

ORGANIZATIONAL MEETING

REGULAR MEETING

JANUARY 13, 2014

At the Organizational and Regular Meeting held on Monday, January 13, 2014 at the Hopkinton Town Hall at 6:30 p.m.

PRESENT: Supervisor Wood, Councilpersons Sochia, Lyon, Crump, Potter.

OTHERS PRESENT: Stephen Green Hwy Supt., Clerk French, Code Officer & Assessor Allen Fukes, Benny Fairchild Courier-ObsERVER, Ronald Streeter, Annette Green, Deborah Rust, Richard Schrader, Ernest Wood, Brenda Nicholson, Judge David Beekman, Loren Shattuck.

Supervisor Wood called the Organizational Meeting to order at 6:30 p.m.

Records, bank statements, cash account books and annual reports of Clerk French were presented, audited and signed by the Board.

Records, bank statements, receipt book and annual reports of Judge Beekman were presented, audited and signed by the Board.

A copy of all appointments and fiscal resolutions are attached.

Ms. Lyon made a motion, seconded by Ms Potter to adjourn the Organizational meeting.

Meeting was adjourned at 6:45 p.m.

Supervisor Wood called the Regular meeting to order at 6:45 p.m.

Ms Potter made a motion, seconded by Mr. Crump to accept minutes of Regular Meeting held on December 15, 2013 and Special Meeting held on December 30, 2013 as presented. Adopted unanimously.

Supervisor Wood reported to the Board that the December Financial Report was not available and will be presented at the next meeting.

Mr. Sochia made a motion, seconded by Ms Lyon to approve the Supervisors Financial Report for November 2013 as presented. Adopted Unanimously.

Voucher Nos. 1 to 28 General Fund Abstract 1 in the amount of \$11,157.14 were audited and approved by the Board.

Voucher Nos. 1 to 5 Highway Fund Abstract 1 in the amount of \$12,122.47 were audited and approved by the Board.

Voucher Nos. 1 to 2 BHLS Fund Abstract 1 in the amount of \$685.00 were audited and approved by the Board.

Ms Lyon made a motion, seconded by Mr. Sochia to pay the bills. Adopted unanimously.

Correspondence:

Association of Towns: regarding the 2014 training school and proposed resolutions.

BHLS Health Center: presented a copy of January minutes.

Quad Town Seniors: presented a copy of their 2014 Budget.

SLC Real Property Tax Service: breakdown of the Town Chargebacks.

Tug Hill Commission: Local Government Conference March 27.

Old Business:

Proposed Municipal Complex: Ms Potter reported that she had met with Mr. Pahler. The plans have been revised and she asked him to proceed with the mechanical and electrical drawings. She also stated that he is available to meet and go over the revisions on January 15. Supv. Wood reported that she and Ms Lyon will be meeting with the Town Attorney on proceeding with the building and the bid process also; they need to meet with the USDA.

Committee Reports:

Supervisors Report: Mrs. Wood reported that she has sent in the last form for the Mitigation Plan.

REGULAR MEETING CONTINUED

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Highway & Safety: Mr. Green presented a written report. There was damage to the chimneys at the Highway garage. He has received a price quote from First Class Aire for the replacement of the chimney in the amount of \$3840.93. This will be turned into the insurance company.

Fire and Rescue: Mr. Crump reported that they had four calls. They assisted the Highway Department during the ice storm. He will have a report from Tri-Town rescue starting next month.

Library: Mrs. Nicholson reported that in 2013 1,002 adult books, 2,275 children books were checked out. The computer was used 1,065 times. 772 videos were checked out. Total patronage for 2013 was 2,725.

Museum: There is no meeting in January.

Code: Mr. Fukes presented a written report. He will be attending the Code Conference March 2-6 for 24 hours of C/E credits mandated by NYS. Total permits issued in 2013 increased by 12.

Assessor: Mr. Fukes presented a written report. All Enhanced STAR renewals and Aged Exemptions have been mailed out. The deadline for Basic STAR renewal with the state has been extended to January 31. He has updated all files to the computer.

BHLS: Mr. Sochia reported that the new furnace is in the building they hope to hook it up this week.

Food Pantry: Mr. Schrader reported that the number of users was down this month and that donations are still coming in.

Groundskeeper: Mr. Wood reported that he has been shoveling snow.

New Business:

Quad Town Senior: Ms Lyon made a motion, seconded by Ms Potter to approve the 2014 contract with the Quad Town Seniors in the amount of \$750.00. Adopted unanimously.

St. Regis Falls Adult Center: Ms Lyon made a motion, seconded by Mr. Sochia to approve the 2014 contract with the St. Regis Falls Adult Center in the amount of \$2000.00. Adopted unanimously.

Tri-Town Volunteer Rescue Squad: Ms Potter made a motion, seconded by Mr. Crump to approve the 2014 contract with the Tri-Town Volunteer Rescue Squad in the amount of \$12,460.00. Adopted unanimously.

Shared Service Agreement with Fire District: Mr. Crump made a motion, seconded by Ms Lyon to approve the Shared Service Agreement with the Fire District for 2014 as presented. Adopted unanimously.

Supervisor Wood reported to the Board that we had received a bill from IBC in Malone for the purchase of boots by Michael Robinson on December 6; however the bill was not submitted by the regular meeting or the end of year meeting for payment. The union contract states that reimbursement has to be during the calendar year and cannot be carried over. She felt that if payment was made now that it should count towards his \$150.00 allowance for 2014 that this is not a new process and employees know that it has to be paid during the calendar year and there were two meetings for which payment could have been submitted.

The Board discussed this and Ms Potter made a motion, seconded by Mr. Crump to allow the payment to IBC for the \$150.00 and it would be Mr. Robinsons 2014 allowance for clothing or footwear.

VOTE: Supv. Wood Nay, Councilpersons Lyon Aye, Potter Aye, Crump Aye.

Ms Potter made a motion, seconded by Mr. Crump to enter into Executive Session at 7:25 p.m. to discuss a Union Grievance. Stephen Green Highway Supt. and Vickie French Budget Officer were asked to stay for the Executive Session.

Mr. Sochia made a motion, seconded by Mr. Crump to resume the regular meeting at 8:15 p.m.

No action was taken in regards to the Executive Session.

Mr. Crump made a motion, seconded by Mr. Sochia to adjourn the meeting.

Meeting was adjourned at 8:15 p.m.

REGULAR MEETING CONTINUED

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Vickie French

RMC

ORGANIZATIONAL MEETING 2014

Ms Lyon made a motion, seconded by Mr. Crump to approve all appointments and fiscal Resolutions.

VOTE: Supv. Wood Aye, Councilpersons Lyon Aye, Crump Aye, Sochia Aye, Potter Aye.
Supv Wood abstained from voting on appointment of Park Attendant.

APPOINTMENTS, RESOLUTIONS OTHER;

APPOINTMENTS BY SUPERVISOR:

- | | |
|----------------------------------|-------------------------|
| 1. DEPUTY SUPERVISOR | <u>Susan Lyon</u> |
| 2. DEPUTY HIGHWAY SUPT. | <u>James Hollenbeck</u> |
| 3. BUDGET OFFICER | <u>Vickie French</u> |
| 4. LOCAL ACCOUNTANT | <u>Lyon Accounting</u> |
| 5. REGISTRAR OF VITAL STATISTICS | <u>Vickie French</u> |
| 6. HISTORIAN | <u>Mary Converse</u> |
| 7. DEPUTY HISTORIAN | <u>Cindy Niles</u> |

APPOINTMENTS BY TOWN CLERK:

- | | |
|---|--------------------|
| 1. DEPUTY TOWN CLERK\REGISTRAR & DEPUTY TAX COLL. | <u>Etta Phelix</u> |
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APPOINTMENTS BY COUNCIL:

- | | |
|---|--------------------------------|
| 1. REPRESENTATIVE-ASSOC. TOWNS MTG. | <u>None</u> |
| 2. CUSTODIAN TOWN HALL & TOWN OFFICE | <u>Sue Converse</u> |
| 3. GARBAGE PICK-UP (TOWN HALL, TOWN OFFICE, TOWN GARAGE, FT. JACKSON PARK | <u>J & F Trash Removal</u> |
| 4. DOG CONTROL OFFICER | <u>Robert Phillips</u> |
| 5. LIBRARY CLERK | <u>Brenda Nicholson</u> |
| 6. CODE ENFORCEMENT OFFICER | <u>Allen Fukes</u> |
| 7. FT. JACKSON PARK ATTENDANT | <u>Ernest Wood</u> |

OTHER APPOINTMENTS:

- | | |
|------------------------------------|--|
| 1. OFFICIAL NEWSPAPER | <u>Courier-Observer</u> |
| 2. INSURANCE AGENCY | <u>McFadden Dier (NYMIR)</u> |
| 3. DATE & TIME OF COUNCIL MEETINGS | <u>Jan & Feb 2nd Mon. Rest of year 3rd Monday at 7:00 PM</u> |

Fiscal:

- | | |
|--------------------------------|----------------|
| 1. FEES FOR USE OF TOWN HALL: | |
| (a) COMMUNITY (TOWN RESIDENTS) | |
| 1. PRIVATE PARTIES | <u>\$65.00</u> |

2. WEDDING RECEPTIONS, DANCES, DINNERS	75.00
3. X-TRA FOR KITCHEN STOVE USE	35.00
4. PUBLIC MEETINGS	Free

(b) NON-COMMUNITY RESIDENTS

1. ALL EVENTS	\$110.00
2. X-TRA FOR KITCHEN USE	45.00
3. PUBLIC MEETINGS	Free

A \$75.00 DEPOSIT WILL BE CHARGED FOR ALL EVENTS RESIDENT AND NON-RESIDENT. EACH PERSON USING THE TOWN HALL WILL RECEIVE A LIST OF RULES FOR USE AND MUST SIGN THE FORM THAT THEY UNDERSTAND THEM. ALL ARE RESPONSIBLE FOR ANY DAMAGES.

2. SALARIES OF ELECTED AND APPOINTED OFFICIALS SHALL BE PAID PER SCHEDULE:

(a) ANNUALLY- BUDGET OFFICER, REGISTRAR, HISTORIAN, DEPUTY SUPV. DEPUTY HWY SUPT., COUNCILPERSONS WILL BE PAID IN NOVEMBER.

(b) BI-WEEKLY- TOWN CLERK, SUPERVISOR, CODE ENFORCEMENT OFFICER, ASSESSOR, JUSTICE, TOWN HALL CUSTODIAN, COURT CLERK.

(c) MONTHLY- ACCOUNTANT. (1st pay period of the month).

(d) WEEKLY- SUPT. OF HIGHWAYS, HIGHWAY EMPLOYEES, PARK ATTENDANT.

(e) HOURLY - DEPUTY TOWN CLERK & LIBRARIAN, LABORERS.

3. RATE OF COMPENSATION FOR USE OF AUTOMOBILE ON OFFICIAL BUSINESS AT 50 CENTS PER MILE.

4. RATE OF PAY FOR PART TIME EMPLOYEES \$10.38 PER HOUR.

5. TOWN OFFICIALS TO BE REIMBURSED FOR PROPER CHARGES WHILE ATTENDING MEETINGS AND SCHOOLS.

6. SUPERVISOR SHALL BE REQUIRED TO SUBMIT ANNUAL FINANCIAL REPORT IN SUMMARY FORM. CERTIFIED COPY ON FILE FOR PUBLIC INSPECTION AND NOTICE TO OFFICIAL NEWSPAPER THAT IT IS ON FILE NOT LATER THAN FEBRUARY 28, 2014.

7. PAYROLLS, BONDS, NOTES AND OTHER CONTRACTS SHALL BE PAID BY SUPV. WITHOUT BOARD APPROVAL.

8. SUPERVISOR, AS CHIEF FINANCIAL OFFICER, SHALL BE ALLOWED TO PURCHASE CERTIFICATES DEPOSIT AT ANY BANK DEEMED WISE.

9. APPROVAL OF BONDS FOR ALL ELECTED AND/OR APPOINTED OFFICIALS.

10. PETTY CASH OF \$200.00 SHALL REMAIN WITH THE TOWN CLERK AND NOTED ON FINAL REPORTS.

11. THE HIGHWAY SUPT. MAY SPEND UP TO \$1500.00 BETWEEN AUDITS IN THE HIGHWAY FUND AND THE SUPERVISOR CAN AUTHORIZE UP TO \$500.00 SPENDING BETWEEN AUDITS IN THE GENERAL FUND WITHOUT BOARD APPROVAL.

REVIEW PROCUREMENT POLICY FOR 2014.

REVIEW INVESTMENT POLICY FOR 2014.

REVIEW OF CREDIT POLICY FOR 2014.

The following designation of Depositories for 2014 will be:

NBT Bank: Supv. Wood, Clerk French, Justice Beekman.

