

TOWN OF GOUVERNEUR

ORGANIZATIONAL MEETING - JANUARY 11, 2022

APPOINTMENTS AND SALARIES 2022

- (1) David L. Spilman, Jr. - Supervisor - Salary \$11,520.00/yr. Term Expires 12/31/23
- (2) Eldon Conklin – Deputy Supervisor – Salary \$1,800.00/yr.
- (3) Marion Bowhall - Town Clerk & Tax Collector - \$34,280.00/yr.
- (4) Deputy Town Clerk with full power to act.
Paid at \$15.00/hr
- (5) Eldon Conklin & Jaimee McQuade - Single-audit officers
(For receiving discounts on bills and sign in place of Supervisor when necessary).
- (6) Case & Leader LLP, Attorneys at Law - Town Attorney - Paid @\$185.00 /hr up to \$5000.00 annually.
(Retainer of \$1,250/qtr, with a Complete Quarterly Statement)
- (7) David Perrigo - Highway Superintendent & Utilities Superintendent
(January 1, 2022 - December 31, 2022)
Salary @\$57,397.00
Deputy Highway Superintendent – Michael Wainwright - full authority to act.
- (8) Town Board members: Curran Wade term expires 12/31/25
 Eldon Conklin term expires 12/31/25
 Jaimee McQuade term expires 12/31/23
 Jay Bowhall term expires 12/31/23

Paid @\$3,600.00 each annually.
- (9) Assessor - \$15,450.00/yr. Term expires 9/30/25
- Data Collector \$4,120.00/yr.
- (10) Kylea Plantz, Court Clerk-\$16.00/hr.
- (11) Taylor Andrews, Court Clerk-\$16.00/hr.
- (12) Travis Dann, Justice - \$20,063.00/yr. Term expires 12/31/24
- (13) Stanley Young, Justice- \$20,063.00/yr. Term expires 12/31/23
- (14) Dan Moyer, D.C.O. - at \$5,300.00/yr. Plus \$4,850.00/yr for pound maintenance.
Maria Moyer, Deputy D.C.P. at no salary.
- (15) Diane Kelley-Bookkeeper - \$30,000.00/yr. Plus Micro-enterprise loan processing.

(16) Richard Wood-Code Enforcement Officer-NYS Building & Fire Code Enforcement - \$13,586.00/yr.

(17) Town Highway Employees – \$22.44/hr (per agreement).

(18) Health Officer - St. Lawrence County Public Health Department.

(19) Town Historian - Joseph Laurenza - \$500.00/yr.

(20) CONTRACTS

- (a) American Legion and V.F.W. - \$200.00 each for maintenance of rooms and \$50.00 each for patriotic observances for the year.
- (b) Gouverneur Fire contract - \$63,224.00
- (c) Gouverneur Rescue Squad per contract \$32,500.00
- (d) Gouverneur Museum - \$650.00.
- (e) Gouverneur Reading Room - \$5,000.00.
- (f) Youth Commission with Village of Gouverneur - \$13,000.00
- (g) Greater Gouverneur Recreation Area Assoc.-\$6,000.00
- (h) Gouverneur Senior Citizen - \$500.00.
- (i) Gouverneur Cemetery Association - \$7,000.00

(21) THE FOLLOWING BANKS/FINANCIAL INSTITUTIONS TO HOLD TOWN ACCOUNTS:

(A) COMMUNITY BANK, NA (Checking & Savings Accounts)

- (1) Tax collection and Town Clerk accounts.
- (2) DEC Sweep Account.
- (3) Highway Townwide (DA) accounts - Misc., brush, weeds & snow removal.
- (4) Highway Outside (DB) accounts - Road building & repairs.
- (5) Accounts Payable account.
- (6) Payroll account.
- (7) Trust & Agency Fund for withholding and trusts. (T)
- (8) General Fund, Full town accounts. (A)
- (9) Utilities - Sewer & Water District accounts. (SS1/SW1/SW2)
- (10) General Fund Outside Village (B)
- (11) Justice Accounts.
- (12) Micro-enterprise accounts: HUD, Rural Development, Small Cities
- (13) Health Insurance –0- Account.

(B) CLASS-MBIA-for investments.

(22) Official newspapers:

- (1) Gouverneur Tribune Press (weekly)
- (2) Watertown Daily Times (daily)

(23) Regular Town Board meetings to be on the **second Tuesday** of each month at 6 p.m., Economic Development on the **fourth Friday** of each month at noon, unless otherwise stated. Gouverneur Community Center Inc., **third Wednesday** of each month at 9 a.m.

(24) Auditing officers for the monthly billings:

- (a) Eldon Conklin

(b) Jaimee McQuade

(25) BOARD OF REVIEW MEMBERS (Five Year Terms)

- (1) Diane Cotter - term expires September 30, 2025.
- (2) Albert Desormeaux - term expires September 30, 2026.
- (3) Gary Tweedie - term expires September 30, 2022.
- (4) Dorothy Vorce - term expires September 30, 2024.
- (5) Tania Sterling - term expires September 30, 2023.

(26) PLANNING BOARD (Three Year Terms) - Meets the 2nd Monday of each month.

- (a) VACANT
- (b) Diane Kelley - term expires 12/31/2022.
- (c) Charlie Titus - term expires 12/31/2022.
- (d) Robert Dier - term expires 12/31/24.
- (e) Steven Jackson - term expires 12/31/24.
- (f) Robert Ritchie - term expires 12/31/2022.
- (g) John Wetmore - term expires 12/31/2022.

(27) ZONING BOARD OF APPEALS (Three Year Terms)

- (a) VACANT
- (b) - term expires 12/31/22.
- (c) Kenneth Saucier - term expires 12/31/22.
- (d) John Wetmore - term expires 12/31/24.
- (e) Steven Jackson - term expires 12/31/22.

(28) SUPERVISOR'S APPOINTMENTS

- (a) Deputy Supervisor - Eldon Conklin.
- (b) Insurance Committee - Eldon Conklin & Jaimee McQuade - no salary.
- (c) Planning & Zoning Committee - Curran Wade & Eldon Conklin - no salary.
- (d) Assessor/Code Enforcement. Committee - Jay Bowhall & Eldon Conklin - no salary.
- (e) Building & Grounds Committee - Jay Bowhall & Curran Wade - no salary.
- (f) Sewer & Water District Committee - Eldon Conklin & Jay Bowhall - no salary.
- (g) Highway Committee - Jay Bowhall & David Spilman Jr. - no salary.
- (h) Shared Services Committee - David Spilman Jr. & Eldon Conklin - no salary (monthly meetings).
- (i) Economic Development Committee (Shared with Village of Gouverneur) - no salary.
 - Town Board Representatives - David Spilman Jr. & Eldon Conklin
 - Town Planning Board Member - John Wetmore
 - Community Members at Large
- (j) Justice Committee - Curran Wade & Eldon Conklin - no salary.
- (k) Town Clerk Committee - Jaimee McQuade & Eldon Conklin - no salary.
- (m) Dog Control - Curran Wade & Jaimee McQuade - no salary.
- (n) Ethics Board - Jaimee McQuade, Diane Kelley, Robert Ritchie
- (o) Community Center Building - Supervisor & Deputy Supervisor

- (29) Registrar of Vital Statistics – Marion Bowhall and (Deputy) both at no salary.
- (30) Section 3 Housing Coordinator - Richard Wood - no salary.
- (31) Fair Housing Coordinator - Richard Wood - no salary.
- (32) Labor Standards Compliance Officer - Eldon Conklin - no salary.
- (33) Mileage paid @ \$.50 per mile for 2022.
- (34) Secretary for Board of Review, Planning & Zoning Board meetings - Diane Kelley paid \$75.00/meeting (only duties, - take minutes of meetings, type and send out meeting notices).
- (35) Youth Commission Resolution for 2022 (Resolution #1).
- (36) Investment Policy for 2022 (Resolution #2).
- (37) Audit Resolution for 2022 (Resolution #3).
- (38) Procurement Policy Resolution – Annual review/renewal – no changes for 2022.