

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 11, 2023**

The 2023 Organizational Meeting was called to order by Supervisor Jeffrey Shippee at 7:03PM. Those present were Councilors Dianne Hurley, Mark Rice, Jan Lennox and Superintendent of Highways Duane Sykes. In attendance from the public was Vicki Day, Patti Davis and Michaele Webb. Michele Robillard was absent

Whereas, the Town Board of the Town of Edwards has met for the purpose of Annual appointments and designations:

Motion by Councilor Lennox and seconded by Councilor Rice to appoint Deborah Bullock as receiver of taxes (Tax Collector) for 2023. Adopted: Ayes 4 Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Rice second by Town Councilor Hurley to appoint Jan Lennox as Deputy Supervisor for 2023. Adopted: 3 Ayes Hurley, Rice & Shippee 0 Nay

Motion by Town Councilor Rice second by Town Councilor Lennox to hold regular monthly meeting of Town Board on the second Wednesday of each month at 7:00PM at the Town Hall. Adopted: 4 Ayes: Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Hurley second by Town Councilor Lennox to include public participation on the agenda for the regular town Board meeting at the end of each meeting limited to 3 minutes per person. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Lennox seconded by Town Councilor Hurley to appoint Deborah Bullock as Town of Edwards Registrar of Vital Statistics for the year 2023. At a salary of \$600.00, payable in November 2023. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Councilor Rice seconded by Councilor Hurley to appoint Patricia Davis as Deputy Town Clerk, Deputy Tax Collector & Deputy Registrar of Vital Records for 2023. Adopted 4 Ayes Hurley, Rice, Lennox & Shippee Nay 0

Motion by Town Councilor Lennox second by Town Councilor Rice to appoint Dawn Mullaney as Town Historian for year 2023 at annual salary of \$500.00 payable in November. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Lennox second by Town Councilor Hurley to appoint Deborah Bullock as the Town of Edwards Records Management Officer to follow elected term. Adopted: 4 Aye

TOWN BOARD ORGANIZATIONAL MEETING

January 11, 2023

Hurley, Rice, Lennox & Shippee 0 Nay.

Motion by Town Councilor Hurley second by Town Councilor Rice to pay members of Assessment Board of Review an annual fee of \$100.00, if a second meeting is held, they will be paid an additional \$50.00. Payment to be made after completion of final assessment roll for 2023. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Lennox second by Town Councilor Rice to designate the Watertown Daily Times as the official newspaper for all Public Notices for 2023. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Hurley second by Town Councilor Rice that Supervisor be a member of St. Lawrence Co. Supervisor's Association, to attend meetings thereof with privilege of inviting Town Board members to attend and the Town to pay expenses incurred and also to pay any dues that may be levied. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Rice seconded by Town Councilor Lennox to table appointment of a Deputy Highway Superintendent, pending retirement of James Mullaney. The salary and appointment to be revisit as needed. Adopted: 4 Ayes Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Lennox second by Town Councilor Rice to authorize Town Membership in NYS Association of Towns and to pay necessary dues and authorize Town Officers to attend meetings and be reimbursed for expenses. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nays

Motion by Town Councilor Lennox second by Town Councilor Rice to pay Town Officers and Employees to be paid by the prevailing IRS rate per mile \$0.655 for use of private auto on official business, and to reimburse officers and employees for other necessary expenses for 2023. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Rice second by Town Councilor Hurley to reimburse Planning and Zoning Board Members for expenses for training. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Lennox second by Town Councilor Rice to pay salaries to Supervisor, Highway Supt., Town Clerk, Deputy Town Clerk, Town Justices, Town Justice Clerk, Town Secretary to

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 11, 2023**

the Supervisor, Town Water & Sewer Administration, Council Members, and Assessors as specified in the 2023 Town Budget. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Hurley second by Town Councilor Rice to appoint Phillip Soper, Patricia Davis and Fred Finley as Cemetery Trustees for the year 2023 and to designate Fred Finley as Secretary of Trustees at an annual salary of \$750.00 payable in November. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Mark second by Town Councilor Lennox designating the Law Firm of Case & Leader as Town Attorneys for 2023. Paid on as need bases. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Lennox second by Town Councilor Rice to designate Community Bank, NA as the Official Depository for Town Funds and the Supervisor as Chief Fiscal Officer, shall utilize the service of any bank operating in St. Law. Co. for the deposit of idle funds of the Town in interest bearing accounts in such manner as to reasonably maximize the interest return on such funds and shall comply with all State Regulations relative to security for such funds or Certificates of Deposit. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Lennox second by Town Councilor Rice to appoint Maria Moyer as Town Dog Control Officer for 2023 with Daniel Moyer as non-pay assistant. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Lennox second by Town Councilor Rice to accept and extend the signed Lease/Service agreement for Dog Pound/Shelter Services with Daniel Moyer for 2023, at the cost of \$600.00 payable at this time. Dogs held for court cases are \$20.00 per day to be paid by the Town due to the increased amount of resources required for housing such dogs. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Rice second by Town Councilor Lennox to appoint Duane Sykes as Town Safety Officer, \$1500 per year for 2023. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Rice seconded by Town Councilor Hurley to appoint Larry Atkinson as Town Code Enforcement Officer for 2023 Adopted: 4 Ayes Hurley, Rice, Lennox & Shippee 0 Nays

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 11, 2023**

Motion by Town Councilor Lennox seconded by Town Councilor Rice to appoint Sharee Lanphear as Secretary to the Supervisor for a two (2) year term. Adopted: Ayes 4 Hurley, Rice, Lennox & Shippee Nays 0

Motion by Town Councilor Rice seconded by Town Councilor Lennox to Designate Sharee Lanphear, Secretary to the Supervisor as Town Budget Officer for a two (2) year term. Adopted: Ayes 4 Hurley, Rice, Lennox & Shippee Nay 0

Motion by Town Councilor Lennox second by Town Councilor Hurley to accept the Town Procurement Policy as is for 2023. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Rice second by Town Councilor Lennox to set \$10.00 as a price for a copy of Town Zoning Laws (Land Use Regulations) for 2023. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Lennox second by Town Councilor Rice that the Edwards Town Board has set six (6) hours as the standard work day for the Town Clerk & Assessor for 2022. That the Highway Superintendent's standard work day is set at eight (8) hours, for 2023. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Hurley second by Town Councilor Rice to accept the Town Workplace Violence Prevention Policy & Incident Reporting per update for 2023. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Lennox second by Town Councilor Rice to accept the Town of Edwards Emergency Preparedness Plan as is for 2023 Adopted: 4 Aye, Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Hurley second by Town Councilor Rice for review by all of the Town of Edwards Local Law No.1 of the Year 2012, accept the Town of Edwards Code of Ethical Conduct, all to sign receipt of code for 2023 Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Therefore be it Resolved; that the Town Board of the Town of Edwards have held their annual organizational meeting and all the above take effect immediately. Motion to accept by Town Councilor Lennox second by Town Councilor Rice. Adopted: 4 Aye Hurley, Rice, Lennox & Shippee 0 Nay

Motion by Town Councilor Rice second by Town Councilor Hurley

**TOWN BOARD ORGANIZATIONAL MEETING**  
**January 11, 2023**

**to adjourn at 7:18PM Adopted: 4 Aye Hurley, Rice, Lennox &  
Shippee 0 Nays**

I, Deborah Bullock, Clerk of the Town of Edwards, County of St. Lawrence  
State of New York, Do hereby certify that the above is a true and exact  
copy of Edwards Town Board Organization Meeting duly passed by the  
Town of Edwards Council at the Regular Town Board Meeting held on January 11, 2023

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**Deborah Bullock**  
**Edwards Town Clerk**