

ORGANIZATIONAL MEETING & REGULAR MEETING

JANUARY 14, 2019

At the Organizational and Regular Meeting held on Monday, January 14, 2019 at the Hopkinton Municipal Building at 6:30 p.m.

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

OTHERS PRESENT: Clerk Powers, Hwy. Supr. Green, CEO Ploof, Assessor Allen Fukes, Jan Keller, Deb Rust, Beth Rosenbarker, Ernest Wood, Lori & Douglas Witherell, Greg Crump, Dave & Irene Perry, Frank & Kelly Potenzano, Charlie Rohlf, Kathy MacKay, Etta Phelix, Dolores Rice, Mary Witherell, Wayne Ackley, Cherie Whitten, Mr. & Mrs. Luke Martin, Mike Draper arrived at 7:15 p.m.

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

A letter from Ms. Vickie French was read, regarding the Town Board meeting night schedule for 2019.

Annual report, bank statements and checkbooks (Town Clerk & Tax Collection) of Clerk Powers was presented, audited and signed by the 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 6:49 p.m.

Supervisor Wood called the Regular meeting to order at 6:49 p.m.

Privilege of the Floor:

Cherie Whitten presented information regarding the "Roundup" weed killer, provide documentation on "Growing the North Country Economy from the Inside Out" and discussed pilot's for locally-owned industry.

Ms. Lyon made a motion, seconded by Mr. Parker, to accept the minutes of the Regular Meeting held on December 17, 2018 and the Special Meeting held on December 27, 2018. Adopted unanimously.

Mr. Sochia made a motion, seconded by Mr. Parker, to accept the Supervisors Financial Report for December, 2018. Adopted unanimously.

Voucher Nos. 2 to 28 General Fund Abstract 1 in the amount of \$13,002.47 were audited and approved by the Board. (General Fund Voucher #1 was deleted.)

Voucher Nos. 1 to 8 Highway Fund Abstract 1 in the amount of \$23,263.57 were audited and approved by the Board.

Voucher Nos. 1 to 2 BHLS Fund Abstract 1 in the amount of \$444.99.00 were audited and approved by the Board.

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

Review of Budget Report to date:

The Town recently received a letter from CHIPS stating that there was \$12,229.32 in unspent funds left in our account that may be rolled over to the 2019 paving budget in the Highway account. Mr. Parker made a motion, seconded by Ms. Lyon, to transfer the funds.

Correspondence:

Association of Towns: regarding the 2019 training school.

State of New York Unified Court System: The audit of the Town Justice's finances and resolution to the Court System was postponed to the February 2019 Board Meeting.

SLC Board of Legislators: Mr. Rick Perkins, District #7 Legislator provided a report from the Board's 2019 Organizational Meeting.

BHLS: Minutes of January 8, 2019 meeting were presented.

REGULAR MEETING CONTINUED

JANUARY 14, 2019

Old Business:

Cyber Policy/OIT person: Supv. Wood is awaiting a Cyber Policy from Town of Stockholm so will postpone until the February 2019 meeting. Supr. Wood has spoken with Bill Sova regarding OIT services. Mr. Parker made a motion, seconded by Ms. Lyon to pursue a contract with Mr. Sova.

Outside light in Park: Received quote info from National Grid regarding various options. The Board discussed all options and Ms. Lyon made a motion, seconded by Mr. Sochia, for a "B" LED Light to be installed on National Grid Pole 3-1 on Church St. at a cost of \$99.00 per year. Adopted unanimously. Supr. Wood will contact National Grid.

Solar Law: It was noted that the present Local Law regarding solar energy systems was intended for individual placement. Additional discussion will be held at Feb. 2019 meeting regarding a 6 month moratorium regarding large scale projects.

Canton-Potsdam Bypass Resolution: Additional information will be requested from Mr. Perkins.

Committee Reports:

Supervisors Report: Nothing to report.

Code Enforcement: Request will be made for an end-of-year report.

Assessor: Mr. Fukes presented a written quarterly report.

Library: Ms. Keller reported on computer access for taxes and job searches. There is still issues with water pipes freezing. She is working with PHCS for "Book-Battle" and preparing for the summer reading program.

Museum: Mr. Parker noted that the ceiling project is complete and he is investigating the water pipe issues.

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

Town Facilities: Ms. Lyon reported a busy month and replacement of the water heating system.

Fire and Rescue: There were 700 Tri-Town calls in 2018. Tri-Town recently held election of officers and they are receiving a new ambulance next month.

BHLS: Mr. Sochia reported that the new rail has been installed on the ramp. All monthly checks are up-to-date.

New Business:

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

VOTE: Supervisor Wood Aye, Councilpersons Pullano Aye, Lyon Aye, Sochia Aye. Mr. Parker abstained.

North Country Life Flight: Mr. Sochia introduced the following resolution, with a second by Ms. Lyon:

WHEREAS, North Country Life Flight, Inc. is a not-for-profit, tax-exempt corporation which is responsible for all aspects of patient care by providing medical equipment, training medical personnel and administering the medical portion utilizing the New York State Police helicopter based in Saranac Lake; and

WHEREAS: The New York State Police aviation resources do not provide a medically trained team or medical equipment for patient transports; and

WHEREAS: The people of Clinton, Essex, Franklin, Hamilton and St. Lawrence Counties receive a vital emergency medical service which is free of charge to critically ill and seriously injured patients, and, therefore municipal governments are asked to pledge monies for this worthwhile program;

NOW, THEREFORE, BE IT RESOLVED: That the Town Board of the Town of Hopkinton hereby authorizes the Supervisor to enter into a contract with North Country LIFE FLIGHT, Inc. for the purpose of operating the medical component of the Med-evac program, which will serve its residents and visitors, and paying the amount of \$500.00 which represents the Town's share for 2019; and be it

REGULAR MEETING CONTINUED

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FURTHER RESOLVED: That the sum of \$500.00 is hereby appropriated to Account No. A4540.4 for payment to North Country LIFE FLIGHT, Inc. Adopted unanimously.

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

Meeting was adjourned at 7:35 p.m.

ORGANIZATIONAL MEETING APPOINTMENTS AND RESOLUTIONS FOR 2019

APPOINTMENTS BY SUPERVISOR:

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| 1. DEPUTY SUPERVISOR | <u>postponed till February</u> |
| 2. DEPUTY HIGHWAY SUPT. | <u>Leland McAllister</u> |
| 3. BUDGET OFFICER | <u>James Lyon</u> |
| 4. LOCAL ACCOUNTANT | <u>Lyon Accounting</u> |
| 5. REGISTRAR OF VITAL STATISTICS | <u>Richard L Powers</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>to be determined</u> |
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APPOINTMENTS BY COUNCIL:

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| 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>On Hold</u> |
| 4. DOG CONTROL OFFICER | <u>Robert Phillips</u> |
| 5. DEPUTY DOG CONTROL OFFICER | <u>Susan Seidlecki</u> |
| 6. LIBRARY CLERK | <u>Jan Keller</u> |
| 7. CODE ENFORCEMENT OFFICER | <u>Bruce Ploof</u> |
| 8. GROUNDS KEEPER | <u>David Perry</u> |

OTHER APPOINTMENTS:

- | | |
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| 1. OFFICIAL NEWSPAPER | <u>Watertown Daily Times</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> |

ORGANIZATIONAL MEETING APPOINTMENTS continued

Fiscal:

1. FEES FOR USE OF TOWN HALL:

(a) COMMUNITY (TOWN RESIDENTS)

1. PRIVATE PARTIES	<u>\$65.00</u>
2. WEDDING RECEPTIONS, DANCES, DINNERS	<u>75.00</u>
3. X-TRA FOR KITCHEN STOVE USE	<u>35.00</u>
4. PUBLIC MEETINGS	<u>Free</u>

(b) NON-COMMUNITY RESIDENTS

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

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 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.

Mr. Parker made a motion, seconded by Ms. Lyon 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.

ORGANIZATIONAL MEETING APPOINTMENTS continued

REVIEW PROCUREMENT POLICY FOR 2019. Moved -Ms. Pullano, Seconded-Mr. Parker
REVIEW INVESTMENT POLICY FOR 2019. Moved-Mr. Social, Seconded-Ms. Lyon
REVIEW OF CREDIT CARD POLICY FOR 2019. Moved -Ms. Pullano, Seconded-Ms. Lyon
REVIEW OF SEXUAL HARRASSMENT POLICY FOR 2019. Moved-Mr. Sochia, Seconded-Ms. Lyon
(will be review, updated and replaced in 2019)
REVIEW OF WORKPLACE VIOLENCE POLICY FOR 2019. Moved-Ms. Lyon, Seconded-Mr. Parker
REVIEW OF CODE OF ETHICS FOR 2019. Moved-Mr. Parker, Seconded-Ms. Lyon
All the above reviewed policies were adopted unanimously.

The following designation of Depositories for 2019 will be:

NBT Bank: Supv. Wood, Clerk Powers, Justice Bory.

COMMITTEES:

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

Ms. Lyon made a motion, seconded by Ms. Pullano to approve the committee appointments. Adopted unanimously.

Respectfully Submitted

Richard L Powers
Town Clerk