

The Organizational meeting for the Town of Addison was held on Tuesday, January 2, 2024, 7:00pm at 21 Main Street. The following people were present:

Supervisor	Jack Thompson
Council Member	Alice Weale
Council Member	John Lyons
Council Member	David Miller
Council Member	Joseph D. Trappler
Attorney	Craig Patrick - absent
Town Clerk	Robin Carr
Assessor	Teresa Lyons - absent
Hwy Superintendent	Kenneth Peoples, Jr.
Bookkeeper	Betty Machuga

Supervisor Thompson called the meeting to order at 7:00pm asking all to stand for the Pledge of Allegiance.

### ORGANIZATION MEETING 2024

Supervisor Thompson appoints Betty Machuga as Bookkeeper to the Supervisor.

Supervisor Thompson appoints Linda Austin as Bookkeeper Consultant working on Budget Matters.

Supervisor Thompson appoints Jack Thompson as Budget Officer.

Motion by Supervisor Thompson, seconded by Council Member Lyons to appoint Jerry Aldrich, Jr. as Dog Control Officer, to be paid monthly.

Motion by Council Member Lyons, seconded by Council Member Weale to appoint Community Bank, NA, Five Star, Chase Manhattan, Chemung Canal and M&T as designated depository for Town funds.

Motion by Council Member Weale, seconded by Council Member Miller that the Addison Post be named the official Town newspaper.

Motion by Council Member Miller, seconded by Council Member Trappler to set Town mileage rate for officers using their own vehicles for Town Business at 62 cents per mile for 2024.

Motion by Council Member Trappler, seconded by Supervisor Thompson to pay Highway Employees on the first Thursday after the last Saturday worked for the two-week period.

Motion by Supervisor Thompson, seconded by Council Member Lyons that the Town Clerk/Tax Collector, Deputy Town Clerk/Deputy Tax Collector, Assessor, Bookkeeper, Supt. of Highways and Justice Clerk are to be paid at the same time as Highway Employees.

Motion by Council Member Lyons, seconded by Council Member Weale, to pay Highway Employees at the hourly rate as follows: \$24.15 and \$ 15.00 for part time employees.

Motion by Council Member Weale, seconded by Council Member Miller to pay Justice Clerk \$19.00 per hour for up to 650 hours for 2024.

Motion by Council Member Miller, seconded by Council Member Trappler to affix Town Salaries as in the 2024 budget (Highway Superintendent Total Compensation Package set at \$53,000 – Salary \$45,000 and \$8,000 insurance Opt-out to be paid bi-weekly).

Motion by Council Member Trapper, seconded by Supervisor Thompson, to have the 3<sup>rd</sup> Monday of the month as the meeting night of the Addison Town Board for 2024 at 7pm, at 21 Main Street except for January and February, which will be held on the 3<sup>rd</sup> Tuesday.

Motion by Supervisor Thompson, seconded by Council Member Lyons that the following Town Officers are paid monthly on or before the last day of the month: Town Justice, Budget Officer, Supervisor, Bookkeeper Consultant and Town Board Members.

Motion by Council Member Lyons, seconded by Council Member Weale, to have six (6) Town Board Meetings, to be held in April, May, June, July, August, and September, at the Town Highway Barn.

Motion by Council Member Weale, seconded by Council Member Miller to pay utility and health insurance bills as they come due to avoid finance charges.

Motion by Council Member Miller, seconded by Council Member Trapper to consent to the temporary assignment of the Justice as prescribed by the Unified Court System, Seventh Judicial District.

Motion by Council Member Trapper, seconded by Supervisor Thompson, to adopt the Investment Policies and guidelines of the Town of Addison, which are on file as the April 10, 2014, for 2024.

Motion by Supervisor Thompson, seconded by Council Member Lyons to adopt the procurement policy, which is on file as of April 10, 2014, for 2024.

Motion by Council Member Lyons, seconded by Council Member Weale to appoint Jack Thompson as Health Officer for the Town of Addison

Motion by Council Member Weale, seconded by Council Member Miller to appoint Advisory Committee of Robin Carr and Elizabeth Carr for the purpose of Records Retention Program.

Motion by Council Member Miller, seconded by Council Member Trapper that shared services, other than with the Village of Addison and Steuben County, must be approved by the Town Board.

Motion by Council Member Trapper, seconded by Supervisor Thompson that the Highway Superintendent provide a monthly report, on a prescribed form, on the use of Shared Services to the Town Supervisor.

Motion by Supervisor Thompson, seconded by Council Member Lyons that the Highway Superintendent will submit the CHIPS paperwork to the State for reimbursement.

Motion by Council Member Lyons, seconded by Council Member Weale that the Town Clerk be purchasing officer for all Town Supplies.

Motion by Council Member Weale, seconded by Council Member Miller that all bills/vouchers be submitted to the Bookkeeper by the Tuesday prior to the Board Meetings.

Motion by Council Member Miller, seconded by Council Member Trapper that the Town should do business with local businesses that pay Addison Town Taxes whenever possible.

Supervisor Thompson appoints Council Member John Lyons as Deputy Town Supervisor, to be paid on an "As needed" basis.

Supervisor Thompson appoints David Miller as Town Historian.

Town Clerk Carr appoints Elizabeth A. Carr as Deputy Town Clerk, Deputy Tax Collector at the pay rate of \$19.75 an hour for up to 400 hrs for 2024.

**Resolution #1 of 2024** offered by Supervisor Thompson, seconded by Council Member Lyons to approve the appointments above as submitted.

Roll Call Taken: Thompson – Aye, Weale – Aye, Lyons – Aye, Miller – Aye, Trappler - Aye. Motion Adopted 5-0.

**ADJOURNMENT:**

Motion by Council Member Miller, seconded by Council Member Trappler, that the meeting be adjourned at 7:36pm, and next scheduled meeting is Tuesday, January 16, 2024, 7:00pm at the Town Hall.

Ayes: Thompson, Weale, Lyons, Miller and Trappler

Noes: None

Respectfully Submitted,

Robin A. Carr  
Town Clerk

**NEXT MEETING:**

**MONTHLY BOARD MEETING: Tuesday, January 16, 2024, 7:00pm at the Town Hall**