

**TOWN OF SANFORD**

**ORGANIZATIONAL MEETING**

**JANUARY 14, 2025**

|                 |                       |                          |
|-----------------|-----------------------|--------------------------|
| <b>PRESENT:</b> | <b>Kenny Wist</b>     | <b>Supervisor</b>        |
|                 | <b>Jay Vandermark</b> | <b>Councilman</b>        |
|                 | <b>Alice Ray</b>      | <b>Councilman</b>        |
|                 | <b>Shane Lester</b>   | <b>Councilman</b>        |
|                 | <b>Dan Andresen</b>   | <b>Councilman-absent</b> |

|                      |                         |                   |
|----------------------|-------------------------|-------------------|
| <b>ALSO PRESENT:</b> | <b>Deborah Proffitt</b> | <b>Town Clerk</b> |
|----------------------|-------------------------|-------------------|

**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 Jay Vandermark, seconded by Alice Ray and all approved that the following Resolution be adopted:**

**#1-RESOLUTION-2025**  
**TOWN’S OFFICIAL BANK IS NBT, N.A.-YEAR 2025**

**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 2025.**

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**A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE NOES: None;**

**CARRIED: Dated: January 14, 2025.**

**The Town’s Official Newspaper was discussed.**

**The motion was made by Jay Vandermark, seconded by Alice Ray, and all approved that the following Resolution be adopted:**

**#2-RESOLUTION-2025**  
**TOWN’S OFFICIAL NEWSPAPER IS THE DEPOSIT COURIER-YEAR 2025**

**RESOLVED, that the DEPOSIT COURIER, is the designated the Town’s Official Newspaper, for the calendar year 2025.**

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**A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None; CARRIED: Dated: January 14, 2025.**

Town's Attorney was discussed. The motion was made by Alice Ray, seconded by Jay Vandermark and all approved that the following Resolution be adopted:

**#3-RESOLUTION-2025  
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.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;

CARRIED: Dated: January 14, 2025.

The Planning Board was discussed.

Planning Board member Kermit Mott term has expired 12/31/24.

The motion was made by Alice Ray, seconded by Jay Vandermark and all approved that following Resolution be adopted:

**#4-RESOLUTION-2025  
PLANNING BOARD MEMBER, KERMIT MOTT  
REAPPOINTED-YEAR 2025**

RESOLVED, that Kermit Mott be reappointed as PLANNING BOARD MEMBER of the Town of Sanford, Term: January 1, 2025-December 31, 2029 a (5) Year Term.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;

CARRIED: Dated: January 14, 2025.

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

- |                 |                          |
|-----------------|--------------------------|
| Kermit Mott     | Term: 1/1/25 to 12/31/29 |
| 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 Alice Ray, seconded by Jay Vandermark and all approved the following Resolution be adopted:

**#5-RESOLUTION-2025  
PLANNING BOARD CHAIRMAN, KERMIT MOTT  
REAPPOINTED-YEAR 2025**

**RESOLVED**, that Kermit Mott be reappointed CHAIRMAN, of the Town of Sanford Planning Board, Term: January 1, 2025 to December 31, 2025.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;

**CARRIED**: Dated: January 14, 2025.

Member of the Zoning Board of Appeals was reviewed by the Board. The motion was made by Jay Vandermark, seconded by Alice Ray and all approved the following Resolution be adopted:

**#6-RESOLUTION-2025  
TOWN OF SANFORD ZONING BOARD MEMBER  
LAWRENCE HOELL, REAPPOINTED-YEAR 2025**

**RESOLVED**, that Lawrence Hoell, be reappointed as a Member of the Town of Sanford Zoning Board, Term: January 1, 2025 to December 31, 2029 a (5) Year Term.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;

**CARRIED**: Dated: January 14, 2025.

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: 1/1/25 to 12/31/29 |
| Jane Ayres     | Term: to 12/31/28        |
| Lawrence Hoell | Term: 1/1/25 to 12/31/29 |

The matter of the BOARD OF APPEALS CHAIRMAN was discussed. The motion was made by Jay Vandermark, seconded by Alice Ray and all approved that the following Resolution be adopted:

**#7-RESOLUTION-2025  
BOARD OF APPEALS CHAIRMAN, JOHN ALFANO  
APPOINTED-YEAR 2025**

**RESOLVED, that John Alfano, be appointed CHAIRMAN of the Town of Sanford Board of Appeals, Term: January 1, 2025 to December 31, 2025.**

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**A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;**

**CARRIED: Dated: January 14, 2025.**

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

**The motion was made by Alice Ray, seconded by Jay Vandermark and all approved that the following Resolution be adopted:**

**#8-RESOLUTION-2025**

**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 2025, 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.**

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**A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;**

**CARRIED: Dated: January 14, 2025.**

**The TOWN HISTORIAN was discussed.**

**The motion was made by Alice Ray, seconded by Jay Vandermark and all approved the following be adopted:**

**#9-RESOLUTION-2025  
TOWN HISTORIAN, JOHN O'CONNOR  
APPOINTED YEAR 2025**

**RESOLVED, that John O'Connor is appointed as Town of Sanford Historian of the Town of Sanford, Term: January 1, 2025 to December 31, 2025.**

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**A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;**

**CARRIED: Dated: January 14, 2025.**

**TOWN CLERK/TAX COLLECOR, Deborah Proffitt, Appointed: DEPUTY TOWN CLERK/ TAX COLLECTOR, Kristin Canedo for the Term: January 1, 2025 to December 31, 2025.**

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

**The motion was made by Alice Ray, seconded by Jay Vandermark and all approved that the following be adopted:**

**#10-RESOLUTION-2025  
REGISTRAR OF VITAL STATISTICS, A FOUR-YEAR APPOINTMENT  
DEPUTY, A ONE YEAR APPOINTMENT**

**RESOLVED, that Deborah Proffitt was Appointed REGISTRAR OF VITAL STATISTICS, of the Town of Sanford, Term: January 1, 2025 to December 31, 2028. 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 Deborah Proffitt, Appointed: Kristin Canedo, as DEPUTY REGISTRAR OF VITAL STATISTICS, Term: January 1, 2025 to December 31, 2025, at this Non-salaried position.**

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**A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;**

**CARRIED: Dated: January 14, 2025.**

**MILEAGE ALLOWANCE for the Town of Sanford was discussed.**

**The motion was made by Jay Vandermark, seconded by Alice Ray and all approved that the following be adopted:**

**#11-RESOLUTION-2025  
SETTING MILEAGE ALLOWANCE FEE (\$.70) PER MILE-YEAR 2025**

**RESOLVED, that the Town Officers and approved Employees and Appointees be and hereby authorize to receive upon proper receipt of Billing, the amount of (\$.70) 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 2025, and

**BE IT FURHER RESOLVED**, that this Resolution does not include the Flood Plain Administrator, Assessor and Code Enforcement Officer.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;

**CARRIED: Dated: January 14, 2025.**

The **BUDGET OFFICER** position was discussed.

The motion was made by Alice Ray, seconded by Jay Vandermark and all approved that the following be adopted:

**#12-RESOLUTION-2025  
APPOINTING BUDGET OFFICER, KENNY WIST-YEAR 2025**

**RESOLVED**, that Kenny Wist, be appointed **BUDGET OFFICER**, of the Town of Sanford, Term: January 1, 2025 to December 31, 2025, at the Annual Salary of \$1,325.00 to be paid after the 2026 Annual Budget is prepared.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;

**CARRIED: Dated: January 14, 2025.**

The **CODE ENFORCEMENT OFFICER (SAFETY INSPECTOR)** was discussed.

The motion was made by Jay Vandermark, seconded by Alice Ray and all approved that the following be adopted:

**#13-RESOLUTION-2025  
APPOINTING CODE ENFORCEMENT OFFICER,  
PETE HATHAWAY-YEAR 2025**

**RESOLVED**, that Pete Hathaway be appointed **CODE ENFORCEMENT OFFICER (SAFETY INSPECTOR)** for the Term: January 1, 2025 to December 31, 2025, in and for the Town of Sanford, Broome County, NY, for an Annual Salary \$15,300.00 in Budget year 2025. The **CODE ENFORCEMENT OFFICER'S** position also covers Mobile Home Enforcement, New York State Uniform Building and Fire Codes.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;

**CARRIED: Dated: January 14, 2025.**

The **FLOOD PLAIN ADMINISTRATOR** position was discussed.

The motion was made by Alice Ray, seconded by Jay Vandermark and all approved that the following be adopted:

**#14-RESOLUTION-2025  
APPOINTING FLOOD PLAIN ADMINISTRATOR, PETE HATHAWAY-YEAR 2024**

**RESOLVED, that Pete Hathaway, be appointed FLOOD PLAIN ADMINISTRATOR for the Term: January 1, 2025 to December 31, 2025, in and for the Town of Sanford, Broome County, NY, at Annual Salary of \$300.00. As stated in Budget year 2025.**

**The Board discussed the position of ASSESSOR, held by Becky Ottens, and the year 2025 Salary. The motion was made by Alice Ray, seconded by Jay Vandermark and all approved the following be adopted:**

**#15-RESOLUTION-2025  
SETTING THE SALARY OF ASSESSOR-YEAR 2025**

**RESOLVED, that the ASSESSOR’S position is a six year term, (Reappointed Term: 10/1/24-9/30/29), with Salary voted on each year, and THEREFORE, BE IT RESOLVED, that the Salary for the ASSESSOR is \$20,935.00, for Budget year 2025.**

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**A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None; CARRIED: Dated: January 14, 2025.**

**The DOG CONTROL OFFICER of the Town of Sanford was discussed. The motion was made by Jay Vandermark, seconded by Alice Ray and all approved that the following be adopted:**

**#16-RESOLUTION-2025  
DOG CONTROL OFFICER OF THE TOWN OF  
SANFORD-YEAR 2025  
REAPPOINTED, JESSICA MOORE**

**RESOLVED, that the DOG CONTROL OFFICER, Jessica Moore, be reappointed, Term: January 1, 2025 to December 31, 2025, 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: \$6,100.00 Budget year 2025.**

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**A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None; CARRIED: Dated: January 14, 2025. The DOG CONTROL COMMITTEE was discussed. By Board Appointment: Councilmen Alice Ray (Chairman) and Dan Andresen will serve on the Committee for the year 2025.**

The DEPOSIT NEW YORK COMMUNITY HISTORICAL SOCIETY Contract Agreement was discussed. The motion was made by Alice Ray, seconded by Jay Vandermark and all approved that Supervisor Kenny Wist be authorized to sign THE DEPOSIT NEW YORK COMMUNITY HISTORIAL SOCIETY Contract Agreement for the Year 2025. In Budget under Museum, Amount: \$600.00 for Budget year 2025.

The REGULAR MEETING TIME for the Town Board, year 2025 was discussed. The motion was made by Alice Ray, seconded by Jay Vandermark and all approved the following be adopted:

**#17-RESOLUTION-2025  
SETTING TOWN BOARD REGULAR MEETING DATE-YEAR 2025**

**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.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;  
CARRIED: Dated: January 14, 2025.

The ASSESSEMENT REVIEW BOARD MEMBERS and PAY RATES were discussed. The motion was made by Alice Ray, seconded by Jay Vandermark and all approved the following Resolution be adopted:

**#18-RESOLUTION-2025  
ASSESSMENT REVIEW BOARD MEMBERS AND PAY RATE-YEAR 2025**

**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

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;  
CARRIED: Dated: January 14, 2025.



**Supervisor Kenny Wist, Appointed Shane Lester, DEPUTY SUPERVISOR of the Town of Sanford, Term: January 1, 2025 to December 31, 2025.**

**Town of Sanford Town Justices, Roger Singleton and Gary L. Holdrege, appointed: Jennifer Valentine to be TOWN OF SANFORD JUSTICE CLERK, term: January 1, 2025 to December 31, 2025.**

**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 2025.**

**HIGHWAY EQUIPMENT COMMITTEE was discussed.**

**By Board Appointment, the HIGHWAY EQUIPMENT COMMITTEE consists of Councilman Jay Vandermark (Chairman); Councilman Dan Andresen and Highway Superintendent Leo Shew for year 2025.**

**HIGHWAY GARAGE COMMITTEE was discussed.**

**By Board Appointment, the HIGHWAY GARAGE COMMITTEE consists of Supervisor Kenny Wist (Chairman); Councilman Jay Vandermark and Highway Superintendent Leo Shew for year 2025.**

**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 2025.**

**YOUTH ACTIVITY COMMITTEE was discussed.**

**By Board Appointment, the YOUTH ACTIVITY COMMITTEE consists of Councilman Alice Ray (Chairman); Councilman Dan Andresen for the year 2025.**

**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 2025.**

**The SENIOR ADVISORY COMMITTEE was discussed.**

**By Board Appointment, the SENIOR ADVISORY COMMITTEE consists of Councilman Shane Lester (Chairman); Councilman Dan Andresen for year 2025.**

**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 2025.**

**The FIRE & AMBULANCE COMMITTEE was discussed.**

By Board Appointment, the FIRE & AMBULANCE COMMITTEE consists of Councilman Jay Vandermark (Chairman); Councilman Shane Lester for the year 2025. 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 Deborah Proffitt, Town Clerk.

INSURANCE, Health Benefits, BC United Health Care Group Retirees Services was discussed. The motion was made by Alice Ray, seconded by Jay Vandermark and all approved the following Resolution be adopted:

**#19-RESOLUTION-2025  
BC EXCELLUS 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 EXCELLUS HEALTH CARE GROUP RETIREE’S SERVICES, 1/1/25-12/31/27.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;

CARRIED: Dated: January 14, 2025.

The following SALARIES FOR TOWN OFFICERS for the year 2025 were established Pursuant to Law, by Resolution.

The motion was made by Jay Vandermark, seconded by Alice Ray and all approved the following Resolution be adopted:

**#20-RESOLUTION-2025  
FIXING SALARIES OF TOWN OFFICERS-YEAR 2025**

| <b>OFFICERS</b>    | <b>POSITION</b>               | <b>SALARIES</b> | <b>TO BE PAID</b> |
|--------------------|-------------------------------|-----------------|-------------------|
| Kenny Wist         | Supervisor                    | \$13,525.00     | Bi-Weekly         |
| Jay Vandermark     | Councilman                    | \$ 2,925.00     | Bi-Weekly         |
| Alice Ray          | Councilman                    | \$ 2,925.00     | Bi-Weekly         |
| Shane Lester       | Councilman                    | \$ 2,925.00     | Bi-Weekly         |
| Dan Andresen       | Councilman                    | \$ 2,925.00     | Bi-Weekly         |
| Roger Singleton    | Town Justice                  | \$14,980.00     | Bi-Weekly         |
| Gary Holdrege      | Town Justice                  | \$16,325.00     | Bi-Weekly         |
| Jennifer Valentine | Town Justice Clerk            | \$22,880.00     | Bi-Weekly         |
| Deborah Proffitt   | Town Clerk                    | \$33,025.00     | Bi-Weekly         |
| Deborah Proffitt   | Registrar of Vital Statistics | \$ 700.00       | Bi-Weekly         |
| Kristin Canedo     | Deputy Town Clerk/Tax Coll.   | \$ 20.00/hr.    | Bi-Weekly         |
| Leo Shew           | Hwy. Superintendent           | \$64,090.00     | Bi-Weekly         |
| Becky Ottens       | Assessor                      | \$20,935.00     | Bi-Weekly         |
| Pete Hathaway      | Code Enforcement Officer      | \$15,300.00     | Bi-Weekly         |

|                |                            |             |           |
|----------------|----------------------------|-------------|-----------|
| Pete Hathaway  | Flood Plain Admin.         | \$ 300.00   | Bi-Weekly |
| Kenny Wist     | Budget Officer (Year 2025) | \$ 1,325.00 | Annual    |
| Jessica Moore  | Dog Control Officer        | \$ 6,100.00 | Bi-Weekly |
| Kristin Canedo | Supervisor's Secretary     | \$ 8,100.00 | Bi-Weekly |

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;  
**CARRIED: Dated: January 14, 2025.**

The Town's Non-Discrimination Policy was adopted on March 10, 1998. A compliance officer for year 2025 was discussed to reappoint Supervisor Kenny Wist. The motion was made by Alice Ray, seconded by Shane Lester and all approved that the following Resolution be adopted:

**#21-RESOLUTION-2025  
 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, 2025 to December 31, 2025.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;  
**CARRIED: Dated: January 14, 2025.**

**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 Alice Ray, seconded by Jay Vandermark and all approved that the following Resolution be adopted:

**#22-RESOLUTION-2025**

**OQUAGA LAKE SEWER DISTRICT SECRETARIAL/BOOKKEEPER  
KRISTIN CANEDO, APPOINTED/PAY RATE-YEAR 2025**

**RESOLVED**, that Kistin Canedo, be appointed 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, 2025 to December 31, 2025. Annual Salary of \$5,495.00, for Budget year 2025.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;

**CARRIED: Dated: January 14, 2025.**

The Procurement Policy for year 2025 was discussed and the need to approve the use of the Town's Procurement Policy for year 2025. The motion was made by Shane Lester, seconded by Alice Ray and all approved the following Resolution be adopted:

**#23-RESOLUTION-2025  
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 10<sup>th</sup> day of January, 1995; amended by Resolution #36 on the 9<sup>th</sup> day of August 2016 and amended by Resolution #35 on the 9<sup>th</sup> day of October 2018.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;

**CARRIED: Dated: January 14, 2025.**

The payment of **UTILITY BILLS** were discussed. The motion was made by Alice Ray, seconded by Jay Vandermark and all approved the following Resolution be adopted:

**#24-RESOLUTION-2025  
APPROVING PAYMENT OF UTILITY BILLS  
YEAR 2025**

**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 2025.

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A Roll Call Vote was taken as follows: Supervisor Kenny Wist: AYE; Councilman Shane Lester: AYE; Councilman Jay Vandermark: AYE; Councilman Alice Ray: AYE; NOES: None;

**CARRIED: Dated: January 14, 2025.**

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

**#25-RESOLUTION-2025  
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, pending updated changes to Emergency Contacts and Highway Equipment.

\*\*\*\*\*

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: **AYE**; Councilman Shane Lester: **AYE**; Councilman Jay Vandermark: **AYE**; Councilman Alice Ray: **AYE**; **NOES**: None;

**CARRIED**: Dated: January 14, 2025.

The matter of the **RECYCLING ADMINSTRATOR** was discussed. The motion made by Jay Vandermark, seconded by Alice Ray and all approved the following Resolution to be adopted:

**#26-RESOLUTION-2025  
RECYCLING ADMINISTRATOR, ROBERT MILLS  
APPOINTED YEAR 2025**

**RESOLVED**, THAT Robert Mills is appointed as the Town of Sanford Recycling Administrator of the Town of Sanford, Term: January 1, 2025 to December 31, 2025.

\*\*\*\*\*

A Roll Call Vote was taken as follows: Supervisor Kenny Wist: **AYE**; Councilman Shane Lester: **AYE**; Councilman Jay Vandermark: **AYE**; Councilman Alice Ray: **AYE**; **NOES**: None;

**CARRIED**: Dated: January 14, 2025

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

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Deborah Proffitt, Town Clerk