

## Organizational Meeting

The organizational meeting of the Waddington Town Board was held on Wednesday, January 3, 2018 at 6:30PM in the Community Room- Hepburn Library.

**Present were:** Supervisor Alex Hammond and Councilmembers: Travis McKnight, Shirley Robinson, and Scott Loomis. Councilmember Prentice was absent.

**Also Present:** Carol A. Burns, Town Clerk, David Putney, Highway Superintendent, Holly and Brianna Hammond, Terry and Cora Robinson, Samantha Hall, Kirk and Michelle Robinson, Brian Beatty, Benny Fairchild, William Tiernan, Collin Loomis, Joan Loomis, Mark and Cassidy Scott, Kevin Putney, Bob & Kay Smith, John Tenbush, and Arlene Stillwell.

**Call to Order:** Supv Hammond called the meeting to order @ 6:30PM.

**Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Oaths of Office:** The following were sworn in as elected officials: Alex V. Hammond, Town Supervisor, Scott Loomis, Town Councilmember, David Putney, Highway Superintendent, and Carol A. Burns, Town Clerk.

### 2018 Annual Appointments

#### Resolution #1

Motioned by: McKnight

Seconded by: Robinson

Records Management Officer(RMO)	Carol Burns
Registrar of Vital Statistics	Carol Burns
Deputy Registrar of Vital Statistics	Kerri O'Bryan
Tax Collector	Carol Burns
Deputy Town Clerk	Kerri O'Bryan
Court Clerk	Kerri O'Bryan
Dog Control Officer	James E. Pipher
Bookkeeper	Darlene Ellis
Deputy Supervisor	Shaun Prentice

### 2018 Salary Schedule

#### Resolution #2

Motioned by: Loomis

Seconded by: McKnight

Supervisor	\$10,500 Per year- pay bi-weekly
Bookkeeper	17,629. Per year – pay bi-weekly
Town Justice	12,730 Per year – pay quarterly
Court Clerk	11,360 per year- pay bi-weekly
Councilman	3,090 Per year- pay quarterly
Town Clerk	28,652 Per year- pay bi-weekly
Registrar of Vital Stats	2,300 Per year- pay annually
Deputy Clerk	6,315 Per year– pay bi-weekly (10 hrs per wk)
Town Attorney	12,000 Per year- pay quarterly
Assessor	18,000 Per year- pay monthly
Supt of Highways	48,880 Per year- pay bi-weekly
Grievance Bd of Review	100.00 Per day + mileage + school
Municipal Building Janitor	9.35 per hour – pay bi-weekly (4 hours per week)
Dog Control Officer	5,300 Per year- pay monthly
Historian	825 Per year- pay annually
Code Enforcement Officer	4,503 Per year- pay monthly
Zoning Secretary	1,248 Per year

Librarian	19,604 Per year – pay bi-weekly
Librarian Substitute(Renee)	10.25 Per hour- (\$3880 Budget)
(Janet)	10.35 per hour
Librarian Custodian	3,797.04. Per year - pay monthly
Rink Attendant	3,800 Per year – pay bi-weekly
MEO Per Contract	21.47 Per hour – pay bi-weekly
Probationary	

**Mileage Allowance**

Resolution #3

Motioned by: Robinson

Seconded by: Loomis

RESOLVED, that all Town Officials are allowed compensation not in excess of .48 ½ mile for use of their automobiles in performance of their duties. Ayes: All

**Designation of Bank**

Resolution #4

Motioned by: McKnight

Seconded by: Loomis

RESOLVED, that Community Bank N.A. of Waddington, N.Y. is hereby designated as depositor, in which the Supervisor, Town Justice, Town Clerk, and Tax Collector of the Town of Waddington will deposit monies coming into their hands by virtue of their offices. Ayes: All

**Meeting Schedule**

Resolution #5

Motioned by: Robinson

Seconded by: McKnight

RESOLVED, that the Regular Meeting of the Waddington Town Board will be held the second Monday of month at 7:00PM except in November when it will be the 1<sup>st</sup> Monday of the month but not later than the Thursday following the General Election. Meetings will be held in the Municipal Building unless a larger crowd is anticipated and then it will be held in the Old Town Hall. Advance notice will be given to the public of the change. Ayes: All

**Newspaper Designation**

Resolution #6

Motioned by: Robinson

Seconded by: Loomis

RESOLVED, that the Courier Observer a newspaper published in Massena, N.Y. is hereby designated the official newspaper of the Town of Waddington. Ayes: All

**Signature Authorization**

Resolution #7

Motioned by: McKnight

Seconded by: Loomis

RESOLVED, that Alex Hammond, Supervisor of the Town of Waddington is authorized to sign all checks on all funds of said town on deposit in Community Bank without a counter signature. Ayes: All

**Investment Policy**

Resolution #8

Motioned by: Robinson

Seconded by: Loomis

RESOLVED, that the Waddington Town Board agrees to continue with its current investment policy for the year 2018. (Copy is attached for details) Ayes: All

**Purchase Authorization**

Resolution #9

Motioned by: McKnight  
Seconded by: Loomis

RESOLVED, that the Town of Waddington Highway Superintendent be authorized to purchase equipment not to exceed \$1,500 without prior board approval. Ayes: All

**Signature of Checks**

Resolution #10

Motioned by: Loomis  
Seconded by: Robinson

RESOLVED, that the Deputy Town Supervisor, Shaun Prentice, has approval to sign any necessary checks during the case of the Supervisor’s absence. In the case of both the Supervisor & Deputy Supervisor the Town Clerk, Carol A. Burns, is appointed to sign checks. Ayes: All

**Association of Towns:**

Resolution # 11

Motioned by: Robinson  
Seconded by: McKnight

RESOLVED, that the Waddington Town Board hereby authorizes all interested elected and appointed officials to attend the Association of Town Annual Meeting in New York City in February 2018;

BE IT FURTHER RESOLVED, that actual expenses of rooms and registration along with a \$35.00 per diem allowance for meals and a maximum of \$100.00 for travel allowance is provided;

AND FURTHER RESOLVED, that all attendees must present a written report of the meetings attended at the March 2018 regular Town Board Meeting. All reports will become part of the minutes. Failure to present such a report will be sufficient reason to deny payment of all meeting expenses. Ayes: All

**Procurement Policy**

Resolution #12

Motioned by: McKnight  
Seconded by: Loomis

RESOLVED, that the Waddington Town Board agrees to continue with its current procurement policy for the year 2018. (Copy is attached for details)

**Returned Check Fees**

Resolution # 13

Motioned by: Loomis  
Seconded by: McKnight

RESOLVED, that the Town will impose a \$20 fee for every check tendered for payment that has been returned for insufficient funds. Ayes: All

**Supervisor’s Appointments:**

- Library: Loomis
- Rescue Squad: Prentice
- Agriculture/Cemeteries: McKnight
- Recreation/Tourism: Robinson
- Highway Liaison: McKnight

**Citizen’s Comment:** There were no citizen’s comments.

**Adjournment:** A motion was made by McKnight, seconded by Loomis to adjourn the meeting @ 6:45PM. Ayes: All

## Regular Meeting

A regular meeting of the Waddington Town Board was held on Monday, January 8, 2018 @ 7PM in the Municipal Building.

**Present were:** Supervisor Alex Hammond and Councilmembers: Travis McKnight, Shirley Robinson, Scott Loomis, and Shaun Prentice.

**Also Present:** Carol A. Burns, Town Clerk, David Putney, Highway Superintendent, Tony McManaman, Code Enforcement Officer, Mark Scott, David McBath, Patty VanPatten, Jim Thew, Theresa Mathous, and Mayor Janet Otto-Cassada.

**Call to Order:** Supv Hammond called the meeting to order @ 7:00PM.

**Pledge of Allegiance:** Supv Hammond asked that everyone stand for the Pledge of Allegiance followed by a moment of silence for Kenneth Moniere who passed away and was a member of the Town Planning Board.

**Approval of Minutes:** A motion was made by McKnight, seconded by Robinson to approve the minutes as submitted. Ayes: All

**Citizen's Comments:** Patty VanPatten asked if there had been any update on the Brandy Brook project. She stated that at the meetings with the Power Authority they will try to push through what they want to see done. Not what the town wants. She told him that the Town is working towards a bathroom and trail closer to the water than what they are proposing. Supv Hammond told her that he will look at the file and continue on with the project.

Mark Scott stated that the Recorder will be out mid-February. Information needs to be in January 29<sup>th</sup>. There was a theater group that has requested to use the old town hall for two nights in April/May. The board stated that it will depend on the progress with the ceiling and the fans.

Mayor Otto-Cassada thanked anyone who may have helped with the water break under the bridge this past weekend. She also asked that the Board have a discussion to make a donation to the 2018 BASS masters. She stated that in 2013 the Town gave \$5,000 from their economic development fund. She stated that it costs between \$110,000 & 120,000 to have the program. She is contacting many of the river district municipalities asking for their support. C Prentice asked if there was a budget and list of expenditures from last year. She stated that it has been completed and a copy can be obtained from the Village Clerk. The Town Clerk will obtain a copy and email to the board members.

### **Committee Reports:**

**Library:** C Robinson reported that the Library Board met on January 8<sup>th</sup>. Three new board members were appointed. Marjorie Todd for a 2 year term, Heather Jock 5 years, and Robert Miller 5 years. Allison Charles retired from the board after 9 years. Board members will send her flowers. Next Board meeting will be February 6<sup>th</sup>.

### Resolution #14

Motioned by: Prentice

Seconded by: Loomis

RESOLVED, that the Waddington Town Board does hereby appoint the following people to the Library Board:

Marjorie Todd: 2 year term, Heather Jock: 5 year term, and Robert Miller: 5 year term.

Ayes: All

**Highway:** Supt Putney gave the board some information about the Cornell Local Roads Program. The CAMP program would provide municipalities with a way to overcome some of

the time constraints that limit the implementation of a pavement management system. A student intern engineer would be hired by the Town and trained in the roads and streets software to help develop a pavement management program to help with the repair and maintenance of the town's roads. He noted that he thinks this program would be beneficial to the Town. He also asked the board to consider a software program from Williamson Lawbook Company specifically for Highway Superintendents and the purchase of a laptop. C. McKnight asked the clerk to obtain a quote from Weldon Computers for the laptop. The Clerk noted that she will set up a demonstration with Williamson for the software.

Supt Putney noted that there has been a problem with some cars parking on the roadsides of Oak St. There is an ordinance in the Village. The Board noted that he should try to talk to the people about this. The Clerk will put an announcement on the sign board.

Supt Putney reported that he has spoken to C McKnight about a plow for the pickup. He has compiled the specs and will get quotes. He is looking at an 8' V-plow.

**Code Enforcement:** Tony McManaman reported that two local laws were passed in 2007 concerning code enforcement. Local Law #1 of the year 2007 entitled A local law providing for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code and Local Law #2 entitled A local law providing for the enforcement of unsafe buildings in the Town of Waddington, NY. He stated that local law # 1 doesn't have a section for penalties for offenses in it. Local Law #2 does. He would like the board to incorporate the penalties for offenses into Local Law #1. Discussion ensued.

#### Resolution #15

Motioned by: McKnight

Seconded by: Prentice

RESOLVED, that the Waddington Town Board does hereby agree to include the penalties of offenses from Local Law #2 into Local Law #1 of the year 2007. The amendment will read as follows:

Penalties for offenses:

Any person upon whom a notice as provided in this chapter has been served and who fails, neglects to refuses to comply with the administration of the New York State Uniform Fire Prevention and Building Code as designated in such notice or who shall violate any of the provisions of this law or orders given pursuant thereto to who shall resist or obstruct the Code Enforcement Officer in carrying out the provision of this law shall, upon conviction thereof, be subject to a fine of not more than, \$500.00 (five hundred dollars) or imprisonment for a term not to exceed 15 (fifteen days), or both. Each week or part thereof in which such violation continues shall constitute a separate offense. Ayes: All

A public hearing will be set for the February 12<sup>th</sup> meeting.

Tony also reported that the spray foam has been installed at the old town hall. He inspected as they went along to make sure the town was getting all the foam spray it was supposed to. Roger will be starting the boiler to make sure everything is in order. The next step will be the ceiling and the fans.

He told the board that there are two spots in the attic of the old town hall that are allowing snow to enter on top of the insulation. The first spot is from the 1<sup>st</sup> vent facing Main St and the left side of the building as you are facing it. There is a whole in the fascia board. These will need to be addressed.

Tony also reported that the Planning Board has been in the process of updating the local Development Code over the last two years. It has been completed and needs to be approved by the Planning Board. Once they meet the draft will be sent to the Town Board and the Town Attorney for comments and approval. The Board can expect this within the next couple of months.

**Rescue Squad:** C Prentice reported that the Rescue Squad meeting is being held this evening. He has spoken with President Julie McBath and she stated that there will be discussions

between the Fire Department and the Rescue Squad concerning boat/airboat. Dave McBath spoke and stated that there are grants to assist fire fighters through the Department of Homeland Security that the Fire Department can apply for to purchase the air boat.

**Cemetery/Safety:** C McKnight reported that there was no information.

**Financial Reports:** The Clerk noted that the reports were not ready for the Board at this point. They will be presented at the February meeting. Supv Hammond noted that he needed two volunteers to conduct the audit with the Court Clerk. C McKnight and C Prentice volunteered to do this. The Clerk will have the Court email them to set something up.

**Surplus Property:** C McKnight reported that at the last meeting the board discussed line staking the property and wanted to know if it would include the wetlands. Jim Thew was present to discuss the proposal with the Board. Jim noted that the maps that the Town had showed the federal and state wetlands but they could be staked if the board chooses to do so. It was also noted that federal and state wetland maps are available to the public if someone should choose to look at them before making a purchase offer on the property. The proposal was to stake the outer boundaries from the Power Authority markers. It didn't include marking the back lines between the adjoining land owners. C McKnight noted that the Board needed to make a decision as to whether we flag or not flag. We have discussed if for the last three- four months. Further discussion ensued.

#### Resolution #16

Motioned by: McKnight

Seconded by: Loomis

RESOLVED, that the Town Board would flag the surplus properties @ a cost of \$2600 per parcel to be paid for from the previous land purchase that has been set aside.

Roll Call Vote:

Supv Hammond: Abstain

C McKnight: Aye

C Robinson: Naye

C Loomis: Aye

C Prentice: Naye

The resolution failed to receive a majority and did not pass. The property will not be staked.

There has been no work on the easement from the Power Authority. The Clerk will contact Sean Doyle to see where it stands.

**Car Charging Station:** C Prentice noted that there wasn't any new progress made yet. He noted that in December everything was spotted to get the basics done. Craig was on board and then the election and weather came and it was unable to be completed at that time. This is the Town's last step to obtain green energy status and be eligible for the additional \$50,000. He asked Supt Putney if the Highway Department will be available to do the work. Supt Putney asked if the charging station had to be in front of the old town hall as proposed. He noted that there is a meter and electrical panel across the road near the gazebo. Discussion ensued. C Prentice stated he would look at the sight and check to see if the panel is 200 amp.

**Recreation Facility Inspections:** Supt Hammond reported that the Power Authority had issued its reports from the inspections of the beach and Sucker Brook Outlook. There is a couple items listed that needs attention. He will be meeting with Bryant Bullard and Brian Terry on Wednesday.

**NYPA Adjoining Property:** A letter was received from the New York Power Authority stating that there were 8 parcels of land not purchased in the shoreline conveyance project. The Authority has repeatedly contacted the land owners to ask whether they wish to acquire the property and have determined that the landowners do not wish to proceed. The program is now ending. Pursuant to the agreement, any parcels not acquired by the adjacent landowner are not to be offered to the local municipality. If the municipality declines to accept these remaining parcels, the Authority will retain title to the property. The Board discussed and noted that they did not want to obtain ownership to the parcels.

Resolution #17

Motioned by: McKnight

Seconded by: Loomis

RESOLVED, that the Waddington Town Board **does not accept** the eight parcels of property left from the shoreline conveyance project in the Town of Waddington

Roll Call Vote:

Supv Hammond: Aye

C McKnight: Aye

C Robinson: Abstain

C Loomis: Aye

C Prentice: Abstain

**Association of towns:** Supv Hammond reported that there will be a Newly Elected Training session January 10-12 in Albany and the 17-19<sup>th</sup> in Rochester. The annual Association of Towns Training meeting will be in New York City February 18-21<sup>st</sup> if anyone is interested in going.

**Bills:** A motion was made by Robinson, seconded by Prentice to pay bills # 11582 – 11619 in the amount of \$52,217.92. Ayes: All

**Adjournment:** A motion was made by Prentice, seconded by Loomis to adjourn the meeting @ 8:15PM. Ayes: All

Respectfully submitted,

Carol A. Burns, Town Clerk