

TOWN OF SANFORD

ORGANIZATIONAL MEETING

JANUARY 9, 2024

PRESENT:	Kenny Wist	Supervisor
	Jay Vandermark	Councilman-absent
	Alice Ray	Councilman-absent
	Shane Lester	Councilman
	Dan Andresen	Councilman

ALSO PRESENT:	Alison Lang	Town Clerk
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Supervisor Wist called the Organizational Meeting to order at 6:00pm at the Town of Sanford Town Hall, 91 Second Street, Deposit, NY 13754.

The Town’s Official Bank was discussed.

The motion was made by Shane Lester, seconded by Dan Andresen and all approved that the following Resolution be adopted:

#1-RESOLUTION-2024
TOWN’S OFFICIAL BANK IS NBT, N.A.-YEAR 2024

RESOLVED, that the NBT BANK, N.A., Deposit, New York, is hereby designated the depository for the Town of Sanford Funds, coming into the hands of any Town Officers during fiscal year 2024.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

The Town’s Official Newspaper was discussed.

The motion was made by Dan Andresen, seconded by Shane Lester and all approved that the following Resolution be adopted:

#2-RESOLUTION-2024
TOWN’S OFFICIAL NEWSPAPER IS THE DEPOSIT COURIER-YEAR 2024

RESOLVED, that the DEPOSIT COURIER, is the designated the Town’s Official Newspaper, for the calendar year 2024.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

Town’s Attorney was discussed. The motion was made by Shane Lester, seconded by Dan Andresen and all approved that the following Resolution be adopted:

#3-RESOLUTION-2024
RESOLUTION APPOINTING ATTORNEY FOR THE TOWN OF SANFORD

**WHEREAS, Town Law Section 20(2) (b) which allows a town board of any town which shall not have established the office of town attorney to employ an attorney to give such professional service and advice as it may require, and
WHEREAS, the Town of Sanford has not established the office of town attorney,
NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Sanford in regular session duly convened does hereby authorize the Supervisor to execute the attached Agreement with Nick Cortese, which agreement has been approved in form and content by Donald G. Walls, Esq., an attorney not affiliated with Nick Cortese, or the law firm of Coughlin & Gerhart, LLP of which Nick Cortese is of counsel to perform the legal services set forth in said agreement for the consideration set forth therein.**

This resolution shall take effect immediately.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

The Planning Board was discussed.

Planning Board member Barbara Marko term has expired 12/31/23.

The motion was made by Dan Andresen, seconded by Shane Lester and all approved that following Resolution be adopted:

**#4-RESOLUTION-2024
PLANNING BOARD MEMBER, BARBARA MARKO
REAPPOINTED-YEAR 2024**

RESOLVED, that Barbara Marko be reappointed as PLANNING BOARD MEMBER of the Town of Sanford, Term: January 1, 2024-December 31, 2028 a (5) Year Term.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

The PLANNING BOARD now consists of the following members and their Terms: (5-Year):

Kermit Mott	Term: 1/1/20 to 12/31/24
Steven Ramos	Term: 1/1/21 to 12/31/25
Cassie Woodford	Term: 1/1/22 to 12/31/26
Paul Vanslyke	Term: 1/1/23 to 12/31/27
Barbara Marko	Term: 1/1/24 to 12/31/28

The matter of the PLANNING BOARD CHAIRMAN was discussed. The motion was made by Shane Lester, seconded by Dan Andresen and all approved the following Resolution be adopted:

**#5-RESOLUTION-2024
PLANNING BOARD CHAIRMAN, KERMIT MOTT
REAPPOINTED-YEAR 2024**

RESOLVED, that Kermit Mott be reappointed CHAIRMAN, of the Town of Sanford Planning Board, Term: January 1, 2024 to December 31, 2024.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

Member of the Zoning Board of Appeals was reviewed by the Board.

The motion was made by Dan Andresen, seconded by Shane Lester and all approved the following Resolution be adopted:

**#6-RESOLUTION-2024
TOWN OF SANFORD ZONING BOARD MEMBER
JOHN ALFANO, REAPPOINTED-YEAR 2024**

RESOLVED, that John Alfano be reappointed as a Member of the Town of Sanford Zoning Board, Term: January 1, 2024 to December 31, 2028 a (5) Year Term.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

The BOARD OF APPEALS now consist of the following Members and their Terms: (5-Year)

Kevin Lovely	Term: 1/1/24 to 12/31/26
Kurt Vagts	Term: 1/1/23 to 12/31/27
John Alfano	Term: 1/1/24 to 12/31/28

The matter of the BOARD OF APPEALS CHAIRMAN was discussed.
The motion was made by Shane Lester, seconded by Dan Andresen and all approved that the following Resolution be adopted:

**#7-RESOLUTION-2024
BOARD OF APPEALS CHAIRMAN, JOHN ALFANO
APPOINTED-YEAR 2024**

RESOLVED, that John Alfano, be appointed CHAIRMAN of the Town of Sanford Board of Appeals, Term: January 1, 2024 to December 31, 2024.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

Approving training courses for members of Planning Board and Zoning Board of Appeals was discussed.

The motion was made by Dan Andresen, seconded by Shane Lester and all approved that the following Resolution be adopted:

**#8-RESOLUTION-2024
RESOLUTION DESIGNATING APPROVED TRAINING COURSES FOR MEMBERS
OF PLANNING BOARD AND ZONING BOARD OF APPEALS**

WHEREAS, Local Law 6 of 2006 entitled “A Local Law Establishing Training Requirements for Members and Alternate Members of the Planning Board and Zoning Board of Appeals of the Town of Sanford “ requires among other things, that “the Town Board, after discussion with the Chairpersons of the ZBA and Planning Board shall annually designate such training courses, seminars, workshops, or continuing education courses which may be offered within reasonable distance and which may be helpful to or of assistance to the Zoning Board of Appeals, and/or Planning Board in carrying out their respective functions in a timely, fair, and lawful manner”,
NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Sanford in regular session duly convened as follows:

1. During 2024, approved training sessions which relate to the duties of members of the ZBA and members of the Planning Board may include programs offered by the New York State Department of Environmental Conservation, the New York State Planning Federation, the Broome County Department of Planning and Economic Development, the Broome County Cooperative Extension, and other entities, as well as in-house up-dates or training seminars or Municipal Law Seminars conducted by the Town Attorney of the Town or the Law Firm with which such Town Attorney is affiliated.
2. This resolution shall take effect immediately.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

The TOWN HISTORIAN was discussed.

The motion was made by Shane Lester, seconded by Dan Andresen and all approved the following be adopted:

**#9-RESOLUTION-2024
TOWN HISTORIAN, JOHN O’CONNOR
APPOINTED YEAR 2024**

RESOLVED, that John O’Connor is appointed as Town of Sanford Historian of the Town of Sanford, Term: January 1, 2024 to December 31, 2024.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

**TOWN CLERK/TAX COLLECTOR, Alison Lang, Appointed: DEPUTY TOWN CLERK/
TAX COLLECTOR, Kristin Canedo for the Term: January 1, 2024 to December 31, 2024.**

**REGISTRAR OF VITAL STATISTICS, a Four-Year Appointment and DEPUTY is a One
Year Appointment.**

**The motion was made by Dan Andresen, seconded by Shane Lester and all approved that
the following be adopted:**

**#10-RESOLUTION-2024
REGISTRAR OF VITAL STATISTICS, A FOUR-YEAR APPOINTMENT
DEPUTY, A ONE YEAR APPOINTMENT**

**RESOLVED, that Alison Lang was Appointed REGISTRAR OF VITAL STATISTICS, of
the Town of Sanford, Term: January 1, 2021 to December 31, 2024. The Registrar
receives all Fees received by the Town for Registrar work. The Salary is \$700.00 with
monies collected and given to the Town, however, all monies collected over the Salary of
\$700.00 to be given to the Registrar for all work performed, and
BE IT FURTHER RESOLVED, that Registrar Alison Lang, Appointed: Kristin Canedo,
as DEPUTY REGISTRAR OF VITAL STATISTICS, Term: January 1, 2024 to December
31, 2024, at this Non-salaried position.**

**A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane
Lester: AYE; Councilman Dan Andresen: AYE; NOES: None;
CARRIED: Dated: January 9, 2024.**

MILEAGE ALLOWANCE for the Town of Sanford was discussed.

**The motion was made by Dan Andresen, seconded by Shane Lester and all approved that
the following be adopted:**

**#11-RESOLUTION-2024
SETTING MILEAGE ALLOWANCE FEE (\$.67) PER MILE-YEAR 2024**

**RESOLVED, that the Town Officers and approved Employees and Appointees be and
hereby authorize to receive upon proper receipt of Billing, the amount of (\$.67) per mile,
whenever performance of their duties as Town Officers, Employees and approved
Appointees, make it necessary for them to use their personal car to carry out such duties,
for the year 2024, and
BE IT FURTHER RESOLVED, that this Resolution does not include the Flood Plain
Administrator, Assessor and Code Enforcement Officer.**

**A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane
Lester: AYE; Councilman Dan Andresen: AYE; NOES: None;
CARRIED: Dated: January 9, 2024.**

The BUDGET OFFICER position was discussed.

**The motion was made by Shane Lester, seconded by Dan Andresen and all approved that
the following be adopted:**

**#12-RESOLUTION-2024
APPOINTING BUDGET OFFICER, KENNY WIST-YEAR 2024**

**RESOLVED, that Kenny Wist, be appointed BUDGET OFFICER, of the Town of Sanford,
Term: January 1, 2024 to December 31, 2024, at the Annual Salary of \$1,300.00 to be paid
after the 2025 Annual Budget is prepared.**

**A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane
Lester: AYE; Councilman Dan Andresen: AYE; NOES: None;
CARRIED: Dated: January 9, 2024.**

The CODE ENFORCEMENT OFFICER (SAFETY INSPECTOR) was discussed.

**The motion was made by Dan Andresen, seconded by Shane Lester and all approved that
the following be adopted:**

**#13-RESOLUTION-2024
APPOINTING CODE ENFORCEMENT OFFICER,
PETE HATHAWAY-YEAR 2024**

RESOLVED, that Pete Hathaway be appointed CODE ENFORCEMENT OFFICER (SAFETY INSPECTOR) for the Term: January 1, 2024 to December 31, 2024, in and for the Town of Sanford, Broome County, NY, for an Annual Salary \$15,000.00 in Budget year 2024. The CODE ENFORCEMENT OFFICER'S position also covers Mobile Home Enforcement, New York State Uniform Building and Fire Codes.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

The FLOOD PLAIN ADMINISTRATOR position was discussed. The motion was made by Dan Andresen, seconded by Shane Lester and all approved that the following be adopted:

**#14-RESOLUTION-2024
APPOINTING FLOOD PLAIN ADMINISTRATOR, PETE HATHAWAY-YEAR 2024**

RESOLVED, that Pete Hathaway, be appointed FLOOD PLAIN ADMINISTRATOR for the Term: January 1, 2024 to December 31, 2024, in and for the Town of Sanford, Broome County, NY, at Annual Salary of \$300.00. As stated in Budget year 2024.

The Board discussed the position of ASSESSOR, held by Becky Ottens, and the year 2024 Salary. The motion was made by Shane Lester, seconded by Dan Andresen and all approved the following be adopted:

**#15-RESOLUTION-2024
SETTING THE SALARY OF ASSESSOR-YEAR 2024**

RESOLVED, that the ASSESSOR'S position is a six year term, (Reappointed Term: 10/1/19-9/30/24), with Salary voted on each year, and THEREFORE, BE IT RESOLVED, that the Salary for the ASSESSOR is \$20,525.00, for Budget year 2024.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

The DOG CONTROL OFFICER of the Town of Sanford was discussed. The motion was made by Dan Andresen, seconded by Shane Lester and all approved that the following be adopted:

**#16-RESOLUTION-2024
DOG CONTROL OFFICER OF THE TOWN OF
SANFORD-YEAR 2024
REAPPOINTED, JESSICA MOORE**

RESOLVED, that the DOG CONTROL OFFICER, Jessica Moore, be reappointed, Term: January 1, 2024 to December 31, 2024, and BE IT FURTHER RESOLVED that all Fines be turned over to the Town and the Dog Report (Mileage and Dog pickup Information) be turned over to the Town on a Monthly basis. Annual Salary: \$5,980.00 Budget year 2024.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

The DOG CONTROL COMMITTEE was discussed. By Board Appointment: Councilmen Alice Ray (Chairman) and Dan Andresen will serve on the Committee for the year 2024.

The DEPOSIT NEW YORK COMMUNITY HISTORICAL SOCIETY Contract Agreement was discussed. The motion was made by Dan Andresen, seconded by Shane Lester and all approved that Supervisor Kenny Wist be authorized to sign THE DEPOSIT NEW YORK COMMUNITY HISTORIAL SOCIETY Contract Agreement for the Year 2024. In Budget under Museum, Amount: \$600.00 for Budget year 2024.

The REGULAR MEETING TIME for the Town Board, year 2024 was discussed. The motion was made by Shane Lester, seconded by Dan Andresen and all approved the following be adopted:

**#17-RESOLUTION-2023
SETTING TOWN BOARD REGULAR MEETING DATE-YEAR 2023**

RESOLVED, that the Town Board of the Town of Sanford, will meet on the Second Tuesday of each Month and if a second Regular Meeting is needed it will be held on the fourth Tuesday of the Month, with a five day notice to the Town’s Official Newspaper. Meeting will be held at 7:00 PM, in the Town of Sanford Town Hall, 91 Second Street, Deposit, NY 13754.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

The ASSESSEMENT REVIEW BOARD MEMBERS and PAY RATES were discussed. The motion was made by Dan Andresen, seconded by Shane Lester and all approved the following Resolution be adopted:

**#18-RESOLUTION-2024
ASSESSMENT REVIEW BOARD MEMBERS AND PAY RATE-YEAR 2024**

RESOLVED, that Yearly Compensation for the ASSESSMENT REVIEW BOARD MEMBERS will be \$150.00 for each Grievance Day and \$30.00 for the Secretary to the Board and all Legal Costs for newly required Schooling for each Member to attend, will be paid by the Town of Sanford, and FURTHER RESOLVED, the ASSESSMENT REVIEW BOARD now consists of the following Members (5-year term):

Steven Ramos Term: December 13, 2022 to September 30, 2025
Lawrence R. Hoell Term: October 1, 2021 to September 30, 2026
George Lang Term: October 1, 2022 to September 30, 2027

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

Supervisor Kenny Wist, Appointed Shane Lester, DEPUTY SUPERVISOR of the Town of Sanford, Term: January 1, 2024 to December 31, 2024.

Town of Sanford Town Justices, Deborah Proffitt and Gary L. Holdrege, appointed: Jennifer Valentine to be TOWN OF SANFORD JUSTICE CLERK, term: January 1, 2024 to December 31, 2024.

HIGHWAY COMMITTEE was discussed.

By Board Appointment, the HIGHWAY COMMITTEE consists of Councilman Shane Lester (Chairman), and Councilman Dan Andresen; instructed by the Board to meet with the Highway Employees to set up Guidelines of Communication for Year 2024.

HIGHWAY EQUIPMENT COMMITTEE was discussed.

By Board Appointment, the HIGHWAY EQUIPMENT COMMITTEE consists of Councilman Jay Vandermark (Chairman); Councilman Shane Lester and Highway Superintendent Leo Shew for year 2024.

HIGHWAY GARAGE COMMITTEE was discussed.

By Board Appointment, the HIGHWAY GARAGE COMMITTEE consists of Councilman Dan Andresen (Chairman); Councilman Jay Vandermark and Highway Superintendent Leo Shew for year 2024.

The SUBDIVISION ROAD REVIEW COMMITTEE was discussed.

By Board Appointment, the SUBDIVISION ROAD REVIEW COMMITTEE consists of Councilman Jay Vandermark (Chairman); Councilman Dan Andresen and Highway Superintendent Leo Shew for year 2024.

YOUTH ACTIVITY COMMITTEE was discussed.

By Board Appointment, the YOUTH ACTIVITY COMMITTEE consists of Councilman Alice Ray (Chairman); Councilman Dan Andresen for the year 2024.

BLUESTONE WIND COMMITTEE was discussed.

By Board Appointment, the BLUESTONE WIND COMMITTEE consists of Highway Superintendent Leo Shew, Councilman Shane Lester and Supervisor Kenny Wist for year 2024.

The SENIOR ADVISORY COMMITTEE was discussed.

By Board Appointment, the SENIOR ADVISORY COMMITTEE consists of Councilman Shane Lester (Chairman); Councilman Dan Andresen for year 2024.

INSURANCE COMMITTEE was discussed.

By Board Appointment the INSURANCE COMMITTEE consists of Councilman Shane Lester (Chairman); and Councilman Alice Ray. They will review matters of Insurance and report to the Town Board for year 2024.

The FIRE & AMBULANCE COMMITTEE was discussed.

By Board Appointment, the FIRE & AMBULANCE COMMITTEE consists of Councilman Jay Vandermark (Chairman); Councilman Alice Ray for the year 2024. The ADVIORY BOARD for the Town of Sanford Records Management Program is the Town Board and the Town Clerk.

The RECORDS MANAGEMENT OFFICER, of the Town of Sanford is Alison Lang, Town Clerk.

INSURANCE, Health Benefits, BC United Health Care Group Retirees Services was discussed. The motion was made by Shane Lester, seconded by Dan Andresen and all approved the following Resolution be adopted:

**#19-RESOLUTION-2024
BC UNITED HEALTH CARE GROUP RETIREE’S SERVICES**

RESOLVED, that the Town Board of the Town of Sanford, Broome County, New York, do hereby adopt to use BC UNITED HEALTH CARE GROUP RETIREE’S SERVICES, 1/1/22-12/31/24.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

The following SALARIES FOR TOWN OFFICERS for the year 2024 were established Pursuant to Law, by Resolution.

The motion was made by Dan Andersen, seconded by Shane Lester and all approved the following Resolution be adopted:

**#20-RESOLUTION-2024
FIXING SALARIES OF TOWN OFFICERS-YEAR 2024**

<u>OFFICERS</u>	<u>POSITION</u>	<u>SALARIES</u>	<u>TO BE PAID</u>
Kenny Wist	Supervisor	\$13,260.00	Bi-Weekly
Jay Vandermark	Councilman	\$ 2,870.00	Bi-Weekly
Alice Ray	Councilman	\$ 2,870.00	Bi-Weekly
Shane Lester	Councilman	\$ 2,870.00	Bi-Weekly
Dan Andresen	Councilman	\$ 2,870.00	Bi-Weekly
Deborah D. Proffitt	Town Justice	\$15,850.00	Bi-Weekly
Gary Holdrege	Town Justice	\$15,850.00	Bi-Weekly
Jennifer Valentine	Town Justice Clerk	\$20,590.00	Bi-Weekly

Alison Lang	Town Clerk	\$35,975.00	Bi-Weekly
Alison Lang	Registrar of Vital Statistics	\$ 700.00	Bi-Weekly
Kristin Canedo	Deputy Town Clerk/Tax Coll.	\$ 17.50/hr.	Bi-Weekly
Leo Shew	Hwy. Superintendent	\$62,830.00	Bi-Weekly
Becky Ottens	Assessor	\$20,525.00	Bi-Weekly
Pete Hathaway	Code Enforcement Officer	\$15,000.00	Bi-Weekly
Pete Hathaway	Flood Plain Admin.	\$ 300.00	Bi-Weekly
Kenny Wist	Budget Officer (Year 2025)	\$ 1,300.00	Annual
Jessica Moore	Dog Control Officer	\$ 5,980.00	Bi-Weekly
Summer Reis	Supervisor's Secretary	\$ 7,900.00	Bi-Weekly

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

The Town's Non-Discrimination Policy was adopted on March 10, 1998. A compliance officer for year 2024 was discussed.

The motion was made Dan Andresen, seconded by Shane Lester and all approved that the following Resolution be adopted:

**#21-RESOLUTION-2024
APPOINTING SUPERVISOR KENNY WIST
COMPLIANCE OFFICER FOR NON-DISCRIMINATION POLICY-YEAR 2024**

RESOLVED, that the Town Board of the Town of Sanford, Broome County, New York, do hereby appoint: Supervisor, Kenny Wist, Compliance Officer for the Town's Non-Discrimination Policy adopted 3/10/1998. Term: January 1, 2024 to December 31, 2024.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

PLEASE NOTE: The Town of Sanford on May 10, 2005, acting for and on behalf of the OQUAGA LAKE SEWER DISTRICT, of said Town, relative to Operation and Maintenance of the Oquaga Lake Sewer District Sewer Plant and District in the Town of Sanford. A Contract Agreement with the Village of Deposit was agreed upon with, the Term of Agreement: Effective January 1, 2022 with a total of (4) renewal periods, and shall be automatically extended each year unless either party notifies the other on or before December 1 prior to that year that said municipality wishes to withdraw from the agreement in the ensuing calendar year.

The OQUAGA LAKE SEWER COMMITTEE consists of Councilman Shane Lester and Supervisor Kenny Wist.

The SECRETARY /BOOKKEEPER for the Oquaga Lake Sewer District was discussed. The motion was made by Dan Andresen, seconded by Shane Lester and all approved that the following Resolution be adopted:

**#22-RESOLUTION-2024
OQUAGA LAKE SEWER DISTRICT SECRETARIAL/BOOKKEEPER
SUMMER REIS, REAPPOINTED/PAY RATE-YEAR 2024**

RESOLVED, that Summer Reis, be reappointed the SECRETARIAL/BOOKKEEPER for the Oquaga Lake Sewer District, for the purpose of Billing, Banking, Return Billing and other Bookkeeping Duties, for the Term: January 1, 2024 to December 31, 2024. Annual Salary of \$5,390.00, for Budget year 2024.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

The Procurement Policy for year 2024 was discussed and the need to approve the use of the Town's Procurement Policy for year 2024. The motion was made by Shane Lester, seconded by Dan Andresen and all approved the following Resolution be adopted:

**#23-RESOLUTION-2024
APPROVING USE OF THE TOWN'S PROCUREMENT POLICY-YEAR 2024**

RESOLVED, that the Town Board of the Town of Sanford, Broome County, New York, do hereby approve use of the Town's Adopted Procurement Policy as designated, dated March 10, 1992 and amended by Resolution #28 on the 10th day of January, 1995; amended by Resolution #36 on the 9th day of August 2016 and amended by Resolution #35 on the 9th day of October 2018.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

The payment of UTILITY BILLS were discussed. The motion was made by Dan Andresen, seconded by Shane Lester and all approved the following Resolution be adopted:

**#24-RESOLUTION-2024
APPROVING PAYMENT OF UTILITY BILLS
YEAR 2024**

RESOLVED, that the Town Board of the Town of Sanford, Broome County, New York, do hereby approve the payment of Utility Bills when received, with paid Vouchers to go to the Board Meeting for Audit, for Year 2024.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

The Town of Sanford DIASTER EMERGENCY RESPONSE PLAN was discussed. On a motion made by Shane Lester, seconded Dan Andresen and all approved the following Resolution be adopted:

**#25-RESOLUTION-2024
APPROVING THE USE OF THE TOWN OF SANFORD
DISASTER EMERGENCY RESPONSE PLAN,
ADOPTED 9/13/22**

RESOLVED, that the Town Board of the Town of Sanford, Broome County, New York, do hereby approve use of the Town's adopted DIASTER EMERGENCY RESPONSE PLAN as designated, dated September 13, 2022.

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Dan Andresen: AYE; NOES: None; CARRIED: Dated: January 9, 2024.

Since no further business was at hand, on a motion made by Dan Andresen, seconded by Shane Lester and all approved that the Meeting be adjourned at 6:50 PM.

Alison Lang, Town Clerk