Related Travel Expense Reimbursement to the Federal level of \$.67 per mile.

**Motion 24-01-03 Passed**

**Motion 24-01-04** By: Mallette Second: Swisher

Set the fee of \$20.00 for any returned check which was used to make a payment to the Town.

**Motion 24-01-04 Passed**

**Motion 24-01-05** By: Mallette Second: Swisher

State Minimum Wage will be raised to \$15.00 per hour.

**Motion 24-01-05 Passed**

Supervisor Johnson notes the State requires the Board to conduct an audit of the Supervisor, Clerk and Justice during the month of January. Seeing Mr. Johnson is newly elected he feels he may audit the Supervisor's accounts from last year. He has asked Council Mallette to assist him again this year with this task.

●Potential changes in accounting software

Supervisor Johnson discussed a recent meeting he had with North Country CPA's. Mr. Johnson is looking for a better way for board members to analyze and audit the monthly expenses paid by the town. The feeling is that Williamson accounting software does not provide reports that easily support this audit requirement. Also, starting this year, Williamson expects North Country CPA's to purchase a copy of the accounting software. It appears using Quickbook's "cloud" software might be a better solution for reports and might be a cost savings. This will continued to be explored within the next few months. When all the implications are better understood Mr. Johnson will offer a change in methods to the Board members.

●Cell phone policy change

Supervisor Johnson will study changes in the contract for the two cell phones in use by the Supervisor and Superintendent. It appears it is overly expensive for the amount of service we receive.

●Grant Focus

Supervisor Johnson is researching a grant for the development of a town comprehensive plan. There is a very short window to file for this grant and insures the Board he will not extend the effort if any expense associated with the application is not covered by the county. He has requested assistance from Councilman Swisher in accessing the State's Grant Portal. Following the comprehensive plan, Mr. Johnson will seek grant support for equipment purchase. He asked Superintendent Alfano to prepare a specification for a desired plow truck.

●Committee focus

Supervisor Johnson has requested each Board member assume a duty of overseeing town actions. Mr. Mallette was asked to oversee the corrections needed to be made to the Town Highway Garage building. Ms. Swisher was requested to develop better display of Greig history within the Town Hall building. Ms. Arthur will be asked to sssume the duty of overseeing the completion of a computerized cemetery system. Reports on these activities will be expected at each meeting.

●Capital Plan

Supervisor Johnson spoke of the importance of creating an accounting of all the town assets with a value of more than \$5000. He asked Superintendent Alfano to provide the current value of the highway equipment list. Councilman Swisher says she is maintaining the excel list on her town computer and will work with Mr. Alfano on creating and maintaining the list

●Personnel salary issue

Supervisor Johnson requested an executive session enabling the discussion of a salary matter for an existing employee

**Motion 24-01-06** By: Swisher Second: Mallette

Enter Executive session to discuss salary for Town Employee 7:15PM

**Motion 24-01-06 Passed**

**Motion 24-01-07** By: Swisher Second: Mallette

Enter Open session 7:40PM

**Motion 24-01-07 Passed**

Being no further business

**Motion 24-01-08** By: Swisher Second: Mallette

Adjourn Meeting 7:45PM

**Motion 24-01-08 Passed**