

PUBLIC HEARING PROPOSED LL 1

ORGANIZATIONAL MEETING

REGULAR MEETING

JANUARY 11, 2016

At the Public Hearing, Organizational and Regular Meeting held on Monday, January 11, 2016 at the Hopkinton Town Hall at 7:00 p.m.

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

OTHERS PRESENT: Stephen Green Hwy Supt., Clerk French, Annette Green, Ronald Streeter, Allen Fukes Assessor & Code Officer, Deb Christie, Warren Irwin, Charles Schloer.

Proof of Notice having been furnished, the Public Hearing on Proposed Local Law 1 Permitting and Regulating All-Terrain Vehicle Operations on Certain Public Roads of the Town of Hopkinton as called to order by Supervisor Wood at 7:00 p.m.

Supv. Wood reported that during review of the Proposed law she has found some areas of concern she would like to discuss with the Town Attorney before passage.

There is a discrepancy in the speed limits in Section 5. In Section 5 #8 states that only roads specified in this local law may be used except ones designated in this law. She stated we already have a Local Law on file that allows for all roads within the town to be accessible to ATV traffic. Section 3 refers to an official Town Highway Map of the Town of Hopkinton. We do not have an official town map, therefore she will ask the attorney to change this to the SLC Highway map. Section 9 states that all roads must be posted with all of the rules, conditions and restrictions by the Highway Supt.

Deb Christy, SLC Trail Co-coordinator stated that the trail system will pay for the cost of the signs.

All persons desiring to be heard, having been heard, having been heard, the Hearing was terminated at 7:13 p.m.

Supv. Wood called the Organizational Meeting to order at 7:14 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 Mr. Sochia to adjourn the Organizational meeting.

Meeting was adjourned at 7:25 p.m.

Supervisor Wood called the Regular meeting to order at 7:25 p.m.

Mr. Sochia made a motion, seconded by Ms Lyon to accept minutes of Regular Meeting held on December 21, 2015 and Special Meeting held on December 29, 2015 as presented. Adopted unanimously.

Ms Lyon made a motion, seconded by Mr. Crump to approve the Supervisors Financial Report for December 2015 as presented. Adopted Unanimously.

Voucher Nos. 1 to 22 General Fund Abstract 1 in the amount of \$9,577.46 were audited and approved by the Board.

Voucher Nos. 1 to 5 Highway Fund Abstract 1 in the amount of \$12,777.10 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.

Voucher Nos. 1 to 3 Building Funds Abstract 1 in the amount of \$31,148.31 were audited and approved by the Board.

REGULAR MEETING CONTINUED

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

Supv. Wood reported to the Board that she had received another bill from Mr. Pahler for \$450.00 for revising the site plan of the new Municipal Building and also included in the bill was a past due amount for the \$2175.00 that the Board did not approve in October. The Board suggested she set-up a meeting with him to discuss the billing and do a walk-through of the building. Councilperson Lyon stated she would be available to attend the meeting with her.

**Correspondence:**

Association of Towns: regarding the 2016 training school and proposed resolutions.

**Old Business:**

Proposed Local Law: Ms Lyon made a motion, seconded by Mr. Sochia to table the proposed Local Law and to schedule another Public Hearing for February 8, 2016 at 7:00 p.m. Adopted unanimously.

**Committee Reports:**

Supervisors Report: Mrs. Wood reported that she has completed and submitted the paperwork for our final payment on the State Grant Funding for the Municipal Building. She is also completing the grants from the Court Administration for the purchase of furniture and the lighting system. She also submitted the Board with a Court financial report for the years 2012-2015.

Code Enforcement: Mr. Fukes presented a written report. He reported that the garbage problem on the Converse Road had been cleaned up. He will be attending the Code Conference February 28-March 3. He will receive 24 hours of continuing education that is mandatory to keep NYS Certification.

Assessor: Mr. Fukes presented a written report. He mailed out all STAR renewals. We may have to upgrade his lap top to handle the new Version 5 NYS program. Next month he should have the equalization rate and total assessed value increase.

Highway & Safety: Mr. Green presented a written report. They moved some items over to the new municipal building. Plowed and sanded only 5 times since December 29. Maintenance on vehicles. Installed new lights in office, bathroom and lunch room.

Town Facilities: Supv. Wood reported that she had sent Jeff Putman an email in regards to problems with the renovations he did on the town hall and has had no response.

Fire and Rescue: Mr. Crump reported that Tri-Town Rescue had 657 calls in 2015 for all four towns. They are expecting the new squad to be delivered any day. Supv. Wood asked him if he could get an end of year financial report from them. He will check into this.

He reported on the man hours, calls and training for the HFJFD. He also reported the end of year totals on training, work details and fund raisers. They are going to try and hold a ham dinner in February. They also going to apply for a grant for recruitment and retention. They are also putting out a quarterly newsletter.

Museum: Closed for the winter.

BHLS: Copy of minutes were presented. The service program they purchased for the furnace has paid off. They have used it twice.

Groundskeeper: Ms Lyon asked that Mr. Wood keep the garbage dumpster cleaned out. Also, the clerk reported that the mailman has requested that we clean out the mailbox. Mr. Crump also asked the Supervisor to check and if he cannot find a gate for the Ft. Jackson Park to let him know he may know where he can get one.

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

Meeting was adjourned at 8:00 p.m. Adopted unanimously.

ORGANIZATIONAL MEETING 2016

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

VOTE: Supv. Wood Aye, Councilpersons Lyon Aye, Crump Aye, Sochia Absent, Potter Absent. Supv. Wood abstained on appointment of Groundskeeper.

APPOINTMENTS, RESOLUTIONS OTHER;

APPOINTMENTS BY SUPERVISOR:

- 1. DEPUTY SUPERVISOR Susan Lyon
- 2. DEPUTY HIGHWAY SUPT. Leland McAllister
- 3. BUDGET OFFICER Vickie French
- 4. LOCAL ACCOUNTANT Lyon Accounting
- 5. REGISTRAR OF VITAL STATISTICS Vickie French
- 6. HISTORIAN Mary Converse
- 7. DEPUTY HISTORIAN Cindy Niles

APPOINTMENTS BY TOWN CLERK:

- 1. DEPUTY TOWN CLERK\REGISTRAR & DEPUTY TAX COLL. Etta Phelix & Katrina Parker

APPOINTMENTS BY COUNCIL:

- 1. REPRESENTATIVE-ASSOC. TOWNS MTG. None
- 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. LIBRARY CLERK Jan Keller
- 6. CODE ENFORCEMENT OFFICER Allen Fukes
- 7. GROUNDS KEEPER Ernest Wood

OTHER APPOINTMENTS:

- 1. OFFICIAL NEWSPAPER Courier-Observer
- 2. INSURANCE AGENCY McFadden Dier (NYMIR)
- 3. DATE & TIME OF COUNCIL MEETINGS Jan, Feb & Apr 2<sup>nd</sup> Mon. Rest of year 3<sup>rd</sup> Monday at 7:00 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	<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. (1<sup>st</sup> pay period of the month).
  - (d) WEEKLY- SUPT. OF HIGHWAYS, HIGHWAY EMPLOYEES, GROUNDSKEEPER.
  - (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 \$10.90 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 29, 2016.
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 2016.  
 REVIEW INVESTMENT POLICY FOR 2016.  
 REVIEW OF CREDIT CARD POLICY FOR 2016.

The following designation of Depositories for 2016 will be:  
 NBT Bank: Supv. Wood, Clerk French, Justice Beekman.

Vickie French  
 RMC



