

REGULAR MEETING

SEPTEMBER 17, 2018

At the Regular Meeting held on Monday, September 17, 2018 at the Hopkinton Town Hall at 6:30 p.m.

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

OTHERS PRESENT: Clerk French, Dolores Rice, Amber Lindsey, Randy Lindsey, Kelly Potenzano, Frank Potenzano, Doug Witherell, Lori Witherell, Mary Witherell, Richard Powers, Wayne Ackley, Etta Phelix, Kenneth Phelix, Duane French, Kathy McKay, John Mahoney, Ernest Wood, Luke Daily, Jan Keller. Mike Draper arrived at 6:50 p.m.

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

Privilege of the Floor:

Dolores Rice: asked to reserve time later in the meeting when the Proposed Local Law A was discussed.

Etta Phelix: addressed the Board in regards to the condition of the flag in front of the Town Hall and also the light is not working on the flag pole. She also asked why the flag was not lowered for Senator John McCain and on September 11. She asked who was in charge of taking care of the flags.

Supervisor Wood apologized for the flags not being lowered, that usually we receive an email in regards to the lowering and she does not remember receiving one.

*Supervisor Wood asked for the August 20, 2018 minutes to show a correction; she did not contact the Court Administration in regards to using the court grant to expand the current courtroom at the Municipal Building and was told that we cannot use the funding for that purpose. She stated that she assumed they would not allow us to use the grant for the expansion due to the fact we already had received grant monies for the building of the court room.

Ms. Lyon made a motion, seconded by Mr. Parker to accept minutes of Regular Meeting held on August 20, 2018 with correction. Adopted unanimously.

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

Voucher Nos. 212 to 233 General Fund Abstract 9 in the amount of \$31,244.42 were audited and approved by the Board.

Voucher Nos. 102 to 110 Highway Fund Abstract 9 in the amount of \$9,947.89 were audited and approved by the Board.

Voucher Nos. 16 to 17 BHLS Health Center Fund Abstract 9 in the amount of \$4,359.83 were audited and approved by the Board.

Voucher Nos. 1 to 2 Building Fund Abstract 1 in the amount of \$2,551.65 were audited and approved by the Board.

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

Budget Report:

Mr. Parker made a motion, seconded by Ms. Lyon to transfer from A1620.4 Buildings Contractual to DA5130.4 Highway Machinery Contractual \$270.00 for the cleaning of the exterior of the Municipal Building. Adopted unanimously.

Old Business:

Local Law Prohibiting the Building of Primary Residences on Seasonal Use Highways: Dolores Rice requested a list of the affected roads and the length of them, cost evaluation of the price to plow one mile, laws referring to the law, who suggested to the Highway Supt. to bring this to the board. Mrs. Pullano commented that our insurance company NYMIR suggested this law.

Supv. Wood reported that she contacted NYMIR in regards to the local law and they stated that this was a legal

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issue and we should take care of this with our attorney. The attorney reviewed the Proposed Local Law A and in his opinion this may not be a good idea from a policy perspective. The Town Board, however has the power to do this and the authority in his opinion.

Supervisor Wood stated that based on the opinion of the attorney she would like to remove the Proposed Local Law A Prohibiting the Building of Primary Residences and Businesses on Seasonal Use Highways in the Town of Hopkinton.

Mr. Parker felt that he is not a fan of telling people what they can do with their property.

Mr. Sochia felt we should allow the usage of the roads.

Mrs. Pullano stated she has mixed feelings, that the seasonal roads are not wide enough or level enough to plow. She would rather look into zoning and take care of this issue that way.

Mr. Parker made a motion, seconded by Ms. Lyon to not move forward with Proposed Local Law A Prohibiting the Building of Primary Residences and Businesses on Seasonal Use Highways in the Town of Hopkinton.

Adopted unanimously.

Dolores Rice withdrew her request for records.

Cyber Security Policy: Supv. Wood presented the Board with an Information Technology Policy to review.

This is based on the one Town of Stockholm uses. We are still in need of a firewall and IT person. Supv. Wood stated that she has talked with someone from Norwood-Norfolk School on this matter and is waiting to hear back from him.

Ms. Lyon made a motion, seconded by Mr. Parker to table taking and action on the Information Technology Policy until we have further information. Adopted unanimously.

New York Municipal Energy Program: Supv. Wood presented the Board with a Proposed Local Law B entitled "Community Choice Aggregation (Energy) Program.

She stated that a concern she has in regards to this program is once we opt in it puts every citizen in the program and they have to opt out of the program if they do not want to participate. She has concerns that this could be very confusing to our senior population and she has not found any New York State towns in the program so far. Frank Potenzano asked if all are included in the opt in, who pays for the opt out expense to notify persons they have that option. Supv. Wood responded that the company would pay for that.

Dolores Rice asked if there was a provision not to sell or share the info.

Ms. Lyon made a motion, seconded by Mr. Parker to table this Proposed Law until more information is available. Adopted unanimously.

Town Hall Chimney: Supv. Wood reported that she has no quotes for this as of yet.

Fuel Tank Proposal: Cornerstone Services first proposal was to install three 330 gallon tanks in the town hall basement with all labor and materials needed at a cost of \$5,707.00.

Second proposal was to install three 275 gallon tanks in the town hall basement with all labor and materials needed at a cost of \$5,320.00.

NY Environmental Services, Inc. submitted a price for the decommissioning of the underground storage tank in the amount of \$5,525.00. In the quote it would be the town's responsibility to remove the concrete ramp over the tank to allow for access and expose the top of the tank. The town would also have to excavate two test pits along the west and south walls of the tank to estimated depth 2 feet wide and 4-6 feet deep.

The Board discussed both quotes.

Mr. Parker made a motion, seconded by Ms. Lyon to table a decision and try to get two more quotes and to hold a Special Meeting on October 1, 2018 at 6:30 p.m. at the Hopkinton Town Hall to discuss the new fuel tanks

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and the decommissioning of the old tank. Adopted unanimously.

2019 Tentative Budget Review: Budget Officer French reported to the Board that she had removed all raises except for the Highway Superintendent as requested by the Board. She also reported that the majority of the cost for training the new Town Justice will be in the current budget so the contractual expense was reduced. We are currently over the tax cap by \$1,298.00.

Discussion was held on reducing the new Town Clerks salary. Councilmen Parker, Sochia and Lyon were opposed to lowering the salary. Supv. Wood and Councilmen Pullano were in favor of lowering. The salary stayed as proposed in the Tentative Budget.

Code Enforcement Officer: Supv. Wood reported to the Board that she and Joe McGill, current Code Officer, will be meeting with Bruce Ploof the Code Officer in Dickinson Center on September 18. He is already certified and this will save the town money on training as we will have a shared Code Officer.

Bids for Town Hall Renovations: Bids were received from the following:

Continental Construction: Base Price \$25,000.00, Kitchen Alterations \$48,100.00, Handicap Ramp \$24,200.00, Insulate Storage Building \$6,800.00.

Northroute Development: Base Price \$29,800.00, Kitchen Alterations \$78,000.00, Handicap Ramp \$29,500.00, Insulate Storage Building \$9,500.00.

Mr. Parker made a motion, seconded by Ms. Lyon to accept the bid from Continental Construction for the Base Price of \$25,000.00, Handicap Ramp \$24,200.00, Insulated Storage Building \$6,800.00.

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

Committee Reports:

Code Enforcement: A written report was presented. Supv. Wood read it aloud. Six permits were issued in July & August. Twenty five have been issued to date.

Assessor: A written report was presented. Supv. Wood read it aloud.

Library: Jan Keller reported that all is well at the Library. Mr. Parker reported that the handicap ramp painting should be completed this week along with the repair of the rain gutter and the snow guards.

Museum: Mike Draper, Historical Group President, reported that they have a new sign to advertise their events. The funds were donated.

Highway: A written report was presented and read aloud by the Supervisor.

Town Facilities: Ms. Lyon reported that Food Pantry was held. There were no other events.

BHLS: Minutes were received of their September 11, 2018 meeting. Mr. Sochia reported that he and Nancy Lynch had done a walk through at the Health Center to address some of the needs of the building.

Groundskeeper: Mr. Wood reported that he is going to look for some better quality flags for the streets next year. He also asked the Board if there is enough funds left in the contractual expense for parks to purchase a storage building 10 X 14 or 10 X 16, for the mower, snow blower, salt for ice removal etc. and place it near the municipal building. He estimates a cost of \$1500-1600.

Mr. Wood also commented on the mowing of the Catherinsville Cemetery. He stated that when he started mowing he was told it had to be done twice a year so he does it in the spring and fall. He is willing to do it once a month if the Board approves it.

New Business:

Establish a reserve fund "Maintenance Repair Fund": Supv. Wood reported to the Board that we still have funds in the Building checking account that was used when building the new municipal building. When the annual report was filed with Comptroller this year they questioned what the funds were for, so she would like to put

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them in a reserve fund so that they can only be used for maintenance or repairs of the Municipal Building or

Town Hall.

Mr. ~~Crum~~ Parker made a motion, seconded by ~~Mr. Parker~~ Ms. Pullano to adopt the 2018 Tentative Budget as the Preliminary Budget for 2018. (correction per Town Board 10-15-18)

Mr. Parker introduced the following resolution with a second by Ms. Lyon;

WHEREAS, the Town Board of the Town of Hopkinton, Hopkinton, NY, St. Lawrence County has determined it is necessary to establish a Maintenance and Repair Building Reserve Fund, and

WHEREAS, the Town Board of the Town of Hopkinton establishes this reserve fund to pay for maintenance and repair of the Municipal Building and Town Hall, and

WHEREAS, expenditures may be made from a maintenance and repair building reserve fund for the payment of all or part of the cost, of:

- a. The cash payment for any emergency repairs and/or maintenance of the Municipal Building or Town Hall
- b. Professional services rendered in the completion of such repairs/maintenance, and

WHEREAS, the source of revenue for this reserve fund will come from budgetary appropriations;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Hopkinton does establish a Maintenance and Repair Building Reserve Fund.

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

Adoption of Tentative Budget as Preliminary Budget for 2019: Mr. Parker made a motion, seconded by Mrs. Pullano to adopt the 2019 Tentative Budget as the Preliminary Budget for 2019. Adopted unanimously.

Public Hearing Date on Preliminary Budget: Mr. Parker made a motion, seconded by Mrs. Pullano to hold a Public Hearing on October 15th, 2018 at 6:30 p.m. at the Hopkinton Town Hall. The regular meeting will follow the Public Hearing.

Adopted unanimously.

Supervisor Wood presented Clerk French with a gift card and flowers on behalf of the Town Board and Town Employees and thanked her for her 36 years of service to the town.

Mrs. Pullano made a motion, seconded by Mr. Parker to adjourn the meeting.

Meeting was adjourned at 7:45 p.m.

Respectfully Submitted:

Vickie French, RMC