

ORGANIZATIONAL MEETING & REGULAR MEETING

JANUARY 08, 2018

At the Organizational and Regular Meeting held on Monday, January 08, 2018 at the Hopkinton Municipal Building at 6:30 p.m.

PRESENT: Supervisor Wood, Councilpersons Lyon, Pullano, Sochia, Parker.

OTHERS PRESENT: Clerk French, Allen Fukes Assessor, Benjamin Wood, Deborah Rust, Beth Rosenbarker, Richard Powers, Jim Pullano, Dan Murdie, Robert Blum, Ernest Wood, Scott McDonald, Lori Witherell, Douglas Witherell, Richard Eakins, David Slater, Steve Bory, Luke Martin, Gregory Crump arrived at 6:45 p.m. Supv. Wood called the Organizational Meeting to order at 6:30 p.m.

Annual report of Clerk French was presented, audited and signed by the Board.

Annual report, bank statements and check book of the Justice Beekman were audited and signed by the Town Board.

A copy of all appointments and fiscal resolutions are attached.

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

Meeting was adjourned at 6:40 p.m.

Supervisor Wood called the Regular meeting to order at 6:40 p.m.

Mr. Parker made a motion, seconded by Ms. Lyon to accept minutes of Regular Meeting held on December 18, 2017 and Special Meeting held on December 29, 2017 as presented. Adopted unanimously.

Mr. Sochia made a motion, seconded by Mr. Parker to accept Supervisor's Financial Report for December 2017 as presented. Adopted unanimously.

Voucher Nos. 1 to 18 General Fund Abstract 1 in the amount of \$9,758.07 were audited and approved by the Board.

Voucher Nos. 1 to 6 Highway Fund Abstract 1 in the amount of \$21,422.30 were audited and approved by the Board.

Voucher No. 1 BHLS Fund Abstract 1 in the amount of \$425.00 was audited and approved by the Board.

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

Privilege of the Floor:

Ernest Wood: regarding the Fire Department using the Town Hall. He asked the Board if they would consider giving the Fire Department 3 free uses per year. The funds they raise they turn over to the Fire District to put towards the purchase of equipment. When they have to pay \$100.00 for rental of the Town Hall that is a lot out of their profit.

Richard Eakins: told the Board that he was upset with a comment that Sandy Maine made last month in regards to Mary Jane Toomey sitting on the Wind Advisory Board. She stated that Mrs. Toomey should not be on the board because she was not neutral on the matter. He stated that the town could not find a more competent person to sit on the board. He also felt that persons sitting on the Wind Board should be neutral on the matter and the Wind Advisory Board should have a say in who is being appointed.

Correspondence:

Association of Towns: regarding the 2018 training school and proposed resolutions.

St. Lawrence County Real Property: breakdown of Town Chargebacks.

Food Pantry: Mary Converse submitted a report with the stats for 2017.

Division of Local Government Services: Clerk French gave each Board Member a copy of a handout "Conducting Public Meetings and Public Hearings".

BHLS: Minutes of January 8, 2018 meeting were presented.

Old Business: No old business to report.

REGUALR MEETING CONTINUED

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Committee Reports:

Supervisors Report: Mrs. Wood reported she has met with the Town Attorney on the appraiser for the wind turbine proposal. We are waiting for the Town of Parishville, school district and the County to sign a contract and then can forward to Avangrid.

Code Enforcement: No Report.

Assessor: Mr. Fukes presented a written report. He explained the Cold War Exemption to the Board. Currently the exemptions expire in 10 years, if the town wishes to allow this exemption to be permanent they will have to adopt it. The Town Board was in agreement that we should look into making the exemption permanent.

Library: It was reported that the frozen pipe issue at the library has been taken care of.

Highway & Safety: Supv. Wood read the report aloud in Mr. Green's absence.

Town Facilities: Ms. Lyon reported that there was two events held and Food Pantry in December.

Fire and Rescue: There were 58 total calls, 10 were in Hopkinton.

BHLS: Mr. Sochia reported that the bathroom project is going well.

New Business:

Residency Law: Supv. Wood reported to the Board that the town needs to have a residency law due to the fact that we have town officers that do not live in the Town of Hopkinton. She contacted Town Attorney, Roger Linden, and he drafted a Local Law in regards to this matter. She presented the Town Board with a copy of the Proposed Local Law, this would pertain to the positions of Code Enforcement Officer, Assessor, Dog Control Officer and Deputy Dog Control Officer. The Board reviewed it and proposed the following resolution:

Proposed Town Local Law:

At a regular meeting of the Town Board of the Town of Hopkinton, St. Lawrence County, New York, held at the Town Municipal Building, 7 Church St, in said Town of Hopkinton, on the 8th day of January, 2018 at 6:30 p.m. there were:

PRESENT: Supervisor Wood, Councilman Parker, Pullano, Lyon, Sochia

Mr. Parker offered the following resolution, with a second by Ms. Lyon and moved its adoption:

WHEREAS, this proposed Local Law will be to Establish Residency Requirements for the appointed offices of Code Enforcement Officer, Assessor, Dog Control Officer and Deputy Dog Control Officer.

WHEREAS, this Board has been presented with and has introduced a draft Local Law No. 1 of 2018 to resolve said issue, titled "Establish Residency Requirements for the Appointed Offices of Code Enforcement Officer, Assessor, Dog Control Officer and Deputy Dog Control"

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Section 20 of the Municipal Home Rule Law of the State of New York, a public hearing on said proposed Local Law No. 1 shall be held on the 12 day of February, 2018 at 6:30 p.m. at the Hopkinton Municipal Building, 7 Church St. in the Town of Hopkinton, New York, and that notice of the time and place of such hearing describing in general terms the proposed local law, be published once on or before the 1st day of February, 2018 in the Watertown Daily Times, a newspaper circulating in said Town of Hopkinton.

VOTE: Supervisor Wood Aye, Councilman Parker Aye, Pullano Aye, Lyon Aye, Sochia Aye.

Shared Service Agreement: Supv. Wood presented the Board with a copy of a Shared Service Agreement with the Hopkinton Fire District.

Mr. Sochia made a motion, seconded by Ms. Lyon to approve the Shared Service Agreement with the Hopkinton Fire District.

VOTE: Supervisor Wood Aye, Councilman Pullano Aye, Lyon Aye, Sochia Aye, Parker Abstained.

REGUAR MEETING CONTINUED

JANUARY 8, 2018

Fire Department Town Hall Use: Ms. Lyon made a motion, seconded by Mrs. Pullano to allow the Fire Department to have three free uses of the Town Hall for the year 2018.

VOTE: Ms. Lyon Aye, Mr. Sochia Aye, Mrs. Pullano Aye, Parker Abstained, Supervisor Wood Abstained.

Training: Mrs. Pullano told the Board that she would like to attend the Newly Elected Officials Training in Rochester. The Board was in agreement on allowing her to attend the training.

Wind Overlay Zone: Mrs. Pullano discussed with the Board the difference in land on the North of 72 and the land South of 72. She stated that the land on the South of 72 is mostly forest land and the land on North of 72 is agricultural land. She also checked with the County Forrester in regards to land on the South of 72 being clear cut. He stated there is no plan for that.

Mr. Slater stated that clear cutting is a broad term and has the company provided the town with any specifics on what will happen. Mr. McDonald, Avangrid, responded that examples of forest cut was presented during the preliminary map of the layout.

Mr. Slater asked about the Article 10 process. Mr. McDonald stated that the details will be in the application process and the town will be a part of the process.

Mr. Parker commented that it is not up to the Board to tell people what they can do with their property, we have no zoning or planning in the Town of Hopkinton.

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

Meeting was adjourned at 7:20 p.m.

ORGANIZATIONAL MEETING APPOINTMENTS AND RESOLUTIONS FOR 2018

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

VOTE: Supv. Wood Aye, Councilpersons Lyon Aye, Pullano Aye, Sochia Aye, Parker Aye.
Supv. Wood abstained on appointment of Groundskeeper.

APPOINTMENTS, RESOLUTIONS OTHER;

APPOINTMENTS BY SUPERVISOR:

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| 1. DEPUTY SUPERVISOR | <u>Susan Lyon</u> |
| 2. DEPUTY HIGHWAY SUPT. | <u>Leland McAllister</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:

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

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| 1. REPRESENTATIVE-ASSOC. TOWNS MTG. | <u>None</u> |
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- 2. CUSTODIAN TOWN HALL & TOWN OFFICE Sue Converse
- 3. GARBAGE PICK-UP (TOWN HALL, TOWN OFFICE, TOWN GARAGE, FT. JACKSON PARK) J & F Trash Removal
- 4. DOG CONTROL OFFICER Robert Phillips
- 5. DEPUTY DOG CONTROL OFFICER Susan Seidlecki
- 6. LIBRARY CLERK Jan Keller
- 7. CODE ENFORCEMENT OFFICER Joe McGill
- 8. GROUNDS KEEPER Ernest Wood

OTHER APPOINTMENTS:

- 1. OFFICIAL NEWSPAPER Watertown Daily Times
- 2. INSURANCE AGENCY McFadden Dier (NYMIR)
- 3. DATE & TIME OF COUNCIL MEETINGS Jan, & Feb 2nd Mon. Rest of year 3rd Monday at 6:30 PM

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. (1st pay period of the month).

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

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

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

4. RATE OF PAY FOR PART TIME EMPLOYEES \$11.23 PER HOUR.

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

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, 2018.

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 PUR-
CHASE 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 2018.

REVIEW INVESTMENT POLICY FOR 2018.

REVIEW OF CREDIT CARD POLICY FOR 2018.

REVIEW OF SEXUAL HARRASSMENT POLICY FOR 2018.

REVIEW OF WORKPLACE VIOLENCE POLICY FOR 2018.

REVIEW OF CODE OF ETHICS FOR 2018.

The following designation of Depositories for 2018 will be:

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

COMMITTEES:

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| 1. BHLS HEALTH CENTER | <u>Gilbert Sochia</u> |
| 2. MUSEUM | <u>Steven Parker</u> |
| 3. TOWN FACILITIES | <u>Susan Lyon</u> |
| 4. RECREATION | <u>Kelly Pullano</u> |
| 5. LIBRARY | <u>Steven Parker</u> |
| 6. RESCUE | <u>Susan Wood</u> |
| 7. UNION BARGAINING | <u>Susan Wood & Kelly Pullano</u> |
| 8. SAFETY COMMITTEE | <u>Steve Green</u> |

Respectfully Submitted

Vickie French
RMC

