

Town of Greene
2025 Organizational Meeting
January 2, 2025

The annual Organizational Meeting was held on the above date at 3:00 PM at the Town Hall, 51 Genesee Street, Greene, New York 13778.

PRESENT: Supervisor Bernie McDermott, Council Members, Steve Northrup, Steve Page, Karman Harrington, Joseph Henninge, Code Enforcer Stephen Smith,

OTHERS PRESENT: no one

Supervisor McDermott opened the meeting with the Pledge of Allegiance.

Council Member Joseph Henninge requested a moment of silence for the Victims and First - Responders involved in the recent acts of violence.

Supervisor McDermott welcomed Council Member Joseph Henninge as elected to complete the term through 12-31-2025

Town Clerk Mary Wrench administered the Oath of Office to Joseph Henninge.

Resolutions:

- 1) A motion to establish Petty Cash for the Clerk's Office in the amount of \$100. (Check payable to Town Clerk Mary Wrench)
- 2) A motion to establish Petty Cash for the JRC in the amount of \$500. (Check payable to Town Clerk Mary Wrench)
- 3) A motion to Adopt the IRS Mileage Reimbursement Rate for 2025 – and authorize mileage reimbursement for Town of Greene Employees conducting Town Business.
- 4) A motion to Adopt the Employee Reimbursement Amounts as defined in Addendum #1 of the Personnel Policy.
- 5) A motion to establish the Dog Fee Redemption Fee at \$300. (This still requires re-adoption of the dog control law).
- 6) A motion to approve Wages and Salaries as provided for in the 2025 Budget.
- 7) A motion to re-appoint Matthew Curtis to a three-year (3) term expiring 12-31-2027, and as Chairman, of the Zoning Board of Appeals.
- 8) A motion to re-appoint George Sobierajski to the Planning Board for a seven (7) year term through 12-31-2031.
- 9) A motion to re-appoint Michelle Day as the Planning Board Chairperson for the period 1/1/2025 – 12/31/2025.
- 10) A motion to re-appoint Chantal Rogers as the Planning Board Clerk for the period 1/1/2025 – 12/31/2025.
- 11) A motion to approve The Evening Sun, Norwich NY as the town's official newspaper of record.
- 12) A motion to approve Richard C. Lewis, Esq of Howard, Hinman and Kattel, LLC as the town's attorney to be paid on an hourly basis for services.
(Note: Local law (tab#23) April 1998 should be revised)

- 13) A motion to approve NBT Insurance Agency as our agent. Insurance coverage provided by NYMIR.
- 14) A motion to designate NBT Bank, as our official depository.
- 15) A motion to re-appoint Steve Page, Steve Northrup and Greg Cobb to serve as Town representatives on the Greene Intermunicipal Parks Commission as follows:
 - Steve Page – Term Expires 12-31-2025
 - Stephen Northrup – Term Expires 12-31-2026
 - Greg Cobb – Term Expires 12-31-2027
- 16) A motion to appoint as Town representatives on the Joint Recreation Commission as follows:
 - Steve Page – Term Expires 12-31-2025
 - Crista Ceiri – Term Expires 12-31-2026
- 17) Upon the recommendation of Judge Martin appoint Rachel Raimo Court Clerk for the period 1/1/2025 – 12/31/2025.
- 18) A motion to appoint the Board of Ethics for a period 1/1/2025 – 12/31/2025 as follows:
 - Jack Cook
 - Sharon Davis
 - Stephen Smith (Employee member)
- 19) A motion to approve Mary Wrench, Town and clerk and Autumn Crumb, Deputy Clerk as Handicapped Parking Permit Issuing Agents.
- 20) A motion to authorizing the Town Clerk Mary Wrench to receive and open competitive bids under General Municipal Law 103(2).
- 21) A motion to authorize the tax collector to deposit tax collections in an interest-bearing account as a temporary investment measure.
- 22) A motion to authorize a fee of \$20 for returned check.
- 23) A motion to adopt The Standard Work Day as 6 hours for FT working PT, and 8 hours for FT.
- 24) A motion to re-adopt the following Town policies:
 - Investment Policy as adopted February, 14, 2018 with NBT Bank as our investment depository, up to \$8 million.
 - Procurement Policy as amended November 2018.
 - Ethics Policy as adopted August 12, 1970. (Note-needs to be added to the Employment Policy and provided to employees).
 - Town of Greene Employment Policy (last revision December 20,2023) which includes:
 - Family Medical Leave Act (FMLA)
 - Violence Free Workplace Policy
 - Title VI Anti-Harassment Plan
 - Drug Free Work Place
 - Drivers' policy
 - Technology Use Policy

- 25) A motion to designate Workman’s Compensation Insurance Carrier as PERMA as administered and paid for by Chenango County.
- 26) A motion to designate the Town Supervisor as an agent for the purpose of receiving notices of claims filed with New York State Secretary of State. (this designation must be filed with New York Secretary of State).
- 27) A motion to approve the following Procedural Motions:
- To delegate administrative and day-to-day duties to the Town Supervisor to perform on behalf of the Town.
 - To authorize the Town Supervisor to have authority for advance payment of claims for public utility services, postage, freight and express charges prior to audit. (All claims paid in advance must be presented at the next meeting for audit).
 - Motion to authorize the Town Supervisor to sign contract agreements with non-for-profit organizations under the agreed amount designated in the 2025 Budget.
 - Motion to authorize the Town Supervisor to pay all insurances, State Retirement, utility bills, Fines, & fees, tax bills and sign and pay fire contracts when due through 12/31/25.
 - Motion to use County or State bids as needed through 2025.
 - Motion to authorize the Town supervisor to sign contracts and make payment of 2025 fiscal year vouchers.
- 28) A motion to approve the following meeting calendar:

Board Meeting Dates

- Wednesday, January 15, 2025
Wednesday, February 19, 2025
Wednesday, March 19, 2025
Wednesday, April 16, 2025
Wednesday, May 21, 2025
Wednesday, June 18, 2025
Wednesday, July 16, 2025
Wednesday, August 20, 2025
Wednesday, September 17, 2025
Wednesday, October 2, 2025 – Budget Presentation
Wednesday, October 15, 2025
Wednesday, November 5, 2025 – Budget Hearing/Adoption
Wednesday, November 19, 2025
Wednesday, December 17, 2025

MOTION by Henninge, seconded by Harrington approve all Resolutions #1 through #28 with verbiage corrections to #3, #4 & #27. Ayes all. Carried.

SUPERVISOR APPOINTMENT FOR 2025

- Deputy Supervisor: Steve Northrup
Clerks to the Supervisor: Lou Ann Day
Autumn Crumb
Town Historian: Bryan Bernardi
Highway Committee: Joe Henninge/ Steve Northrup

SUPERVISOR APPOINTMENT FOR 2025 cont.

Personnel Committee: Steve Northrup/ Karman Harrington
Building Committee: Bernie McDermott
Real Property (Assessor) Committee: Karman Harrington
Code Enforcement - & Special Districts Committee: Joe Henninge
IT Steve Page
Fire Departments Committee: Steve Northrup
NYMIR Safety Committee –
& PERMA Representative: Nick Drew
Planning Board Liaison: Steve Northrup
Cemetery Advisory Committee / Historian Steve Northrup/Chris Buck (cemetery only)
Budget Officer: Bernie McDermott
Insurance Coverage Committee –
Liability/Health Insurance Board Bernie McDermott, Chairperson/Town Board
Dog Control Officer Committee: Karman Harrington
Justice Audit Committee: Steve Page/ Steve Northrup/Karman Harrington
Audit to be completed by 3-31-2025

Notes:

- Town Clerk Mary Wrench has appointed Autumn Crumb as Deputy Clerk, Deputy Tax Collector and Deputy Registrar of Vital Statistics from 1/1/2025 – 12/31/2025.
- Code Enforcer Stephen Smith was appointed permanently on May 2024. He serves under Civil Service Law 75 and does not require annual appointment.
- Any employee serving in Civil Service laborer Class does not require annual appointment – cleaner, highway worker.

MOTION by Harrington, seconded by Page to adjourn the meeting at 3:20 PM. Ayes all. Carried.

Respectfully Submitted,

Mary C. Wrench
Greene Town Clerk

Next Regular Town Board Meeting – Wednesday, January 15, 2025 at 6:00 PM.