

**Organizational Meeting
Monday, January 3, 2022
6:30 pm**

The Organizational Meeting of the Town Board of the Town of Prattsburgh was held at 6:30 P.M. on January 3rd 2022 at the Town Hall, 19 North Main Street, Prattsburgh, N.Y. The meeting was called to order by Supervisor Wordingham and was followed by the Pledge of Allegiance.

PRESENT: Supervisor Wordingham, Deputy Supervisor Scheid, Councilwomen Einwachter, Peck, and Payne, Town Clerk Kimberly Sobolewski, John Perry, Chris Underhill, and Legal Counsel Brockman

Meeting Dates/Times:

Be it **RESOLVED**, to establish the regular date for the Town Board of the Town of Prattsburgh to be the 3rd Monday of each month beginning at 6:30 P.M., with the following exception(s):

Meetings will be held at the Town Hall in Prattsburgh with the exception of the May and September meetings, which will be held at the Ingleside Christian Church in Ingleside.

Motion made by Councilwoman Einwachter_
Seconded by Councilman Scheid_

ADOPTED by ROLL CALL VOTE

Supervisor Wordingham	Aye
Councilman Scheid	Aye
Councilwoman Einwachter	Aye
Councilwoman Peck	Aye
Councilwoman Payne	Aye

Legal Newspaper and Official Bank:

Be it **RESOLVED** that the Corning Leader is designated as the official newspaper, and further **RESOLVED** that the official banks are Community Bank and Five Star Bank.

Motion made by Councilman Scheid
Seconded by Councilwoman Einwachter

ADOPTED by ROLL CALL VOTE

Supervisor Wordingham	Aye
Councilman Scheid	Aye
Councilwoman Einwachter	Aye
Councilwoman Peck	Aye
Councilwoman Payne	Aye

Appoint Security Officer:

Be it **RESOLVED** that the town appoints

Bill Reeser as Security Officer, and
_____ Deputy Security Officer.

Motion made by Councilwoman Einwachter

Seconded by Councilwoman Peck

ADOPTED by ROLL CALL VOTE

Supervisor Wordingham	Aye
Councilman Scheid	Aye
Councilwoman Einwachter	Aye
Councilwoman Peck	Aye
Councilwoman Payne	Aye

Appointments:

Be it **RESOLVED** that the following appointments are made for 2022:

Town Historian	Lenora Applebee
Code Enforcement Officer	Chris Underhill
Assistant Code Enforcement Officer	Fred McAllister_
Right of Way Agent	Chris Underhill
Water District Maintenance	Chris Underhill
Registrar	Kim Sobolewski
Cemetery Sexton	Tim Hoose
Park Maintenance	Tim Hoose
Dog Control Officer	Deb Matthews
Legal Counsel	Edward Brockman
Budget Officer	Albert Wordingham
Health Officer	Trisha Brown
Crossing Guard	Richard Peer
Asst. Water District Maintenance	Fred McAllister
Recycling Monitor	Michael Gettings
Bookkeeper	Jeanette Underhill

Motion made by Councilman Scheid

Seconded by Councilwoman Einwachter

ADOPTED by ROLL CALL VOTE

Supervisor Wordingham	Aye
Councilman Scheid	Aye
Councilwoman Einwachter	Aye
Councilwoman Peck	Aye
Councilwoman Payne	Aye

Supervisor Albert Wordingham appoints

- Pete Scheid as Deputy Supervisor
- Jeanette Underhill as Bookkeeper

Highway Superintendent John Perry Appoints

- John Christiansen as Deputy Highway Superintendent

Town Clerk Kim Sobolewski appoints

- Michelle Schuck as Deputy Town Clerk.

Water District Contract for Bookkeeping Services and Truck Rental:

Be it **RESOLVED** that the Water District enter into a contract with the Town of Prattsburgh for bookkeeping services at \$3,000/year and truck rental services at \$2,500/year.

Motion made by Councilwoman Einwachter

Seconded by Councilman Scheid

ADOPTED by ROLL CALL VOTE

Supervisor Wordingham	Aye
Councilman Scheid	Aye
Councilwoman Einwachter	Aye
Councilwoman Peck	Aye
Councilwoman Payne	Aye

Signatures on Checks:

Be it **RESOLVED** that Supervisor Wordingham and Pete Scheid as Deputy Supervisor be empowered to sign checks. Be it further resolved that Kim Sobolewski will be the second signature on ALL checks.

Motion made by Councilwoman Einwachter

Seconded by Councilwoman Payne

ADOPTED by ROLL CALL VOTE

Supervisor Wordingham	Aye
Councilman Scheid	Aye
Councilwoman Einwachter	Aye
Councilwoman Peck	Aye
Councilwoman Payne	Aye

Mileage Reimbursement Rate/General Reimbursement Policy:

Be it **RESOLVED** that mileage paid for traveling on Town business be 58.5 cents per mile. Further be it **RESOLVED** that ANY reimbursement request submitted by a town employee/official must be done so by the end of the month in which the expense were incurred accompanied by receipts for such expense.

Motion made by Councilman Scheid

Seconded by Councilwoman Einwachter

ADOPTED by ROLL CALL VOTE

Supervisor Wordingham	Aye
Councilman Scheid	Aye
Councilwoman Einwachter	Aye
Councilwoman Peck	Aye
Councilwoman Payne	Aye

Rules of Conduct:

Be it **RESOLVED** that the following rules of conduct be adopted:

A town board meeting is a serious matter and can no more be disrupted or invaded than can a session of Congress or the State Legislature. By state law, the open meetings law gives the public the right to attend board meetings and listen to board deliberations. However, the public may not participate in the meeting except upon the invitation of the board. A town board has the right to promulgate rules of procedure for the orderly conduct of its meetings and for the proper management of the business and affairs of the town.

As, under normal conditions, the public attendance at Prattsburgh Town Board meetings is minimal, it has been the practice of the Board to allow pertinent questions or comments from the public concerning areas under discussion during the meeting. Such questions or comments can only be directed to the Supervisor with no interplay between members of the public. This custom will continue as long as it is not disruptive to the regular proceedings, in which case the audience will be asked to refrain from comment. The public will also be expected to be attentive and not hold whispered conversations with others. Town Board meetings are not an occasion for public discussion.

At the end of the Department reports, there will be a 15 minute privilege of the floor period during which time the public will have an opportunity to address the board. They must seek permission from the supervisor and their remarks are to be directed to the board only. Each speaker will have 3 minutes for his presentation. No demand can be made for an answer to a question from a board member.

Motion made by Councilman Scheid

Seconded by Councilwoman Einwachter

ADOPTED by ROLL CALL VOTE

Supervisor Wordingham	Aye
Councilman Scheid	Aye
Councilwoman Einwachter	Aye
Councilwoman Peck	Aye
Councilwoman Payne	Aye

Voting to be done by Roll Call:

Be it **RESOLVED** that voting will be done by Roll Call by the Town Clerk or person acting on behalf of the Clerk in their absence.

Motion made by Councilwoman Einwachter

Seconded by Councilwoman Peck

ADOPTED by ROLL CALL VOTE

Supervisor Wordingham	Aye
Councilman Scheid	Aye
Councilwoman Einwachter	Aye
Councilwoman Peck	Aye
Councilwoman Payne	Aye

Councilwoman Einwachter made a motion authorizing Deputy Supervisor Scheid to set up G-mail Business accounts at approximately \$12.00 per account for each email user.

Seconded by Councilwoman Peck.

ADOPTED by ROLL CALL VOTE

Supervisor Wordingham	Aye
Councilman Scheid	Aye
Councilwoman Einwachter	Aye
Councilwoman Peck	Aye
Councilwoman Payne	Aye

Councilman Scheid made a motion to adjourn the meeting at 7:50 P.M. seconded by Councilwoman Einwachter

ADOPTED by ROLL CALL VOTE

Supervisor Wordingham	Aye
Councilman Scheid	Aye
Councilwoman Einwachter	Aye
Councilwoman Peck	Aye
Councilwoman Payne	Aye

Respectfully submitted,

Kim Sobolewski Town Clerk

