

ORGANIZATIONAL MEETING

REGULAR MEETING

JANUARY 12, 2015

At the Organizational and Regular Meeting held on Monday, January 12, 2015 at the Hopkinton Town Hall at 7:00 p.m.

PRESENT: Supervisor Wood, Councilpersons Lyon, Crump.

ABSENT: Councilperson Potter, Sochia.

OTHERS PRESENT: Stephen Green Hwy Supt., Clerk French, Benny Fairchild Courier-Observer, Annette Green, Ernest Wood, Judge David Beekman, County Legislator Rick Perkins arrived at 7:55 p.m.

Supervisor Wood called the Organizational Meeting to order at 7:00 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.

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

Meeting was adjourned at 7:15 p.m.

Supervisor Wood called the Regular meeting to order at 7:15 p.m.

Mr. Crump made a motion, seconded by Ms Lyon to accept minutes of Regular Meeting held on December 15, 2014 and Special Meeting held on December 29, 2014 as presented. Adopted unanimously.

Mr. Crump made a motion, seconded by Ms Lyon to approve the Supervisors Financial Report for December 2014 as presented. Adopted Unanimously.

Voucher Nos. 1 to 28 General Fund Abstract 1 in the amount of \$20,516.59 were audited and approved by the Board.

Voucher Nos. 1 to 9 Highway Fund Abstract 1 in the amount of \$12,966.07 were audited and approved by the Board.

Voucher Nos. 1 to 3 BHLS Fund Abstract 1 in the amount of \$523.70 were audited and approved by the Board.

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

**Correspondence:**

Association of Towns: regarding the 2015 training school and proposed resolutions.

Tug Hill Commission: Local Government Conference March 26.

NYS Department of Labor: 2015 survey for Occupational Injuries.

**Old Business:**

Proposed Municipal Building: Supv. Wood reported that she contacted Mr. Pahler to let him know that a citizen of the community had reviewed the proposed plans and the estimated cost of the building would be in the \$600,000.00 plus range. He sketched out a downsized building that would fit in our budget of \$350,000. Supv. Wood, Councilperson Lyon and she will contact Ms Potter to set-up a meeting to meet with Mr. Pahler in regards to this. She is also going to contact some modular companies now that the proposed building will only be 1,836 square feet.

Clear Pond Road: Supv Wood reported that the County Highway Supt along with the County Attorney contacted the Town Clerk and reported that they were not going to proceed with the abandonment of the Clear Pond road due to some concerns they have. They are concerned that the road is actually a deeded right of way and the Dewey family was not notified. Also, the Town of Parishville has decided not to proceed with the closure of their end of the road. Supv. Wood contacted Roger Linden, Town Attorney, he is going to contact the

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County Highway Supt. and set-up a meeting with them to discuss this matter.

Town Hall Repairs: Supv. Wood will contact Jeff Putman this week to have him contact the clerk to schedule time needed to start the job.

Town Web Site: Supv. Wood reported that she contact Matt Turcotte in regards to the number of hits the town site has had. It has had over 8,000 hits. He also reduced the price of the mobile software to \$125.00 for a total cost of website hosting and 30 hours of maintenance to \$915.00/year.

Mr. Crump made a motion, seconded by Ms Lyon to renew the website contract with the addition of the mobile software. Adopted unanimously.

**Committee Reports:**

Supervisors Report: Mrs. Wood reported that she is working on a grant for the new municipal building. She also contacted the County Housing in regards preparing the Affordable Housing Grant and they are too busy to take care of it for us.

Highway & Safety: Mr. Green presented a written report.

Fire and Rescue: Mr. Crump reported on monthly training and calls. He also gave an annual report on number of calls, training and fund raisers.

Museum: Closed for the winter.

BHLS: Copy of minutes were presented.

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

**New Business:**

Judge Beekman: Supv. Wood reported to the Board that they have copies of a mileage reimbursement from Judge Beekman, however, it is all for 2014. The Board also questioned the amount of mileage. Judge Beekman responded that he has to deposit funds within 48 hours. In the past he never put in for mileage because he had a business in Canton and dropped off the deposits on his way. Now he no longer has that business so it is a trip into the bank to make the deposit.

He also reported to the Board that they have all cases current and will hold court for one day per week now instead of two.

The Board discussed the mileage and told Mr. Beekman it would be charged to his 2015 budget and in the future he should turn in his mileage on a monthly basis.

Mr. Crump made a motion, seconded by Ms Lyon to approve mileage expense in the amount of \$255.00 for Judge Beekman. Adopted unanimously.

NYS Department of Transportation: regarding the renewal of Highway Work Permits.

Ms Lyon introduced the following resolution with a second by Mr. Crump:

WHEREAS the Town of Hopkinton from time to time receives permits from the Department of Transportation (DOT) to temporarily obstruct, install, construct, maintain, operate or replace any facilities within the bounds of a State highway right-of-way, and

WHEREAS, the town is required by NYS DOT to indemnify or hold harmless agencies and/or officials of the State of New York for such temporary obstructions, installations, construction or maintenance,

THEREFORE BE IT RESOLVED that Susan Wood, in her capacity as Supervisor of the Town of Hopkinton, is authorized to execute the Undertaking in Connection With Highway Permits Issued by NYS DOT agreement.

VOTE: Councilperson Lyons – aye; Councilperson Crump – aye, Supervisor Wood – aye and the resolution was adopted.

ABSENT: Councilperson Potter, Sochia.

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

Meeting was adjourned at 8:05 p.m.

Vickie French

RMC

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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 Absent, Potter Absent.

APPOINTMENTS, RESOLUTIONS OTHER;

APPOINTMENTS BY SUPERVISOR:

- |                                  |                        |
|----------------------------------|------------------------|
| 1. DEPUTY SUPERVISOR             | <u>Susan Lyon</u>      |
| 2. DEPUTY HIGHWAY SUPT.          | <u>Terry Zahler</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 &amp; Allison McLaughlin</u> |
|---|---|

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 &amp; 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>Tabled</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 &amp; Feb 2<sup>nd</sup> Mon. Rest of year 3<sup>rd</sup> Monday at 7:00 PM</u> |

Fiscal:

1. FEES FOR USE OF TOWN HALL:

(a) COMMUNITY (TOWN RESIDENTS)

1. PRIVATE PARTIES	\$65.00
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. (1<sup>st</sup> 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 \$10.69 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, 2015.

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 2015.

REVIEW INVESTMENT POLICY FOR 2015.

The following designation of Depositories for 2015 will be:

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

