

JEFFERSON SELECT BOARD MEETING MINUTES

January 12, 2026

Present: Pamela Grotton-CSB, Robert Clark Jr-SB, Claudia Orff-Reed-SB, Tabatha Mac ARTHUR-Town Clerk, Lynne Barnikow-Administrator, Donald Waltzs- CEO

Call meeting to order: 5:00pm

Meeting Minutes for December 29, 2025, did not approve, need to make several changes

Re-signing minutes of December 15, 2025

- Waiting to re-sign to know what has changed

Appointment of EMA

- Signed the appointment for Alexander K. Ciskowski for Emergency Management Agent

Dependent Coverage

- Tabled until next meeting

EES Contract

- Have Fred (owner) remove verbiage asking for a key to the building, then we will sign it

Assessor

- Lynne asked the board if Zeb could come in to clean up what he started, and then have Rob or another agent come within a few weeks to see residents
 - Jigger motion that Zeb can come finish up on the time without seeing the public but can make phone calls to the public, then to have Rob come in within 2 weeks to see people. Seconded by Pam. All in favor, 3-0
- Reach out to the other three assessors and see if they are excepting new towns: John E. O'Donnell, Parker Appraisals, and RCS Assessing Services.

Other

Wayne:

- We need another load of salt, 2/3 through the sand.
 - Jigger motion to get 1 more load of salt. Claudia Seconded. All in favor, 3-0
- Needs to go over on the Mountain Road and mark the trees with ribbon for the Select Board to approve them being cut down
- Earnest Jones called to sand the towns part of the Mountain Road
- Would like to extend his snowplow contract as it runs out in April. He would like to extend it for 2 years with an annual 3% increase.
 - Jigger makes a motion to renew Brandon's snowplow contract for 2 years with a 3% increase annually. Currently at \$352,150. 1st year renewal will be \$362,714.50 and second year will be \$373,595.94. Seconded by Claudia. All in favor 3-0

Pam:

- Asked how the bridge on Old County Road was coming along, Wayne said they had to put new planks on it as it was bowed in the middle of it.
- Would like Wayne to go get no trespassing signs to put on the salt shed as she caught someone taking out salt. She asked him to leave, and he gave her a hard time saying he pays for this he can take it. The town offers sand and does not offer salt to the residents

Donald:

- Claudia was at Daniel Swartzentruber, they gave her two permits that he never submitted for a new building and tear down for car port. Donald asked If they wanted to charge him the after the fact permit fee. They all agreed to it.
- Donald wants the door to be unlocked so he can access the copier and files when he is here. The Select Board would like us to give him the codes to the doors.

Payroll:

- Pam was reviewing payroll tickets, and saw an employee was taking an unpaid vacation. She states we don't allow employees to take unpaid vacation as they are required to work 36 hours to qualify for benefits, she said it is in our employee policy that was recently updated. The board instructed Lynne that she wants the employee to be written up for this incident 3.0 vote.

Transfer Station:

- They had an 11% increase to \$138,609.16

Lynne:

- Submitted her formal letter of resignation, stating she would stay until April 30,2025 and taking 6 paid weeks of vacation time as she has 5 a year and will roll over 1 year. Pam made a motion to accept her resignation for April 30,2026 and she wants her 6 weeks to be paid out in April. Seconded by Claudia. All in favor 3-0

Sign Warrants:

- Select board signed the expense warrants in the amount of \$14,581.21

Budget:

- Proceed to start the budget process reconvening on January 22, 2026 to finish it

Executive Session

- There was no executive session.

Meeting Adjourned

- The meeting was adjourned at 8:14pm

Date

2/24/2026


Pamela Grotton, Chair of Select Board


Robert Clark, Select Board Member


Claudia Orff-Reed, Select Board Member