

**Town of Hamilton, Madison County, NY**  
**Annual Organizational & Regular Monthly Town Board Meeting**  
**AGENDA - THURSDAY, JANUARY 11, 2024 @ 7:00 p.m.**  
**Town Hall, 38 Milford Street, Hamilton & Via Zoom**

Call to Order and Welcome

**ANNUAL ORGANIZATIONAL MEETING:**

**STAFFING & CONTRACTUAL APPOINTMENTS & RE-APPOINTMENTS:**

- 1) 1 Year Appointments: Commencing January 1, 2024 through December 31, 2024
  - Historian - Jack Loop
  - Dog Control Officer - Carol Lawrence
  - Code Enforcement Officer - Chuck Ladd
  - Deputy Town Clerk - Elisa Robertson
  - Part-Time Clerk - Dean Curtis
  - Planning Board/Zoning Board of Appeals Clerk & Secretary - Elisa Robertson
- 2) 1 Year Contractual Appointments: Commencing January 1, 2024 - December 31, 2024
  - Attorney for the Town-Costello, Cooney & Fearon

**PLANNING & ZONING BOARD APPOINTMENTS**

- Planning Board:
  - Mike Welshko-5-year Term: 1/1/2024 - 12/31/2028
  - Annual Chair Appointment: Mike Welshko
- Zoning Board of Appeals:
  - Lydia Slater-5 Year Term: 1/1/2024-12/31/2028
  - Annual Chair Appointment: Harmon Hoff

**APPOINTMENTS & COMMITTEES BY TOWN SUPERVISOR**

- Deputy Supervisor - Dana Krueger
- Budget Officer - Brynley Wilcox

**TOWN COMMITTEES & LIAISONS:**

- 9 Mile Park Committee - Darrell Griff, Ian Helfant
- Cemetery Committee - Dana Krueger, Travis DuBois
- Highway Committee - Travis DuBois, Darrell Griff
- Hamilton Climate Preparedness Working Group - Ian Helfant
- Partnership for Community Development Liaison - Dana Krueger
- Liaison to Colgate University's Upstate Institute and COVE - Eve Ann Swartz
- Liaison to Villages of Earlville - Darrell Griff
- Liaison to Village of Hamilton - Ian Helfant
- Liaison to Personnel - Dana Krueger
- Liaison to SOMAC - Travis DuBois

**ANNUAL ORGANIZATIONAL RESOLUTIONS**

- Official Newspaper: Utica Observer Dispatch
- Official Bank: NBT and NYCLASS
- Resolution to allow for payment of monthly pre-paid bills (rent, utilities, etc.)
- Resolution to Procurement of a Blanket Undertaking
- Resolution to Authorize Signatories for Signing Checks
- Resolution to Authorize Petty Cash and Bounced Checks
- Resolution to set 2024 Town mileage reimbursement rate to 67 cents per mile.
- Resolution to authorize the issuance of payroll on a bi-weekly or monthly basis.
- Resolution to hold Town Board Meetings on the Second Thursday of each month, at 7:00 p.m. at the Town Hall at 38 Milford Street and via Zoom Videoconferencing

## **REGULAR MONTHLY MEETING**

- 1) Public Comments (5 minutes)
- 2) DEPARTMENT REPORTS
  - a. Highway Superintendent Report
  - b. Supervisor/Bookkeeper Report
  - c. Town Clerk Report
  - d. Codes Enforcement Officer Report
- 3) COMMITTEE & LIAISON REPORTS
  - a. 9 Mile Park Committee
  - b. Cemetery Committee
  - c. Hamilton Climate Preparedness Working Group (HCPWG) Liaison
  - d. Highway Committee
  - e. Partnership for Community Development Liaison
  - f. SOMAC Liaison
  - g. Village of Earlville Liaison
  - h. Village of Hamilton Liaison
- 4) SPECIAL PROJECTS
  - a. Housing Project: Restore NY Grant
  - b. NYSERDA Grant for Clean Energy Program - \$10,000
  - c. Zoning Update
- 5) OLD BUSINESS
  - a. AOT – Assign Delegate and Alternate Delegate for AOT Annual Business Meeting to be held on 2/21/2024 in New York City
- 6) NEW BUSINESS
  - a. Resolution to apply for a Municipal CON
  - b. Assessor Trainee Position
- 7) Concerns of Town Board
- 8) Supervisor’s Report on Madison County Activities
- 9) Executive Session