

Town of Candor Organizational Meeting – 2026

At 10:15am Supervisor Strosahl called the Organizational Meeting to order.

Present: Clp. Reichert, Clp. Leonard, Supervisor Strosahl, Clp. Hanno, Clp. Evans, Clerk's Shay and Dawson

Others Present: Angela Malone

Resignation of Town Clerk Irizarry as of 1/1/2026.

Appoint Lynn Shay as Town Clerk

M-1 CLP. Leonard motioned to accept, Clp. Reichert seconded. All in favor.

Faithful Performance or Surety Bonds

Whereas Town Law Section 25 requires a faithful performance or surety bond for the Town Supervisor, Deputy Town Supervisor, Superintendent of Highways, Receiver of Taxes, Town Justices, and Town Constables;

Whereas Town Law Section 25 allows the town board to determine by resolution that any such undertaking or bond shall be executed by a surety company authorized to transact business in the state of New York and the expense thereof shall be a charge against the town; and

Whereas the Town Supervisor has verified with our NYMIR Agent that all those Town officers are bonded.

Therefore, be it resolved that NYMIR has been chosen to execute such bonds.

M-2 Clp. Evans motioned, seconded by Clp. Leonard. All in favor.

Appointments by the Town Board

Whereas Highway Law Section 140(19) authorizes the appointment of a **Town Engineer**;

Whereas Town Law Section 20(1) (b) and Criminal Procedure Law Section 2.30 requires **Town Constables**;

Whereas Town Law Section 20(2) (a) authorizes the Town to appoint an **Attorney for the Town**;

Whereas Agriculture & Markets Law Section 113 requires the appointment of **Dog Control Officers**;

Whereas Town Law Section 30(3) requires the appointment of an **Assessor**;

- Megan Pulver Term Expires 12/31/2029
- Art Cacciola Term Expires 12/31/2030
- County Planning Board Representative
 - Art Cacciola - \$600 Term Expires 12/31/2026 (Paid Quarterly)

- Board of Assessment Review / \$100 Annually
 - Robin Beebe Term Expires 9/30/2026
 - Susan Evans Term Expires 9/30/2027
 - Jonathon Carr Term Expires 9/30/2028
 - Molly Hinchcliffe Term Expires 9/30/2029
 - Mackenzie Darrow Term Expires 9/30/2030
 - Bar Asst. – TBD
- Clerk, Part-time (Planning Board) – Angela Malone – \$17.00/hour, Paid monthly
- Clerk to the Judge – Tina Bennett \$17.00/hour, Paid Bi-Weekly
- Clerk, Part-time (Court) – TBA – \$17.00 /hour, Paid Bi-weekly
- Cleaner – Tom Shay – \$7,954 annually, Paid bi-weekly
- Town Electrician – Michael Toth - \$40.00/hour, Paid monthly as needed
- Board of Appeals Chair - \$1,100 annually, Paid quarterly
 - Norma Gunn Term Expires 12/31/2027
- Board of Appeals Members - \$550 annually, Paid quarterly
 - Ronald Fay Term Expires 12/31/2026
 - Daniel Hunt Term Expires 12/31/2028
 - Steve Barrows Term Expires 12/31/2029
 - Jonathon Carr Term Expires 12/31/2030
- Clerk, Part-time (Board of Appeals) –TBD, Paid monthly
- Appoint Edgar VanScoy to be the Town of Candor Representative to REAP
- Highway Employees – Paid in accordance with the 2025-2027 Highway Contract, Paid bi-weekly
- Secretary to the Highway Superintendent – Jean Dewey – \$1136 Annual, Paid Monthly

Compensation for Elected Town Officers

Whereas, the 2026 Adopted Budget allocates money for Elected Town Officers;

Therefore, be it resolved that the Town Board authorizes the following salaries for elected officials:

- Town Supervisor – \$12,480 annually, plus mileage, paid monthly
- Town Councilmembers – \$3,120 annually, plus mileage, paid quarterly
- Town Clerk – \$21,939 annually, plus mileage, paid bi-weekly
- Highway Superintendent – \$64,083 annually, paid bi-weekly
- Town Justice – \$14,203 annually, paid monthly
- **M-3 Clp. Evans motioned to approve, seconded by Clp. Hanno, All in favor.**

Paydays

Whereas, it is necessary that the Town Board establish a schedule of payment for Town employees, committees and other appointments;

Therefore, be it resolved that bi-weekly paydays will be on the Thursday following the pay period except when Thursday is a holiday, it will be on Wednesday. Monthly and quarterly paydays will be on the last work day of the pay periods.

M-4 Clp. Reichert motioned to approve, Clp. Hanno seconded, All in favor.

Official Newspaper

Whereas, Town Law Section 64(11) requires the Town Board to designate an official newspaper for the purpose of making legal announcements;

Therefore, be it resolved that the Town Board designates the Tioga County Courier as the Town Newspaper.

M-5 Clp. Evans motioned to approve, Clp. Reichert seconded, All in favor.

Designation of Depositories

Whereas, General Municipal Law Section 10 requires the Town Board to designate the banks or trust companies in which all town officers shall deposit all moneys 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;

Therefore, be it resolved that the Town Board designates the **Tioga State Bank** and the **Chemung Canal Trust** as the Town's depositories.

M-6 Clp. Reichert motioned to approve, Clp. Leonard seconded, All in favor.

Authorization for the Payment of Public Services

Whereas, Town Law Section 118(2) empowers the Town Board to authorize the payment in advance of audit of claims for public utility services (electric, gas, water, sewer, fuel oil, and telephone/internet services), postage, freight, and express charges;

Whereas, all such claims shall be presented at the next regular meeting for audit,

Therefore, be it resolved that the Bookkeeper is authorized to pay public utility services, postage, freight, and express charges in advance of auditing of claims when necessary.

M-7 Clp. Leonard motioned to approve, Clp. Evans seconded, All in favor.

Town Board Meeting Times

Whereas, the Town Law Manual section 4-2 C states the town board of any town may provide by resolution or by its rules of procedure for the holding of regular meetings at stated intervals;

Therefore, be it resolved that the Town Board establishes that the Regular Town Board meetings will be held on the second Tuesday of each month with a review of vouchers at 6:00 PM and the regular meeting starting at 7:00 PM.

M-8 Clp. Hanno motioned to approve, Clp. Evans seconded, All in favor.

Mileage Compensation

Whereas, Town Law section 116 authorizes the Town Board to allow and pay a Town officer or employee a reasonable mileage allowance for the use of his own automobile for each mile actually and necessarily traveled by him in the performance of the duties of his office or position; and

Whereas the IRS has set the 2026 standard mileage rates used to calculate the deductible costs of operating an automobile for business at **72.5** cents per mile;

Therefore, be it resolved that authorized employees will be reimbursed mileage for the use of their personally owned vehicle when used in the course of performing their Town of Candor duties;

Be it further resolved, that the start and end point for the calculation of authorized mileage will be the Candor Town Hall.

Be it further resolved, that the Town Board authorizes a payment of **72.5** cents per mile for authorized mileage plus the Governments 2026 Per Diem for meals.

Whereas the General Services Administration sets the meal per diem rates for Government Agencies

Be it further resolved, that the Candor Town Board authorizes payment in accordance with these rates for meal expenses.

M-9 Clp. Reichert motioned to approve, Clp. Hanno seconded, All in favor.

Petty Cash Fund

Whereas, the Town Law Section 64 (1-a) authorizes the establishment of a petty cash fund;

Whereas, there is a necessity to have a petty cash fund established for small expenditures;

Whereas, petty cash is needed in the Candor Town Clerk's Office and the Candor Assessor's Office; and

Whereas, with the submission of receipts for acceptable office expenses this petty cash can be replenished;

Therefore, be it resolved that petty cash be established in the amount of \$100 for the Candor Town Clerk's Office and the amount of \$0 for the Candor Assessor's Office.

M-10 Clp. Evans motioned to approve, Clp. Leonard seconded, All in favor.

Town Supervisor Appointments

Town Board Committees

Whereas, Town Law Section 63 authorizes the supervisor to appoint one or more committees, consisting of members of the board, to aid and assist the board in the performance of its duties;

Therefore, the Supervisor appoints the following Town Board Committees (the first person listed is the chairperson):

- Assessor's Committee – Patti Reichert & Ed Evans
- Board of Appeals – Bill Leonard & Bob Hanno
- Buildings & Grounds – Patti Reichert & Bill Leonard
- Cemeteries – Patti Reichert & Bill Leonard
- Code Enforcement – Ed Evans & Patti Reichert
- Dog Control & Kennel – Bob Hanno & Ed Evans
- Highways & Highway Contract – Bill Leonard & Ed Evans
- Information Management – Ed Evans & Bill Leonard

- Justice – Bob Hanno & Bill Leonard
- Planning Board – Ed Evans & Bob Hanno
- EMS – Patti Reichert & Bob Hanno

Deputy Supervisor

Whereas, Town Law Section 42 authorizes the Town Supervisor to appoint a deputy who, in the absence of the Town Supervisor shall be vested with all of the powers and may perform all of the duties of the supervisor;

Therefore, the Supervisor appoints Patricia Reichert to be Deputy Town Supervisor at a salary of \$3,120 annually, plus mileage, paid quarterly.

Town Historian

Whereas, Arts and Cultural Affairs Law Section 57.07 requires that the Town Supervisor appoint a Town Historian;

Therefore, the Supervisor appoints Carol Henry as the Town Historian and Patricia Reichert as the Deputy Historian.

Town Bookkeeper

Whereas, Town Law Section 29(15) authorizes the Town Supervisor to appoint a Bookkeeper;

Therefore, the Supervisor appoints Jean Dewey as the Town Bookkeeper at a salary of \$21,480 annually, paid monthly and Cristie Tredeau as a Bookkeeper, Part Time at \$25.00/hour, paid monthly. (Confirm Cristie is trained on Accounts Payable)

M-11 Hanno motioned to approve, Leonard seconded, All in favor.

Town Clerk Appointments

Whereas Town Law section 30 authorizes the Town Clerk to appoint deputies;

Therefore, the Town Clerk appoints Virginia Dawson as the Deputy Town Clerks, Deputy Tax Collector & Deputy Registrar of Vital Statistics at \$17.00/hour, plus mileage, paid monthly.

M-12 Clp. Hanno motioned to approve, Clp. Reichert seconded, All in favor.

1st Quarter Virginia will be paid \$18.00/hour to train new Town Clerk and then pay will Revert back to \$17.00/hour.

M-13 Strosahl motioned to approve, Reichert seconded, All in favor.

Authorization of Parties for Town Financial Transactions

Whereas, Town Law Section 29 designates the Town Supervisor as the Town Treasurer,

Whereas, Town Law Section 42 grants the Deputy Town Supervisor the powers of the Town Supervisor in the absence of the Town Supervisor,

Therefore, be it resolved that the Town Supervisor shall be authorized to perform all financial transaction on behalf of the Town to include, opening and closing accounts, sign checks in the General Fund, the Highway Fund and the Trust and Agency Fund bank accounts,

Be it further resolved that the Deputy Town Supervisor shall be authorized to perform same transactions in the absence of the Town Supervisor,

Be it further resolved that in absence of both the Town Supervisor and the Deputy Town Supervisor, the Town Bookkeeper shall be authorized to sign checks specifically approved via email from either the Town Supervisor or the Deputy Town Supervisor, and

Be it further resolved that the Town Clerk/Tax Collector and the Town Bookkeeper shall be authorized to make deposits on behalf of the Town of Candor.

M-14 Clp. Reichert motioned to approve, Clp. Hanno seconded, All in favor.

M-15 Clp. Evans motioned to adjourn the meeting, Hanno seconded, All in favor.

Lynn Shay
Town Clerk