

**Town of Columbia Resolution #2024-1 presented by Council Member Fagan,
seconded by Council Member Learned to affirm the following “Rules of
Procedure,” pursuant to Town Law 63:**

1. All meetings of the Town Board will be conducted according to NYS Town Law, Article 4 - TOWN BOARDS, §63:

§ 63. Presiding officer and rules of procedure. The Supervisor, when present, shall preside at the meetings of the Town Board. In the absence of the Supervisor, the Deputy Supervisor shall act as temporary chairman, or in the absence of both the Supervisor and Deputy Supervisor, the other Town Board Members shall designate one of their members to act as temporary chairman.

The task of taking minutes is permanently assigned to the Town Clerk, and secondarily the Deputy Town Clerk, should there be one. In the absence of such a support person, the task may be assigned to a Town Board Member having sufficient skill. The chairperson, being responsible for conducting the meeting, should not take the minutes.

Roll call of the Town Board Members is taken, and a quorum is confirmed. A majority of the Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn. The number of members necessary for a quorum is an absolute majority of the total membership, regardless of vacancies and absences.

The vote upon every question shall be taken by ayes or yeases, nays or noes, or by abstaining, and the names of the members present and their votes shall be entered in the minutes. Every act, motion or resolution shall require for its adoption an affirmative vote of a majority of all the members of the Town Board.

The Board may determine the rules of its procedure, and the Supervisor may, from time to time, appoint one or more committees, consisting of members of the Board, to aid and assist the Board in the performance of its duties, or working groups, consisting of members of the public, Town residents or not, including or not including Town Board Members or other Town Officials.

2. All written correspondence addressed to the Town Supervisor, Town Board, Superintendent of Highways or Town Clerk must contain the printed name, address, and phone number, and may or may not include e-mail address, of the correspondent and if sent in a representative capacity similarly with the legal name of the entity as well to warrant being considered business of the Board.
3. Any matter of new business, not considered part of the Board’s usual agenda, that will require a vote at the Board’s regular monthly meeting, must be submitted in writing to the Town Clerk by 12:00 Noon on the Monday preceding the scheduled board meeting.

Receipt of new business by 12:00 Noon on the Monday preceding the scheduled board meeting in no way implies that the Town Board will address the matter. The decision to consider or deny new business will remain solely at the discretion of the Town Board.

4. Any invoices to be paid at the monthly Town Board meeting must be submitted by 12:00 Noon on the Monday preceding the monthly meeting. Any invoices submitted between 12:00 Noon on the Monday preceding the monthly meeting may or may not be approved to be paid at the upcoming Town Board meeting.
5. One public comment period will be offered during Town Board meetings. The intent of the public comment period is for members of the public to ask questions, express opinions, or bring information to the attention of the Town Board. Topics should be relevant to the Town. The Town Board may allow other public comment periods at its discretion.
6. Each commenter should provide their name, business or organization they represent, if any, and at a minimum the municipality in which they reside. Comments made by speakers that do not comply with this requirement may not be considered by the Town Board.
7. Comments will be limited to three minutes and must be addressed to the Town Board. Written material of any length may be submitted. The presiding meeting officer may adjust the time limit at his or her sole discretion.
8. No member of the audience (or the Town Board) shall disrupt the orderly conduct of the Town Board meeting.
9. Audience members in violation of these rules of conduct will be asked to refrain from disruptive behavior or leave the meeting.

**Town of Columbia Resolution #2024-2 presented by Council Member Learned,
seconded by Council Member Fagan.**

1. to designate the West Winfield Star as the Town's Official Newspaper.
2. to designate the Town's official bank as NBT Bank, and a separate bank(s) may be utilized for investment purposes (e.g., certificate of deposit, money market account, etc.).
3. to designate the Town Clerk's official bank as NBT Bank.
4. to designate the Town Justice's official bank as NBT Bank.
5. to designate the Town Tax Collector's official bank as NBT Bank.
6. to designate the Bank of Cooperstown as an additional Town bank.
7. to designate a Town credit card, currently American Express, but subject to change or in addition to.
8. to designate the second Thursday of each month at 6:30 p.m. as the regular monthly Town Board meeting date and time.
9. to designate the third Wednesday of each month at 7:00 p.m. as the regular monthly Planning Board meeting.
10. to designate Zoning Board of Appeals meeting dates and times on a case-by-case basis, as necessary, with the appropriate New York State open meetings notification requirements.
11. to designate the fourth Tuesday of May from 5:00 p.m. – 9:00 p.m. as the regular Board of Review meeting date and time.
12. to establish a \$200.00 Petty Cash Fund for the Town Clerk.
13. to authorize the issuance of payroll on a bi-weekly basis, monthly, quarterly, semi-annual or annual basis, pending the respective personnel's position and stipend amount.
14. to authorize Town business mileage reimbursement to be in accordance with the current federal reimbursement rate, of which the IRS has issued a standard mileage rate of sixty-seven cents (.67¢) for business miles driven for 2024.
15. to authorize Town officials or employees to be reimbursed for registration fees, mileage, lodging and meals for certified training conferences or courses, providing receipts are produced.

16. to authorize a maximum allotment of \$4,000 the Superintendent of Highways can spend without Town Board approval.
17. to authorize a one-time maximum allotment of up to \$2,000 to purchase a new laptop computer, docking station, monitor, hard drive docking station, and related accessories to be utilized by the Town Clerk to conduct Town business.
18. to authorize a one-time maximum allotment of up to \$500 to purchase a cell phone and related accessories to be utilized by the Town Clerk to conduct Town business, along with an appropriate monthly service fee.
19. to authorize the imposition of a \$20.00 fee on each check tendered as payment and subsequently returned for insufficient funds and like reasons.
20. to authorize payment in advance for payroll, public utility services, postage, shipping, freight, insurances relating to healthcare, dental, property, automobile, liability and surety. Bills that are "paid in advance" will appear on the next available abstract and will be designated as prepaid.

Town of Columbia Resolution #2024-3 presented by Council Member Cotton, seconded by Council Member Learned to make the following appointments, re-appointments, and confirmation of compensation for Town positions.

Elected Officials:

Position	Name	Compensation
Supervisor	Nathan Seamon (2024 - 2025)	\$10,000, Quarterly
Town Board Member	Jim Cotton (2022 - 2025), Ryan Fagan (2024 - 2027), Bruce Learned (2022 - 2025), Harry 'Ed' Reed (2024 - 2027)	\$1,875, Quarterly
Town Clerk	Therese Winchester (2024 - 2025)	\$15,500, Monthly
Superintendent of Highways	Robert 'Mark' Buddle (2024 - 2025)	\$60,000, Bi-Weekly
Town Justice	John Skinner (2021 - 2024)	\$9,500, Bi-Weekly
Tax Collector	Mary Doremus (2024 - 2025)	\$2,000, Quarterly

Town Supervisor Appointed Position:

Position	Name	Effective	Compensation
Bookkeeper	Alyssa Hoke dba Hoke Accounting & Tax	1/1/24 - 12/31/24	\$6,000, Monthly
2023 AUD Report & Filing	Alyssa Hoke dba Hoke Accounting & Tax	1/1/24 - Until Complete	Billable
Budget Officer	Nathan Seamon	1/1/24 - 12/31/24	\$700, Annual
Deputy Supervisor	Harry 'Ed' Reed	1/1/24 - 12/31/24	\$500, Annual

Town Clerk Appointed Position:

Position	Name	Effective	Compensation
Deputy Town Clerk/Registrar		1/1/24 - 12/31/24	N/A

Highway Superintendent Appointed Position:

Position	Name	Effective	Compensation
Deputy Superintendent of Highways	Porter 'Todd' Harper	1/1/24 - 12/31/24	\$750, Quarterly

Town Justice Appointed Position:

Position	Name	Effective	Compensation
Court Clerk	Millie Buck	1/1/24 - 12/31/24	\$4,000, Bi-Weekly

Tax Collector Appointed Position:

Position	Name	Effective	Compensation
Deputy Tax Collector	Eugene Doremus	1/1/24 - 12/31/24	N/A

Town Board Appointed or Re-Appointed Positions:

Position	Name	Effective	Compensation
Tax Assessor	James Fresco	1/1/24 - 12/31/24	Contract
Registrar of Vital Statistics	Therese Winchester	1/1/24 - 12/31/24	\$700, Annual
Marriage Officer	Therese Winchester	1/1/24 - 12/31/24	N/A
Codes Enforcement Officer	Ray Donley	1/1/24 - 12/31/24	\$4,200, Quarterly
Zoning Officer	Ray Donley	1/1/24 - 12/31/24	\$1,800, Quarterly
Board of Review	David Weiss	10/1/19 - 9/30/24	\$175, Annual
Board of Review	Lee Sterling	10/1/20 - 9/30/25	\$175, Annual
Board of Review	Joe Guzik	10/1/21 - 9/30/26	\$175, Annual
Board of Review Alternate	Lisa Valentine	10/1/23 - 9/30/24	N/A
Board of Review Chair	David Weiss	10/1/23 - 9/30/24	\$225, Annual
Board of Review Secretary	Lisa Valentine	10/1/23 - 9/30/24	\$175, Annual
Planning Board Member		1/1/20 - 12/31/24	\$450, Annual
Planning Board Member	Ronald Bayzon	1/1/21 - 12/31/25	\$450, Annual
Planning Board Member	Barbara Warner-Davis	1/1/22 - 12/31/26	\$450, Annual

Planning Board Member	Donna Rubin	1/1/23 – 12/31/27	\$450, Annual
Planning Board Member	Deborah Kidder	1/1/24 – 12/31/28	\$450, Annual
Planning Board Member Alternate		1/1/24 – 12/31/24	N/A
Planning Board Member Chairman	Ronald Bayzon	1/1/24 – 12/31/24	\$500, Annual
Planning Board Member Vice-Chair	Donna Rubin	1/1/24 – 12/31/24	N/A
Planning Board Member Secretary	Deborah Kidder	1/1/24 – 12/31/24	\$450, Annual
Planning Board Member Agriculture Representative	Ronald Bayzon	1/1/24 – 12/31/24	N/A
Zoning Board of Appeals	Gary Southard	1/1/22 – 12/31/24	\$400, Annual
Zoning Board of Appeals	Jim Hotaling	1/1/23 – 12/31/25	\$400, Annual
Zoning Board of Appeals	David Weiss	1/1/24 – 12/31/26	\$400, Annual
Zoning Board of Appeals Alternate	Pam Preston	1/1/24 – 12/31/24	N/A
Zoning Board of Appeals Chair	David Weiss	1/1/24 – 12/31/24	\$400, Annual
Zoning Board of Appeals Secretary	Lisa Valentine	1/1/24 – 12/31/24	\$400, Annual
Dog Control	Justin Davis	1/1/24 – 12/31/24	\$2,300, Quarterly
Dog Pound	Herkimer County Humane Society	1/1/24 – 12/31/24	Billable
Veterinarian	Herkimer Veterinarian Associates	1/1/24 – 12/31/24	Billable
Garbage & Recycling	Wheelock Disposal Service	1/1/24 – 12/31/24	Billable
Health Officer	Emanuell “Emma” Borowski	1/1/24 – 12/31/24	\$150, Annual
Town Hall Monitor	Jennifer Reed	1/1/24 – 12/31/24	\$15 per use & mileage, Annual
Historian	Donna Rubin	1/1/24 – 12/31/24	\$300, Annual
Highway Employees	Porter ‘Todd’ Harper, Justin Davis, Chad Leach, Alfred Dygert, Jim Collins, Jr.	12/11/23 – 12/31/24	\$1 per hour raise (\$22.00 to \$23.00 & \$22.50 to \$23.50), Bi-Weekly
Association of Towns Delegates	Nathan Seamon, Harry ‘Ed’ Reed	1/1/24 – 12/31/24	N/A
General Insurance	NYMIR		Billable

Health Insurance	MVP		Billable
Worker's COMP Insurance	COMP Alliance		Billable
NYS Disability	First Rehabilitation Life		Billable
	Shelter Point Disability		Billable
Town Attorney	Chris Bray	As Necessary	Billable