

Town of Westmoreland
2025 ORGANIZATIONAL MEETING
December 30, 2024

Supervisor Charles Hebbard called the 2025 Organizational meeting to order at 8:23 A.M. at the Westmoreland Town Hall, 100 Station Road, Westmoreland, New York, with the following Board members present; Burton Seymour Jr, Peter Smith, Randy Rundle and Kirk Donley.

01 A motion was advanced by Councilperson Seymour, seconded by Councilperson Rundle, to authorize the Supervisor to transfer Town Funds, into established payroll accounts, as necessary, for any and all payrolls. All Board members voted AYE and the motion was declared carried.

02 A motion to designate the Rome Sentinel, as the official newspaper and Community Bank, or its successor, as the depository for all Town Funds or any FDIC insured depository in Oneida County was advanced by Councilperson Donley and seconded by Councilperson Seymour. All Board members voted AYE and the Supervisor declared the motion carried.

03 A motion was advanced by Councilperson Smith and seconded by Councilperson Donley to authorize the Supervisor to pay gas, electric, health insurance, telephone service contract, Mohawk Valley Water Authority bills, Rome Water Bills, when received, and to purchase stationery and postage as needed. All Board members voted AYE and the motion was declared carried.

04 A motion was advanced by Councilperson Seymour, seconded by Councilperson Rundle to set the Town mileage reimbursement rate at \$0.55 per mile, subject to approval by the Town Board. All mileage submitted should have a starting point of the town hall. All Board members voted AYE and the motion was declared carried.

05 A motion was advanced by Councilperson Rundle seconded by Councilperson Seymour whereby the following list of salaries for elected officials is approved:

<u>Supervisor</u>	<u>Charles Hebbard</u>	<u>\$21,525.00</u>
<u>Councilperson (Deputy)</u>	<u>Burton Seymour, Jr.</u>	<u>\$5,874.00</u>
<u>Councilperson</u>	<u>Kirk Donley</u>	<u>\$4,874.00</u>
<u>Councilperson</u>	<u>Peter Smith</u>	<u>\$4,874.00</u>
<u>Councilperson</u>	<u>Randy Rundle</u>	<u>\$4,874.00</u>
<u>Town Clerk</u>	<u>Anna C. Storey</u>	<u>\$41,669.00</u>
<u>Highway Superintendent</u>	<u>Russell Young</u>	<u>\$68,746.00</u>
<u>Receiver of Taxes</u>	<u>Margaret Leone</u>	<u>\$9,450.00</u>
<u>Town Justice</u>	<u>Keith Bowers</u>	<u>\$17,600.00</u>
<u>Town Justice</u>	<u>Tom Hart</u>	<u>\$17,600.00</u>

All Board members voted AYE and the Supervisor declared the motion carried.

05 A motion to establish the second Monday of each month as the meeting date for the regular Town Board meeting, to be held at the Westmoreland Town Hall, at 6:00 PM on these stated dates was advanced by Councilperson Seymour and seconded by Councilperson Smith. All Board members voted AYE and the motion was declared carried.

A discussion ensued about the guidelines of the procurement policy. Supervisor Hebbard provided his suggestions to the board for updating the policy. It was agreed that changes should be made to reflect current prices and procedures.

06 A motion to adopt the following 2025 Procurement Policy for the Town of Westmoreland was advanced by Councilperson Smith and seconded by Councilperson Rundle. All Board members voted AYE and the motion was declared carried.

PROCUREMENT POLICY FOR THE TOWN OF WESTMORELAND 2025

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing the procurement of goods and services not subject to bidding requirements of GML §103 or any other law; and

WHEREAS, comments have been solicited from those officers of the Town involved with procurement;¹

NOW, THEREFORE, be it

RESOLVED, that the Town of Westmoreland does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML §103. Every town officer, board department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

The Town hereby identifies the individuals listed below as responsible for purchasing, as of the date of the last annual review of this Policy:²

Charles Hebbard, Town Supervisor
Russell Young, Highway Superintendent

(The Town does not maintain a separate and distinct purchasing department or purchasing commission.)

Guideline 2. This Policy shall NOT apply to all purchases of (a) supplies or equipment which will exceed \$20,000 in the fiscal year or, (b) public works contracts over \$35,000, which shall be formally put to bid pursuant to GML §103.

Guideline 3. All estimated purchases of:

- A. Less than \$20,000 but greater than \$3,000, require a written request for a proposal (RFP)³ and written/faxed quotes from at least three (3) vendors;

¹ GML §104-b(3)

² GML §104-b(2)(f)

³ Any written RFP shall describe the desired goods, quantity and particulars of delivery. The Purchaser shall compile a list of vendors from whom written/faxed/oral quotes have been requested and the written/faxed/oral quotes offered

² GML §104-b(2)(e)

made at obtaining said quotes and/or proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

07 A motion to set the following standard workday for NYS Retirement was advanced by Councilperson Seymour and seconded by Councilperson Donley. All Board members voted AYE and the motion was declared carried.

08 A motion to adopt the following Blanket Undertaking for 2024 was advanced by Councilperson Seymour and seconded by Councilperson Rundle. All Board members voted AYE and the motion was declared carried.

RESOLUTION – AUTHORIZING BLANKET UNDERTAKING
COVERING OFFICERS, CLERKS, AND EMPLOYEES OF
THE TOWN OF WESTMORELAND – 2025

WHEREAS, pursuant to Public Officers Law §11, the Town Board is authorized to establish the amount of an official undertaking for various employees of the Town; and

WHEREAS, Public Officers Law §11(2), the Town Board is authorized to procure a blanket undertaking from any authorized corporate surety covering officers, clerks and employees in such amount as determined by the Town Board; and

WHEREAS, the Town Board has procured such a blanket undertaking through National Grange Mutual Insurance, via agent, Eastern Shore Associates, whereby the faithful performance of the duties of the officers and employees are guaranteed for the covered amounts as shown thereon; and

WHEREAS, the Town Board has reviewed said blanket undertaking which provides for coverage during the period from January 1, 2025 through December 31, 2025 and finds same sufficient in form, manner of execution, and sufficiency of surety pursuant to Public Officers Law §11(2),

NOW, THEREFORE BE IT RESOLVED, as follows:

1. The recitations above set forth are incorporated in this Resolution as if fully set forth and adopted herein.
2. Pursuant to the authority granted in Public Officers Law, Article 2, Section 11, sub. 2, the Town Board authorizes the procurement of a commercial blanket undertaking through National Grange Mutual Insurance, via its agent Eastern Shore Associates, which undertaking shall be conditioned upon
 - a. the faithful performance of the duties of the Supervisor, Deputy Supervisor, Town Board Members, Tax and Assessment Collector, Clerk, Deputy Clerk, Codes Officer(s), Superintendent of Highways, Town Justices, Clerk(s) to Justice(s) and all other employees of the Town,
 - b. the supervisor will well and truly keep, pay over and account for all moneys and property, including any special district funds and the local school fund, if any, belonging to his town and coming into his or her hands as such supervisor,
 - c. the receiver of taxes and assessments will well and truly keep, pay over and account for all moneys and property coming into his or her hands as such receiver of taxes and assessments, including all school district taxes.
3. The individual undertakings of the Supervisor, Deputy Supervisor, Town Board Members, Tax and Assessment Collector, Clerk, Deputy Clerk, Codes Officer(s), Superintendent of Highways, Town Justices, Clerk(s) to Justice(s) and all other employees of the Town are dispensed with and the blanket undertaking sufficient in lieu thereof.

09 A motion to appoint Anita’s Stevens – Swan Humane Society for 2025 was advanced by Councilperson Rundle and seconded by Councilperson Seymour. All Board members voted AYE and the motion was declared carried.

10 Supervisor Hebbard called for a motion to appoint to the positions, wage rates and terms of office, the names on the list of appointments, as follows;

Deputy Supervisor	Burton Seymour, Jr.	\$1,000.00 PY	01/01/2025-12/31/2025
Budget Officer	Charles Hebbard	\$1,307.00 PY	01/01/2025-12/31/2025
Bookkeeper/Supervisor	Diane Rolewicz	\$21,525.00 PY	01/01/2025-12/31/2025
Records Management	Anna Storey	\$880.00 PY	01/01/2025-12/31/2025
Dog Control Officer	Sue Gardinier	Per Contract	01/01/2025-12/31/2025
Town Historian	Nancy Pritchard	\$800.00 PY	01/01/2025-12/31/2025
Attorney for Town	Greg Mattacola	Per Contract	01/01/2025-12/31/2025
Codes Officer PT	Fred Fox	\$9,087.00 PY	01/01/2025-12/31/2025
Codes Officer PT	Pat Baron	\$13,497.00 PY	01/01/2025-12/31/2025
Sr. Clerk to Town Justice	Louise Snyder	\$21.50 PH	01/01/2025-12/31/2025
Clerk to Town Justice	Rhiannon Kaplan	\$18.28 PH	01/01/2025-12/31/2025
Secretary to ZBA	Margaret Leone	\$18.28 PH	01/01/2025-12/31/2025
W. Treatment Plant Op. PT	Theodore Flint	\$25.58 PH	01/01/2025-12/31/2025
Asst. W.Treat. Plant Op. PT	Richard Rados	\$19.43 PH	01/01/2025-12/31/2025
Fire Inspector PT	Fred Fox	\$50.00 per	01/01/2025-12/31/2025
Deputy H. Superintendent	Douglas Green	\$28.14 PH	01/01/2025-12/31/2025
Assessor’s Clerk	Vikki Parent	\$18.28 PH	01/01/2025-12/31/2025
H. Superintendent's Clerk	Betsy Reilly	\$18.28 PH	01/01/2025-12/31/2025
Court Attendant	Mike Rahn	\$100.00 per session	01/01/2025-12/31/2025

A motion was advanced by Councilperson Seymour and seconded by Councilperson Donley to appoint the positions, wage rates and terms of office noted above. All Board members voted AYE and the Supervisor declared the motion carried.

11 A motion was advanced by Councilperson Donley and seconded by Councilperson Hebbard to set the wage rates and terms of office, the names on the list of appointments, as follows;

Sole Assessor	Holly Osterhoudt	\$20,500.00 PY	10/01/2021-09/30/2026
Registrar	Anna Storey	\$638.00 PY	01/01/2025-12/31/2025

Deputy Tax Collector	Allison Leone	\$1050.00 PY	01/01/2025-12/31/2025
Deputy Town Clerk	TBD	\$18.28PH	01/01/2025-12/31/2025
Deputy Registrar	TBD		01/01/2025-12/31/2025
Library Clerk	Sarah Klein	\$18.28 PH	01/01/2025-12/31/2025
Library Clerk	Betsy Reilly	\$18.28 PH	01/01/2025-12/31/2025
Recreation Attendant	Charles Hebbard	\$1,650.00 PY	01/01/2025-12/31/2025
Park Maintenance	Waylan Wilczek	\$18.28 PH	01/01/2025-12/31/2025
Park-Open/Close	James Iffert	\$18.28 PH	01/01/2025-12/31/2025

All Board members voted AYE and Supervisor Hebbard declared the motion carried.

12 A motion was advanced by Councilperson Rundle, seconded by Councilperson Seymour to re-appoint John Smith, Joseph Malecki, Charles Smith, Francis Szarek, Scott Toukatly, Roger Potenski and Paul Kulpa to the Planning/Zoning Board from 01/01/2025 to 12/31/2025. All Board members voted AYE and the motion was declared carried.

13 A motion was advanced by Councilperson Donley and seconded by Councilperson Smith to set the Planning/Zoning Board wages as follows; Chairman Joseph Malecki \$95.00 per meeting attended, paid quarterly, Vice Chairman Roger Potenski \$75.00 per meeting attended, paid quarterly, and each member \$60.00 per meeting per meeting attended, paid quarterly. All Board members voted AYE and the motion was declared carried.

14 A motion was advanced by Councilperson Seymour and seconded by Councilperson Rundle to set the wages of the Board of Assessment Review as follows, Chairman \$205.00 per year paid in June; Member \$100.00 per year, to be paid in June. All Board members voted AYE and the motion was declared carried.

15 A motion was advanced by Councilperson Donley and seconded by Councilperson Smith to authorize all part time employees, who receive a W-2, to self pay health insurance, should they elect to, through the Town of Westmoreland. Retirees of the Town of Westmoreland may elect to self pay life insurance premiums. All Board members voted AYE and the Supervisor declared the motion carried.

16 A motion that all part time hourly workers will not exceed amounts budgeted for their wages, unless approved by the Town Board, was advanced by Councilperson Rundle and seconded by Councilperson Seymour. All Board members voted AYE and the motion carried.

17 A motion was advanced by Councilperson Seymour, seconded by Councilperson Smith, to adopt the Highway Wage Agreement, as follows.

There shall be One (1) Deputy Highway Superintendent, pay rate not to exceed \$28.14 per hour,

There shall be One (1) Automotive Mechanic, pay rate not to exceed \$29.40 per hour,

Three (3) H.E.O. positions, pay rate not to exceed \$27.28 per hour,

Six (6) M.E.O. positions, pay rate not to exceed \$25.85 per hour,

One Person Plowing (OPP) to be paid \$3.00 per hour, over and above the regular hourly rate, when operating equipment during snow removal procedures.

All pay rates are to be at the discretion of the Highway Superintendent, payable bi-weekly.

All Board members voted AYE and Supervisor Hebbard declared the motion carried.

Supervisor Charles Hebbard called for motion to adjourn the 2025 Organizational Meeting.

18 A motion was advanced by Councilperson Rundle, seconded by Councilperson Seymour to adjourn this meeting. All Board members voted AYE and the Supervisor declared the motion carried at 8:37 A.M.

Respectfully submitted,
Anna C. Storey
Town Clerk