

**ORGANIZATIONAL MEETING, TOWN OF ELIZABETHTOWN,
JANUARY 21, 2025**

Resolution No. 1 of 2025

Resolution Designating Salaries for 2025

RESOLVED, that effective January 1, 2025, the following Town officials shall receive the salary and compensation for the Town of Elizabethtown:

Supervisor - \$25,000

Town Clerk / Tax Collector - \$25,000

Town Council (each) - \$3,898.50

Town Justice (each) - \$14,700

DPW Superintendent - \$50,000

Resolution No. 2 of 2025

Resolution Designating Official Banks

RESOLVED, that the following are designated to be the official banks to deposit the Town of Elizabethtown's monies during 2025. Champlain National Bank and NY CLASS

Resolution No. 3 of 2025

Resolution Designating Official Newspapers

RESOLVED, the official newspaper for advertising in 2025 shall be the Sun Community News, **BE IT FURTHER RESOLVED** that the 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 2025

Resolution Designating Mileage Allowance.

RESOLVED, that the Town Officials be compensated at \$0.70 cents per mile for use of their vehicles in the performance of their official duties in 2025.

Resolution No. 5 of 2025

Resolution Designating 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. Monthly Wastewater Meeting will be held on the first Tuesday of each month at 1:30 PM. **Special meetings or workshops will be called as needed.**

Resolution No. 6 of 2025

Resolution Authorizing Supervisor to Send AUD Report

RESOLVED, that the Supervisor shall submit to the Town Clerk and to the State Comptroller, a copy of the Annual Report for 2024 within 60 days after the close of the year.

Resolution No. 7 of 2025

Resolution to Appoint Town Historian

RESOLVED, that Janet MacDougal Cross is appointed to serve as Town Historian for 2025.

Resolution No. 8 of 2025

Resolution to Appoint Zoning / Code Officer

RESOLVED, that Gordon Costin is appointed to serve as the Code Enforcement Officer / Zoning Officer for the Town of Elizabethtown in 2025.

Resolution No. 9 of 2025

Resolution to Appoint Fire & Safety Code Enforcement Officer

RESOLVED, that the Town Board does hereby appoint the CEO, Gordon Costin, to serve as Fire & Safety Code Enforcement Officer for the year 2025.

Resolution No. 10 of 2025

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. 11 of 2025

Resolution to Appoint DPW Deputy

RESOLVED, that George Saltamach is appointed to serve as the Code Enforcement Officer / Zoning Officer for the Town of Elizabethtown in 2025.

Resolution No. 12 of 2025

Resolution to Appoint Dog Control Officer

RESOLVED, that the Town Board does hereby appoint Ed Roberts as Dog Control Officer for the Town of Elizabethtown for 2025.

Resolution No. 13 of 2025

Resolution Appointing Town Legal Counsel

RESOLVED, that the Town Board does hereby appoint Miller, Mannix, Schachner & Hafner LLC as legal counsel for the Town of Elizabethtown in 2025.

Resolution No. 14 of 2025

Resolution Appointing Wastewater Treatment Legal Counsel

RESOLVED, that the Town Board does hereby appoint Meyer & Fuller PLLC as legal counsel for wastewater treatment for the Town of Elizabethtown in 2025.

Resolution No. 15 of 2025

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. 16 of 2025

Resolution to Adopt Investment Policy

RESOLVED, that the Town Board of the Town of Elizabethtown, hereby adopts the Investment Policy for 2025.

Resolution No. 17 of 2025

Resolution to Appoint Chairman for ZBA

RESOLVED, that the Town Board does hereby appoint Margaret Bartley, Chairman of the Zoning Board of Appeals for the year 2025.

Resolution No. 18 of 2025

Resolution Appointing Chairman of Planning Board

RESOLVED, that the Town Board does hereby appoint Bruce Pushee, Chairman of the Planning Board for the year 2025.

Resolution No. 19 of 2025

Resolution Appointing the Supervisor's Clerk

RESOLVED, that the Supervisor does hereby appoint Cassandra D'Agostino, Clerk to the Supervisor for the year 2025.

Resolution No. 20 of 2025

Resolution to Appoint Deputy Supervisor

RESOLVED, that the Supervisor does hereby appoint, Jeffrey Allott, Deputy Supervisor for the Town of Elizabethtown, for the year 2025.

Resolution No. 21 of 2025

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 2025.

5 Year Terms

Margaret Bartley – Chairperson 05/2028

David Hodges – 01/2029

George Onni – 01/2029

Robert Wagner – 01/2028

Keelin Murphy – 01/2029

Resolution No. 22 of 2025

Resolution to Appoint Planning Board Members

RESOLVED, that the Town Board does hereby appoint, the following to serve on the Elizabethtown Planning Board for the year 2025.

5 Year Term

Bruce Pushee- Chairman 01/2029

Harry Gough – 05/2028

Charles Moisan – 11/2028

Evelyn Hatch – 04/2028

Christine Lang – 04/2028

Aaron Woolf- Alternate 01/2029

Resolution No. 23 of 2025

Resolution to Appoint Board of Assessment Review

RESOLVED, that the Town Board does hereby appoint, the following to serve on the Board of Review for the year 2025.

3 Year Term

Gail Else – 09/2029

Margaret Bartley – 09/2026

Mary McGowen, Chair - 09/2025

Resolution No. 24 of 2025

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 2025.

Resolution No. 25 of 2025

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. 26 of 2025

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 2025, and expend up to \$1000, per item, per the Town policy.

Resolution No. 27 of 2025

Resolution to Appoint Water Superintendent

RESOLVED, that the Town Board does hereby appoint David Dickinson to serve as Water Superintendent for 2025.

Resolution No. 28 of 2025

Resolution to Appoint Deputy Water Superintendent

RESOLVED, that the Town Board does hereby appoint Joshua Currier to serve as Deputy Water Superintendent for 2025.

Resolution No. 29 of 2025

Resolution to attend the Association of Towns Meeting

RESOLVED, that any employee may attend the Association of Towns Meeting to be held in New York City, February 2025.

Resolution No. 30 of 2025

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, 2025 through December 31, 2025 and to pay a sum of \$8,500 to the Youth commission as Elizabethtown's share.

Resolution No. 31 of 2025

Resolution to Appoint Clerk to the Courts

RESOLVED, that the Town Board does hereby appoint, Tracy Cross and Brianna Sargent to serve as clerk to the Courts for the year 2025.

Resolution No. 32 of 2025

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 2025.

Resolution No. 33 of 2025

Resolution to Appoint Sole Assessor

RESOLVED, that the Town Board does hereby appoint, Bruce Caza to serve as Sole Assessor from January 1, 2025 through September 30, 2025.

Resolution No. 34 of 2025

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 2025.

Resolution No. 35 of 2025

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 (credit card, phone, cell, utilities, insurance, etc.) to avoid penalties for the year 2025.

Resolution No. 36 of 2025

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 2025.

Resolution No. 37 of 2025

Resolution to Adopt 2025 Holiday Schedule

RESOLVED, that the Town Board does hereby agree to adopt the 11 Federal Holiday closure schedule for the year 2025.

Resolution No. 38 of 2025

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. 39 of 2025

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. for the year 2025.