



Dover Town Board
Organizational Meeting
Monday, January 2nd, 2012
126 East Duncan Hill Rd.

Supervisor Ryan Courtien
Deputy Supervisor Chris Galayda
Councilwoman Lorraine Perri-O'Neill
Councilwoman Kaye Surman
Councilman Richard Yeno

Town Clerk Kathryn Palmer-House

- I. Call Meeting to Order / Pledge of Allegiance
- II. Executive Session
- III. Town Board Assignments
 - a. Supervisor Courtien
 - b. Councilman Galayda
 - c. Councilwoman O'Neill
 - d. Councilwoman Surman
 - e. Councilman Yeno
- IV. Supervisor Appointment Resolutions
 - a. Authorize Positions of Deputy Supervisor, Confidential Secretary and Bookkeeper for 2012
- V. Supervisor Appointments - Deputy Supervisor, Confidential Secretary, Bookkeeper, Budget Officer, Town Historian, Records Advisory Board
- VI. Town Clerk Appointments
 - a. Appoint Deputy Town Clerk
- VII. Town Board Appointment Resolutions
 - a. Appoint Consultants for the Town for 2012
 - b. Appoint Board and Committee Members
 - c. Appoint Board and Committee Chairpersons for 2012
 - d. Appoint Necessary Personnel for 2012
 - e. Appoint Town Supervisor as Marriage Officer for 2012, 2013
- VIII. Other Organizational Meeting Resolutions
 - a. Town Board Authorizations of Supervisor and Town Board Members
 - b. Set Salaries and Wages
 - c. Set Schedules and Procedures
 - d. Set Mileage Reimbursement
 - e. Set Emergency Interim Successor
 - f. Adopt Media Policy for 2012
 - g. Approve Off-Abstract Vouchers
 - h. Adopt MU-1 Records Retention Schedule
- IX. Announcements
 - a. Vacancies
- X. Set Public Meetings
 - a. Regular Meeting – Wednesday, January 11th, 6:30 PM, Town Hall
 - b. Regular Meeting – Wednesday, January 25th, 6:30 PM, Town Hall
 - c. Regular Meeting – Wednesday, February 8th, 6:30 PM, Town Hall
 - d. Regular Meeting – Wednesday, February 29th, 6:30 PM, Town Hall
 - e. Regular Meeting – Wednesday, March 14th, 6:30 PM, Town Hall
 - f. Regular Meeting – Wednesday, March 28th, 6:30 PM, Town Hall
- XI. Public Comments / Questions
- XII. Adjournment