



**GRAFTON TOWN BOARD
ORGANIZATIONAL MEETING
JANUARY 4, 2021**

The meeting was called to order at 6:40PM by Supervisor Gundrum with the Pledge of Allegiance.

ROLL CALL: Councilman Frank Lewandusky – Present
Councilwoman Jodi Deschaine - Present
Councilman Jeff Wagar – Present
Councilman Steve Beaudry - Present
Supervisor Ingrid Gundrum – Present

Also, in Attendance – Erika Douglas – Supervisor Secretary, Tom Withcuskey – Buildings/Code Enforcement Officer, Rebecca Greene – Town Justice, Chuck Douglas, Kayla Stetson, Amy Durham

Supervisor Gundrum announced the following:

SUPERVISOR'S COMMITTEE APPOINTMENTS

PUBLIC SAFETY COMMITTEE: Councilman Wagar & Councilwoman Deschaine
PARKS & CEMETERIES: Councilman Lewandusky & Councilman Beaudry
HIGHWAY: Councilman Wagar & Councilman Beaudry
BUILDINGS & GROUNDS: Councilwoman Deschaine & Councilman Beaudry
STREET LIGHTING: Councilman Wagar & Councilwoman Deschaine
RECYCLING: Councilman Lewandusky & Councilman Beaudry
HUMAN RESOURCES COMMITTEE: Councilman Lewandusky & Councilwoman Deschaine
YOUTH: Councilman Lewandusky & Councilman Beaudry
VETERANS: Councilman Wagar & Councilwoman Deschaine
SENIORS: Councilwoman Deschaine & Councilman Wagar
MUNICIPAL GRANTS COMMITTEE: Councilman Lewandusky & Councilman Beaudry

SUPERVISOR'S APPOINTMENTS

SUPERVISORS CONFIDENTIAL SECRETARY: Erika Douglas
TOWN BOOKKEEPER: Maureen Seel
DEPUTY SUPERVISOR: Erik Buckley
TOWN HISTORIAN: Ann Kiely

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

RESOLUTION #1 OF 2021: 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 2021 which the Meeting will be held On Wednesday, October 13th at 7:00 PM – All meetings will be held at the Grafton Town Hall unless otherwise stated.

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #2 OF 2021: Setting the time of the Workshop Meetings of the Town Board for the fourth Monday of each month at 6:30 PM – All meetings will be held at the Grafton Town Hall unless otherwise stated.

Motion made by Supervisor Gundrum, seconded by Councilman Wagar

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #3 OF 2021: 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

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #4 OF 202111: Naming the Eastwick Press (When available) and The Record as the Official Newspapers for the Town of Grafton for the period of 1/1/2021 – 12/31/2021

Motion made by Supervisor Gundrum, seconded by Councilman Wagar

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #5 OF 2021: Naming Pioneer Commercial Bank as the depository for the town

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #6 OF 2021: Naming Amsure Insurance as Broker of Record for the town medical and disability insurance

Motion made by Supervisor Gundrum, seconded by Councilman Wagar

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #7 OF 2021: 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 Beaudry

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #8 OF 2021: 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 Lewandusky

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #9 OF 2021: 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 Councilman Beaudry

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #10 OF 2021: 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 Councilwoman Deschaine

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #11 OF 2021: 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 Councilman Beaudry

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #12 OF 2021: Authorizing the Deputy Town Supervisor to sign town checks in emergency situations

Motion made by Supervisor Gundrum, seconded by Councilman Wagar

ROLL CALL:

Councilman Lewandusky: No
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: No
Supervisor Gundrum: Yes

Yes: 3 No: 2 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #13 OF 2021: Authorizing the payment of all elected officials, appointed officials, part-time employees, and full-time employees as established in the 2021 Town of Grafton Budget. With exception to persons paid from 2021 budget line for Youth Programs

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #14 OF 2021: Authorizing the payment of utility and insurance bills prior to audit

Motion made by Supervisor Gundrum, seconded by Councilman Wagar

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #15 OF 2021: Authorizing one-time payments to the Grafton Library, Grafton Rescue Squad and VFW after the receipt of property taxes offered with amendment as Follows –
RESOLUTION #15 OF 2021: Authorizing quarterly payments to the Grafton Library and Rescue Squad and a onetime payment to VFW after receipt of property taxes.

Motion made by Supervisor Gundrum, seconded by Councilman Lewandusky

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #16 OF 2021: Establishing the mileage reimbursement rate at 56 cents per mile

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #17 OF 2021: Establishing a \$35.00 charge on all returned checks to the town for insufficient funds.

Motion made by Supervisor Gundrum, seconded by Councilman Beaudry

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent: Carried: **X** Not Carried:

RESOLUTION #18 OF 2021: 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 Wagar

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #19 OF 2021: Adopting the attached Fee Schedule as the 2021 Fee Schedule 01/01/2021 – 12/31/2021

Motion made by Supervisor Gundrum, seconded by Councilman Beaudry

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #20 OF 2021: Establishing Petty Cash Funds as Follows:

Town Clerk - \$150.00
Recycling Center - \$100.00
Town Justices - \$100.00
Youth Program - \$500.00
Highway Department - \$500.00

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #21 OF 2021: Appointing Girvin & Ferlazzo as the Attorney to the Town of Grafton for the period covering 1/1/2021 – 12/31/2021

Motion made by Supervisor Gundrum, seconded by Councilman Wagar

ROLL CALL:

Councilman Lewandusky: No
Councilwoman Deschaine: No
Councilman Wagar: Yes
Councilman Beaudry: No
Supervisor Gundrum: Yes

Yes: 2 No: 3 Abstained: 0 Absent:
Carried: Not Carried: **X**

RESOLUTION #22 OF 2021: Appointing Philip Danaher as the Attorney to the Town of Grafton for the period covering 1/1/2021 – 12/31/2021

Motion made by Supervisor Gundrum, seconded by Councilman Lewandusky

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: No
Councilman Beaudry: Yes
Supervisor Gundrum: Abstain

Yes: 3 No: 1 Abstained: 1 Absent:
Carried: **X** Not Carried:

RESOLUTION #23 OF 2021: Appointing Kayla Stetson as Dog Control Officer for the Town of Grafton for the period covering 1/1/2021 – 12/31/2021

Motion made by Supervisor Gundrum, seconded by Councilman Beaudry

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #24 OF 2020: Appointing Helen Hemendinger as the Assessor's Clerk for the Town of Grafton for the period covering 1/1/2021 – 12/31/2021

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine

ROLL CALL:

Councilman Lewandusky: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes
Councilwoman Deschaine: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #25 OF 2021: Appointing Thomas Withcuskey as Planning Board Chairperson for the Town of Grafton for the period covering 1/1/2021 – 12/31/2021

Motion made by Supervisor Gundrum, seconded by Councilman Beaudry

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #26 OF 2021: Appointing Linda Lavaway as Planning Board Secretary for the Town of Grafton for the period covering 1/1/2021 – 12/31/2021

Motion made by Supervisor Gundrum, seconded by Councilman Lewandusky

ROLL CALL:

Councilman Lewandusky: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes
Councilwoman Deschaine: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #27 OF 2021: Appointing James Goyer Sr. as Planning Board Member for the Town of Grafton for the period covering 1/1/2021 – 12/31/2025

Motion made by Supervisor Gundrum, seconded by Councilman Beaudry

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #28 OF 2021: Appointing Erika Douglas as Court Clerk for the Town of Grafton for the period covering 1/1/2021 – 12/31/2021

Motion made by Supervisor Gundrum, seconded by Councilman Lewandusky

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION # OF 2021: Appointing _____ as B.O.A.R Member for the Town of Grafton for the period covering 1/1/2021 – 12/31/2025

Motion made by Supervisor Gundrum, seconded by _____

ROLL CALL:

Councilman Lewandusky:
Councilwoman Deschaine: **Held until January 11, 2021 Meeting**
Councilman Wagar:
Councilman Beaudry:
Supervisor Gundrum:

Yes: No: Abstained: Absent:
Carried: Not Carried:

RESOLUTION #29 OF 2021: Appointing Thomas Withcuskey as Building Inspector/Code Enforcement Officer for the Town of Grafton for the period covering 1/1/2021 – 12/31/2021

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION # OF 2021: Appointing _____ as the Senior Citizen Representative for the Town of Grafton for the period covering 1/1/2021 – 12/31/2021

Motion made by Supervisor Gundrum, seconded by _____

ROLL CALL:

Councilman Lewandusky:
Councilwoman Deschaine: **Held due to no Letters of Interest**
Councilman Wagar:

Councilman Beaudry:
Supervisor Gundrum:
Yes: No: Abstained: Absent:
Carried: Not Carried:

RESOLUTION #30 OF 2021: Appointing Noelle Goyer as Youth Director for the Town of Grafton for the period covering 1/1/2021 – 12/31/2021

Motion made by Supervisor Gundrum, seconded by Councilman Beaudry

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #31 OF 2021: Appointing Amy Durham as Deputy Town Clerk for the Town of Grafton for the period covering 1/1/2021 – 12/31/2021

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 5 Abstained: 0 Absent:

Carried: **X** Not Carried:

RESOLUTION #32 OF 2021: Bi-Weekly timesheets need to be submitted by the end of the workday the Friday preceding the pay week.

Motion made by Supervisor Gundrum, seconded by Councilman Wagar

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #33 of 2021: Appointing John Oliver to the Board of Ethics

Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #34 of 2021: Appointing Gerald Smith to the Board of Ethics

Motion made by Supervisor Gundrum, seconded by Councilman Wagar

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

Resolution #35 of 2021: Appointing Alex Bassegy to the Board of Ethics

Motion made by Supervisor Gundrum, seconded by Councilman Wagar

ROLL CALL:

Councilman Lewandusky: Yes
Councilwoman Deschaine: Yes
Councilman Wagar: Yes
Councilman Beaudry: Yes
Supervisor Gundrum: Yes

Yes: 5 No: 0 Abstained: 0 Absent:
Carried: **X** Not Carried:

RESOLUTION #36 of 2021: Standard Workday and Reporting Resolution – Attached

Motion made by Supervisor Gundrum, seconded by Councilman Wagar

ROLL CALL:

Councilman Lewandusky: Yes

Councilwoman Deschaine: Yes

Councilman Wagar: Yes

Councilman Beaudry: Yes

Supervisor Gundrum: Yes

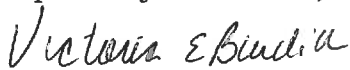
Yes: 5 No: 0 Abstained: 0 Absent:

Carried: **X** Not Carried:

MOTION TO ADJOURN: Made by Supervisor Gundrum at 7:10PM, seconded by Councilman Lewandusky

Motion Carried: 5 - 0

Respectfully Submitted,



Victoria E Burdick

Town Clerk

Draft: 1/30/2021

Final: 2/8/2021

