

**TROY CITY COUNCIL  
ORGANIZATION MEETING AGENDA  
January 4, 2022  
6:00 P.M.**

Pledge of Allegiance  
Roll Call  
Presentation of Agenda

**LOCAL LAWS**

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**ORDINANCES**

1. Ordinance Authorizing The City Clerk To Perform Signatory Duties For The City Auditor In Exigent Circumstances (Council President Mantello)
  2. Ordinance Fixing The Form And Amount Of The Bond Covering The City Clerk, City Fiscal Officers, And Department Heads As Required By Sections C-7 And C-46 Of The City Charter (Council President Mantello)
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**RESOLUTIONS**

1. Resolution Adopting Rules Of Order For The Troy City Council Pursuant To §§ C-18 And C-22 Of The Troy City Charter (Council President Mantello)
2. Resolution Setting The Dates Of The Regular Monthly Meetings Of The Troy City Council (Council President Mantello)
3. Resolution Selecting Jim Gulli As President Pro Tempore Of The Council And Setting The Salary Of The President Pro Tempore In Addition To Salary As Council Member (Council President Mantello)
4. Resolution Appointing Maria Debonis As City Clerk And Setting The Annual Salary Of The City Clerk (Council President Mantello)
5. Resolution Approving The City Clerk's Appointment Of Caroline Reichert As Deputy City Clerk And Setting The Annual Salary Of The Deputy City Clerk (Council President Mantello)
6. Resolution Approving The City Clerk's Appointment Of Taylor Cox As Assistant To The City Clerk And Setting The Annual Salary Of The Assistant To The City Clerk (Council President Mantello)
7. Resolution Appointing Gayle Cole As City Auditor And Setting The Annual Salary Of The City Auditor (Council President Mantello)

8. Resolution Appointing Seamus P. Donnelly As Legislative Assistant To The Council And Setting The Annual Salary Of The Legislative Assistant To The Council (Council President Mantello)

9. Resolution Appointing City Marshals For The City Of Troy (Council President Mantello)

10. Resolution Appointing Commissioner Of Deeds For The City Of Troy (Council President Mantello)

11. Resolution Designating The Record As The Official Newspaper Of The City Of Troy (Council President Mantello)

12. Resolution Designating Pioneer Commercial Bank As The Official Depository Of The City Of Troy (Council President Mantello)

13. Resolution Appointing The Members Of The Standing Committees Of The Troy City Council (Council President Mantello)

14. Resolution Authorizing The City To Enter Into An Agreement For The Provision Of Consultant Services By Mara Drogan (Council President Mantello)

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**ORDINANCE AUTHORIZING THE CITY CLERK TO PERFORM SIGNATORY DUTIES FOR THE CITY AUDITOR IN EXIGENT CIRCUMSTANCES**

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The City of Troy, in City Council convened, ordains as follows:

**Section 1.** Under Part 2, Article II, §§ C-6 and C-8 of the City Charter, both the City Clerk and the City Auditor are employed in the Legislative Branch of City government and serve at the pleasure of the City Council, the City Clerk being a full time position and the City Auditor a part time position.

**Section 2.** The City Council recognizes that there are circumstances that arise in the administration of City government when time is of the essence and it is advantageous and necessary that a lawful expenditure be authorized immediately even though the City Auditor is not on duty.

**Section 3.** The City Council hereby authorizes the City Clerk to perform the signatory duties of the City Auditor when the City Auditor is not on duty, but only in circumstances when time is of the essence and it is advantageous and necessary to the City that a lawful expenditure be authorized immediately.

**Section 4.** The City Clerk shall act as signatory for the City Auditor only upon request of the Administration, who shall certify to the Clerk the lawfulness of the expenditure, and the advantage and necessity of immediate authorization.

**Section 5.** The City Auditor shall review all documents signed by the City Clerk on behalf of the City Auditor in the City Auditor's absence and shall take whatever further auditing measures as are necessary and appropriate.

**Section 6.** This Ordinance shall take effect immediately.

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel

## MEMORANDUM IN SUPPORT

Under Part 2, Article III, § C-8 of the City Charter, “There shall be a City Auditor who . . . shall pre-audit all City orders for materials and supplies, certifying to the legality of all such orders and designating the fund or appropriation to which each purchase shall be charged, and shall perform such other accounting or auditing functions as directed by the Council.” Under Part 2, Article II, § C-6 of the City Charter, “ The City Clerk . . . shall attend all meetings of the Council, keep a detailed journal of Council proceedings, and discharge such other duties as may be prescribed by law or ordinance.” The Auditor is part time. The Clerk is full time. There are circumstances that arise in the administration of City government when time is of the essence and it is advantageous and necessary that a lawful expenditure be authorized immediately. In the interest of governmental efficiency, this Ordinance authorizes the City Clerk to sign for the City Auditor and thus authorize an expenditure when the Auditor is absent, but only upon the request of the Administration, who must certify to the Clerk the lawfulness of the expenditure, and the advantage and necessity of immediate authorization. The certification could be made upon personal knowledge or upon information and belief. The Ordinance essentially requires the Auditor to post-audit all expenditures authorized by the Clerk’s signature, and to take any remedial action necessary to correct a deficiency.

**ORDINANCE FIXING THE FORM AND AMOUNT OF THE BOND COVERING THE  
CITY CLERK, CITY FISCAL OFFICERS, AND DEPARTMENT HEADS AS  
REQUIRED BY SECTIONS C-7 AND C-46 OF THE CITY CHARTER**

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The City of Troy, in City Council convened, ordains as follows:

- Section 1.** Sections C-7 and C-46 of the City Charter require that the City Clerk, the City Comptroller, the City Treasurer, the City Purchasing Agent, the City Auditor, and Department Heads execute bonds in such sums as the City Council may direct by ordinance, or a blanket bond as the Council shall decide, and with such sureties as the Council may approve, conditioned for the faithful performance of the duties of their offices, and that they will properly apply and account for all public money and public property received by them.
- Section 2.** The City Council hereby directs that a fidelity bond covering all those employees of the City who are required to be bonded shall be purchased and executed.
- Section 3.** The amount of the bond shall be up to \$250,000.00 per employee, but may be in lesser amounts for particular covered positions dependent upon risk as shall be determined by the Administration in consultation with the City's insurance agents.
- Section 4.** Such bond or bonds shall be filed in the Office of the Clerk of Rensselaer County, and recorded at length in a book kept for the purpose of recording bonds of City officers.
- Section 5.** This Ordinance shall take effect immediately.

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel

RESOLUTION ADOPTING RULES OF ORDER FOR THE TROY CITY COUNCIL  
PURSUANT TO §§ C-18 AND C-22 OF THE TROY CITY CHARTER

BE IT RESOLVED, that pursuant to §§ C-18 and C-22 of the Troy City Charter, Chapter 2, Article V of the Troy Code of Ordinances, entitled “Rules of Order”, is hereby amended to read as follows, and shall constitute the Rules of Order for said Council, in addition to those rules specified in the City Charter.

DIVISION 1. GENERALLY

§ 2-17. Workshop of the City Council defined

“Workshop of the City Council” shall be defined as a meeting of the Troy City Council to discuss City business without voting on any legislation. A workshop may be called by the Council President or by two Council members, including the chairperson of the standing or special committee of the Council having jurisdiction over the subject matter of the workshop.

§ 2-18. Meetings – Duties of the City Clerk

The City Clerk shall be the official clerk of the Council and shall keep minutes of meetings and fulfill such other and further duties as may be prescribed by law or ordinance.

§ 2-19. Meetings – Duties of the Corporation Counsel

The Corporation Counsel shall, either in person or by deputy, attend all meetings of the Council. Any member of the Council may at any time call upon the Corporation Counsel for an oral or written opinion as to any question of law, but not to decide upon any parliamentary rules.

§ 2-20. Duties of officers and employees attending

The heads of all City bureaus and departments and any other officer or employee of the City, when requested by the Council, shall attend any regular, adjourned, or special meeting of the Council to confer with the Council in all matters relating to the City.

§ 2-21. Duties of Sergeant-at-Arms

A Sergeant-at-Arms shall be required to be present at each regular and special meeting only upon request of the Council. By January 15th of each year, a schedule of regular meetings shall be forwarded to the Police Chief and shall constitute a standing request by the Council for a Sergeant-at-Arms at all regular Council meetings for the year. The request for a Sergeant-at-Arms shall be made by the President of the Council or a majority of the members of the Council. Except as otherwise set forth herein, such request shall be filed with the City Clerk at least two (2) hours before any regular or special meeting. The Sergeant-at-Arms shall be a uniformed member of the Troy Police Department or a sworn peace officer.

§ 2-22. Calling to order

At all meetings, regular or special, upon the appearance of four (4) members, the Council shall be called to order by the President of the Council, or if s/he be absent, by the President Pro Tempore.

§ 2-23. Order of business for regular meetings

A. At any regular meeting, the order of business, which shall not be departed from except with the unanimous consent of the members present, shall be as follows:

1. Pledge of Allegiance to the flag
2. Good News Commendation(s)
3. Roll Call by Clerk
4. Vacancy List
5. Approval of Minutes
6. Presentation of Agenda
7. Public Forum – up to 4 minutes per speaker on agenda items (§ C-23)
8. Agenda:
  - a. Local Laws
  - b. Ordinances
  - c. Resolutions
9. Public Forum – up to 3 minutes per speaker on City government items (§ C-23)
10. New/Old Business and Announcements
11. Adjournment

§ 2-24. Order of business for special meetings

At any special meeting, the order of business, which shall not be departed from except with the unanimous consent of the members present, shall follow the exact same order of business used for regular meetings, as outlined in § 2-23, excluding items 2, 4, and 5.

§ 2-25. Public forum

A period of time shall be designated during each regular, special, or standing committee meeting of the Council as a public forum during which residents of the City shall be permitted to address the Council on legislation on that meeting's agenda and, for regular and special meetings, on any subject appropriate to the conduct of Troy city government. The total length of time allotted for comment shall be no longer than four (4) minutes per speaker for all Agenda items, three (3) minutes per speaker for other government issues, and four (4) minutes per speaker for standing committee meetings. Each speaker may request that the video portion of cable television coverage cease during the duration of his or her comments. The audio portion will continue.

Comments for the public forum may be submitted in writing to the City Clerk. At its discretion, the City Council may require the use of a sign-in sheet to facilitate the ordering of speakers.

§ 2-26. Drafting of proposed local laws, ordinances, and resolutions

A. All proposed local laws, ordinances, and resolutions shall be drafted by the Corporation Counsel upon the request of the Administration or any member of the Council, and shall have endorsed thereon his/her approval as to form thereof. All requests by Council members shall be copied to the President and the City Clerk, when being sent to the Corporation Counsel for drafting.

1) As to regular meetings, such request for drafting shall be made by the sponsor thereof no later than three weeks preceding the regular meeting of the Council. The Corporation Counsel shall draft such legislation and deliver a copy of the same to the Mayor and the President of the Council and to the City Clerk, who will then submit an official copy to each member of the Council.

2) As to special meetings, such request for drafting shall be made by the President of the Council or any two (2) Council members, including the chairperson of the standing or special committee of the Council having jurisdiction over the subject matter of the proposed local law, ordinance, or resolution, by delivering to the City Clerk a written request therefor. The Corporation Counsel, upon notification by the City Clerk, shall draft such legislation and, if the special meeting is scheduled for a time more than forty-eight (48) hours thence, deliver a copy to the Mayor, the President of the Council and deliver copies to the City Clerk, who will then electronically deliver a copy to each member of the Council as soon as practicable. If such meeting is scheduled for a time less than forty-eight (48) hours thence, copies of the legislation shall be available at the office of the Corporation Counsel and the City Clerk by noon of the date of the meeting.

3) Delivery or service.

a) Whenever it is required that a notice of special meeting, or a meeting agenda, or copies of proposed legislation be delivered or served upon Council members by the City Clerk, such delivery or service shall be made either by delivering the same to the Council member or his/her designee in person, or by actually delivering the same to an address in the City of Troy, designated by the Council member for such delivery or service. If no such address shall have been designated, then delivery or service shall be made by delivering the same to the last known residential address of the Council member.

b) In any case where the City Charter authorizes delivery or service by mail, delivery or service by mail shall be permitted in lieu of the foregoing methods of delivery or service. If delivery or service is made by mail, said delivery or service shall be deemed made when the item is delivered to a United States postal box or facility with proper postage attached. A Council member may designate an address for delivery, or service by mail shall be made to the Council member's last known address.

c) In any case where the City Charter authorizes delivery or service to be made electronically or upon independent agreement with any Council member, service by email is permitted as long as notification of delivery is made by a phone call to the phone number designated by the Council member.

B. Legislative functions of the standing committees (pursuant to § C-11 of the City Charter).

1) All legislation drafted by the Corporation Counsel at the request of the administration shall be referred to the President of the Council for referral to the chairperson of the standing or special committee having jurisdiction over the subject matter of the legislation. Legislation shall be placed on the agenda for the next meeting of the Council only if same is referred to the President at least three (3) weeks before the next regular Council meeting. If the chairperson refuses to sponsor the legislation, it shall be referred to the whole committee for consideration and must receive approval by majority vote of the standing committee at least two (2) weeks prior to the regular Council meeting in order to be included on that meeting's agenda.

2) In the event such legislation does not receive approval within thirty (30) days of its referral to the committee it may then be discharged from the committee by petition signed by a majority of the whole Council.

3) All legislation drafted by the Corporation Counsel at the request of any member of the Council shall first be referred to the President for referral to the chairperson of the standing or special committee having jurisdiction over the subject matter of the legislation. The chair shall schedule a committee meeting within two (2) weeks prior to the next regular Council meeting in order for such legislation to be included on that meeting's agenda.

4) In the event such legislation does not receive approval within thirty (30) days of its referral to the committee it may then be discharged from the committee by petition signed by a majority of the whole Council.

C. Regular meeting agendas shall be delivered to Council members no later than 4:00 p.m. five (5) calendar days prior to the Council meeting.

§ 2-27. Introduction of proposed local laws, ordinances, and resolutions

All local laws, ordinances, and resolutions proposed by the administration shall be introduced by the chairperson or any member of the Council committee which has jurisdiction of the subject matter of the proposed legislation.

§ 2-28. Agenda to include name of sponsor of legislation

The Council agenda must include the name of the sponsor of legislation. Only items approved by committee or chairperson at least two (2) weeks before a regular Council meeting may be placed on that meeting's agenda. An exception will be made in the event of an emergency. The emergency shall be determined by the appropriate committee chairperson or by the President of the Council.

§ 2-29. Chair

When the President of the Council shall leave the Chair, his or her place shall be taken by the President Pro Tempore. If neither is present, the members of the Council present shall select a temporary Chair by a majority of those present.

§ 2-30 Question of order

Question of order shall be decided by the Chair without debate, subject to an appeal to the Council as a whole, which shall also be decided by a majority vote without debate.

§ 2-31. When amendment is proposed to legislation on the floor

When an amendment is proposed to legislation on the floor, action shall be first taken on the amendment and then upon the legislation, amended or not, as the case may be.

§ 2-32. Motion for Reconsideration

A. No motion for reconsidering any decision of the Council shall be in order unless made by a Council member who voted with the majority, nor unless such motion shall be made at the same or next regular meeting after such decision shall have been made.

B. A motion for reconsideration being put and lost shall not be removed, nor shall any vote be a second time reconsidered without unanimous consent.

§ 2-33. Privilege of the floor

At meetings of the Council, no person, except Council members, shall have the privilege of the floor, except by unanimous consent of the Council members present. However, the Chair shall recognize City officers for the purpose of advising the Council with respect to matters pending before it.

§ 2-34. Public hearings

At all public hearings, the Chair shall read the published notice and shall announce the rules governing the conduct of the hearing. While these rules, by a majority of the Council, may be designated so as to adapt to the particular circumstances surrounding any hearings, unless for special reasons to the contrary, they shall be substantially as follows:

A. No one but a citizen or a taxpayer of the City, or an attorney at law representing a citizen or taxpayer or group of citizens or taxpayers, shall be allowed to speak; provided, however, that the Council President or Chair may, in his or her discretion, allow other interested persons to speak.

B. The person wishing to speak shall, upon being recognized by the Chair, give his or her name and residence and, if an attorney, the names and addresses of every person whom s/he represents.

C. All remarks shall be directed to the Chair and no colloquy between or among persons presented shall be permitted.

D. No person shall extend his or her remarks beyond four (4) minutes but, if the person represents several others, the Chair may make reasonable and appropriate exceptions to this time limitation.

E. The allowance of any rebuttal remarks shall be solely within the discretion of the Chair.

§ 2-35. Receiving motions

When a question is before the Council, no motion shall be received, except to place on the table, unless for adjournment, for the previous question, to postpone to a certain time, to refer to or amend, and shall have precedence in the order herein arranged, and shall be decided without debate or amendment.

§ 2-36. Motion to adjourn

A motion to adjourn shall always be in order, except:

1. When a speaker has the floor.
2. When a vote is being taken.
3. When the previous question has been moved.
4. After a motion to adjourn has just been voted down.

§ 2-37. Robert's Rules of Order

The proceedings of this Council shall be governed by Robert's Rules of Order in all cases not provided for by this division insofar as such rules are not inconsistent with the same. To that end, Robert's Rules of Order are hereby incorporated by reference into this subdivision (i.e. Council Rules of Order) and shall govern procedure of the Council except where Robert's Rules of Order are inconsistent with the Council rules. In those cases, the Council rules shall govern the procedure of the Council.

§ 2-38. Limitation on debate

Each member of the Council shall be permitted to speak on each item on the agenda, not to exceed five (5) minutes, and in addition thereto, when speaking on the vote, each member of the Council shall be permitted to speak on each item on the agenda, not to exceed two (2) additional minutes. The purpose of this rule is to limit the debate of each member of the Council to seven (7) minutes on each item on the agenda.

§ 2-39. Rules of decorum and order

A. During Council meetings, Council members shall preserve order and decorum, and shall neither by conversation or otherwise delay or interrupt the proceedings, nor refuse to obey the order of the presiding officer or the rules of the Council. All members of the Council shall accord the utmost courtesy to each other, to City employees, and to public members appearing before the Council and shall refrain at all times from rude or derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

B. Members of the administration and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Council.

C. Public members attending Council meetings shall observe the same rules of propriety and good conduct applicable to members of the Council.

§ 2-40. Suspension of rules

Any provisions of these rules not governed by the Charter, local law or ordinance may be temporarily suspended at any meeting of the Council by a simple majority vote of all members present. The vote upon such suspension shall be taken by ayes and noes and entered upon the record. These rules may be amended by written resolution at any meeting of the Council pursuant to § 2-26 of this subdivision (i.e. Council Rules). Only Council members may submit requests for amendments to the rules.

§ 2-41. Voice votes and roll call

A. All matters before the Council shall be determined by voice vote, unless a roll call is requested.

B. For a voice vote, Council members voting in the affirmative shall indicate such by stating, “Aye”. Council members voting in the negative shall indicate such by stating, “No”. Any Council member who wishes to abstain from a vote shall make his/her abstention clear by stating, “Abstain”. The presiding officer shall conduct the voting procedure by requesting affirmative votes, followed by negative votes, followed by abstentions.

C. A roll call vote shall be conducted upon the request of any member of the Council.

D. At all Regular or Special Meetings of the City Council, at the direction of the Council President or the presiding officer, the City Clerk shall call the roll of the Council in the following manner:

1. Members of the Council representing Council Districts 1 through 6, in numerical district order.
2. The President of the Council being called last.

E. When determining whether a motion has passed, a “majority vote” shall be construed to mean a majority of the whole body voting in the affirmative (at least four “Aye” votes). Similarly, a “two-thirds vote” requires two-thirds of the entire body to vote in the affirmative (at least five “Aye” votes).

Approved to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel

**RESOLUTION SETTING THE DATES OF THE REGULAR MONTHLY MEETINGS  
OF THE TROY CITY COUNCIL**

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**NOW, BE IT RESOLVED**, that pursuant to § C-19 of the City Charter, the following dates are set for the regular monthly meetings of the Troy City Council for the year 2022:

**Regular Council Meetings, 7:00 p.m.**

February 3, 2022  
March 3, 2022  
April 7, 2022  
May 5, 2022  
June 2, 2022  
July 7, 2022  
August 4, 2022  
September 8, 2022  
October 6, 2022  
November 3, 2022  
December 1, 2022

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel

**RESOLUTION SELECTING JIM GULLI AS PRESIDENT PRO TEMPORE OF THE  
COUNCIL AND SETTING THE SALARY OF THE PRESIDENT PRO TEMPORE  
IN ADDITION TO SALARY AS COUNCIL MEMBER**

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**BE IT RESOLVED**, that pursuant to § C-4 of the City Charter, the selection of Council member Jim Gulli as President Pro Tempore of the Council is hereby confirmed, and in addition to the annual salary of \$15,000.00 as Council member, the President Pro Tempore of the Council shall receive the additional sum of \$2,500.00.

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel

**RESOLUTION APPOINTING MARIA DEBONIS AS CITY CLERK  
AND SETTING THE ANNUAL SALARY OF THE CITY CLERK**

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**BE IT RESOLVED**, that pursuant to § C-6 of the City Charter, the City Council's appointment of Maria DeBonis as City Clerk is hereby confirmed, and she shall receive an annual salary of \$64,380.00.

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel

# Maria DeBonis

XXXXX, Troy NY 12180 Email -XXXXX

Cell XXXXXX

## Education

**AS in Business Marketing** - 06/10

Hudson Valley Community College, Troy, NY

## Work Experience

### **MetLife**

**Associate Claims Adjuster** 06/19-Present

Troy, NY

- Educate and inform the insured on their policy and the claims process, personally yielding higher customer service than targeted by company goals
- Maintain accurate documents and retention of all claimant information and history of claims
- Create and maintain reports on money reserve fund to ensure funds exist for claimant and/or insured to be paid out timely
- Negotiate liability exposures and subrogated claimant carriers on behalf of policyholders
- Issue accurate and timely claim payments once coverage, negligence and damages have been confirmed
- Build strong relationships with associates and service providers to achieve companywide goals that better improved sales and profits
- Organize and prioritize time sensitive projects and claims, including total loss vehicle claims and catastrophe claims
- Ensure insureds are receiving highest level of value and service through the companies' network of shops
- Prepare detailed liability investigation reports for claims involving multiple exposures

### **AT&T Mobility**

#### **Sales Manager**

Saratoga, NY

05/18 – 06/19

- Met and exceeded assigned customer experience, sales, service, revenue, and productivity targets
- Exceeded sales goals in Small Business Accounts in a Retail store
- Created a positive work environment where motivated people could excel
- Built relationships with customers and the community to establish long-term business growth
- Supported the sales team in writing proposals and closing contracts
- Promoted business through outside table events, chamber of commerce, and local flyer drops

### **Verizon Wireless**

#### **Sales Manager**

North Greenbush, NY

05/15 - 11/17

- Managed daily operations of retail store including supervision of 15 employees
- Created, developed and implemented strategies to support team in exceeding sales goals
- Managed store merchandising in accordance with company expectations
- Planned monthly, seasonal and yearly management meetings for district for anywhere between 30 and 300 people while working within budgetary guidelines
- Utilized power point presentations to communicate prior month results and expectations for upcoming month. Voiced any concerns the district may have and proposed new ideas to improve sales
- Built, maintained and managed multiple relationships with business accounts to ensure continuous sales and service
- Maximized account sales and profits by applying creative problem solving and leadership skills

### **Verizon Wireless**

#### **Sales Representative**

Albany, NY

08/10 - 05/15

- Uncovered customer needs by asking open ended questions and presenting value-added solutions

- Met and exceeded daily and monthly sales quotas
- Opened and closed store while acting as manager on duty
- Worked independently as well as in a team approach to meet goals

**RESOLUTION APPROVING THE CITY CLERK'S APPOINTMENT  
OF CAROLINE REICHERT AS DEPUTY CITY CLERK  
AND SETTING THE ANNUAL SALARY OF THE DEPUTY CITY CLERK**

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**BE IT RESOLVED**, that pursuant to § C-6 of the City Charter, the City Clerk's appointment of Caroline Reichert as Deputy City Clerk is hereby confirmed, and she shall receive an annual salary of \$46,078.00.

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel

**Carolyn Reichelt**  
XXXXX, Troy NY 12180  
Phone: XXXXX  
E-mail: XXXXX

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## **WORK EXPERIENCE**

NEW YORK STATE SENATE, District Office Coordinator's Office

**Administrative Assistant**  
2021

February 2005 to October

Primary responsibilities include drawing up Leases, Lease Amendments, Holdovers and Renewal Options for Senator's District and Satellite Offices. Enter contract lease amounts into database for rent and utility distributions. Open incoming mail, office filing, answer inquiries from Landlord's and Senator Offices. Also responsible for providing and obtaining Landlord Procurement, Vendor, and Worker's Compensation and Disability forms. Responsible for handling building related issues for all District Offices.

NEW YORK STATE SENATE, Senator John R. Kuhl, Jr.

**Scheduling Secretary/Word Processor**

October 1995 to December 2004

Scheduling appointments for Senator to meet with his constituents, lobbyists and various organizations. Typing letters for writers to go to constituents and state agencies. Also responsible for opening incoming mail, answering phones, office filing and proof reading Resolutions, and responsible for ordering Resolutions. Shared duties of entering names and addresses of constituents into database for tracking purposes.

NEW YORK STATE SENATE, Senator Ralph J. Marino

**Word Processor**

March 1993 to March 1995

Open and sort all incoming mail for the Majority Leader. Maintain database of names and addresses of correspondents. After one year, promoted to production position, which includes extracting specific information from database and merging letters for mass mailings. Also responsible for running weekly and monthly reports for compiling and maintaining files.

NEW YORK STATE SENATE, Senate Office Services

**Word Processor**

May 1989 to March 1993

Accurately and efficiently, enter data in IBM-PS2 microcomputer. Other duties included

proofing other data entry operator's work and teach new operators how to enter data into a 3090 mainframe.

**Data Entry Operator**

April 1988 to May 1989

Accurately and efficiently, enter data into a 3090 mainframe, from which data is used to target mailings to constituents. Other duties included answering the phone and office filing.

<b>SKILLS</b>	<b>EDUCATION</b>
Microsoft Office (Word 2016, Excel 2016) Internet Browsers, Lotus Notes	Mildred Elly Business Business Diploma

*Reference available upon request*

**RESOLUTION APPROVING THE CITY CLERK'S APPOINTMENT  
OF TAYLOR COX AS ASSISTANT TO THE CITY CLERK  
AND SETTING THE ANNUAL SALARY OF THE ASSISTANT TO THE CITY CLERK**

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**BE IT RESOLVED**, that pursuant to § C-6 of the City Charter, the City Clerk's appointment of Taylor Cox as Assistant to the City Clerk is hereby confirmed, and she shall receive an annual salary of \$32,107.00.

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel



**RESOLUTION APPOINTING GAYLE COLE AS CITY AUDITOR  
AND SETTING THE ANNUAL SALARY OF THE CITY AUDITOR**

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**BE IT RESOLVED**, that pursuant to § C-8 of the City Charter, the City Council's appointment of Gayle Cole as City Auditor is hereby confirmed, and she shall receive an annual salary of \$18,386.00.

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel

**Gayle W. Cole**

**Troy, NY 12180**

Work Experience:

- 1976-77      Schenectady Tax Service  
Income Tax Preparer
- 1977-79      Schuyler Meadows Club  
Assistant Bookkeeper
- 1979-82      Mohonasen Central Schools, Business Office  
Head Bookkeeper: Double entry accounting, preparation of  
monthly statements
- 1982-84      SUNY Albany, Office of Resource Development  
Head Bookkeeper
- 1990-98      Cole Auto Supply  
Accounts Payable
- 1998-2019    Schenectady School District  
Fourth grade Teacher  
Reading Teacher  
Literacy Coach

Education:

- 1975      Mohonasen High School - Regents Diploma
- 1979      Siena College - B.S. Finance
- 1997      St. Rose - M.S. Elementary Education
- 2006      St. Rose - Certification of Advanced Study Literacy

November 21, 2021

Council Majority:

I am sending this letter of interest regarding employment opportunities that will be available January 1, 2022. The position of Auditor is work that most closely matches my interest and skills. I have experience in this field, am detail-oriented, hard-working and am always looking for a new challenge.

When the opportunity presented itself to run for County Legislature, it did not take long to realize that working with and for our community was a good fit for me and my goals. It was motivating to me to work alongside people that were so dedicated to our city. I would appreciate being able to work in some capacity serving Troy and its residents.

Although the Auditor position would be my first choice, I would consider any part-time position for which I am qualified.

Thank you in advance for your consideration,

Gayle Cole

**RESOLUTION APPOINTING SEAMUS P. DONNELLY AS LEGISLATIVE ASSISTANT TO THE COUNCIL AND SETTING THE ANNUAL SALARY OF THE LEGISLATIVE ASSISTANT TO THE COUNCIL**

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**BE IT RESOLVED**, that pursuant to § C-5 of the City Charter, the City Council's appointment of Seamus P. Donnelly as Legislative Assistant to the Council is hereby confirmed, and he shall receive an annual salary of \$10,000.00.

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel

# Seamus P. Donnelly

Licensed Broker in Property & Casualty Insurance

Troy, NY 12180

## SUMMARY

Intuitive and resourceful in sales while addressing clients needs. Over 10 years of experience collaborating with sales leaders in multiple fields. Highly motivated and goal oriented when it comes to production.

## EXPERIENCE

### **Northeastern Insurance, Latham NY — Broker**

*January 2017- present*

Evaluate risks utilizing underwriting guidelines and insurance ethics in order to provide property and casualty coverages

Regularly prospect and generate new business through various lead and referral sources

Responsible for counseling prospects and policy holders on NYS insurance coverages and regulations

### **Cooley Motors Corp, Rensselaer NY — Sales Retention Manager**

*October 2010 - January 2017*

Working to retain customers while using organized dealer data  
Communicating with customers through various sources of media

## EDUCATION

### **Hudson Valley Community College, Troy NY**

*2005 - 2007*

Political Science

## PROJECTS / COMMUNITY INVOLVEMENT

Troy's Little Italy Quality Of Life Committee - Board Member

Troy National Night Out - Chair

Troy City Council Candidate

Troy Remembers Stonewall 50th Street Art Project -Organizer

## SKILLS

**Networking**

**Data Driven Planning**

**Collaboration**

**Conquering Adversity**

**Effective Communication**

**Adaptability & Empathy**

**Community Promotion**

**RESOLUTION APPOINTING  
CITY MARSHALS FOR THE CITY OF TROY**

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**WHEREAS**, pursuant to Chapter C, Part 4, Article XII of the City Charter of Troy, the City Council is authorized to appoint as many persons as may be necessary, not exceeding five (5) unless a greater number be at any time prescribed by the City Council to act as Marshals of the City Court; and

**WHEREAS**, the City Council wishes to appoint Thomas J. Casey as Troy City Marshal effective immediately; and

**WHEREAS**, the City Council wishes to appoint Thomas E. Fox as Troy City Marshal effective immediately; and

**WHEREAS**, the City Council wishes to appoint Rel Teta as Troy City Marshal effective immediately.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby appoints Thomas J. Casey, Thomas E. Fox, and Rel Teta as City Marshals of the City Court of the City of Troy and each shall hold such office until December 31, 2023 or until a successor shall be appointed unless sooner removed from office in accordance with the provisions of the City Charter.

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel

**Thomas J. Casey**  
402 4<sup>th</sup> Street Troy, New York  
Cell (518) 225-1162  
Email: Gopcaseman@aol.com

## **Thomas J Casey**

XXXXX

Troy NY 12180

XXXXX

## **Experience**

### **Casey Property Management, Troy NY**

2018- 2021

OWNER

Managed over 60 rental units in the Capital district area. Rent collections, maintenance.

### **Troy Housing Authority, Troy NY**

2012-2017

Housing Inspector- Inspect dwellings to insure they meet HUD safety standards

Certified and experienced in Section 8 (HQS) and project based inspections (UPCS)

### **Chief City Marshall City of Troy NY**

**2003-2009**

As an officer of the civil court carried out all aspects of evictions, services, warrants, actual physical evictions.

In addition I acted in a supervisor role making sure work was fairly distributed, and negotiated with local entities over reimbursement fees, as well as taking direction from city court judge on matters.

### **Rensselaer County Board of Elections, Troy NY**

1994-Present 25 years

Voting Machine Technician- Programming, repair, and delivering voting machines. Election day duties include enforcement of election law at polling places across Rensselaer county.

### **Troy Fire Department, Troy NY**

1993-2013

Captain/Paramedic- Directly supervised 4 employees, Responsible for 3 Fire apparatus, Maintenance and upkeep of fire station, keeping up to date maintenance and training records, as well as all documentation of all incidents, Fire suppression, and rendering advanced life support.

NYS certified paramedic, Fire hazmat technician, incident command, and fire instruction. Several awards and unit citations.

### **Roadway Package Systems, Albany NY**

1991-1993

**Thomas J. Casey**  
402 4<sup>th</sup> Street, Troy New York,  
Cell (518)225-1162  
Email: [Gopcaseman@aol.com](mailto:Gopcaseman@aol.com)

Self-employed contractor for package delivery business now known as FedEx ground

**Easy Rental Albany NY, Pittsfield MA, Newburgh, NY**

1987-1990

Store manager advancing to the position of supervisor of distressed stores. Traveled to Distressed stores to assist managers in achieving company goals in sales and collections. Manager of the month June 1988.

**Easco Automotive warehouse Albany, NY**

1984-1987

Backup to all warehouse managers and floor positions. Floor managers, shipping and receiving, delivery routes.

1983-1984

Ice cream truck business, Wilton NY

While in high school successfully managed a (3) ice cream truck delivery business

I have also owned and operated several small businesses, roofing, property restoration and management, and a small package delivery company with state contracts.

**Education**

**Hudson Valley Community College, certification in Advanced Emergency Medicine  
(paramedic)**

President's List

**Thomas J. Casey**  
402 4<sup>th</sup> Street, Troy New York,  
Cell (518)225-1162  
Email: [Gopcaseman@aol.com](mailto:Gopcaseman@aol.com)

## **Communication**

Every place of employment and organization I have been involved with, I have advanced to a supervisory position. I take pride in my work, I take my work seriously and strive to be a good employee.

## **Organizations**

Rensselaer County Republican Committee

1993-present

Actively involved on a constant basis for over a 24 year period. Two time City of Troy chairman. Numerous letters of recommendation, 2014 awarded Troy Republican Committee lifetime achievement award.

## **References**

Neil Kelleher, former co-worker Board of Elections, former chairman of the Rensselaer county legislature (518) 857-3588

Rich Crist (518) 928-1920

Harry Tutunjian (518) 470-4135

Jason Schofield, Rensselaer County Board of Elections (518)270-2995

# Thomas E. Fox

XXXXX -- Troy, New York 12182  
Telephone: XXXXX Facsimile: XXXXX  
Mobile: XXXXX  
XXXXX

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## Background Review

Seasoned professional with extensive experience in management, quality assurance, food service systems, environmental services and operations troubleshooting. Licensed Insurance broker-wrote risk assessments for various insurance companies for the purpose of insurability.

## Summary of Qualifications

**Management** - Skilled and experienced in managing people, assets and operations in settings where verbatim compliance to regulations, quality control and assurance and attentiveness to detail are imperative to success. Excellent track record or results in improving operations through needs analysis, problem determination, and action planning. Accomplished in intervening to resolve operational, compliance or human resource issues- identifying issues and implementing actions to produce results.

**Health Care Delivery Systems** - Demonstrated expertise in understanding, managing and developing systems to meet the requirements of the organization. Skilled in quality assurance and support services management in dietary, housekeeping, laundry, and maintenance operations. Have developed an extensive network of contacts in facilities, vending organizations, and on corporate levels. Excellent technical expertise in all functional areas.

**Marketing** - Skilled in creating strategy to improve marketability of facilities and service, increasing revenue, profitability and market awareness. Sensitive to needs of the consumer, financial management and operational personnel. Demonstrated abilities in returning facilities to market-ready status allowing utilization of facilities to produce revenue.

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Determined... High Degree of Ethics... Loyal...

Open and strong communicator...Motivated and able to motivate others.

## Experience Review

**City Marshall –City of Troy – 2017-2018**

**Served on the Board of Assessment Review -2004 – 2009**

**Fox Disability      Owner**

**2005-present**

Specializes in New York State mandated disability insurance. Proven track record of reducing costs by 10% to 20%. Website address is [www.foxdisabilityins.com](http://www.foxdisabilityins.com)

**Empire Loss Control**

**1998-2004**

Conducted loss control surveys and inspections on commercial businesses to gather information for underwriting purposes and determine insurability. Worked with safety committees to improve safety performance and decrease accident and incident rates.

**New Medico Associates Inc.**

**1972-1997**

Served in progressive positions of increased responsibility and scope during periods of growth. Positions included Director of Quality Assurance/Support Services, Director of Dietary Operations, Director of Purchasing, and Food Service Director.

## Education

Maria College

*Certified Food Director*

Hudson Valley Community College

*Associate Degree Marketing*

## Licenses

New York State Insurance Broker

Massachusetts Insurance Broker

## Community Service & Affiliations

- Lansingburgh School District - Elected Member to the Board of Education
- Troy Kiwanis Club - Past President
- Lansingburgh Little League/Sandy Koufax Baseball League
- Dietary Mangers Association Member

# REL TETA

XXXXXX • XXXXXX, Troy, NY 12182

## **WORK EXPERIENCE**

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<b>City of Troy</b> <i>City Marshal</i>	2018 – Present
<b>Lindsay's Drug Company</b> <i>Medicine Courier</i>	2018 – 2021
<b>Hamilton News</b> <i>Truck Driver</i>	2006 – 2014

## **PREVIOUS VOLUNTEER EXPERIENCE**

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Troy Patriots Pop Warner  
Lansingburgh Little League

## **REFERENCES**

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Available upon request

**RESOLUTION APPOINTING COMMISSIONER OF DEEDS FOR  
THE CITY OF TROY**

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**BE IT RESOLVED**, that the Troy City Council hereby appoints the following individual, identified in the application attached hereto and made a part hereof, as Commissioner of Deeds for the City of Troy, for a two-year term beginning on January 5, 2022, and ending on January 4, 2024.

Carolyn Reichelt  
1038 Madison Avenue  
Troy, NY 12180

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel



**RESOLUTION DESIGNATING THE RECORD AS THE  
OFFICIAL NEWSPAPER OF THE CITY OF TROY**

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**BE IT RESOLVED**, that pursuant to Chapter 2, Article I, § 2-2 of the Troy Code of Ordinances, the City Council hereby designates The Record as the official newspaper of the City of Troy.

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel

**RESOLUTION DESIGNATING PIONEER COMMERCIAL BANK AS THE OFFICIAL  
DEPOSITORY OF THE CITY OF TROY**

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**BE IT RESOLVED**, that pursuant to Chapter 2, Article I, § 2-1 of the Troy Code of Ordinances and § C-51(E) of the Troy City Charter, the City Council hereby designates the following bank, including its successor institution, if applicable, as the official depository of the City of Troy for fiscal year 2022:

**PIONEER COMMERCIAL BANK**

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel

**RESOLUTION APPOINTING THE MEMBERS OF THE STANDING COMMITTEES  
OF THE TROY CITY COUNCIL**

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**BE IT RESOLVED**, that pursuant to §§ C-3 and C-9 of the City Charter, the President shall be the presiding officer of the Council, the chair of the standing committee on Finance, and ex officio a nonvoting member of all other standing committees; and

**BE IT FURTHER RESOLVED**, that pursuant to §§ C-9 and C-10 of the City Charter, the following nominations for standing committee memberships are hereby approved:

**FINANCE:** Membership on this committee shall include the President of the City Council as Chairperson, all City Council Members, Comptroller, Budget Officer, Auditor, Treasurer, Assessor, and Purchasing Agent.

**GENERAL SERVICES:** Membership of this committee shall include the Commissioner of General Services, City Engineer, Director of Parks and Recreation, and at least three (3) City Council members, as follows:

1. Jim Gulli
2. Kim Ashe-McPherson
3. Sue Steele

**LAW:** Membership on this committee shall include the Corporation Counsel, counsel staff as the Corporation Counsel desires, and at least three (3) City Council members as follows:

1. Irene Sorriento
2. Jim Gulli
3. Sue Steele

**PLANNING:** Membership on this committee shall include the Commissioner of Planning and Economic Development, any assistant commissioners, the Chair of the Planning Commission, the Corporation Counsel, and at least three (3) City Council members as follows:

1. Kim Ashe-McPherson
2. Irene Sorriento
3. Emily Menn

**PUBLIC SAFETY:** Membership on this committee shall include the Commissioner of Public Safety, if any, the Police Chief, the Fire Chief, and at least three (3) City Council members as follows:

1. Kim Ashe-McPherson
2. Jim Gulli
3. Emily Menn

**PUBLIC UTILITIES:** Membership on this committee shall include the Superintendent of Public Utilities, Chief Water Plant Operator, Supervisor of Water, Supervisor of Sewers, and at least three (3) City Council members as follows:

1. Irene Sorriento
2. Kim Ashe-McPherson
3. Kiani Conley-Wilson

**SCIENCE AND TECHNOLOGY:** Membership on this committee shall include the Director of Operations, the Deputy Mayor and/or a representative of the Bureau of Information Services, and at least three (3) City Council members as follows:

1. Jim Gulli
2. Irene Sorriento
3. Kiani Conley-Wilson

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel

**RESOLUTION AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT FOR THE PROVISION OF CONSULTANT SERVICES BY MARA DROGAN**

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**WHEREAS**, Mara Drogan served as Clerk of the City of Troy from January 9, 2018 through January 4, 2022; and

**WHEREAS**, the Troy City Clerk is the officer charged with the legal responsibility for filing and maintaining all of the official records of the City, including without limitation its local laws and ordinances, written notices of claim, written notices of defects, and legal process served upon the City; and

**WHEREAS**, the Troy City Clerk also has numerous other responsibilities including without limitation the issuance of licenses and permits and keeping the records of all City Council proceedings; and

**WHEREAS**, in the course of her tenure, Consultant reorganized the Office of the Troy City Clerk and developed many procedures and protocols for the competent and efficient administration of the Office; and

**WHEREAS**, the City desires to avail itself of Consultant's expertise in order to provide her successor with training and to ensure continuity in the Office of the City Clerk; and

**WHEREAS**, the parties desire to enter into an Agreement for the provision of consultant services to the City by Mara Drogan.

**NOW, THEREFORE, BE IT RESOLVED**, that the Troy City Council hereby authorizes the Mayor to enter into a contractual Agreement with Mara Drogan, for the provision of consulting services to the City of Troy, the Agreement to be in substantial conformance with the Agreement attached hereto as Exhibit A.

Approved as to form, \_\_\_\_\_, 2022

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Richard T. Morrissey, Corporation Counsel

**THIS AGREEMENT**

made on the \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the **City of Troy**, whose principal place of business is situated at City Hall, 433 River Street, 5<sup>th</sup> Floor, Troy, New York 12180, hereinafter referred to as “City,” and **Mara Drogan**, who resides at 111 Madison street, Troy, New York 12180, hereinafter referred to as “Consultant.”

**WHEREAS**, Consultant served as Clerk of the City of Troy from January 9, 2018 through January 4, 2022; and

**WHEREAS**, the Troy City Clerk is the officer charged with the legal responsibility for filing and maintaining all of the official records of the City, including without limitation its local laws and ordinances, written notices of claim, written notices of defects, and legal process served upon the City; and

**WHEREAS**, the Troy City Clerk also has numerous other responsibilities including without limitation the issuance of licenses and permits and keeping the records of all City Council proceedings; and

**WHEREAS**, in the course of her tenure, Consultant reorganized the Office of the Troy City Clerk and developed many procedures and protocols for the competent and efficient administration of the Office; and

**WHEREAS**, the City desires to avail itself of Consultant’s hard earned expertise in order to provide her successor with training on how to operate the Office of the City Clerk; and

**WHEREAS**, the parties desire to enter into an Agreement for the provision of consultant services to the City by Mara Drogan.

**NOW, THEREFORE**, this Agreement

**WITNESSETH:**

That the parties hereto agree as follows:

1. Contractual Relationship: Except as otherwise provided herein, Consultant is and shall be engaged as an independent contractor under the terms of this Agreement and shall not be considered an officer or employee of the City of Troy.
  
2. Term: The term of this Agreement shall be for the approximate time period of January 5, 2022 through January 21, 2022, unless extended by mutual agreement of the parties.
  
3. Service to Troy: Consultant shall provide advice, information, and training to the City Clerk and the Clerk’s staff regarding the operations, procedures, and protocols of the City Clerk’s Office.

4. Hours of Work: Consultant shall provide services on a part time basis for up to twenty (20) hours per week during the term of this Agreement, or as otherwise may be agreed by the Consultant and the City Clerk.

5. Compensation: The Consultant's fees will be based upon the hours and tenths of hours devoted to the engagement. The Consultant will keep a log of all hours worked and will invoice the City at the rate of \$50.00 per hour for services rendered. Consultant will render weekly statements which will detail for each day the time spent performing the engagement and the fees charged for the services.

6. City Policies: Consultant shall adhere to all standard workplace policies of the City during the term of this Agreement, and shall not use or disclose any confidential information except as required for City government purposes.

7. Workers' Compensation: Notwithstanding any other provision of this Agreement, Consultant understands and expressly agrees that, during the term of this Agreement and any agreed extension, she shall be considered an employee of the City of Troy for purposes of workers' compensation benefits. In the event that Consultant sustains any injury or disease arising out of or in the course of the engagement, Consultant's sole and exclusive remedy shall be to claim benefits under the New York Workers' Compensation Law.

8. Termination: The City shall have the right to terminate this Agreement at any time upon two days written notice. In the event of a termination, Consultant shall be entitled to the fees for all services rendered.

9. Choice of Law and Venue: This Agreement shall be governed by the laws of the State of New York excluding its conflict of laws jurisprudence. The parties agree that the proper venue for any action arising out of the Agreement shall be Troy City Court or Rensselaer County Supreme Court.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first written above.

CITY OF TROY

by: \_\_\_\_\_  
Wm. Patrick Madden, Mayor

\_\_\_\_\_   
Mara Drogan

Approved as to Form and Authority to Execute:

\_\_\_\_\_  
Richard T. Morrissey, Corporation Counsel

Date: \_\_\_\_\_