

Annual, Organizational, and Regular Meeting

The Annual, Organizational, and regular meeting of the Waddington Town Board were held on Thursday, January 3, 2019 @ 7PM in the Library Community Room.

**Present were:** Supervisor Alex Hammond and Councilmembers: Travis McKnight, Shirley Robinson, and Scott Loomis. Councilor Prentice was not in attendance.

**Also Present:** Carol A. Burns, Town Clerk, David Putney, Highway Superintendent, David and Julie McBath, Shannon, Ryan, Jake, and Tyler Robinson, Andy Henry, and Mark Scott.

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

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

**Justice Swearing In:** Supv Hammond did the swearing in ceremony for newly elected Town Justice Shannon Robinson.

**2019 Annual Appointments**

Resolution #1

Motioned by: Loomis  
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	Lori MacIntosh
Deputy Supervisor	Travis McKnight

**2019 Salary Schedule**

Resolution #2

Motioned by: McKnight  
Seconded by: Loomis

Supervisor	\$10,500 Per year- pay bi-weekly
Bookkeeper	16,500. Per year – pay bi-weekly
Town Justice	12,730 Per year – pay bi-weekly
Court Clerk	11,587 per year- pay bi-weekly
Councilman	3,090 Per year- pay quarterly
Town Clerk	29,225 Per year- pay bi-weekly
Registrar of Vital Stats	2,300 Per year- pay annually
Deputy Clerk	6,441 Per year– pay bi-weekly (10 hrs per wk)
Town Attorney	12,000 Per year- pay quarterly
Assessor	18,360 Per year- pay bi-weekly
Supt of Highways	49,857 Per year- pay bi-weekly
Grievance Bd of Review	100.00 Per day + mileage + school
Municipal Building Janitor	9.53 per hour – pay bi-weekly (4 hours per week)
Dog Control Officer	5,406 Per year- pay bi-weekly
Historian	825 Per year- pay annually
Code Enforcement Officer	4,595 Per year- pay bi-weekly
Zoning Secretary	1,275 Per year- pay bi-weekly
Librarian	20,358 Per year – pay bi-weekly
Librarian Substitute(Renee)	11.10 Per hour- pay bi-weekly
(Janet)	11.20 per hour- pay bi-weekly
Librarian Custodian	11.10 per hour- pay bi-weekly

Rink Attendant 3,800 Per year – pay bi-weekly  
MEO Per Contract 23.25 Per hour – pay bi-weekly

### **Mileage Allowance**

Resolution #3

Motioned by: Loomis  
Seconded by: Robinson

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: Robinson  
Seconded by: McKnight

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: Loomis  
Seconded by: Robinson

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 Library. Advance notice will be given to the public of the change. Ayes: All

### **Newspaper Designation**

Resolution #6

Motioned by: Loomis  
Seconded by: Robinson

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: McKnight

RESOLVED, that the Waddington Town Board agrees to continue with its current investment policy for the year 2019. (Copy is attached for details) Ayes: All

### **Purchase Authorization**

Resolution #9

Motioned by: Loomis  
Seconded by: Robinson

RESOLVED, that the Town of Waddington Highway Superintendent be authorized to purchase equipment not to exceed \$3,000 without prior board approval. Ayes: All

### **Signature of Checks**

Resolution #10

Motioned by: Loomis  
Seconded by: Robinson

RESOLVED, that the Deputy Town Supervisor, Travis McKnight, 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 2019;

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 2019 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: Loomis  
Seconded by: Robinson

RESOLVED, that the Waddington Town Board agrees to continue with its current procurement policy for the year 2019. (Copy is attached for details)

**Returned Check Fees**

Resolution # 13

Motioned by: McKnight  
Seconded by: Loomis

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

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

**Citizen's Comments:**

Andy Henry spoke to the board on behalf of the Waddington Family Resource Center. He was requesting permission to install a sign for the Resource Center on Town property. The Center currently drags a sandwich type board out to the road to let people know that they are open and where they are located. Most of the people who volunteer at the center are older and it is hard to bring that sign out all the time. He presented the board with a sketch of the sign that they are requesting. It would be done by DJ Greene. He will charge them for materials only. Discussion ensued.

## Resolution #14

Motioned by: McKnight

Seconded by: Loomis

RESOLVED, that the Waddington Town Board does hereby grant permission to the Waddington Family Resource Center to install a 4x6 sign on Town property;

FURTHER RESOLVED, that the Town will make the application for permit, the code enforcement Officer will meet with Andy to discuss placement out of the road right of way and line of sight with the electronic sign;

FURTHER RESOLVED, the Highway department will dig the holes for the sign and the Resource Center will install. Ayes: All

**Recreation:** C. Robinson stated she had nothing to report. The clerk noted that the Dragon Boat Races will return to the beach again this year on July 13<sup>th</sup>.

**Rescue Squad:** Julie McBath reported that their meeting is next week. She reported that the squad was able to put two ambulances at the same time for a call on Christmas Eve Day. They will know in three weeks if their four new EMT's have passed the classes. They believe that they might have solved the smell issue. The last drain in the utility room has been plugged and the smell seems to have gone away.

**Library:** C Loomis reported that the library board met last night. They are working on plans for their 100<sup>th</sup> year anniversary. They have had troubles with the people who do the blood drives in the community room. They don't clean up as per the agreement and someone was smoking in the building. They only had 6 people last time. They are not sure if they will continue with it because it is not managed well. Julie McBath stated that they had similar issues with the ones at the Rescue Squad. She also noted that she feels like the organizations need to schedule better so they are not all around the same time.

**Highway:** C McKnight reported that the highway department has plowed and sanded 21 times this month and are continuing maintenance on the trucks. Supt Putney stated that the new pressure washer is here and is working well.

**Gallery Lake St Lawrence Arts:** Mark Scott reported that they had a good Christmas season. They had a couple of events at the old town hall and raised \$100 to donate towards building maintenance. On February 9<sup>th</sup> Alicia Murphy will host the St. Lawrence County Arts Council workshop at the old town hall. The Grasse River Players have requested to use the building for a production for three nights at the end of March or April. The Clerk stated that there isn't anything that she is aware of at that time but they should contact her to confirm. Supv Hammond told the board that they still have to address the discolored tile and the lights/fans. C McKnight reported that he had spoken with Continental Construction and they will come and take a look at the roof after the holidays.

**ANCA Grant:** The ANCA Grant is due by January 27<sup>th</sup>. Jeff Loomis has looked at the buildings and said that there is 17" of fiberglass insulation upstairs and the furnace is testing at 80% efficiency. He wondered when the overhead doors were replaced. C McKnight suggested air curtains on the overhead doors. The board discussed spray foam on the outside of the building for insulation and cover with metal. This would mean the removal of the asbestos tiles. C McKnight will look further into this.

**Local Government Task Force:** Supv Hammond reported that nothing has been set up yet with Mark Slade. They are hoping that it will happen before the end of January. He will let C McKnight know if he hears anything so he can attend in his place.

**Leishman Point Campground:** C McKnight reported that there was nothing yet.

**Credit Card Vendor:** The Clerk asked permission to switch credit card vendors. We currently do business online with Satellite Biz. There is a 2.99% charge for people who want to use their credit card with a minimum fee of \$2.00. The new company is called Integra Ship Processing

Inc. They will provide a card reader at no cost to the Town. Their fee for credit card use is also 2.99% but there is no minimum fee. This will save the person using their card to pay a dog license for example a total of \$1.78.

Resolution #15

Motioned by: Loomis

Seconded by: Robinson

RESOLVED, that the Town Board does hereby give the Town Clerk permission to switch credit card processors from Satellite Biz to Integra Ship Processing Inc. Ayes: All

**Bills:** The Clerk reported that she didn't have any bills ready for payment because our meeting is so early and the software company has to close out 2018 and roll over into 2019. She requested permission to pay them next week. She will email everyone the abstract before they are paid.

Resolution #16

Motioned by: McKnight

Seconded by: Loomis

RESOLVED, that the Waddington Town Board does hereby approve the payment of the bills next week. Ayes: All

**McGinnis/Allison Rd Intersection:**

Supv Hammond reported that he has received several complaints about the Intersection of McGinnis/Allison & County Route 44. The intersection is dangerous due to the blind hill coming from Madrid way. When you come up that hill you don't always see a vehicle entering the roadway until you are at the top. The board discussed this and it was noted that we had requested type of traffic control but was denied. The Board will ask again.

Resolution #17

Motioned by: McKnight

Seconded by: Loomis

WHEREAS, the intersection of McGinnis Rd and Allison Road intersects with County Route 44 in the Town of Waddington; and

WHEREAS, the speed limit through this area is 55MPH; and

WHEREAS, there is a blind hill coming from the northerly direction of CR 44 in which vehicles can't see the intersection until they are at the top of the hill causing a safety issue;

NOW, THEREFORE BE IT RESOLVED, that the Waddington Town Board requests that the County review the traffic signage to come up with another type of traffic device for the safety of the travelers. Ayes: All

**Citizen's Comments:** Andy Henry asked the board if they were considering buying the golf course. He has been hearing this rumor in town. C. McKnight stated that if the board gets to the point where it could be a reality it would be the board's duty to the public to bring it to a referendum.

Supv Hammond reminded the board that he will be attending the next meeting through Facetime since he will be away at advanced officer training.

**Executive Session:** A motion was made by Loomis, seconded by Robinson @ 8:06PM to enter into executive session to discuss the acquisition, lease, or sale of real property or securities where publicity would substantially affect the value. A motion was made by Loomis, seconded by Robinson to return to regular session @ 8:30PM. No action was taken during regular session.

**Bills:** A motion was made by Robinson, seconded by Loomis to pay bills # 12368- 12411 in the amount of \$78,215.65. Ayes: All

**Adjournment:** A motion was made by McKnight, seconded by Robinson to adjourn the meeting @ 8:40PM. Ayes: All

Respectfully submitted,

