

**TOWN OF WHITEHALL
ORGANIZATIONAL MEETING
WHITEHALL MUNICIPAL CENTER
57 SKENESBOROUGH DRIVE
JANUARY 5, 2026 @ 6:00PM**

BOARD MEMBERS PRESENT:

Town Supervisor, John W. Rozell
Town Councilperson, David Hollister
Town Councilperson, Christopher Dudley
Town Councilperson, Stephanie Safka
Town Councilperson, Francis Wilbur

PRESENT/ABSENT

Present
Present
Present
Absent
Absent

Others Present: Jamie Barnhill, Town Clerk

Call to order: Supervisor Rozell called the January 5, 2026 Organizational meeting to order at 6:04 pm. following after with the Pledge of Allegiance

Public Comments: None

Resolution # 1

OFFICIAL UNDERTAKING- TOWN LAW MANUAL PAGE 12

The Town Board must adopt and file an Official Undertaking according to Town Law Section 25. This section states that Town Supervisor (as well as the Town Clerk, Collector, Receiver of Taxes, Town Justices, Constables, Highway Superintendents), and such other officers and employees as the Town Board may require, shall execute and file an Official Undertaking in the Town Clerk's office in a form, sum and with sureties directed and approved by the Town Board. The Official Undertaking must also be filed within 30 days of taking office or notification of appointment.

MOTION to accept Resolution #1 of 2026 Official Undertaking made by Councilperson Hollister and Seconded by Councilperson Dudley

**ADOPTED AYES 3 Rozell, Hollister, Dudley
NAYS 0**

Appointed Offices will be notified by Town Clerk

Oath of Office forms will be signed and notarized and will be filed in the Town Clerk's Office as well as the County Clerk's Office. (Town Law Sec. 25)

Town Supervisor Appointments:

- Deputy Town Supervisor, David Hollister
- Budget Officer, Joel Carpenter
- Supervisors Part-Time Clerk, Undetermined at this time
- Town Historian, Gary Hart (Arts & Cultural Affairs Law Sec.57.07)

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Town Superintendent of Highway Appointments:

- Deputy Superintendent of Highways, Lukas Longtin

Town Clerk Appointments:

- Deputy Vital Registrar, Patti Gordon

Resolution # 2 Approve the salaries as per 2026 budget

<u>BOARD APPOINTMENTS</u>	<u>CODE</u>	<u>PAID</u>	<u>AMOUNT BUDGETED</u>
<u>POSITIONS FOR 2026</u>			<u>2026- WAGE</u>

ELECTED TOWN BOARD- 3 & 4 YEAR TERM

Christopher Dudley, term ending 12/31/2027	A1010.1	Monthly	\$ 2,975.25
David Hollister, term ending 12/31/2028	A1010.1	Monthly	\$ 2,975.25
Stephanie Safka, term ending 12/31/2027	A1010.1	Monthly	\$ 2,975.25
Francis Wilbur, term ending 12/31/2028	A1010.1	Monthly	\$ 2,975.25

ELECTED TOWN JUSTICES - 4 YEAR TERM

Susan Johnson, term ending 12/31/2028	A1110.1	Monthly	\$ 8,650.00
Dennis Johnson, term ending 12/31/2029	A1110.1	Monthly	\$ 8,650.00

APPOINTED PART-TIME COURT CLERK

Debra Loomis, Term ending 12/31/2026	A1110.6	Hourly	\$ 3,514.00
		\$ 16.89/hr.	

ELECTED TOWN SUPERVISOR - 1 YEAR TERM

John W. Rozell, term ending 12/31/2026	A1220.1	Monthly	\$ 7,344.00
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APPOINTED DEPUTY SUPERVISOR

David Hollister, term ending 12/31/2026	A1220.5	Monthly	\$ 315.00
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PART - TIME SUPERVISOR CLERK

<i>Undetermined at this Time</i>	A1221.1	Hourly	\$ 2,575.00
		\$ 16.48/hr.	

APPOINTED BUDGET OFFICER AND AUDITOR

Joel Carpenter, term ending 12/31/2026	A1340.1	Weekly	\$29,571.00
	A1320.4	January	\$ 2,122.00

APPOINTED TOWN ASSESSOR-5 YEAR TERM

Roberta Stone, term ending 9/30/2030	A1355.1	Weekly	\$29,262.00
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ELECTED TOWN CLERK/TAX COLLECTOR-2 YEAR UNEXPIRED TERM

Jamie Barnhill, term ending 12/31/2027	A1410.1	Weekly	\$34,677.00
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<u>BOARD APPOINTMENTS (cont.)</u>	<u>AMOUNTED BUDGETED</u>	
<u>POSITIONS FOR 2026</u>	<u>CODE PAID</u>	<u>2026 - WAGE</u>
<u>PART-TIME CLEANER</u>	A1620.1	Hourly
@ \$16.00/hr. (minimum wage)		\$ 1,669.00

<u>PART-TIME MAINTENANCE</u>	A1620.5	Hourly	\$ 2,060.00
@ \$ 20.60/hr.			

<u>ANIMAL CONTROL OFFICER</u>			
Kathy Hall, Contract 1/1/2026-12/31/2026	A3510.1	Monthly	\$ 4,802.00
Sheltering Agreement	A3510.4	Monthly	\$ 2,000.00

<u>APPOINTED BOARD OF ASSESSMENT REVIEW-5 YEAR TERM</u>			
Penny Hollister, term ending 9/30/2028	A3610.1	Yearly	\$ 955.00
Patricia Kingsley, term ending 9/30/2030			Paid \$190.55/ person in June
Nancy Brooks-Smith, term ending 9/30/2029			by claim voucher
Sally Raino, term ending 9/30/2026			
<i>Undetermined at this time, term ending x/xx/xxxx</i>			

<u>ELECTED SUPERINTENDENT OF HIGHWAY-4 YEAR TERM</u>	A5010.1	Weekly	\$ 64,899.00
Louis Pratt II, term ending 12/31/27			

<u>APPOINTED DEPUTY SUPERINTENDENT OF HIGHWAY</u>	A5010.1	Weekly	\$ 1,560.00
Lukas Longtin, term ending 12/31/2026			

<u>PARK ATTENDANT</u>	A7110.1	Hourly	\$ 16,640.00
@ \$16.00/hr. (minimum wage)			

<u>CEMETERIES-MOWING</u>	A8810.1	Hourly	\$ 1,424.00
@ \$16.00/hr. (minimum wage)			

<u>APPOINTED COMPLIANCE OFFICER</u>	B3620.1	Monthly	\$ 2,684.00
Jessi Neddo, term ending 12/31/26			

<u>APPOINTED REGISTRAR OF VITAL STATISTICS</u>	B4020.1	Weekly	\$ 649.00
Jamie Barnhill			

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BOARD APPOINTMENTS (cont.) **AMOUNT BUDGETED**

<u>POSITIONS FOR 2026</u>	<u>CODE</u>	<u>PAID</u>	<u>2026- WAGE</u>
<u>APPOINTED PLANNING BOARD-5 YEAR TERM-Total \$6,401.00</u>			
Chairman-Andre Hagadorn term ending 12/31/26	B8020.1	Yearly	\$ 1,486.69
Secretary-Gregg Chappell term ending 12/31/29	B8020.1	Yearly(pd/mth)	\$3,682.84
George Enny, term ending 12/31/2030	B8020.1	Yearly	\$ 409.84
Howard Hunt, term ending 12/31/2026	B8020.1	Yearly	\$ 409.84
Sally Raino, term ending 12/24/2029	B8020.1	Yearly	\$ 409.84

RECREATION ATTENDANTS CR7140.1 Hourly \$ 31,384.00
 @ \$16.45/hr.

APPOINTED RECREATION SUPERVISOR
 Timothy Martindale, term ending 12/31/2026 CR7140.5 Weekly \$ 19,313.00

THESE SALARIES PER APPROVED UNION CONTRACT

<u>TOWN HIGHWAY</u>	<u>PAID</u>	<u>SALARY</u>
Lucas Longtin	Hourly	\$ 26.27
Colby Generous	Hourly	\$ 25.75
Leon Gordon	Hourly	\$ 25.75
Per Diem W/CDL	Hourly	\$ 19.00 - \$ 23.00
All other per diem wages under discretion of Highway Superintendent	Hourly	\$ 16.00 - \$ 21.00

Resolution # 3
LIST OF OFFICERS AND ASSESSORS
 On or before January 10th, the town clerk shall file a certificate with the State Dept. of Audit and Control, specifying the names and addresses of all town officers, whether elected or appointed, and must also file a certificate with the State Board of Equalization and Assessment specifying the names of all assessors, with their post office addresses, date of appointment or election and expiration of term of office. [Town Law Sec. 30(3)]

LIST OF APPOINTED OFFICERS; NOTIFICATION OF VACANCIES AND RESIGNATIONS
 The town clerk must certify to the county clerk within 20 days after their appointment, the names and addresses of all appointive town officers, date of appointment, expiration of term of office. The town clerk also required to notify the county clerk immediately of the existence of any vacancy. (Town Law Sec. 30(3))

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**COMMITTEE MEMBERS APPOINTED BY TOWN SUPERVISOR (TOWN
LAW SECTION 63)**

Rec. Committee/Museum: Francis Wilbur & John Rozell
Park Committee/Levies: Francis Wilbur & John Rozell
Highway Committee: Christopher Dudley & David Hollister
Senior Citizen Committee: Stephanie Safka & David Hollister
Union & Labor: Christopher Dudley & David Hollister

Resolution # 4

PAYROLL DATES FOR THE YEAR 2026

01/02/2026	04/03/2026	07/03/2026	10/02/2026
01/09/2026	04/10/2026	07/10/2026	10/09/2026
01/16/2026	04/17/2026	07/17/2026	10/16/2026
01/23/2026	04/24/2026	07/24/2026	10/23/2026
01/30/2026	05/01/2026	07/31/2026	10/30/2026
02/06/2026	05/08/2026	08/07/2026	11/06/2026
02/13/2026	05/15/2026	08/14/2026	11/13/2026
02/20/2026	05/22/2026	08/21/2026	11/20/2026
02/27/2026	05/29/2026	08/28/2026	11/27/2026
03/06/2026	06/05/2026	09/04/2026	12/04/2026
03/13/2026	06/12/2026	09/11/2026	12/11/2026
03/20/2026	06/19/2026	09/18/2026	12/18/2026
03/27/2026	06/26/2026	09/25/2026	12/25/2026

Employees paid monthly will receive their checks on the last Friday of the month.

Resolution # 5

**TOWN OF WHITEHALL
COUNTY OF WASHINGTON, STATE OF NEW YORK
STANDARD WORKDAY RESOLUTION FOR EMPLOYEES:**

BE IT RESOLVED, that the Town of Whitehall, Location code 30602, hereby establishes the following as standard workdays for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body.

<u>TITLE</u>	<u>STANDARD WORKDAY (HRS/DAY)</u>
Town Supervisor	6
Town Councilperson	6
Town Clerk/Tax Collector	6
Deputy Town Clerk	6

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STANDARD WORKDAY	
TITLE (cont.)	(HRS/DAY)
Part-time Clerk-Supervisor	6
Town Highway Superintendent	8
Highway Worker	8
Budget Officer	6
Town Assessor	6
Town Justice	6
Animal Control Officer	6
Board of Assessment Review	6
Park Attendant	6
Part-time Cleaner	6
Recreational Supervisor/Rec. Attendants	6
Compliance Officer	6
Vital Registrar	6
Planning Board Employees	6

Town must establish a standard workday for each employee title, even if you do not have any full-time employees in that title. Minimum # that can be established for a standard workday is six, while the maximum is eight. Standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works.

Resolution # 6

CONTRACTS FOR 2026			
	CODE	PAID	ANNUAL
Budget Officer/Sup. Clerk- Joel Carpenter	A1340.1	Weekly	\$ 29,571.00
Auditor- Joel Carpenter	A1320.4	Yearly	\$ 2,122.00
Attorney for the Town-Erika Sellar Ryan	A1420.4	\$XX/hr. Paid by Voucher	\$ 10,000.00
Whitehall Festival	A1989.4	Yearly	\$ 1,500.00
Animal Control Officer - Kathy Hall	A3510.1	Yearly (pd/mnth)	\$ 4,802.00
Sheltering Agreement	A3510.4	Monthly	\$ 2,000.00
First Responders-(The Whitehall Volunteer Fire Company, Inc.)	A4540.4	Yearly Paid to the Village	\$ 12,420.00
Isaac Griswold Library	A7410.4	Yearly	\$ 10,000.00
Historical Society of Whitehall-(Skenesborough Museum)	A7510.4	Yearly	\$ 5,000.00

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<u>CONTRACTS FOR 2026 (cont.)</u>	<u>CODE</u>	<u>PAID</u>	<u>ANNUAL</u>
Skenesborough Emergency Squad, Inc.	B3625.4	Yearly	\$ 15,810.00
Fire Protection- (The Whitehall Volunteer Fire Company, Inc.)	SF3410.4	Yearly Paid to the Village	\$ 144,497.00

Contracts for 2026 have been typed and handed over to Supervisor for approval. The contracts will be filed in the contract book when approved by each party.

Resolution # 7
TOWN BOARD MEETING/WORKSHOP DATES FOR THE YEAR 2026 TOWN
LAW SEC. 62 & 63

“Regular” Town Board meetings will, throughout the year 2026, be held at 7:00 p.m. on the third Wednesday in the Whitehall Municipal Center, located at 57 Skenesborough Drive of the Town of Whitehall. Auditing of bills for the prior month will begin at 6:30 p.m.

Regular Town Board Meeting Dates

January 21, 2026	July 15, 2026
February 18, 2026	August 19, 2026
March 18, 2026	September 16, 2026
April 15, 2026	October 21, 2026
May 20, 2026	November 18, 2026
June 17, 2026	December 16, 2026

Workshops will be conducted on an as needed basis

Resolution # 8
VOTING PREMISES FOR ELECTIONS

Districts 1,2,3 Location: Whitehall Recreation Center, 28 Williams St. Whitehall, NY

Resolution # 9
OFFICIAL TOWN NEWSPAPER

The Sentinel-Times will be the official town newspaper. [Town Law Section 64(11)]
The Post Star will also be used as needed to meet certain deadline dates.

Resolution # 10
DESIGNATION OF COMMUNITY BANK AS THE OFFICIAL DEPOSITORY
FOR THE TOWN OF WHITEHALL

WHEREAS, all town officers shall deposit all money coming into their hands by virtue of their offices, as well as the security, if any, to be given by the depository for the protection of town funds. [Town Law Section 64 (1)].

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WHEREAS, Community Bank will continue to be the official bank for the Town of Whitehall for all checking and savings accounts.

WHEREAS, The Town of Whitehall has the following accounts with Community Bank:

Consolidated Acct	General Townwide	Health Reimbursement
Escrow Acct	General Outside	Health Insurance-Lane
Escrow Acct (CHPE)	Highway Townwide	Health Insurance-Sayers
Highway Outside	Rec. Center-Youth	Trust & Agency

WHEREAS, whenever a signature is required for the Town of Whitehall accounts listed above, only the Whitehall Town Supervisor, **John Rozell** or Deputy Town Supervisor, **David Hollister** shall have authority to sign.

FURTHERMORE, the Town Clerk of the Town of Whitehall has the following accounts with Community Bank:

Town Clerk General	Tax Collector
Town Clerk /Hunting & Fishing (DEC)	Town Clerk/ Dog Licenses

WHEREAS, whenever a signature is required for these accounts only the Whitehall Town Clerk/Tax Collector, Town Supervisor, Deputy Town Supervisor shall have the authority to sign. Town Clerk accounts shall require two signatures on all checks.

RESOLUTION # 11
NYCLASS NEW YORK COOPERATIVE LIQUID ASSEST SECURITIES
SYSTEM

WHEREAS, New York General Municipal Law, Article 5-G, Section 100-O (Section 199-O Empowers municipal corporations (defined in Article 5_G, Section 199-N to include school districts boards of cooperative educational services, counties, cities, towns and villages) and themselves (or one for the other) of their respective functions, powers and duties on a cooperative or contract basis;

WHEREAS, the **Town of Whitehall** wishes to invest certain of its available investment funds in cooperation with other corporations and/or districts pursuant to a municipal cooperation agreement;

WHEREAS, the **Town of Whitehall** wishes to assure the safety and liquidity of its funds.

Now, therefore, it is hereby resolved as follows:

The Town Supervisor, **JOHN ROZELL**, is hereby authorized to execute and deliver the Cooperative Investment Agreement in the name of and on the behalf of the **TOWN OF WHITEHALL**.

Resolution # 12
RETURNED CHECK FEE AMOUNTS

A charge of \$20.00 on each check tendered as payment and returned for insufficient funds (General Municipal Law Section 85). Board amended 2014 to include second payment to town to be in the form of cash, money order, or cashier's check.

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Resolution # 13
PETTY CASH FUND

A petty cash fund in the amount of \$200.00 will be used for making change during the year for the Town Clerk/Tax Collector and for small purchases as needed during the year.

Resolution # 14
MILEAGE ALLOWANCE 2026

Mileage reimbursement allowance for 2026 \$.725 IRS standard rate. This will be paid after audit of properly submitted claims for the use of privately owned vehicles on official Town business, provided that the funds are provided in the current budget. Same as last year set max. \$500 for attendance to/from meetings or training, and meal allowance for persons participating in said approved Town business at \$4.00 breakfast, \$6.00 lunch, \$12.00 dinner for local area (within 45-mile radius of Town property), and \$5.00, \$9.00 and \$20.00 for distant travel. All claims subject to Town Board review and approval.

Resolution # 15
REQUIRED IN-SERVICE TRAINING/EDUCATION

All elected or appointed Town of Whitehall officials are to successfully complete within a reasonable time frame the necessary in-service training programs to ensure proper compliance with the duties/responsibilities of the office to which each is elected/appointed. Included in this requirement are all in-service programs required by the County, State or Federal mandates and any other in-service programs deemed appropriate by the Town Board of Whitehall. Any costs associated with these in-service training programs, including travel expenses, will be the responsibility of the Town of Whitehall.

Resolution # 16
RULES OF PROCEDURE - TOWN BOARD MEETINGS - TOWN LAW SEC 63
The Rules of Procedure for Regular and Special Town Board meetings, workshops, and executive sessions follow and replace and suspend all prior Town Board rules of procedure.

LOCATION & FREQUENCY - TOWN BOARD MEETINGS

A Regular Town Board meeting is one in which the Town Board meets once a month at a fixed time and place throughout the year to conduct town business. In the case of the Town of Whitehall, Regular Town Board meetings will be held once a month, on the third Wednesday of the month, at 7:00 p.m. at the Whitehall Municipal Center, 57 Skenesborough Dr., Suite 1, Whitehall. The Town Board will audit the bills prior to the meeting between 6:30 p.m. and 7:00 p.m.

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PUBLISH NOTICE - TOWN BOARD MEETINGS

After the Town Board establishes by resolution a regular fixed time and place for its meetings throughout the year, no other notice need be given to the members of the Town Board. The Town Clerk is authorized by the Town Board to publish one Public Notice for the year stating the day, time and place for all regular Town Board meetings in the Town of Whitehall.

RULES OF CONDUCT - TOWN BOARD MEETINGS

- The Town Supervisor, when present, shall preside and act as Chairperson. In his/her absence, his/her Deputy shall act for him/her.
- Members of the Town Board are to be recognized by the Chairperson before addressing the rest of the Town Board or the public.
- No member of the public shall be permitted to address the Town Board unless recognized by the Chairperson. In that event, the person must identify himself/herself by clearly stating his/her full name and address and then stating the nature of his/her business.
- A period of 10 minutes will be set aside at the start of each meeting for public comment or questions. Members of the public will be given 5 minutes each to ask their question or make their comment. A sign-in sheet will be located on the table for those attending the meeting.
- The Chairperson may set a limit on the time on each occasion which each member of the public addresses the Town Board.
- Individuals speaking to the Town Board with the consent of the Chairperson shall address their remarks to the Town Board, not to other members of the audience.
- No such person has the right to demand an answer to a specific question from a member of the Town Board. All such questions shall be directed to the Chairperson, who may either answer them or refer the questions to a Town Board member or the Attorney for the Town, if present. The answer may be deferred and subject to further review or study and answered at a later date.
- No member of the public or Town Board shall engage in any demonstration, booing, hand clapping, or otherwise disrupt the formality of a Town Board meeting.

AGENDAS - TOWN BOARD MEETINGS

- A preliminary agenda will be developed by the town supervisor and/or town board members prior to the meeting and published via posting on the town signboard.
- Because urgent issues may not be presented to the Town Board until shortly before the meeting, a final agenda may not be adopted by the supervisor until shortly before the meeting.
- No additional matters are to be considered until each matter on the agenda has been acted on by the town board.

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AGENDAS - TOWN BOARD MEETINGS (cont.)

Members of the public are invited to bring an issue, questions, or comments before the board in one of the following ways:

1. By written request to be put on the formal agenda at least five business days before the scheduled regular town board meeting, or
2. By addressing the town board at a segment set aside per the agenda at the end of the meeting specifically for that purpose. The town supervisor may set a time limit for each speaker.
3. Members of the news media may have ten minutes at the conclusion of the meeting to ask questions concerning matters presented at the town board meeting.

MINUTES- TOWN BOARD MEETINGS

The Town Clerk, when present, will record the minutes of the meetings proceedings as prescribed by law and shall make such minutes available within two weeks of the meeting. In the absence of the Town Clerk, his/her deputy or another person appointed by the board shall take his/her place.

TOWN BOARD - ADOPTING RESOLUTIONS

The adoption of resolutions is the most frequent type of formal action taken by the Town Board in its legislative and administrative capacities. Resolutions are often confused with motions. The latter are the vehicle by which resolutions are brought before the Town Board for action. The two can be used interchangeably. Typical examples of actions that require resolutions are as follows:

- Transferring money from one Budget to another
- Establishing a Salary
- Designating Depositories

TOWN BOARD - VOTING

The voting on every issue requiring a Resolution, Ordinance, or Law shall be “ayes” and “nays” and the names of the Town Board members present, and their votes shall be entered in the minutes of the Town Board meeting.

- The Town Supervisor is a member of the Town Board and therefore must vote. He/she may also move or second resolutions.
- The Town Clerk or (in his/her absence) his/her deputy calls a roll of Town Board members on every issue in question before the Town Board.
- The Town Clerk must take minutes and keep a record of all proceedings of the Town Board meetings, even though he/she is not a Town Board member and does not have a vote.

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TOWN BOARD WORK SESSIONS

A Town Board work session is held to discuss and deliberate matters that are coming up at the next Regular Board Meeting, Special Meeting, or Public Hearing. No votes will be taken at work sessions. As with all public meetings, the public is free to attend these sessions but are not to participate or ask questions. Members of the Town Board are expected to attend work sessions when called for by the Town Supervisor.

TOWN BOARD PUBLIC HEARING MEETINGS

A Public Hearing is a meeting of the town board and the public regarding an important issue that may have a significant economic, environmental, or other serious impact on the town and its residents.

- The purpose of a public hearing is to give the public an opportunity to express its views.
- The public has a right to appear and give evidence and the right to hear and examine witnesses regarding the issue at hand.

NOTICE - PUBLIC HEARINGS

The supervisor will give notice of public hearings in writing to the town board and the town clerk ten days before the hearing, when possible. The town clerk will then post a notice of the hearing in at least one public location at least five days in advance and will give notice to the news media at least 72 hours prior to hearing.

RULES OF CONDUCT- COMMENTS/ QUESTIONS- PUBLIC HEARINGS

- Oral Comments: The town clerk will maintain a sign-in-sheet at the table for each person who wishes to make oral comments. Anyone who wants to do so must enter his/her full name and address on the sheet, in the spaces provided. **ANYONE NOT SIGNING THE SIGN-IN-SHEET WILL NOT BE PERMITTED TO ADDRESS COMMENTS TO THE BOARD.**
- Questions: The chairperson will entertain questions from the floor. Questions will be for the sole purpose of obtaining information about the subject matter of the public hearing or clarifying its provisions. Questions shall not have the intent of provoking a debate between the questioner and the Town Board or any individual in the audience.
- Written Comments: The Town Board will accept written comments on the subject matter of the public hearing **PROVIDED ALL WRITTEN COMMENTS ARE GIVEN TO THE CHAIRPERSON BEFORE THE CLOSE OF THE MEETING.**

Presiding Officer, the Town Supervisor or designee will preside over the public hearing, and act as Chairperson. In his/her absence, the Deputy Town Supervisor or designee will act as Chairperson.

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PRESENTATION- GROUND RULES - COMMENTS- PUBLIC HEARINGS

The purpose of the public hearing is to gather public comment (on subject of Public Hearing). The Board encourages all in attendance to offer comments and ask questions. However, a successful public hearing requires that some simple ground rules be followed. These ground rules will ensure that all in attendance are treated in a respectful and courteous manner, and that all who desire to speak will have the opportunity to be heard.

- No one may speak unless recognized by the Chairperson for that purpose. Upon recognition, the person must identify himself/herself by clearly stating his/her full name and address.
- Anyone choosing to speak must address his/her remarks to the Town Board, and not to other members of the audience. Any debate between those “for” and those “against” the proposal must be strictly avoided.
- Oral comments can generally be delivered in 5 minutes. If there are a large number of people wishing to speak, the Chairperson reserves the right, in his sole discretion, to strictly enforce the 5-minute rule, so that all who wish to speak will have the opportunity to do so.
- The Town Board is here to listen to the public’s comments, and to answer questions about only the matter at hand. The Board is NOT here to express its own views or opinions thereon. The Board will NOT participate in a debate of the issues. We want your advice and assistance in coming to the proper conclusion on the issues involved. If you are in favor, simply tell us and give us your reasons why; and likewise, if you are opposed.
- No person has the right to demand an answer to a specific question from a member of the Town Board. As noted earlier, questions should seek clarification and information and should not lead to a debate on the issues. All questions are to be directed to the Chairperson, who may either answer or refer to a Town Board member or the Attorney for the Town if present. The answer may be deferred and subject to further review or study and answered at a later date.
- No member of the public or Town Board shall engage in any demonstration, booing, handclapping, or otherwise disrupt the formality of the public hearing.

The Town Clerk will be responsible for ensuring that these rules are followed.
ANYONE VIOLATING ANY OF THESE GUIDELINES WILL BE ASKED TO REFRAIN FROM DOING SO, AND MAY, IN THE SOLE DISCRETION OF THE CHAIRPERSON, BE ASKED TO LEAVE THE PUBLIC HEARING

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TOWN BOARD SPECIAL MEETINGS

Special Town Board meetings may be called by the Supervisor at any time for urgent or lengthy issues or for any other important reason determined by the Supervisor. Notice of special town board meetings and rules of conduct are the same as for public hearings.

TOWN BOARD EXECUTIVE SESSIONS

Executive session may be held only after an open meeting is convened and a motion to hold an executive session, identifying the area or subject to be considered in such Executive session is adopted by the majority vote in the open meeting.

Executive Session matters are restricted to:

- A matter which will imperil public safety if disclosed.
- A matter which may disclose the identity of a law enforcement agent or informer.
- Information with respect to investigation or prosecution of a criminal offense which would jeopardize effective law enforcement if disclosed.
- Discussions relating to litigation.
- Matters relating to collective negotiations under the Taylor Law.
- Medical, financial, credit or employment history of a particular person or corporation, relating to appointment, promotion, demotion, discipline, or removal.
- Preparation, grading, or administration of examinations.
- Acquisition, lease, or sale of real property or securities when publicity would substantially affect the value.

Attendance is restricted to Town Board members and any other person authorized by the board.

MINUTES- EXECUTIVE SESSION

Summary minutes must be made of any final determination taken by formal vote, including the date and the vote thereon; however, such summary should not include any matter which is not required to be made public under the Freedom of Information Law. Such summary minutes shall be available to the public within one week from the date of Executive session. If no formal action was taken in Executive session, then no Executive session minutes need to be taken.

Resolution # 17
PREPAYMENT OF CERTAIN CLAIMS

Certain invoices are regularly received by the Town and delaying payment of some for Town Board approval results in interest being charged and at times loss of discounts to the Town, the Supervisor, as chief financial officer of the Town or in his/her absence the Deputy Town Supervisor, are hereby authorized to prepay those certain regularly occurring expense claims prior to the monthly Town Board meeting; and the Town Board, at its regularly-scheduled monthly meeting, will approve vouchers for said expense claims.

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Resolution # 18

VOUCHER CALENDAR

Vouchers should be submitted before or on the scheduled dates below to the Supervisor's office. The Monday before the Wednesday Town Board meeting unless a holiday.

Submit by:

January 19, 2026
February 16, 2026
March 16, 2026
April 13, 2026
May 18, 2026
June 15, 2026
July 13, 2026
August 17, 2026
September 14, 2026
October 19, 2026
November 16, 2026
December 14, 2026

Board Meeting

January 21, 2026
February 18, 2026
March 18, 2026
April 15, 2026
May 20, 2026
June 17, 2026
July 15, 2026
August 19, 2026
September 16, 2026
October 21, 2026
November 18, 2026
December 16, 2026

Additional payments from time to time throughout the year will need to be paid before board approval to avoid late fees and other charges. These bills will be approved by the Town Supervisor.

Resolution # 19

ANNUAL ACCOUNTING FOR OFFICERS RECEIVING OR DISBURSING MONEY

On or before January 20, each town board must meet for the purpose of an annual accounting by each officer or employee who has received or disbursed any moneys, except in towns having a comptroller or which have engaged the services of a certified public accountant or public accountant to make an annual audit to be completed within 60 days after the close of the town's fiscal year. [Town Law Section 62(1), 123]
If the board wishes to audit books must set a date in January to perform the audit. **FURTHERMORE**, pursuant to Sec. 29 sub. 10A of the Town Law, the Supervisor is directed to submit to the Town Clerk within 60 days after the close of the fiscal year, a copy of the report to the State Comptroller which is required by Sec. 30 of the General Municipal Law and the Town Clerk shall cause a summary of such report to be published in the town newspaper within 10 days after the receipt thereof.

Resolution # 20

DELEGATING ON BEHALF OF THE BOARD

Pursuant to Town Law, Sec. 29(16), the Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.

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Resolution # 21

SUBMISSION OF MONTHLY REPORTS

The following reports for monthly meetings will be submitted to the board by the MONDAY before the monthly board meeting in writing. Failure to submit a monthly report will result in the holding of their paycheck until a report is filed.

FURTHERMORE, all members submitting reports should try to attend the regular monthly board meetings, unless excused by the Town Supervisor.

Monthly Reports:

Recreation Report	Supervisor Report
Dog Control Report	Budget Officer Report
Town Clerk Report	Planning Board Report
Compliance Officer Report	Town Highway Report
Assessor Report	

Resolution # 22

PURCHASE OF EQUIPMENT BY SUPERINTENDENT OF HIGHWAYS

The town board may authorize the Town Superintendent of Highways and Town Supervisor to purchase equipment, tools and implements during the year without prior approval of the town board in the amount of \$1,499.00 so long as it agrees with the Town Procurement Policy. Any other purchases over \$500.00 made by any other departments should be brought before the Town Board for prior approval before such purchases are made as stated in the procurement policy.

Resolution # 23

EXPENDITURE OF HIGHWAY MONEY

The Town Board and the Superintendent of Highways should enter into an agreement relative to the expenditure of highway money for repair and improvement of town highways. The agreement must be prepared in duplicate, signed by a majority of the Town Board members and the Superintendent of Highways, and filed in the town clerk's office and the office of the County Superintendent of Highways (Highway Law Section 284). Sum of \$283,000.00

May be expended for general repairs upon 35.29 miles of town highways, including sluices, culverts and bridges.

To authorize the Superintendent of Highway to purchase highway materials and equipment at State and County bid prices and use the NY State General Municipal Law Sec103 (16) when it is advantageous to the Town of Whitehall

Town Superintendent of Highways explained that this is an agreement between the Town Board and himself. He is allowed to spend for general repairs on roads during the summertime the amount of \$283,000.00 of which, \$213,000.00 is CHIPS money. This agreement must be signed by all Town Board members and the Superintendent of Highways and filed with the Town Clerk. This will need to be amended throughout the year.

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Resolution # 24

GENERAL INSURANCE PROVIDER

Board hereby appoints NYMIR-Northern Insuring:
Agent Melissa Davidson will provide the Town's insurance coverage for structures, vehicles, equipment and general liability.

Resolution# 25

PROCUREMENT POLICY

Current policy given to all Town Board Members

Resolution # 26

CODE OF ETHICS

State Comptroller's office has recommended that each town update the town's code of ethics. A new Code of Ethics was adopted at the 2012 Organizational Meeting. The model was taken directly from the State Comptroller's Office. All employees should receive a copy of this when hired. All employees must sign that they have read and agree with it. Signatures and copy of code must be posted on the town clerk's signboard. It is up to the Board if they would like to establish a Board of Ethics. Town does not currently have a Board of Ethics.

VIOLENCE IN THE WORKPLACE and SEXUAL HARRASSMENT POLICY

These are requirements for all employees and MUST either participate in a classroom seminar given by authorized personnel or complete on-line training with a quiz as proof of completion to be turned into the Town Clerk for your personnel file yearly.

Resolution # 27

TAX COLLECTOR

Deposit in her name as Tax Collector of the Town of Whitehall at Community Bank, Whitehall Branch if available, within 24 hours after receipt, all money collected by her which is due to the Town Supervisor. All money deposited shall be paid to the Town Supervisor weekly in January until the current town budget monies are fulfilled. Any additional money collected shall be remitted to Washington County Treasurer in the first week of February, March and April as directed by the Treasurer's office. All records as required by the Treasurer's office shall be handed over the first week in April via their instructions.

ALL penalties and bank interest shall be remitted to the Town Supervisor in the first week of February, March and April. The Tax Collector's account shall have a zero balance by the end of these transactions in April.

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Resolution # 28

RECORDS RETENTION AND DISPOSITION SCHEDULE LGS-1

RESOLVED, by the Town Board of Whitehall, that Records Retention and Disposition Schedule LGS-1, issued pursuant to Article 57-A of the Arts & Cultural Affairs Law, and containing legal minimum retention periods for municipal government used from www.archives.nysed.gov; records is hereby adopted for use by all municipal government records listed therein and that the Town Clerk of Whitehall is to be named as Records Management Officer and;

FURTHER RESOLVED, THAT ACCORDANCE WITH ARTICLE 57-A:

- (a) Only those records that will be disposed of are described in Records Retention Disposition Schedule LGS-1 after they have met the minimum retention period prescribed therein;
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established time periods.

Resolution # 29

POLICY OF THE TOWN OF WHITEHALL REGARDING USE OF TOWN PROPERTY AND PERSONAL VEHICLES

WHEREAS, at a regular meeting of the Town Board of the Town of Whitehall, held at the Town Hall, on the 12th day of November 2008 at 7:00 PM, the Town Board of the Town of Whitehall duly adopted a resolution to approve a policy regarding the use of personal vehicles for Town business and the use of Town property for any purpose other than Town business, and

WHEREAS, this policy will state the following:

PERSONAL VEHICLES: Use of personal vehicles by any Town employee, officer or elected official for Town business is prohibited except (1) when such use has been specifically authorized by the Town Supervisor; or (2) in an emergency.

USE OF TOWN PROPERTY: The use of Town of Whitehall property of any kind, including, but not limited to fuel, equipment, tools, materials or supplies, for any purpose other than Town business is prohibited. All Town property shall be stored on real property owned by the Town of Whitehall unless specifically authorized by the Town Board.

NOW, THEREFORE BE IT RESOLVED AND DETERMINED that the Town Board of the Town of Whitehall will continue this policy until further notice.

Resolution # 30

TOWN FEE 2026 SCHEDULE

The following schedule will apply to services performed by the Town Clerk's office:

A1255 Certified Copies of Birth, Death and Marriage:	\$ 10.00/ea.
A1255 Obtain a Marriage Licenses:	\$ 40.00
A1603 Genealogical Services per NY State	\$ 22.00/ name
A2115 Subdivisions/Site Plan:	\$ 100.00/ application fee plus:

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TOWN FEE 2026 SCHEDULE (cont.)

Minor Subdivision	\$ 50.00/lot (4 or less)
Major Subdivision	\$ 550.00/application
A2544 Dog Licenses Yearly	\$ 8.00 spay/neutered
	\$ 16.00 un-spay/neutered
A2545 DEC Licenses:	\$ Varies yearly set by DEC
(Town receives 5.5% revenue on most DEC licenses)	Refer to DEC reg book
A2590 Permit Fees:	
Mobile Home	\$ 100.00/ application
Junkyard	\$ 250.00/ application
Junkyard Permit Yearly Renewal	\$ 75.00
Sign Permit	\$ 75.00 under 25 ft
A2770 Photocopies:	\$ 0.75/ page
A2546 Returned Check Fee	\$ 20.00

MOTION to adopt Resolutions # 2 - 30 made by Councilperson Hollister and Seconded by Councilperson Dudley

ADOPTED **AYES 3**
NAYS 0

Rozell, Hollister, Dudley

Supervisor Rozell was given all contracts for 2026 prior to the 2026 Organizational Meeting for review.

MOTION to accept all contracts as written and allow Supervisor Rozell to sign them once they have been executed made by Councilperson Dudley and Seconded by Councilperson Hollister

ADOPTED **AYES 3**
NAYS 0

Rozell, Hollister, Dudley

MOTION to schedule the Town Audit with Joel Carpenter on January 19, 2026 at 9:30 am made by Supervisor Rozell and Seconded by Councilperson Dudley

ADOPTED **AYES 3**
NAYS 0


Rozell, Hollister, Dudley

MOTION to adjourn the Organizational Meeting at 7:21 pm made by Councilperson Hollister and Seconded by Councilperson Dudley

ADOPTED **AYES 3**
NAYS 0

Rozell, Hollister, Dudley

Respectfully Submitted,


Jamie Barnhill

Town Clerk