

MINUTES OF THE SPECIAL MEETING OF THE TOWN BOARD OF THE TOWN OF THURMAN HELD FRIDAY JUNE 11, 2010 AT THE TOWN HALL, 311 ATHOL ROAD, ATHOL NEW YORK, COMMENCING AT 5:00 P.M.,

PRESENT: MR. CHARLES BILLS
MR. LEON GALUSHA
MR. JAMES LIGON
MR. LAWRENCE [RED] PITKIN
MR. AL VASAK

Recording secretary: **Cynthia R. Hyde**, Town Clerk

The meeting was called to order by **Supervisor Lawrence [Red] Pitkin**

Pledge of allegiance to the flag of the United States of America.

This special meeting was called to appoint a new bookkeeper.

An ad was put in the paper for this position. There were six applicants.

DUTIES: The duties that will be performed by the new bookkeeper are as follows

- Payroll (starting July 1, 2010)
- Bookkeeping
- Look over the Supervisor's bills
- Get the mail
- Assist Supervisor with reports
- Provide accurate reports to each department head after the claims have been paid and provide a consolidated report to the town board before the board meetings.
- Pay all insurances
- Bank reconciliation
- General ledger
- Filing of personnel records

- Answer the Supervisor's phone

RESOLUTION TO APPROVE A BUDGET ADJUSTMENT TO AMEND THE SALARY AND BENEFITS FOR THE NEW BOOKKEEPER.

On a motion by **Councilman Galusha**, seconded by **Councilman Vasak**

MOTION CARRIED: 5 AYES ~ GALUSHA, BILLS, LIGON, PITKIN, VASAK

RESOLUTION TO HIRE LESTER LOSAW AS THE NEW BOOKKEEPER AND SUPERVISOR'S CLERK

On a motion by **Councilman Galusha**, seconded by **Councilman Ligon**

MOTION CARRIED: 5 AYES ~ GALUSHA, BILLS, LIGON, PITKIN, VASAK

Mr. Losaw will work 40 hours per week and receive a yearly salary of \$28,000.00, including benefits.

This position is exempt from the civil service requirements.

It was decided that it was not necessary for **Mr. Losaw** to attend meetings.

ADJOURNMENT: With no further business on a motion by **Councilman Ligon** seconded by **Councilman Galusha** the meeting was adjourned at 6:00 pm.

MOTION CARRIED: 5 AYES ~ GALUSHA, BILLS, LIGON, PITKIN, VASAK

Respectfully Submitted, Cynthia R. Hyde, Town Clerk