

NEW LISBON TOWN BOARD---2025 ORGANIZATIONAL MEETING JANUARY 2, 2025---TOWN HALL, GARRATTSVILLE

Present: Deputy Supervisor/ Councilwoman Nancy Martin-Mathewson, Councilman Brian Ryther, Councilwoman Melaina Woodbeck, Councilman Scott Fickbohm, Hwy. Supt. Donald Smith, Town Clerk Charlene Wells, Also: Ella Sparaco Absent: Supervisor Edward Lentz

Deputy Supervisor/Councilwoman Nancy Martin-Mathewson opened the 2025 Organizational meeting at 7:30 PM.

A motion was made by Councilman Brian Ryther, seconded by Councilman Scott Fickbohm and carried 4 Ayes/ 0 Nays to appoint Virginia Schoradt as Town Historian, Susan Smith as Planning Board Clerk, Edward Lentz as Marriage Officer, Keegan Holt as Dog Control Officer and Kayla Atcher as Deputy Registrar. A motion was made by Councilman Brian Ryther, seconded by Councilman Scott Fickbohm and carried 3 Ayes/ 1 recusal-Councilwoman Melaina Woodbeck to appoint Melaina Woodbeck as Court Clerk.

Highway Superintendent Donald Smith has named Louis Colburn as Deputy Hwy. Supt. Supervisor Edward Lentz has named Councilwoman Nancy Martin-Mathewson as Deputy Supervisor. Town Clerk Charlene Wells has named Kayla Atcher as Deputy Clerk. Supervisor Edward Lentz and Councilwoman Nancy Martin-Mathewson will serve on the Highway Committee and Councilman Brian Ryther and Councilman Scott Fickbohm will serve on the Facilities Committee.

A motion was made by Councilman Brian Ryther, seconded by Deputy Supervisor/Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/ 0 Nays to hire, By the Books Consulting, Karen Kropp owner, at \$9,146.00 for the year for bookkeeping services.

A motion was made by Councilman Scott Fickbohm, seconded by Deputy Supervisor/Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/ 0 Nays to approve the following items:

-Designate the Daily Star as the official Town newspaper.
-Hold monthly meetings on the 2nd Tuesday of each month at 7:30 PM in the large community room at the New Lisbon Town Hall, or by web conference when permitted by law and approved by the Supervisor.
-Bills will be audited by the Town Board ½ hour before the start time of the meeting except when meetings are held by web conference.
-Set mileage reimbursement at 67 cents per mile.
-Designate Community Bank, NA, Key Bank, NBT Bank and Bank of Cooperstown (Wayne Bank) as banks for the Supervisor, Town Justice and Town Clerk/Tax Collector.
-Authorize the Supervisor to pay all utility bills, health insurance bills (2025 rates are \$762.10 single, \$1,524.20 double, \$1,295.57 Parent & Child and \$2,171.99 family plus deductible account), justice court fees to the State Comptroller, payroll taxes, and NYS Retirement System annual bill without prior Board approval.
-Authorize the Highway Superintendent to spend up to \$3,000.00 at a time without prior Board approval, except for an outside contractor which requires Board approval and a certificate of insurance excepting emergency situations. The Town's Procurement Policy and Best Value Law apply to all purchases.
-Authorize the Supervisor to invest money for interest bearing purposes in the best interest of the Town.
-Authorize the Supervisor, Town Clerk, Justice and Assessor to purchase their own normal office supplies and postage up to \$500.00 without prior Board approval, following our Procurement Policy and Best Value Law.
-Acceptance of the Annual Financial Report to the NYS Comptroller as the Town's final financial report.
-Hire Willard Lasher as Town Hall Schedule Keeper and Town Hall Custodian at \$15.50 per hour.
-Establish a normal work day as eight hours.
-Town Board members will complete audits of the Town Justice, Town Clerk/Tax Collector and Supervisor's offices annually.

A motion was made by Deputy Supervisor/Councilwoman Nancy Martin-Mathewson, seconded by Councilman Brian Ryther and carried 4 Ayes/ 0 Nays to hire Attorney Michelle Kennedy at \$90.00 per hour as our Town Attorney.

A motion was made by Councilman Brian Ryther, seconded by Deputy Supervisor/Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/ 0 Nays to approve the following 2025 Employee Salary and Pay Schedule:

POSITION	WHEN PAID	APPROPRIATION
Supervisor	Monthly	\$8,000.00
Highway Superintendent	Every 2 weeks	\$63,407.00
Assessor	Monthly up to	\$10,782.00
Deputy Assessor	Monthly @\$20.00 per hr. up to	\$2,000.00
Town Justice	Monthly	\$7,704.00
Councilman, four at	Annually	\$1,400.00 each
Highway Committee Person	Annually	\$250.00
Highway Garage Committee	Annually	\$250.00
Registrar of Vital Statistics	Annually	\$500.00
Record Management Officer	Annually	\$500.00
Town Clerk/Collector	Monthly	\$19,899.00
Deputy Town Clerk	Monthly @\$20.00 per hr. up to	\$2,000.00
Historian	Annually	\$1,000.00
Health Officer	Annually	\$275.00
Town Hall Custodian/Schedule Keeper	Monthly	\$15.50 per hour
Town Hall Cleaner	Monthly	\$15.50 per hour
Board of Review, Chairman	Annually	\$105.00
Board of Review, four at	Annually	\$85.00 each
Bookkeeper	Monthly	\$9,146.00
Budget Officer	Annually	\$0.00
Park/Seasonal Mower	Every 2 weeks	\$18.00 per hour
Planning Board Clerk	Monthly	\$1,260.00
Dog Control Officer	Monthly	\$4,516.00
Court Clerk	Monthly	\$5,544.00
Attorney	Monthly as billed up to	\$5,000.00
Land Use Enforcement Officer	Monthly	\$5,000.00
Part-time Employees	Every 2 weeks	\$15.50 per hour
Temporary Employees	Every 2 weeks	\$15.50 per hour
Highway Employee-MEO	Every 2 weeks	\$21.00 per hour
Highway Employee-HMEO	Every 2 weeks	\$25.00 per hour
Part-time HMEO	Every 2 weeks	\$24.00 per hour
Highway Employee-HMEO/Deputy Supt.	Every 2 weeks	\$25.50 per hour
Planning Board members	Annually	\$20.00 per meeting
Planning Board Chairman	Annually	\$30.00 per meeting

A motion was made by Councilman Scott Fickbohm, seconded by councilman Brian Ryther and carried 4 Ayes/ 0 Nays to approve the following 2025 Highway Employee Schedule:

1. WAGES...MEO.....\$21.00 per hour
HMEO, part-time....\$24.00 per hour (no benefits)
HMEO.....\$25.00 per hour
HMEO/Dept.Supt....\$25.50 per hour
All payable every two weeks, with time & half for overtime, which is after 40 hours.
2. SICK LEAVE...8 hours per month with no more than 96 hours per year. Accumulative to 560 hours. Sick days used for five consecutive days require a doctor's note. Employees will not be paid for any unused sick days upon termination or retirement. Employees must be actively working to receive sick days.
3. INSURANCE...Hospital/Medical/Pediatric Dental through MVP. Enrolled employees will contribute monthly amounts of \$91.00 for single plan, \$182.90 for double plan, \$155.00 for parent & child, and \$261.00 for family plan towards their monthly premium for 2025. If an employee chooses not to take medical coverage through the Town, he will be paid \$2,200.00 in July and \$2,200.00 in December. Medical benefits are provided to employees while they are on the payroll, either actively working or using sick and/or vacation days. When an employee is on disability or leave of absence, they may remain on the Town policy by continuing to pay their portion of the monthly premium. Effective in 2015, new employees are only eligible for single coverage. Disability insurance is paid as per NYS Benefits Law.
4. PAID HOLIDAYS...total of 11...New Year's Day, Martin Luther King Day (floater), President's Day (floater), Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.
5. PERSONAL LEAVE...24 hours per year...not cumulative.
6. LEAVE OF ABSENCE...Must be approved by Town Board and Highway Superintendent.

7. BEREAVEMENT LEAVE...24 hours, for immediate family only.
8. NYS RETIREMENT...employee contribution as required by NYS Retirement System.
9. WORKERS COMPENSATION...total paid.
10. NEW PERSONNEL...will be paid full pay minus \$1.00 per hour for MEO and HMEO for a twelve-month probationary period. After six months the pay may be increased by 50 cents per hour and once the new employee is permanently hired after the twelve-month probationary period, the employee will go to full pay for the position and receive full benefits. Medical Insurance begins after two months. After six months, the probationary employee will receive 12 hours of Personal leave.
11. VACATION TIME...after one year receive 40 hours, then an additional 8 hours for each year thereafter, up to a maximum of 160 hours.
12. EMPLOYEE HANDBOOK...all policies and provisions of the employee handbook apply and supersede the summary policy statements in this agenda.

A motion was made by Councilman Brian Ryther, seconded by Deputy Supervisor/ Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/ 0 Nays to approve the 2025 284 Agreement for the Expenditure of Highway Money for \$95,000.00 in General Repairs and \$180,000.00 in paving projects.

A motion was made by Councilman Brian Ryther, seconded by Councilman Scott Fickbohm and carried 4 Ayes/ 0 Nays to approve the 2025 Contract with the Susquehanna SPCA for Dog Shelter Services.

County Hwy. Supt. Richard Brimmer had submitted a County Wide Shared Highway Services Agreement for the Board to review. Supervisor Edward Lentz had advised the Board that he was in favor of approving it as drafted. A motion was made by Councilman Brian Ryther, seconded by Deputy Supervisor/Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/ 0 Nays to approve the 2025 Shared Highway Services Agreement with Otsego County.

With no further business the meeting was adjourned at 7:55 PM by acclamation.

Charlene R. Wells, New Lisbon Town Clerk