

Town of Diana Organizational Board Meeting, January 9, 2024 - 6:00 PM

Supervisor Smith call the Organization board meeting to order at 6:00 pm

Roll Call:

Supervisor Smith	Here
Councilman Bango	Here
Councilman Pierce	Here
Councilwoman Ritz	Here
Councilman	Vacant

Supervisor Smith read Floyd “Pug” Reader’s resignation letter to all present. Mr. Reader has resigned from his position on the Assessor’s Grievance Board, and recommended, in his resignation letter, that the board look to Mr. Bill Mealus as his replacement. Supervisor Smith let all know he would talk with Mr. Mealus and a few other lake residents to represent residents that live on Lake Bonaparte permanently. Supervisor Smith asked for a motion to accept Mr. Readers’ resignation.

Motion to accept Resignation:

Motioned by: Councilman Bango

Seconded by: Councilwoman Ritz

Roll Call:

Supervisor Smith	Aye
Councilman Bango	Aye
Councilman Pierce	Aye
Councilwoman Ritz	Aye
Councilman	Vacant

All in Favor. None Opposed. Motion Carried.

Supervisor Smith read Richard “Dickie” Malbeuf’s resignation letter from the Town of Diana Board to all present.

Supervisor Smith called for a motion to accept Councilman Malbeuf’s resignation.

Motion to accept Resignation:

Motioned by: Councilman Pierce

Seconded by: Councilman Bango

Roll Call:

Supervisor Smith	Aye
Councilman Bango	Aye
Councilman Pierce	Aye
Councilwoman Ritz	Aye
Councilman	Vacant

All in Favor. None Opposed. Motion Carried.

Supervisor Smith asked for a motion to appoint Lonnie Phipps to the position of Councilman, for the 2024 year. The position was originally held by Zachary J. Smith from the 2021 election year, was vacated and appointed to Richard “Dickie” Malbeuf for the 2022 year. Mr. Malbeuf was then elected for the 2023, 2024, and 2025 years to finish the term. The seat was vacated for 2024 by Mr. Malbeuf due to moving out of the Town of Diana.

Motion to Appoint:

Motioned by: Councilman Pierce

Seconded by: Councilwoman Ritz

Roll Call:

Supervisor Smith	Aye
Councilman Bango	Aye
Councilman Pierce	Aye
Councilwoman Ritz	Aye
Councilman	Vacant

All in Favor. None Opposed. Motion Carried.

Supervisor Smith asked newly appointed Councilman Phipps to join the other board members at the table.

Town of Diana Organizational Board Meeting, January 9, 2024 - 6:00 PM

Supervisor Smith asked for a motion to broadcast the Town of Diana board meetings on the Town of Diana Youtube channel, for transparency and digital documentation of the meetings.

Councilman Pierce motioned to table this topic so they can discuss it more.

Motion to Table Broadcasting Town Board Meetings:

Motioned by: Councilman Pierce **Seconded by:** Councilman Bango
All in Favor. None Opposed. Motion Carried. Topic of broadcasting Town of Diana board meetings is tabled for further discussion.

Appointments set by the Town of Diana Supervisor/Clerk/Highway Superintendent/Town Board:

Designated Meeting Night:	The second Tuesday of each month at 6:00 PM
Designated Bank as Official Depository:	Community Bank NA
Designated Official Newspaper:	Journal & Republican Lowville The Bargain Hunter
	Linkinglewiscounty.com Townofdiana.com
Town Attorney:	Lawrence Hassler
Town Historian:	Ross Young
Floodplain Administrator:	Supervisor Zachary J. Smith
Mileage Rate for Town Employees:	\$0.60 cents per mile
1st Deputy Town Clerk/Tax Collector:	Kaylee R. Paterson
2nd Deputy Tax Collector:	Donna Stone
Registrar of Vital Statistics:	Andrea M. Paterson
Deputy Registrar of Vital Statistics:	Cheryl Schroy
Dog Control Officer:	Dan Moyer
Budget Officer:	Supervisor Zachary J. Smith
Deputy Supervisor:	Councilman Allen Bango II
Records Retention Officer:	Andrea M. Paterson
Health Officer:	Dr. Gerald Calabrese
Water Administrator:	Supervisor Zachary J. Smith
Water Clerk:	Andrea M. Paterson
Deputy Hlghway Superintendent:	Todd McIntosh

Supervisor Smith asked for a motion to approve the appointed positions and designations for 2024.

Motion to Approve:

Motioned by: Councilwoman Ritz **Seconded by:** Councilman Pierce

Roll Call:

Supervisor Smith	Aye
Councilman Bango	Aye
Councilman Pierce	Aye
Councilwoman Ritz	Aye
Councilman Phipps	Aye

All in Favor. None Opposed. Motion Carried.

Designated Pay Periods for Town Employees:

Highway Superintendent:	Bi-weekly
Highway Employees:	Bi-weekly
Deputy Highway Superintendent:	Yearly
Town Supervisor:	Monthly
Deputy Town Supervisor:	Yearly
Town Bookkeeper:	Monthly

Town of Diana Organizational Board Meeting, January 9, 2024 - 6:00 PM

Councilman/Councilwoman:	Yearly
Water Administrator/Water Clerk:	Yearly
Town Registrar of Vital Statistics & Deputy Registrar:	Yearly
Town Historian:	Yearly
Town Clerk & Deputy Clerks:	Monthly
Town Justice & Court Clerk:	Monthly
Town Assessor & Assessor's Assistant:	Monthly
Hourly Employees:	Monthly

Supervisor Smith asked for a motion to approve the designated pay periods for the year 2024.

Motion to Approve:

Motioned by: Councilman Bango

Seconded by: Councilman Phipps

Roll Call:

Supervisor Smith	Aye
Councilman Bango	Aye
Councilman Pierce	Aye
Councilwoman Ritz	Aye
Councilman Phipps	Aye

All in Favor. None Opposed. Motion Carried.

Salaries and Hourly Rates for 2024:

Councilmen(3)/Councilwoman (1):	\$2,000.00 each (\$8,000.00 total)
Justice:	\$12,000.00
Supervisor:	\$14,071.00
Deputy Supervisor:	\$900.00
Dog Control Officer:	\$2,900.00
Bookkeeper:	\$11,440.00
Assessor:	\$20,000.00
Clerk/Tax Collector:	\$24,378.00
Deputy Town Clerk/Deputy Tax Collector:	\$16.50 per hour
Highway Superintendent:	\$55,897.00
Deputy Highway Superintendent:	\$1,000.00
Historian:	\$500.00
Registrar of Vital Statistics:	\$450.00
Deputy Registrar of Vital Statistics:	\$75.00
Water Administrator:	\$5,250.00
Water Clerk:	\$3250.00
Court Clerk:	\$16.50 per hour
Assessors Board of Review Members (3)	\$233.33 each
Administrative Assistant:	\$16.50 per hour

Supervisor Smith asked for a motion to approve the designated salaries for 2024.

Motion to Approve:

Motioned by: Councilman Pierce

Seconded by: Councilman Bango

Roll Call:

Supervisor Smith	Aye
Councilman Bango	Aye
Councilman Pierce	Aye
Councilwoman Ritz	Aye
Councilman Phipps	Aye

All in Favor. None Opposed. Motion Carried.

Appointments by the Supervisor:

Bookkeeper:	Cheryl Schroy
Payroll/Audit:	North Country CPA
Finance Committee (Bills & Insurance):	Councilman Bango Councilman Pierce

Town of Diana Organizational Board Meeting, January 9, 2024 - 6:00 PM

Highway Department Committee: Councilman Bango
Councilman Pierce

Supervisor Smith informed the appointed councilman that there are projects with bridges coming up and the purchase of a new pickup truck that they will be working on.

Buildings and Grounds Committee: Councilwoman Ritz
Councilman Phipps

Supervisor Smith informed the appointed councilpersons that there was a long list of items that they will be working on, cemeteries etc., and he will get together with them to go over everything.

Playground Committee: Town of Diana Board members, Town Supervisor,
and consulting with the Highway Superintendent

Recreation Committee: Jay Seymore
Chuck Fowler
Jill Fraser
Kimmy Meilleur
Craig Lancaster

Supervisor Smith let all know he will be handing out packets to the committees, and will be receiving feedback from all committee members throughout the year.

The Town of Diana Board serves as the Zoning Board.

Zoning Board of Appeals:

David Bango: 3 year appointment from 01/2024 to 01/2027
Brian Wohnsiedler: 2 year appointment from 01/2024 to 01/2026
Jess Dunn: 1 year appointment from 01/2024 to 01/2025

Supervisor Smith asked for a motion to approve the appointments for the Zoning Board of Appeals for the year durations listed.

Motion to Approve:

Motioned by: Councilwoman Ritz

Seconded by: Councilman Bango

Roll Call:

Supervisor Smith Aye
Councilman Bango Aye
Councilman Pierce Aye
Councilwoman Ritz Aye
Councilman Phipps Aye
All in Favor. None Opposed. Motion Carried.

Town of Diana Marriage Officer:

Phil Hathway 2 year term from 01/01/2024 to 12/31/25

Supervisor Smith did a review of the Town of Diana Assessor, James Snyder. James was appointed and accepted the appointment on 08/16/2022. The original assessor appointment was from 2022 to 2026. The assessor's appointment will need to be renewed for the 2026 organization meeting.

Councilman Time: Nothing to input

Clerk Time: The Clerk reminded all who have been appointed or newly elected that she needs them all to come see her to sign their oaths of office.

Town of Diana Organizational Board Meeting, January 9, 2024 - 6:00 PM

Supervisor Smith asked if there were any questions. There were none. Supervisor Smith called for a motion to adjourn the Organizational Meeting.

Motion to Adjourn:

Motioned by: Councilwoman Ritz

Seconded by: Councilman Pierce

All in Favor. None Opposed. Motion Carried.

Organizational Meeting adjourned at 6:18 PM

Submitted by

A handwritten signature in black ink that reads "Andrea M. Paterson". The signature is written in a cursive style with a large, looping initial 'A'.

Andrea M. Paterson
Town of Diana Clerk