

2025 MACHIAS RESOLUTIONS

1 - Resolution Establishing Rules of Order and Procedure for Official Meetings of the Machias Town Board (“Rules of Order”)

2 - Resolution Delegating the Powers and Duties of Administration and Supervision of the Town and Special District Functions to the Supervisor to be Performed on Behalf of the Town Board

3 - Resolution Establishing Annual Appointments, Salaries, and Payment Schedule in the Town of Machias for the Year of 2025

4 - Resolution Authorizing Appointments to Various Committees, Commissions, and Boards

5 - Resolution Establishing the Official Newspapers of Record for the Town of Machias for the Year 2025

6 - Resolution Establishing the Location and Dates of Official Meetings of the Machias Town Board for the Year 2025

7 - Resolution Establishing the Official Depositories for the Town of Machias for the Year 2025

8 – Resolution on Annual Review of Machias Procurement Policy for the Year 2025

9 - Resolution Establishing Reasonable Amount of Mileage Reimbursement for the Year 2025

10 – Resolution Establishing Fee for Mailing of Delinquent Notice of Unpaid Real Property Taxes for the Year 2025

11 – Resolution to Enter into an Agreement with Cattaraugus County to Spend Town Highway Funds for the Year 2025

12 - Resolution Approving the “Resolution for the Official Undertaking of New York State Department of Transportation” for the Year 2025

13 – Resolution of Annual Review of Investment Policy

TOWN OF MACHIAS

DATE: January 2nd, 2025

RESOLUTION NUMBER: 1

YEAR: 2025

MOVED BY: _____

SECOND BY: _____

TITLE: : Resolution Establishing Rules of Order and Procedure for Official Meetings of the Machias Town Board (referred to as "Rules of Order")

WHEREAS, NYS Town Law §63 provides that a Town Board may determine the rules of its procedure and establish procedures that may not be altered except by resolution of the Town Board;

NOW THEREFORE BE IT RESOLVED, that we, the Machias Town Board hereby approve the following Rules of Order.

TOWN OF MACHIAS, NY – RULES OF ORDER

1. The Supervisor, when present, shall preside at the meetings of the Town Board and shall preserve order and decorum. In the absence of the Supervisor, the Deputy Supervisor shall preside. In the absence of the Supervisor and Deputy Supervisor, the other members of the Town Board present shall designate one of their members to act as temporary chairman of the meeting. If the Supervisor returns, the Supervisor shall commence presiding at the meeting. This Rule also applies to Public Hearings and any other official meetings of the Town Board.
2. A majority of the Town Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn.
3. The vote upon every question shall be taken by the ayes and noes, and the names of the members present, and their votes shall be entered in the meeting minutes.
4. Every act, motion, or resolution shall require for its adoption the affirmative vote of a majority of all the members of the Town Board except in such instances where a larger number of affirmative votes are required by these Rules of Order.
5. The Town Board may determine its rules of procedure and the Town Supervisor may from time to time appoint one or more committees comprising Town Board Councilmembers to aid and assist the Town Board in the performance of its duties.
6. The Town Supervisor may offer or second a resolution or motion.
7. Members of the Town Board are aware of and the applicability to them of the Machias Code of Ethics dated November 30, 1970.
8. Petitions and Requests from the Floor
 - a. The Supervisor and Town Board may allow any member of the audience to speak to the Supervisor and the Town Board during the period of the meeting identified on the agenda as "Petitions and Requests from the Floor".
 - b. Any such person wishing to speak to the Town Board shall state his or her name, address, and topic to be addressed. Preference shall be given to residents over non-residents.

- c. Persons speaking to the Town Board shall address the Town Board and not other members of the audience in the form of a debate.
 - d. Each person shall be limited to four (4) minutes of public comments, unless a majority of the Town Board present, by motion, grants additional time in two (2) minute increments.
 - e. The Supervisor or chairman of the meeting shall immediately suspend and may cause the removal of any person using inappropriate, hateful, derogatory, and/or vulgar language of any type.
 - f. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a Town Board meeting.
 - g. This Rule shall apply to the procedures of public comment during Public Hearings and any other special or committee meetings of the Town of Machias.
 - h. The Town Clerk shall cause the information presented by audience members speaking to the Town Board to appear in the official meeting minutes.
9. Debate shall not begin on a resolution, Local Law, or otherwise debatable motion until it has been moved by a Town Board member and seconded by another Town Board member.
10. With the exception of any action and/or motion deemed to be procedural in nature (i.e. motions to approve minutes, approval of abstracts and vouchers, motions to enter executive sessions, motions to adjourn and any other motions that shall be deemed procedural in nature), all resolutions, local laws and other debatable motions shall be dated, appropriately titled and numbered. The Town Clerk shall cause the dated, appropriately titled, and numbered actions to be chronologically sorted by years.
11. Actions and Procedures
 - a. All actions, resolutions, and Local Laws to be considered by the Town Board at a regular or special meeting shall be available to each Town Board member at least twenty-four (24) hours in advance of the meeting.
 - b. This Rule shall not apply to typical procedural actions such as motions to approve minutes, approval of abstracts and vouchers, motions to enter executive sessions, motions to adjourn and any other motions that shall be deemed procedural in nature;
 - c. Any Town Board member wishing to take action or resolution of an issue shall provide the resolution to the Town Clerk or Town Supervisor so that the resolution shall be available to all other Town Board members at least twenty-four (24) hours in advance of the meeting where it may be considered;
 - d. A vote of the majority of the Board members shall be necessary to bring a resolution into immediate consideration;
 - e. When a question is under debate, no motion shall be entertained unless for a recess, to table the motion under debate or to amend the motion under debate and the preceding motions are not amendable or debatable;
 - f. No motion shall be made to offer any amendments to an amendment already before the Town Board on any proposition.
12. Order of Agenda
 - a. Pledge of Allegiance
 - b. Roll Call to Establish Quorum
 - c. Motion to Approve Previous Meeting Minutes
 - d. Petitions and Request from Floor

- e. Department Reports
 - i. Supervisor
 - ii. Highway Superintendent
 - iii. Machias Water District
 - iv. Lime Lake Sewer District
 - v. Town Clerk
 - vi. Justice Court
 - vii. Code Enforcement Officer
 - viii. Cemetery
 - ix. Dog Control Officer
 - x. Constable
 - xi. Youth/Recreation
 - xii. Library
 - xiii. Assessor
- f. Communications
- g. Committee Reports
- h. Old Business
- i. New Business
- j. Reports from Board Members
- k. Executive Session or Work Session if needed
- l. Audit and Review of Vouchers – Need motion to approve.
- m. Adjournment

13. A majority vote of the Town Board members shall be required to suspend these rules of order.

14. If for any reason the Rules of Order of the Town of Machias conflict with statutory law, the statutory law shall take precedence.

The resolution as stated above is hereby adopted by a majority vote of the Machias Town Board at an official meeting held on January 2nd, 2025, the ayes and nays take and recorded below:

_____ Joshua Dusterhus, Supervisor

_____ Robert Shenk, Councilmember

_____ Frank Bork, Councilmember

_____ Tom Reese, Councilmember

_____ Nicholas Glasner, Councilmember

CERTIFIED: _____
 Rebecca Grimmelt, Clerk Town of Machias

TOWN OF MACHIAS, NY

DATE: January 2nd, 2025

RESOLUTION NUMBER: 2

YEAR: 2025

MOVED BY: _____

SECOND BY: _____

TITLE: Resolution Delegating the Powers and Duties of Administration and Supervision of the Town
And Special District Functions to the Supervisor to be performed on behalf of the Board

WHEREAS, NYS Town Law § 29(16) provides that the Supervisor shall have such powers and duties of administration and supervision of Town or special or improvement district function as shall be provided by resolution of the Town Board, to be performed on behalf of such Town Board;

WHEREAS, NYS Town Law § 118 (1) provides that claims for: fixed salaries or compensation for services of Officers and employees regularly engaged by the Town at agreed upon wages by the hour, day, week, month, or year; the principal of or interest on indebtedness; or amounts becoming due upon lawful contracts having a term exceeding one year, do not require auditing by the Town Board; and

WHEREAS, NYS Town Law § 118 (2) provides that claims for public utility services, postage, and freight and express charges, may be paid in advance of audit of the claims by the Town Board and such paid claims shall then be presented at the next regular Town Board meeting with an itemized voucher for audit and approval by the Town Board.

NOW THEREFORE BE IT RESOLVED, that we, the Machias Town Board hereby authorize the Town Supervisor to pay Town claims: (a) without audit thereof by the Machias Town Board limited to the following: for principal and interest on indebtedness, salaries of Machias Town Officers and employees, amounts becoming due upon lawful contracts having a term exceeding one year, the NYS Employee Retirement System, and the Justice Court Fund of the NYSOSC; and (b) in advance of audit of the claims by the Machias Town Board for public utility services (i.e. for gas, electric, water, sewer, fuel, telephone, and cable), postage, and freight and express charges and such claims shall be presented at the next regular Town Board meeting with an itemized voucher for audit and approval by the Machias Town Board.

The resolution as stated above is hereby adopted by a majority vote of the Machias Town Board at an official meeting held on January 2nd, 2025, the ayes and nays take and recorded below:

_____ Joshua Dusterhus, Supervisor

_____ Frank Bork, Councilmember

_____ Robert Shenk, Councilmember

_____ Tom Reese, Councilmember

_____ Nicholas Glasner, Councilmember

CERTIFIED: _____
Rebecca Grimmelt, Clerk
Town of Machias

TOWN OF MACHIAS, NY

DATE: January 2nd, 2025

RESOLUTION NUMBER: 3

YEAR: 2025

MOVED BY: _____

SECOND BY: _____

TITLE: Resolution Establishing Annual Appointments, Salaries, and Payment Schedule in the Town of Machias for the Year 2025

WHEREAS, NYS Town Law §20 provides that the Supervisor, Councilmembers, Town Clerk, Town Justices, Town Superintendent of Highways are elected positions and all other Officers and employees shall be appointed by the Town Board;

WHEREAS, NYS Town Law §26 authorizes the Town Board to fix, from time to time, the salaries of all Officers and employees of the Town, whether elected or appointed, and determine when the same shall be payable;

WHEREAS, the Town of Machias Town Board makes the following appointments, wages, and determines how often each employee shall be compensated;

WHEREAS, the Town of Machias Officials with expense accounts may attend necessary meetings at town expenses;

WHEREAS, the Town of Machias Justices may hire stenographic help when necessary;

WHEREAS, the Town of Machias will provide health insurance for full time highway employees, the Highway Superintendent, and the Water District Operator less any applicable payroll deductions;

WHEREAS, the Town of Machias will provide health insurance to elected Town officials who reimburse the Town for 100% of said health insurance premiums;

WHEREAS, the Town of Machias Highway Superintendent is authorized to purchase materials at County and State bid prices;

WHEREAS, that pursuant to Section 142, Subdivision 1A of the Town Highway Law, the Highway Superintendent be authorized to purchase equipment, tools, and implements without prior approval of the Board in an aggregate not to exceed \$5,000 in any current year;

NOW THEREFORE BE IT RESOLVED, that the Machias Town Board authorizes such actions by Town officials as outlined above and makes the following appointments and salary schedules for a one year term commencing January 1, 2025 and ending December 31, 2025 unless otherwise determined by law, as shown on the next page

Title/Position	Name	Wage	When	Overtime	Paid
Town Supervisor	Joshua Dusterhus	\$10,300.00	Annually	n/a	Monthly
Budget Officer	Joshua Dusterhus	\$515.00	Annually	n/a	quarterly
Councilmember	Frank Bork	\$2,800.00	Annually	n/a	monthly
Councilmember	Robert Shenk	\$2,800.00	Annually	n/a	monthly
Councilmember	Tom Reese	\$2,800.00	Annually	n/a	Monthly
Councilmember	Nicholas Glasner	\$2,800.00	Annually	n/a	Monthly
Deputy Town Supervisor	Robert Shenk	\$500.00	Annually	n/a	Quarterly
Town Clerk	Rebecca Grimmelt	\$16,400.00	Annually	n/a	Monthly
Deputy Town Clerk	Alicia Beaudette	\$17.50	Hourly	n/a	monthly
Water Clerk	Rebecca Grimmelt	\$2,250.00	Annually	n/a	Monthly
Registrar of Vital Statistics	Rebecca Grimmelt	\$100.00	Annually	n/a	Monthly
Deputy of Registrar of Vital Statistics	Alicia Beaudette	\$18.00	Hourly	n/a	Annually
Tax Collector	Rebecca Grimmelt	\$3,600.00	Annually	n/a	Monthly
Town Attorney	Joel Kurtzhalts	\$220.00	Hourly	n/a	Per diem
Superintendent of Highways	Timothy Byroads	\$61,400.00	Annually	n/a	Weekly
Cemetery Administrator	Rebecca Grimmelt	\$2,575.00	Annually	n/a	Quarterly
Deputy Superintendent of Highways	Timothy Smith	\$1,000.00	annually	n/a	quarterly
Laborer	Timothy Smith	\$22.85	Hourly	\$34.28	Weekly
Laborer	Joshua Borowski	\$22.85	Hourly	\$34.28	Weekly
Laborer	Joseph Ciarolo	\$22.85	Hourly	\$34.28	Weekly
Laborer	Devin Smith	\$20.00	Hourly	\$30.00	Weekly
Laborer (P?T)		\$15.00	Hourly	\$22.50	Weekly
Town Justice (1)	Francis Lounsbury	\$10,000.00	Annually	n/a	Monthly
Town Justice (2)	Denise Richards	\$8,500.00	Annually	n/a	Monthly
Court Clerk	Alica Beaudette	\$4,500.00	Annually	n/a	Monthly
Historian	Vacant	-	Annually	n/a	Monthly
Deputy Historian	Vacant	-	Annually	n/a	Monthly
Assessor	Catt. Co. Real Property Contract	\$10,000.00	Annually	n/a	Annually
Assessor – Revaluation	Catt. Co. Real Property Contract	\$3,000.00	Annually	n/a	annually
Board of Assessment Review	David Ziker	\$350.00	Annually	n/a	Annually
Board of Assessment Review	Carla Maul	\$300.00	Annually	n/a	Annually
Board of Assessment Review	Kevin Sparks	\$300.00	Annually	n/a	Annually
Town Hall Cleaner	Dorothy Very	\$15.00	Hourly	n/a	Monthly
Water Treatment Plant Operator	Randy Jansen	\$8,000.00	Annually	n/a	Monthly
Meter Reader	Christine Burton	\$1000.00	annually	n/a	Monthly
Dog Control Officer	Samantha Smith	\$5,000.00	Annually	n/a	Annually
Constable (1)	Timothy Chase	\$5,124.00	Annually	n/a	Monthly
Constable (2)	Kim Chase	\$3,576.00	Annually	n/a	Monthly
Town Accountant	Kathy Berry	\$10,000.00	Annually	n/a	Monthly
Water District Accountant	Kathy Berry	\$1,750.00	Annually	n/a	Monthly
Budget Officer	Kathy Berry	\$515.00	Annually	n/a	Quarterly
Auditor	Kathy Berry	\$2,000.00	Annually	n/a	Quarterly
Cemetery Maintainer (Brewer)	Gregory Herman	\$1,200.00	Annually	n/a	Monthly
Cemetery Caretaker	Timothy Byroads	\$1,900.00	Annually	n/a	monthly
Code Enforcement Officer	Scott Ludtka	\$15,000.00	Annually	n/a	Monthly
Lime Lake Sewer District Administrator	Tom Reese	\$3,605.00	Annually	n/a	annually

The resolution as stated above is hereby adopted by a majority vote of the Machias Town Board at an official meeting held on January 2nd, 2025, the ayes and nays take and recorded below:

_____ Joshua Dusterhus, Supervisor

_____ Frank Bork, Councilmember

_____ Robert Shenk, Councilmember

_____ Tom Reese, Councilmember

_____ Nicholas Glasner, Councilmember

CERTIFIED: _____
Rebecca Grimmelt, Clerk
Town of Machias

TOWN OF MACHIAS, NY

DATE: January 2nd, 2025

RESOLUTION NUMBER: 4

YEAR: 2025

MOVED BY: _____

SECOND BY: _____

TITLE: Resolution Authorizing Appointments to Various Committees, Commissions, and Boards

WHEREAS, NYS Town Law § 64(23) permits Towns to have and exercise all the powers conferred upon the Town and such additional powers as shall be necessarily implied therefrom;

WHEREAS, the Town Board has sought interested Town of Machias residents to serve on such Town entities through local advertising;

WHEREAS, several Town of Machias residents have expressed an interest in the same;

WHEREAS, the Machias Youth Commission was established on April 13, 1964, and Town Board appoints the Town of Machias Youth Commission on an annual basis and the Youth Commission administers the summer recreation program;

WHEREAS, the King Memorial Library was previously established as a municipal public library by the Town Board of Machias, and the NYS Board of Regents issued a provisional charter in 1947, and permanent charter in 1971 to the King Memorial Library, and the NYS Education Law § 260 (2) states that the Trustees of public libraries authorized to be established in Towns, shall be appointed by the Town Board;

WHEREAS, the following vacancies currently exist:

Youth Commission: All Commission members appointed annually

King Memorial Library: One five (5) year term

NOW THEREFORE BE IT RESOLVED, that the Machias Town Board does hereby appoint the following persons to the following positions.

NAME	BOARD/COMMISSION	TERM LENGTH	TERM EXPIRATION DATE
Jenna Hehl, Machias, NY	Youth Commission	1 year	December 31, 2025
Katie Cornwall, Machias, NY	Youth Commission	1 year	December 31, 2025
Karen Insley, Machias, NY	Youth Commission	1 year	December 31, 2025
Danielle Ensell, Machias, NY	Youth Commission	1 year	December 31, 2025
Jim Insley, Machias, NY	Youth Commission	1 year	December 31, 2025
Stephen Cornwall, Machias, NY	King Memorial Library	5 years	December 31, 2029
Gary Davis, Machias, NY	King Memorial Library	5 years	December 31, 2025
Sally King, Machias, NY	King Memorial Library	5 years	December 31, 2029
Angela Wojik, Machias, NY	King Memorial Library	5 years	December 31, 2029
Bradley Parker, Machias, NY	King Memorial Library	5 years	December 31, 2028
Sandra May, Machias, NY	King Memorial Library	4 years	December 31, 2027

The resolution as stated above is hereby adopted by a majority vote of the Machias Town Board at an official meeting held on January 2nd, 2025, the ayes and nays take and recorded below:

_____ Joshua Dusterhus, Supervisor

_____ Frank Bork, Councilmember

_____ Robert Shenk, Councilmember

_____ Tom Reese, Councilmember

_____ Nicholas Glasner, Councilmember

CERTIFIED: _____
 Rebecca Grimmelt, Clerk
 Town of Machias

TOWN OF MACHIAS, NY

DATE: January 2nd, 2025

RESOLUTION NUMBER: 5

YEAR: 2025

MOVED BY: _____

SECOND BY: _____

TITLE: Resolution Establishing the Official Newspapers of Record for the Town of Machias for the Year 2025

WHEREAS, NYS Town Law §64 (11) authorizes Town Boards to designate official newspapers of the Town;

NOW THEREFORE BE IT RESOLVED, that the MERCURY GAZETTE, HERALD COURIER, and the OLEAN TIMES HERALD be designated as the official newspapers of the Town of Machias for a one year term commencing on January 1, 2025 and ending on December 31, 2025.

The resolution as stated above is hereby adopted by a majority vote of the Machias Town Board at an official meeting held on January 2nd, 2025, the ayes and nays take and recorded below:

_____ Joshua Dusterhus, Supervisor

_____ Frank Bork, Councilmember

_____ Robert Shenk, Councilmember

_____ Tom Reese, Councilmember

_____ Nicholas Glasner, Councilmember

CERTIFIED: _____
Rebecca Grimmelt, Clerk
Town of Machias

TOWN OF MACHIAS, NY

DATE: January 2nd , 2025

RESOLUTION NUMBER: 6

YEAR: 2025

MOVED BY: _____

SECOND BY: _____

TITLE: Resolution Establishing the Dates of Official Meetings of the Machias Town Board for the Year 2025

WHEREAS, NYS Town Law §62 requires a Town Board to establish by Resolution the location of regular meetings of the Town Board and NYS Town Law §64 (23) grants Town Boards with additional powers as shall be necessarily implied from conferred powers;

WHEREAS, while no further notice of regular meetings to the Town Board or Clerk is required, Open Meetings Law §104 requires that the time and location of a meeting scheduled at least one week in advance must be: provided to news media, posted by the Town in at least one public location, e.g. Town Hall sign-board, and posted on the Town website at least 72 hours before such meeting;

WHEREAS, NYS Town Law §30(6) provides that the Town Clerk will post notices for the Town;

RESOLVED, that the Town Clerk will, at least 72 hours before a regular meeting, provide the time and location of each regular meeting of the Town Board to the news media, and post the time and location of each regular meeting of the Town Board on both the Town Hall sign-board and website;

BE IT FURTHER RESOLVED, that the following dates and times shall hereby be established as the regular meetings of the Machias Town Board for a one year term commencing on January 1, 2025 and ending on December 31, 2025. The third Monday of each month, January through December, at 7PM at the Machias Town Hall, 3483 Roszyk Hill Road, Machias, New York except as follows due to federal holidays: The January 2025 regular meeting will be held on Tuesday, January 21, 2025; and the February 2025 regular meeting will be held on Tuesday, February 18, 2025.

The resolution as stated above is hereby adopted by a majority vote of the Machias Town Board at an official meeting held on January 2nd, 2025, the ayes and nays take and recorded below:

_____ Joshua Dusterhus, Supervisor

_____ Frank Bork, Councilmember

_____ Bob Shenk, Councilmember

_____ Tom Reese, Councilmember

_____ Nicholas Glasner, Councilmember

CERTIFIED: _____

Rebecca Grimmelt, Clerk; Town of Machias

TOWN OF MACHIAS, NY

DATE: January 2nd, 2025

RESOLUTION NUMBER: 7

YEAR: 2025

MOVED BY: _____

SECOND BY: _____

TITLE: Resolution Establishing the Official Depositories for the Town of Machias for the Year 2025

WHEREAS, NYS Town Law §64(1) requires that Town Boards determine by resolution the official designation of banks in which all Town Officers shall deposit all money coming into their hands by virtue of their town offices, as well as the security to be given to the depository for the protection of town funds;

WHEREAS, all Town funds must be secured by the Federal Deposit Insurance Corporation insurance limits and further secured by a pledge of eligible securities;

NOW THEREFORE BE IT RESOLVED, that the following institutions be official depositories of the Town of Machias for a one year term commencing on January 1, 2025 and ending on December 31, 2025:

Community Bank NA – January through December 2025

NY CLASS/MBIA – January through December 2025

The resolution as stated above is hereby adopted by a majority vote of the Machias Town Board at an official meeting held on January 2nd, 2025, the ayes and nays take and recorded below:

_____ Joshua Dusterhus, Supervisor

_____ Frank Bork, Councilmember

_____ Robert Shenk, Councilmember

_____ Tom Reese, Councilmember

_____ Nicholas Glasner, Councilmember

CERTIFIED: _____
Rebecca Grimmelt, Clerk
Town of Machias

TOWN OF MACHIAS, NY

DATE: January 2nd, 2025

RESOLUTION NUMBER: 8

YEAR: 2025

MOVED BY: _____

SECOND BY: _____

TITLE: Resolution on Annual Review of Machias Procurement Policy for the Year 2025

WHEREAS, NYS General Municipal Law §104-b requires every NYS Town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of NYS General Municipal Law §103 or any other law;

WHEREAS, the Machias Town Board adopted a Procurement Policy by Resolution 10-2023 and Guideline 7 thereof requires that the Machias Town Board review the Policy annually at its organizational meeting;

RESOLVED, that we, the Machias Town Board hereby reviews and approves the Machias Procurement Policy for the year 2025.

The resolution as stated above is hereby adopted by a majority vote of the Machias Town Board at an official meeting held on January 2nd, 2025, the ayes and nays take and recorded below:

_____ Joshua Dusterhus, Supervisor

_____ Frank Bork, Councilmember

_____ Robert Shenk, Councilmember

_____ Tom Reese, Councilmember

_____ Nicholas Glasner, Councilmember

CERTIFIED: _____
Rebecca Grimmelt, Clerk
Town of Machias

TOWN OF MACHIAS, NY

DATE: January 2nd, 2025

RESOLUTION NUMBER: 9

YEAR: 2025

MOVED BY: _____

SECOND BY: _____

TITLE: Resolution Establishing Reasonable Amount of Mileage Reimbursement for the Year 2025

WHEREAS, NYS Town Law §116 permits a Town Board to establish a reasonable amount that specified Town officers and employees may be reimbursed for the use of their personal vehicle in performance of their official duties;

WHEREAS, the Internal Revenue Service sets mileage reimbursement rates and has set the 2025 reimbursement rate at \$0.70 per mile per IRS Notice 2025-5;

WHEREAS, any Town officer or employee wishing to be reimbursed for their mileage must submit to the Town Supervisor the reason for their travel, how it relates to their official duties, the approximate mileage and be approved prior to travel;

NOW THEREFORE BE IT RESOLVED, that we, the Machias Town Board hereby establishes the mileage reimbursement rate of \$0.70 per mile for the year 2025.

The resolution as stated above is hereby adopted by a majority vote of the Machias Town Board at an official meeting held on January 2nd, 2025, the ayes and nays take and recorded below:

_____ Joshua Dusterhus, Supervisor

_____ Frank Bork, Councilmember

_____ Robert Shenk, Councilmember

_____ Tom Reese, Councilmember

_____ Nicholas Glasner, Councilmember

CERTIFIED: _____
Rebecca Grimmelt, Clerk
Town of Machias

TOWN OF MACHIAS, NY

DATE: January 2nd, 2025

RESOLUTION NUMBER: 10

YEAR: 2025

MOVED BY: _____

SECOND BY: _____

TITLE: Resolution Establishing Fee for Mailing of Delinquent Notice of Unpaid Real Property Taxes for the Year 2025

WHEREAS, pursuant to NYS Real Property Tax Law, the Town Tax Collector is responsible for mailing delinquent notices of unpaid real property taxes to such owners of such real property not having paid by March 1st of each year, and the deadline for mailing such notices is March 15th of each year;

WHEREAS, Real Property Tax Law § 987(1) authorizes each Town Board to establish, by Resolution, an additional charge to be levied on such tax bill or not more than \$2.00;

NOW THEREFORE BE IT RESOLVED, that we, the Machias Town Board hereby establishes no fee to be levied against each real property owner required to be sent a delinquent notice of unpaid real property tax for the year 2025.

The resolution as stated above is hereby adopted by a majority vote of the Machias Town Board at an official meeting held on January 2nd, 2025, the ayes and nays take and recorded below:

_____ Joshua Dusterhus, Supervisor

_____ Frank Bork, Councilmember

_____ Robert Shenk, Councilmember

_____ Tom Reese, Councilmember

_____ Nicholas Glasner, Councilmember

CERTIFIED: _____
Rebecca Grimmelt, Clerk
Town of Machias

TOWN OF MACHIAS, NY

DATE: January 2nd, 2025

RESOLUTION NUMBER: 11

YEAR: 2025

MOVED BY: _____

SECOND BY: _____

TITLE: Resolution to Enter into an Agreement with Cattaraugus County to Spend Town Highway Funds for the Year 2025

WHEREAS, the New York State Highway Law §284 states in part, that monies levied and collected for the repair and improvement of highways, and received from NYS for said repair and improvement (“Town Highway Funds”) shall be expended as agreed upon by the Town Board and Town Highway Superintendent for General Repairs and Improvements;

WHEREAS, the New York State Highway Law §284 states in part, that an agreement to spend the Town Highway Funds shall be in writing and signed by a majority of a Town Board and the Town Highway Superintendent before the same shall take effect and a duplicate of said agreement shall be filed with the County Highway Superintendent;

NOW THEREFORE BE IT RESOLVED, that we, the Machias Town Board hereby will enter into the agreement with the Machias Town Highway Superintendent and send a duplicate of said agreement to the Cattaraugus County Highway Superintendent for the year 2025.

The resolution as stated above is hereby adopted by a majority vote of the Machias Town Board at an official meeting held on January 2nd, 2025, the ayes and nays take and recorded below:

_____ Joshua Dusterhus, Supervisor

_____ Frank Bork, Councilmember

_____ Robert Shenk, Councilmember

_____ Tom Reese, Councilmember

_____ Nicholas Glasner, Councilmember

CERTIFIED: _____
Rebecca Grimmelt, Clerk
Town of Machias

TOWN OF MACHIAS, NY

DATE: January 2nd, 2025

RESOLUTION NUMBER: 12

YEAR: 2025

MOVED BY: _____

SECOND BY: _____

TITLE: Resolution Approving the “Resolution for the Official Undertaking of New York State Department of Transportation” for the Year 2025

WHEREAS, NYS Town Law §64 (4) allows Town Boards to contract at Town expense for insurance indemnifying the Town against any loss arising from injuries to persons or property;

WHEREAS, the Town of Machias will be applying for various permits for construction activities on or under the NYS Highway Rights of Way;

NOW THEREFORE BE IT RESOLVED, that we, the Machias Town Board hereby approve the document entitled “Town of Machias Official Undertaking of the New York State Department of Transportation” as to its form and manner of execution and the sufficiency of the insurance; and authorize the Town of Machias Supervisor to sign the said Official Undertaking containing the signatures of those named Town officials to be filed in the Office of the Town Clerk for the year 2025.

The resolution as stated above is hereby adopted by a majority vote of the Machias Town Board at an official meeting held on January 2nd, 2025, the ayes and nays take and recorded below:

_____ Joshua Dusterhus, Supervisor

_____ Frank Bork, Councilmember

_____ Robert Shenk, Councilmember

_____ Tom Reese, Councilmember

_____ Nicholas Glasner, Councilmember

CERTIFIED: _____
Rebecca Grimmelt, Clerk
Town of Machias

TOWN OF MACHIAS, NY

DATE: January 2nd, 2025

RESOLUTION NUMBER: 13

YEAR: 2025

MOVED BY: _____

SECOND BY: _____

TITLE: Resolution of Annual Review of Investment Policy

WHEREAS, the Machias Town Board adopted Resolution 28-2024 establishing an Investment Policy for the Town of Machias (hereinafter “2024 Investment Policy”);

WHEREAS, the 2024 Investment Policy requires that the Machias Town Board annually review the 2024 Investment Policy, and revise and amend it as needed in accordance with NYS General Municipal Law §39; and

NOW THEREFORE BE IT RESOLVED, that we, the Machias Town Board have hereby reviewed the 2024 Investment Policy, and revised and amended it as needed.

The resolution as stated above is hereby adopted by a majority vote of the Machias Town Board at an official meeting held on January 2nd, 2025, the ayes and nays take and recorded below:

_____ Joshua Dusterhus, Supervisor

_____ Frank Bork, Councilmember

_____ Robert Shenk, Councilmember

_____ Tom Reese, Councilmember

_____ Nicholas Glasner, Councilmember

CERTIFIED: _____
Rebecca Grimmelt, Clerk
Town of Machias