

Town of Nichols  
Organizational Meeting  
139 Roki Blvd  
Nichols, NY 13812 Tioga County  
January 3, 2025

The Organizational Meeting of the Nichols Town Board was called to order by Supervisor Esther Woods at 6:30 pm in the NES. Board Members present: Rose Cole, Brenda Fay-Pelotte, Ladd Yost, LeeAnn Tinney

Others present Marcy Hill, Town Clerk

**REGULAR MEETINGS:** Establish that all regular board meetings will be held on the 4th Tuesday at 6:00 pm. If an additional meeting is needed a session will be established.

**BANK:** Name Community Bank, N.A. the official depository Of the Town of Nichols, and to authorize the Supervisor to Transfer funds to any bank located in Tioga County.

**CHIEF FISCAL OFFICER:** Appoint Esther Woods as Chief Fiscal Officer

**NEWSPAPER:** Designate The Morning Times as the official newspaper.

**DEPUTY SUPERVISOR:** Appoint Brenda Fay Pelotte as Deputy Supervisor.

**SIGNING OF CHECKS:** Authorize Brenda Fay Pelotte to sign checks in the absence of Supervisor Woods.

**BOOKKEEPER:** Appoint Marcy Hill as accounts payable for the Town of Nichols, and authorize Marcy Hill to make inter-fund transfers, bank deposits and print checks for voucher payments.

**ACCOUNTING FIRM:** Appoint Local Government Support Services PO Box 2851  
Liverpool, NY

To prepare monthly bookkeeping, voucher review and support, process payroll including payroll tax filing and depositing, payroll reports through ADP RUN, W-2's, NYS Retirement reporting. Monthly reconciling and reporting, Annual 1099 preparation and filing, closing the accounting records at year end from cash basis to modified Accrual. Preparation of Annual Update documents and that notes that explain the content of the report, assistance with preparation of annual Budget and complying with NYS Tax Cap filing requirements At a cost \$ 35,102.04 (\$2,925.17per month) for 2025.

If additional services needed not in their fixed fee the rate

Hourly Rate: Partner or Director	\$ 125 per hour
Senior Associate	\$ 165 per hour
Payroll Specialist	\$ 95 per hour
Associate	\$ 85 per hour

**ASSESSOR:** Appoint Denise Spaulding as Assessor for the Town of Nichols  
Appointed October 1, 2019 - Term ends: September 30, 2025

**LEGAL ADVISOR:** Appoint Coughlin & Gerhart, LLP as Legal Advisors

**COURT CLERKS:** Appoint Cathi Root as Court Clerk for Justice Sandra Lute, Mary Caldwell as Court Clerk for Justice Michael Grinage. Deputy Court Clerk (unfilled at this time)

**WEBSITE/SOCIAL MEDIA**

**ADMINISTRATOR:** Appoint Brenda Fay Pelotte as administrator.

**TOWN ENGINEER FIRM:** Appoint Hunt Engineers, Architects & Surveyors as our official engineering firm.

**DOG CONTROL OFFICER:** Contract with Town of Owego.

**DOG ENUMERATOR:** Contract with Town of Owego

**CONSTABLE:** Recommend use of a Deputy from the Tioga County Sheriff's Department, to be paid on a fee basis.

**HISTORIAN:** Appoint Erica Dertz as Historian for the Town of Nichols.  
\$600 annual stipend.

**CODE ENFORCEMENT:** Appoint Douglas Chrzanowski as Code Enforcement Officer.

**PLANNING BOARD:** Appoint Benjamin Hobbs as Planning Board Chair, Paul Campbell As alternate Chair, to the Planning Board for the Town of Nichols. Appoint the following Planning Board Member & term

Benjamin Hobbs 3 years  
William Leonard 2 years  
Paul Campbell 1 year

**ZONING BOARD:** Appoint Stephen Lounsberry as Zoning Board Chair, Steve Varga as Alternate Chair for the Town of Nichols. Appoint the following Zoning Board Member & term

Steven Varga -4 year  
Stephen Lounsberry 3 year  
Amy Moesch 1 year  
John Kopako – As alternate

**ASSESSMENT APPEALS BOARD** Appoint Howard Visscher as Assessment Appeals Board Chair and the following Assessment Appeals Board members:

Howard Visscher  
Howard Stoltzfus

**LIBRARY BOARD** Appoint the following Cady Library Board Member

Debora Stubecki- President  
Elizabeth Shay  
Megan Relyea  
Kimberly Stephens  
Ann Hill

**REGISTRAR:** Appoint Marcy Hill as Registrar

**TOWN BOARD MEMBERS:** Establish that the Town Board must approve any expenditure over the amount of \$ 50.00 and no credit card purchases without prior Town Board approval.

**HIGHWAY SUPERINTENDENT:** Establish that the Town Board must approve any expenditure over the amount of \$2,000.00.

**BUILDING & GROUNDS:** Establish that the Town Board must approve any expenditures over the amount of \$2,000.00.

**COMMITTEES**

Appoint the following Committees

- Buildings & Grounds                      LeeAnn Tinney
- Highway, Water & Sewer                Roseann Cole
- Planning, Zoning Board, Code        Brenda Fay-Pelotte
- Library & Employee Benefits        Ladd Yost

Delegates to Tioga County Board:

- Reap – Ladd Yost
- LEPC- Roseann Cole
- Hazard Mitigation

**DIRECTOR UTILITIES:**

Robert Nugent was hired in 2021 as Utilities Superintendent

**DEPUTY UTILITIES**

David VanDusen Jr. as Deputy Utilities Superintendent.

**DIRECTOR BUILDING & GROUNDS**

Ray Thegta Jr Director of Building & Grounds.

**NICHOLS FIRE COMMISSIONERS**

Bryan Cole  
Mike Friedrichsen  
Chris Williams

**BUILDING CLEANING SERVICES**

Class A Cleaning Services for Cleaning services at all Town buildings

**MILEAGE RATE:**

Establish IRS Mileage standards for reimbursement of Town personnel when traveling for Town business using personal vehicles, except for, regular Town meetings. The Town of Nichols does not pay mileage for travel between home and town offices, buildings or facilities.

**MEALS ALLOWANCE:**

Establish \$ 50.00 per day allowance for Town Officials when out of Town on Business.

**UNEMPLOYMENT INSURANCE:**

Adopt Reimbursement Method for Unemployment Insurance.

**SEASONAL/TEMP CDL:**

Establish that: 1) Employees with a CDL called into work on an Irregular basis be paid a minimum of \$ 20.00 per hour; and 2)

Seasonal/Temporary employees be paid a minimum of \$ 15.50 hour. Salary to be proposed by Highway Superintendent or Director of Building & Grounds, and approved by the Town Board based on work experience.

**PURCHASE OF SAND** Authorize purchase of sand from a qualified supplier not to exceed the State/County bid price.

**GRAVEL & STONE** Authorize the purchase of Gravel & sand from a qualified supplier not to exceed the State/County bid price.

**PATCHING MATERIALS** Authorize the purchase of patching material from a qualified supplier not to exceed the State/County bid price.

**RESOLUTION # 1 of 2025** The motion to adopt the resolution # 1 of 2025 made by Councilperson R. Cole, 2<sup>nd</sup> by Supervisor Wood to approve the Appointments and conditions as presented:

**ROLL VOTE:**

Roseann Cole	Aye
Ladd Yost	Aye
LeeAnn Tinney	Aye
Brenda Fay-Pelotte	Aye
Esther Woods	Aye

<b>ASSESSMENT REVIEW</b>	Member, per day	\$70.00
	Chairman, per day	\$80.00

<b>TO BE PAID ANNUALLY</b>	Dog Enumerator (per dog)	\$2.00
----------------------------	--------------------------	--------

<b>TO BE PAID SEMI-ANNUALLY</b>	Historian (paid \$ 300.00 in June & December)	\$ 600.00
---------------------------------	--	-----------

<b>TO BE PAID PER MEETING</b>	Planning Board, per meeting To only those members who attend. Each member is required to fill out a voucher for payment.	\$50.00
-------------------------------	--	---------

Zoning Board, per meeting, to only those members who attend. Each member is required to fill out a voucher for payment.	\$50.00
---	---------

**TO BE PAID MONTHLY:**

Assessor  
Chief Fiscal officer  
Code Enforcement officer  
Deputy CEO  
Justices  
Supervisor  
Deputy Supervisor  
Accounting Services  
Town Board Members (4, each)

**TO BE PAID BI-WEEKLY**

Town Clerk  
Deputy Town Clerk  
Director of Building & Grounds  
Court Clerks  
Deputy Court Clerks  
Seasonal Laborer  
Summer Laborer  
Director of Utilities  
Deputy Director of Utilities  
Part-time Personnel  
Highway Superintendent  
Deputy Highway Foreman  
Highway employees

**HEALTH INSURANCE & OTHER BENEFITS**

Shall be regulated by the Town of Nichols Employee Handbook for all Full-time, Part-time employees and Elected Officials.

**HEALTH INSURANCE FOR RETIREES:**

Terms of eligibility for employees retiring before age 65:

Must have 20 contiguous years of service, Town will only pay single Coverage for employee, until Medicare eligibility is met.

Terms of eligibility for employees and retirees who turn 65 and become eligible for medicare:

Employees and retirees covered under the Town's Health Insurance plan will no longer be eligible for participation in the plan upon reaching the age of 65 and becoming eligible for Medicare.

Medicare will serve as the primary health insurance coverage for individuals who meet that criteria.

**RESOLUTION # 2 of 2025**

The motion to adopt the resolution # 2 of 2025 made by Councilperson J. Ladd Yost, 2<sup>nd</sup> by Supervisor E. Woods to approve wages, salaries, and benefits of the Town of Nichols as presented.

<b>ROLL VOTE:</b>	Roseann Cole	Aye
	Ladd Yost	Aye
	LeeAnn Tinney	Aye
	Brenda Fay-Pelotte	Aye
	Esther Woods	Aye

A motion to move into Executive Session at 6:57pm by Councilperson R. Cole, seconded by B. Fay-Pelotte.

5-Ayes; 0-Nays; 0-Abstention

A motion to reconvene into regular session at 7:10PM

5-Ayes; 0-Nays; 0-Abstention

**ADJOURNED**

The motion to adjourn the Organizational Meeting was Made at 7:11pm by Supervisor E. Woods, and 2<sup>nd</sup> by Councilperson B. Fay-Pelotte.