



**GRAFTON TOWN BOARD  
ORGANIZATIONAL MEETING  
JANUARY 8, 2024**

**Grafton Town Hall – 2379 NY RT 2, Grafton NY 12082**

The meeting was called to order at 6:04PM by Supervisor Gundrum with the Pledge of Allegiance.

**ROLL CALL:** Councilman Thomas Withcuskey – Absent  
Councilwoman Jodie Deschaine - Present  
Councilman Pierce Hoyt - Present  
Councilman Steve Beaudry – Present  
Supervisor Ingrid Gundrum – Present

Also, in Attendance – Becky Greene, Mike Smith, Ericka Douglas, Chuck Douglas, John Munn, Lee Hess, Rob Loveday, Anne Calabro

Victoria Burdick, Town Clerk – certified that all Elected and Re-Elected Officials have been sworn in and confirmed their Oath Of Office by signing the Oath of Office Book.

Supervisor Gundrum announced the following:

**SUPERVISOR'S COMMITTEE APPOINTMENTS-** this was tabled until the February 12, 2024 meeting by Supervisor Gundrum.

PUBLIC SAFETY COMMITTEE:  
PARKS & CEMETERIES:  
HIGHWAY:  
BUILDINGS & GROUNDS:  
STREET LIGHTING:  
RECYCLING:  
HUMAN RESOURCES COMMITTEE:  
YOUTH:  
VETERANS:  
SENIORS:

SUPERVISOR'S APPOINTMENTS

TOWN BOOKKEEPER: tabled until February 12, 2024 by Supervisor Gundrum  
DEPUTY SUPERVISOR: Doug La Rocque – Appointed 12/27/2023  
TOWN HISTORIAN: Ann Kiely

The following Town Board Resolutions were introduced and voted on as indicated:

**RESOLUTION # 1 OF 2024:** Setting the time of the regular meetings of the Town Board for the second Monday of each month at 7:00 PM except for October 2024 and November 2024 which the Meeting will be held On Wednesday, October 16<sup>th</sup> and Wednesday, November 13<sup>th</sup> respectively due to Holidays – All meetings will be held at the Grafton Town Hall unless

otherwise stated.

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine  
Motion Carried – 4 yes, 1 absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION # 2 OF 2024:** That the Town Board of the Town of Grafton does (A) Confer the benefits of Section 18 of the Public Officers Law of the State of New York upon the employees of the Town of Grafton and (B) will thereafter be held liable for the cost incurred under the Provisions of Section 18

Motion made by Supervisor Gundrum, seconded by Councilman Beaudry  
Motion Carried – 4 yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION # 3 OF 2024:** Naming the The Eastwick Press and The Advertiser Official Newspaper(s) for the Town of Grafton for the period of January 1, 2024 – December 31, 2024

Motion made by Supervisor Gundrum, seconded by Councilman Hoyt  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION # 4 OF 2024:** Naming Pioneer Commercial Bank as the depository for the town

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes

Supervisor Gundrum: Yes

**RESOLUTION #5 OF 2024:** Naming Amsure Insurance as Broker of Record for the town medical and disability insurance.

Motion made by Supervisor Gundrum, seconded by Councilman Beaudry  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION # 6 OF 2024:** Accepting the Town of Grafton Procurement Policy as outlined in Section 46 of The Code of the Town of Grafton for the purchase of all goods and services

Motion made by Supervisor Gundrum, seconded by Councilman Hoyt  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION # 7 OF 2024:** Authorizing the Town Supervisor to open competitive bids involving Public Works and Purchase Contracts required to be advertised as stated in General Municipal Law 103(2).

Motion made by Supervisor Gundrum, seconded by Councilman Beaudry  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION #8 OF 2024:** Authorizing the Superintendent of Highways to purchase equipment, tools and implements as needed without prior approval of the Town Board in the amount not to exceed \$2500.00.

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes

Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION #9 OF 2024:** Authorizing the Superintendent of Highways to enter into a Memorandum of Agreement with all Rensselaer County Towns and the County of Rensselaer for sharing and use of equipment, man hours and engineering services.

Motion made by Supervisor Gundrum, seconded by Councilman Hoyt  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION # 10 OF 2024:** Accepting the Town of Grafton Investment Policy as out lined in Section 27 of The Code of the Town of Grafton

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION #11 OF 2024:** Authorizing the Deputy Town Supervisor to sign town checks in emergency situations

Motion made by Supervisor Gundrum, seconded by Councilman Hoyt  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION #12 OF 2024:** Authorizing the payment of all elected officials, appointed officials, part-time employees, and full-time employees as established in the 2024 Town of Grafton Budget.

Motion made by Supervisor Gundrum, seconded by Councilman Beaudry  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION #13 OF 2024:** Authorizing the payment of utility and insurance bills prior to audit.

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION # 14 OF 2024:** Authorizing one-time payments to the Grafton Fire Department, Grafton Cemetery and VFW after the receipt of property taxes as per the Adopted 2024 Budget

Grafton Fire District - \$111,295  
Grafton Veterans - \$300.00  
Grafton Center Cemetery - \$400.00

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION #15 OF 2024:** Establishing the mileage reimbursement rate at 67 cents per mile

Motion made by Supervisor Gundrum, seconded by Councilman Beaudry  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION #16 OF 2024:** Approving New York States Record Retention and Disposition Schedule LGS - 1 as the Record Retention and Disposition Schedule for the Town of Grafton

Motion made by Supervisor Gundrum, seconded by Councilman Hoyt  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION #17 OF 2024:** Adopting the attached Fee Schedule as the 2024 Fee Schedule

Motion made by Supervisor Gundrum, seconded by Councilman Beaudry  
Motion Carried – 4 Yes, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: Yes  
Supervisor Gundrum: Yes

**RESOLUTION #18 OF 2024:** Establishing Petty Cash Funds as Follows:

Town Clerk - \$150.00  
Recycling Center - \$100.00  
Town Justices - \$100.00  
Highway Department - \$300.00  
Recreation Committee- \$500.00

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine  
Motion Carried – 3 Yes, 1 No, 1 Absent

**ROLL CALL:**

Councilman Withcuskey: Absent  
Councilwoman Deschaine: Yes  
Councilman Hoyt: Yes  
Councilman Beaudry: No  
Supervisor Gundrum: Yes

**MOTION TO ADJOURN:** At 6:21PM by Supervisor Gundrum, seconded by Councilman Hoyt, all in favor 4-0 to adjourn.

Respectfully Submitted,

*Victoria E Burdick*  
Victoria E Burdick  
Town Clerk