

**Town of Denmark
Organization Meeting Agenda
January 1, 2022 @ 1 PM**

Pledge – Frank Fazio
Attendance Role Call- Prudence
Public Comment – Supervisor

Oaths of Office administered for the term January 1, 2022 – December 31,2025

- 1: Councilman – Peter Jones
- 2: Councilwoman – Darlene Rowsam
- 3: Town Supervisor – Scott Doyle

Resolution #1-2022: The Town of Denmark Town Board hereby resolves to remove James Der and Frank Fazio as signers for any accounts associated the Town of Denmark.

Resolution #2-2022: The Town of Denmark Town Board hereby resolves to remove Lori Wheeler as a signer / depositor on the Town Clerk, Tax and Decals accounts.

Resolution #3-2022: The Town of Denmark Town Board hereby appoint Frederick Wadsworth as Deputy Supervisor for a term of one year beginning January 1, 2022 and ending December 31, 2022.

Resolution #4-2022: The Town of Denmark Town Board hereby makes the following appointments for the year 2022

- Town of Denmark Attorney - Conboy Law Firm
- Town of Denmark Dog Control Officer – Nickolas Astafan
- Town of Denmark Deputy Dog Control Officer – John Young
- Town of Denmark Zoning Officer - Lloyd Woodruff
- Town of Denmark Deputy Zoning Control Officer – Kevin Gaines
- Town of Denmark Bailiff - Joseph Greene
- Town of Denmark Deputy Bailiff – Duane St.Louis
- Appointment of Croniser, Lawrence, & Philippe CPA’s LLP as the Town of Denmark Accounting firm.
- Appointment of Patrick Mahar as Superintendent of Special Districts. Date of office 1/1/2022 through 12/31/2025
- Appointment of Prudence Greene as Water District Clerk. Date of office 1/1/2022 through 12/31/2025
- Appointment of Patrick Mahar to Planning Board. Date of office 1/1/2022 through 12/31/2028
- Appointment of Fred Smith to Zoning Board of Appeals. Date of office 1/1/2022 through 12/31/2026
- Appointment of Prudence Greene as Town of Denmark, District 2451, Registrar of Vital Statistics for a four (4) year term effective 1/1/2022 through 12/31/2025.

Resolution #5–2022: Town of Denmark Board designates/approves the following: Supervisor Scott M Doyle to utilize Community Bank as authorized signer, with Deputy Supervisor Frederick Wadsworth as additional authorized signer as depository for funds for:

- Funds for Highway Account Ending 0006
- Town General Account Ending in 0048
- Trust & Agency Account Ending in 0113

- Town of Denmark Water District 1 Account Ending in 7079
- Town of Denmark Water District 1 Capital Account Ending in 1773
- Town of Denmark Money Market Account Ending in 1933
- Clerk Prudence Greene with Deputy Clerk Susan Kirch-Corey as signers & depositors to utilize Community Bank for Town Clerk Account Ending in 9708, Town Tax Collection Account Ending in 1552 and Town DECALS Account Ending in 0030
- American Recovery Plan Act Account Ending in 4777

Resolution #6–2022: Town of Denmark Board Authorizes Justice’s Thomas Kiernan to utilize Community Bank for the Town of Denmark Justice Account 4588

Resolution #7-2022 The Town of Denmark Town Board hereby readopts the existing Town of Denmark Policies that follow:

- Policies & Procedures for Purchases
- Workplace Violence Prevention Policy & Incident Reporting
- Town of Denmark Sexual Harassment Policy (State Mandated, Outside Trainer)
- Town of Denmark Code of Ethics Policy
- Town of Denmark Equal Opportunity Policy
- Town of Denmark Americans with Disability Act Policy
- Town of Denmark Firearms Policy
- Town of Denmark Training of Planning Board and Zoning Board of Appeals
- Town of Denmark Electronic Use Policy
- Town of Denmark Policy Against Discrimination and Harassment (Compliance Officer Section)

Resolution #8-2022: The Town of Denmark Town Board hereby establishes that Regular Monthly Meetings of the Town of Denmark Town Board will be held on the 3rd Monday of each month, starting at 6PM. Meetings will be held at the Town Municipal Building at 3707 Roberts Road every month, except for November, when the meeting will be held on November 9th, commencing at 6PM. (the public hearings will be set by the Town Board the month prior to the hearings.)

Resolution #10-2022 The Town of Denmark Town Board hereby authorizes-Supervisor Scott M. Doyle to invest Town of Denmark monies in an interest bearing Account(s)

Resolution #11-2022: The Town of Denmark Town Board hereby names the Lewis County Journal & Republican and/or the Watertown Daily Times as the official newspapers for the Town of Denmark

Discussion on Mileage Reimbursement rate. Given today’s economic times, I’d like to offer the Federal Reimbursement Rate. If agreed, **Resolution #12-2022: The Town of Denmark Town Board hereby authorizes the town to adopt Federal Milage Reimbursement Rate of \$.56/mile for travel conducted doing Town of Denmark business.**

Here is Comptroller ruling on mileage reimbursements

XIII.4.C

Travel Mileage Rates - SECTION OVERVIEW AND POLICIES

New York State reimburses employees for business use of privately owned automobiles based on the standard mileage allowance established by the Internal Revenue Service (IRS) and the U.S. General Services Administration (GSA). By adhering to this allowance, reimbursements for mileage are not taxable to the employee. Reimbursements above these allowances are taxable to the employee.

Resolution #13-2022: The Town of Denmark Town Board hereby directs that the Town of Denmark approves a blanket undertaking bond covering all Town Officers as required by Section 25 of the Town Law; and further resolve that, Supervisor Doyle, Deputy Supervisor Wadsworth, Town Justices Thomas Kiernan, Town Clerk Prudence Greene and Deputy Clerk Susan Kirch-Corey are specifically covered under Blanket Undertaking, as required by Public Officers Section 11(2).

Resolution #14-2022: The Town of Denmark Town Board hereby authorizes Patrick Mahar to review I-9 forms and sign as authorized representative for all Highway Department employees.

Resolution #15-2022: The Town of Denmark Town Board hereby authorizes Prudence Greene to review I-9 forms and sign as authorized representative for all General Fund employees.

Resolution #16-2022: The Town of Denmark Town Board hereby authorizes Town Clerk Prudence Greene to charge a \$25.00 fee for all dishonored checks paid to the Town of Denmark

Resolution #17-2022 The Town of Denmark Town Board hereby directs the attached salary schedule be adopted for 2022:

Resolution #18-2022: The Town of Denmark Town Board hereby directs that \$5000.00 be moved from budget code A1220.1 to budget code A1220.4 in the adopted 2022 Town of Denmark Budget.

Resolution #19-2022 The Town of Denmark Authorizes Supervisor Doyle to sign INSUREDS CONSENT TO RECEIVING ELECTRONIC DOCUMENTS provided by ESA to provide documents related to insurance coverages written through or quoted by/in the form of electronic records.

Resolution #20-2022 The Town of Denmark readopts the Commercial Zoning Permit Fee Schedule and Residential Zoning Permit Fee Schedule that is attached.

Resolution #21-2022 The Town of Denmark hereby authorizes Supervisor Doyle to sign the 2022 Dog Control Officer Agreement.

We need to discuss who is acceptable / willing to serve on a board of ethics? Once we have an acceptable list of names, I will reach out to the individuals and ask if they willing to serve. We will offer a resolution during the regular January meeting.

I would like a motion to change Supervisor office door lock, with a key distributed to Cleaner, myself and Town Lockbox (if we have one). If there are processes that require access to the office from others we will change the process.

New Items not appearing on schedule (if any) within the legal announcement posted