

Town of Canosia  
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Town Leadership: Chair Kevin L. Connick, Supervisor Jeff Erikson, Supervisor Penny Dieryck, Clerk Amber Madoll, Treasurer Neil Sample

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## RE-ORGANIZATION MEETING MINUTES

April 2, 2025

**ATTENDING:** Chair Kevin Connick, Supervisor Jeff Erikson, Clerk Amber Madoll, Treasurer Neil Sample, and Fire Chief Gene Stevens. The meeting was held in person at the Canosia Town Hall.

Chair Connick called the meeting to order at 4:29 p.m. and the pledge of allegiance was recited.

- A. SUPERVISOR ROLL CALL:** Chair Kevin Connick, Supervisor Dieryck, and Supervisor Erikson were present.
- B. BOARD CHAIR/VICE CHAIR:** Supervisor Erikson stated that he believes that the township should continue to rotate the positions of chair and vice-chair as it has been done in previous years. He stated that he is concerned about how it will look to residents if the chair position remains with the senior supervisor without rotation. Supervisor Dieryck is in agreement. The board agrees that the only difference between a chair position and regular supervisor is who leads the meetings and the signing of checks. Supervisor Erikson stated that reverting back to the rotation would also not impact this year's leadership as Chairman Connick would be chair with the rotation schedule as it's the third year of his term. Chairman Connick stated that one of his concerns is consistent leadership attendance and that the most senior member is often more available when local emergencies and concerns arise. He also stated that for years the positions did not rotate and they worked well. He recommends that each year the rotation be considered and the board was in agreement.
- a. **Motion** made by Jeff Erikson, seconded by Penny Dieryck to have the 2025-26 town year leadership follow the previous rotation of chair (supervisor in their 3<sup>rd</sup> term year,) vice-chair (supervisor in their 2<sup>nd</sup> term year, and regular supervisor (supervisor in their 1<sup>st</sup> term year.) Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor.
  - b. **Motion** made by Jeff Erikson, seconded by Penny Dieryck that Kevin Connick be town chair for the 2025-26 town year. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor.
  - c. **Motion** made by Kevin Connick, seconded by Jeff Erikson that Penny Dieryck be town vice-chair for the 2025-26 town year. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor.
- C. REPRESENTATIVES OF THE AIRPORT ZONING AND FIRE RELIEF:** Motion made by Kevin Connick, seconded by Jeff Erikson that Penny Dieryck will be the Airport Zoning and Fire Relief representative for the Town of Canosia for the 2025-26 town year. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor.
- D. DESIGNATION OF SUPERVISOR RESPONSIBILITIES:** Motion made by Kevin Connick, seconded by Jeff Erikson that Kevin Connick will oversee town roads for the 2025-26 town year. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor. Motion made by Jeff Erikson, seconded by Kevin Connick that Penny Dieryck will oversee the recreation area for the 2025-26 town year. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor. Motion made by Penny Dieryck, seconded by Jeff Erikson that Penny Dieryck will oversee the fire department for the 2025-26 town year. Motion carried unanimously, 3 – 0. Kevin

Connick, Penny Dieryck, and Jeff Erikson voted in favor. **Motion** made by Kevin Connick, seconded by Penny Dieryck that Jeff Erikson will oversee the cemetery for the 2025-26 town year. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor. **Motion** made by Penny Dieryck, seconded by Kevin Connick that Penny Dieryck will oversee the recycle shed for the 2025-26 town year. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor. **Motion** made by Penny Dieryck, seconded by Kevin Connick that Kevin Connick will oversee the AIS program for the 2025-26 town year. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor. **Motion** made by Kevin Connick, seconded by Penny Dieryck that Jeff Erikson will oversee the town maintenance for the 2025-26 town year. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor.

- E. SPENDING LIMITS:** Currently, expenses should come before the board during a regular board meeting whenever possible. There is a \$3,000 limit on each department for between meeting spending except roads, which has a \$10,000 limit. The board discussed the mid-month purchases over the past year. The board was in agreement that moving forward there will be a new Purchasing/Credit Card Policy that Treasurer Sample will compile. Purchases under \$100 for office supplies, maintenance items, and fire department, such as oxygen, can be purchased without authorization mid-month. They are in agreement that the fire department will not have restrictions on regular training instructor costs. Invoices for non-emergency purchases that are \$100-\$500 need the approval of one town supervisor if needed to be purchased mid-month. Emergency road expenses are authorized up to \$10,000 with the approval of one town supervisor. Emergency volunteer fire department expenses are authorized up to \$8,000 with the approval of one town supervisor. Emergency expenses for all other department are authorized up to \$3,000 with the approval of one town supervisor. The board was also in agreement that any non-emergency expenditure greater than \$500 should wait for board approval, as well as, any emergency expenditure greater than \$10,000 for roads, \$8,000 for the volunteer fire department, and \$3,000 for any other department. The board was also in agreement that all purchases made should be made with a vendor invoice whenever possible. If that isn't possible, then by company credit card. The use of cash should not be used. **Motion** made by Kevin Connick, seconded by Penny Dieryck to approve the updated Purchasing/Credit Card Policy with the recommended changes. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor.
- F. 2025-26 TOWN BOARD SCHEDULE:** **Motion** made by Penny Dieryck, seconded by Jeff Erikson to approve the 2025-26 proposed Town Board Schedule. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor.
- G. COMPENSATION FOR TOWN OFFICERS AND EMPLOYEES:** **Motion** made by Jeff Erikson, seconded by Penny Dieryck that compensation for town officers and employees not change for the 2025-26 town year. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor.
- H. DESIGNATION OF OFFICIAL COMMUNICATIONS:** **Motion** made by Jeff Erikson, seconded by Kevin Connick to have the Proctor Journal be the official communication for town publishing for the 2025-26 town year. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor.
- I. DESIGNATION OF POSTING LOCATIONS:** **Motion** made by Kevin Connick, seconded by Penny Dieryck that the town hall and the Lavaque Rd Intersection will remain the posting locations for the 2025-26 town year. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor.
- J. DESIGNATION OF BANKING PARTNER:** **Motion** made by Penny Dieryck, seconded by Jeff Erikson that North Shore Bank and Members Cooperative Credit Union are the banking partners for the town. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor.

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**K. DESIGNATION OF TREASURER AS ELECTRONIC FUNDS TRANSFER ADMINISTRATOR:**

**Motion** made by Kevin Connick, seconded by Penny Dieryck to authorize Treasurer Neil Sample to be the Town of Canosia's Electronic Funds Transfer (EFT) Administrator for the 2025-26 town year. Motion carried unanimously, 3 – 0. Kevin Connick, Penny Dieryck, and Jeff Erikson voted in favor.

**ADJOURNMENT**

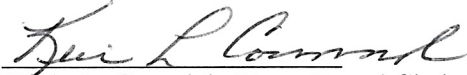
**Motion** made by Penny Dieryck, seconded by Jeff Erikson, to adjourn the meeting at 6:45 p.m. Motion carried unanimously, 3-0. Kevin Connick, Penny Dieryck and Jeff Erikson voted in favor.

Respectfully Submitted,

  
Amber Madoll, Clerk

May 7, 2025

APPROVED:

  
Kevin L. Connick, Town Board Chair

May 7, 2025