

Regular, Annual & Organizational Meeting

The regular, annual, & organizational meeting of the Waddington Town Board was held on Monday, January 9, 2012 @ 7PM in the Municipal Building.

Present were: Supervisor Mark Scott and Councilors: Shirley Robinson, Robert Dalton, David Putney, and Travis McKnight.

Also present: Carol A. Burns, Town Clerk, Terry Mayette, Highway Superintendent, Larry Sears, Justice, Stephen McKnight, Natalie McKnight, Janet Salton, Shaun Prentice, Patty VanPatten, and Charles Nash, Town Attorney.

Councilor Travis McKnight was sworn into office @ 6:45PM.

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

Pledge of Allegiance: The pledge of allegiance was recited.

Approval of minutes: Councilor Robinson had a question concerning the event insurance that the Town paid for. This was discussed. A motion was made by Putney, seconded by Dalton to approve the minutes as submitted. Ayes: All

Justice Report: Justice Sears thanked the Board for the opportunity to serve as the Town Justice. He reported that the Town has collected approximately \$75,000 in fines. This is down from the previous year. There are several reasons for this. There have been changes made to the laws as to distribution of funds. Also times are hard and there are people who just don't have the money to pay their fines. He also reported that there is approximately \$48,000 in outstanding fines from previous years. He stated that some justices have placed civil judgment on the people but the court system discourages this practice. Attorney Nash stated that the Town of Canton practices civil judgments. He told Justice Sears to contact Mark Armstrong, Court Clerk for Canton to find the procedure to follow.

Councilors McKnight and Robinson will meet tomorrow with the Justice and Court Clerk to perform the year-end checklist obtained from the State Comptroller's Office.

2012 Annual Appointments

Resolution #1

Motioned by: Robinson
Seconded by: Dalton

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	David Putney

2012 Salary Schedule

Resolution #2

Motioned by: Putney
Seconded by: McKnight

Supervisor	\$10,500 Per year- pay bi-weekly
Bookkeeper	15,973 Per year – pay bi-weekly
Town Justice	10,037 Per year – pay quarterly
Court Clerk	8,324 per year- pay bi-weekly
Councilman	3,090 Per year- pay quarterly
Town Clerk	25,960 Per year- pay bi-weekly
Deputy Clerk	5,722 Per year– pay bi-weekly (10 hrs per wk)

Town Attorney	3,000 Per year- pay quarterly
Assessor	14,200 Per year- pay monthly
Supt of Highways	45,101 Per year- pay bi-weekly
Grievance Bd of Review	100.00 Per day + mileage + school
Municipal Building Janitor	8.25 per hour – pay bi-weekly (4 hours per week)
Dog Control Officer	5,100 Per year- pay monthly
Historian	825 Per year- pay annually
Code Enforcement Officer	4,080 Per year- pay monthly
Librarian	16,310 Per year – pay bi-weekly
Librarian Assistant	9,900 Per year – pay bi-weekly
Librarian Substitute	7.50 Per hour- (\$1000 Budget)
Librarian Custodian	3,750. Per year - pay monthly
Rink Attendant	4,200 Per year – pay bi-weekly
HEO Per Contract	20.49 Per hour – pay bi-weekly
MEO Per Contract	19.84 Per hour – pay bi-weekly

Mileage Allowance

Resolution #3

Motioned by: Robinson

Seconded by: Putney

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: Dalton

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,

FURTHER RESOLVED, that NBT Bank, Norfolk, N.Y., Upstate Bank, Ogdensburg, & HSBC is also a bank of record for investing depending on the greater interest rates. Ayes: All

Meeting Schedule

Resolution #5

Motioned by: Putney

Seconded by: Robinson

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

Newspaper Designation

Resolution #6

Motioned by: McKnight

Seconded by: Dalton

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

Signature Authorization

Resolution #7

Motioned by: Robinson

Seconded by: Dalton

RESOLVED, that Mark Scott, Supervisor of the Town of Waddington is authorized to sign all checks on all funds of said town on deposit at all designated banks without a counter signature. Ayes: All

Investment Policy

Resolution #8

Motioned by: Dalton

Seconded by: McKnight

RESOLVED, that the Waddington Town Board agrees to continue with its current investment policy for the year 2012. (Copy is attached for details) Ayes: All

Purchase Authorization

Resolution #9

Motioned by: Robinson

Seconded by: Putney

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: Dalton

Seconded by:

RESOLVED, that the Deputy Town Supervisor, David Putney , has approval to sign any necessary checks during the Supervisor’s absence. Ayes: All

Association of Towns:

Resolution #11

Motioned by: Robinson

Seconded by: Putney

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 2012;

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 2012 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

Supervisor’s Appointments

Delegate to Highway Department: David Putney

Delegate to Recreation Department: Travis McKnight

Delegate to Rescue Squad: Robert Dalton

Delegate to Library: Shirley Robinson

Financial Reports:

TOWN CLERK’S REPORT TO THE TOWN BOARD

JANUARY 1, 2011 TO DECEMBER 31, 2011

Conservation Licenses	11571.00
Dog Licenses	4542.50
SPCA Redemption	00
Marriage Licenses	400.00
Certified Copies	680.00
Misc. Sales	949.50
Building Permits	990.00
Cemetery Funds	2518.00
Ag Permits (PA lease)	2504.09
Total Collected	24155.09
Paid to Town Supervisor	12202.70
Paid to DEC	10957.39
Paid to County Treasurer (dogs)	00
Paid to Ags & Markets (dogs)	770.00

Paid to Dept. of Health (marriage)	<u>225.00</u>
Total Paid out	24155.09

Taxes Collected & paid to Town Supervisor	295637.00
Interest collected & paid to Town Supervisor	3564.31
Taxes collected & paid to County Treasurer	<u>1083600.46</u>
Total Taxes collected	1382801.77

Resolution #12

Motioned by: Putney

Seconded by: Dalton

RESOLVED, that the Waddington Town Board does hereby accept the Town Clerk's annual report as submitted. Ayes: All

The Town Supervisor's annual reports were submitted.

Resolution #13

Motioned by: Robinson

Seconded by: Dalton

RESOLVED, that the Waddington Town Board does hereby accept the Supervisor's Annual report. Ayes: All

Committee Reports:

Recreation: C. Dalton reported that there was no meeting. He did speak with Russ and was told that they are trying to make ice. They had the outside rink in operation for a few days. They are at the mercy of the weather. The new rink attendant is doing well. He is willing to learn. There has been a new blade put on the zamboni.

Highway: C. Putney reported that the Department has been busy plowing, sanding, and doing maintenance work. They installed a new culvert behind the boathouse at the beach. His has fixed the drainage problem. They hauled the stone to the beach for the trail but have not been able to spread it.

Supv. Scott reported that he has set a meeting up with representatives from Madrid to discuss shared services. Supervisor Finnegan, Highway Supt. Barkley and one other Board member will meet with us. He would like Supt. Mayette and C. Putney to attend. The meeting will be on January 19th @ 7PM.

Rescue Squad: C. Dalton reported that he had looked at the back wall as requested from the last meeting. He said that the caulking appears to be coming away from between the sheets of stone board. He suggested that the wall be insulated and vinyl siding installed to prevent any leaking. The Board discussed this and asked C. Dalton to work on a spec to be given to local contractors.

The Board discussed the fans that were requested by the Rescue Squad. C. Travis McKnight reported that former C. Stephen McKnight contacted Craig Debien for an estimate. Craig had told him that the Rescue Squad had contacted him. He stated that there should be four fans due to the size of the area. The estimate is \$1500. The fans were approximately \$500 the balance is materials and installation. The Board had allotted \$500 at the previous meeting. More information will need to be obtained from the Rescue Squad to see what they were planning. C. Dalton will find out.

Library: C. Robinson reported that the Library Board met on January 3rd. Patrons have complained that it is hard to see going down the steps after dark. The Board will ask the custodian to change the bulb and put in a high power LED light. The Custodian will pick up a vacuum at True Value. The Town and the Library will share it. It is very dark going down the back stairs to the basement. The board would like Craig Debien to check and see if a switch was taken out during the construction or if a new light could be installed. Terry will install new ballast in the basement light. The Friends will have a games group in the Community Room on Wednesdays at 2PM starting January 11th. The Board Meetings have been changed to start @ 6PM. The meeting adjourned @ 7:30PM. The next meeting will be February 7th.

WRA: Supv. Scott reported that the WRA received an \$850 grant for the concert series. The next Recorder will be out in the next 2-3 weeks. If anyone has articles for it they should get them in.

Chamber of Commerce: Supv. Scott again mentioned hiring a coordinator for the Chamber office. The Chamber has submitted nothing yet. This position was mentioned in the Merwin Rural Institute and Camoin Study that was done for the Town/Village. He would like to meet with the Chamber for further discussion.

RFP Leishman Point Campground: Supv. Scott reported that the Board received two responses to its RFP request. One from LeBarge Group and the other from Thew Associates. The consultant picked will provide engineering and design so that the project can be put to bid. There is no specific preliminary plan to date. Supv. Scott reported that he had given the proposals to members from the Economic Development Study Group as well as the Board members. Four out of five people told him that the Thew proposal was done in much greater detail and suggested them due to the company being local. The Board discussed this and all concurred that they would like to keep it local and appoint Thew Associates.

Resolution #14

Motioned by: Putney

Seconded by: Robinson

RESOLVED, that the Waddington Town Board does hereby accept the RFP submitted by Thew Associates. Ayes: All

Whitehouse Bay Design: Supv. Scott reported that he had talked with Brad Johnson who was the designer for the Whitehouse Bay proposal with Cruikshank back in the early 1990's. His plan had called for motel, marinas, golf courses, and single-family homes. He would be interested in coming back to Waddington to update the plan. Because it has been 18 years since he did the plan he would like to come to Waddington and walk the land. He would have to charge the Town \$1,200 to spend the day working with the lay of the land. The Board discussed this and questioned how much he would charge to update the plan. Supv. Scott stated that he was not sure of this. The Board decided to table this until they can have a better idea as to the cost of updating the plan.

Sale of Town owned lands: Supv. Scott stated that at a prior meeting there were citizens that asked the Town Board if they would be selling some property that adjoins their land. There is approximately 190 acres in all in that area that they have been discussing. Supv. Scott would like to move forward with this proposal to see if the interest is really there. The property would have to be surveyed and appraised if the Town is to move forward with this. Attorney Nash told the Board that the Town would have to have the property appraised and decide what route they would take to sell it. All sales of Town owned land is subject to permissive referendum. There is three ways that a Town can legally dispose of surplus property. They are:

1. Negotiate a purchase offer. This way has very little input. The Board could face a lot of citizen's criticism. You need to have your ducks in a row with an appraisal & survey. The land would need to be sold at fair market value.
2. Sealed bids: The highest bid wins. This needs to be published in the newspaper and posted on the signboard. Citizens would have 30 days to file a petition to force the sale to a permissive referendum.
3. Auction: The parcels would have to be laid out by survey description and then auctioned to the public.

The Board further discussed this and will send letters to the citizens whose property adjoins the Towns to set up a meeting to see what the interest is. The Board decided on meeting January 17th @ 7PM.

Board of Assessment Review: Supv. Scott reported that Jim Locy's term for the Board of Assessment Review had expired in September. He is willing to still serve on the Board.

Resolution #15

Motioned by: Robinson

Seconded by: McKnight

RESOLVED, that the Waddington Town Board does hereby reappoint Jim Locy to the Board of Assessment Review for a term of 5 years. Ayes: All

Shared Boards: Supv. Scott distributed some information from the Town of Livonia who established a joint planning board. He told the Board that it is some further information to consider if the Town/Village should pursue this avenue.

Bridge Port Veterinary Renewal: The clerk presented the Board with a renewal contract for services to continue with Bridge Port Veterinary Clinic. This is where the Dog Control Officer takes any strays when he can't find the owners. The fees will remain the same as last year.

Resolution #16

Motioned by: Putney

Seconded by: Robinson

RESOLVED, that the Waddington Town Board does hereby agree to renew the contract with Bridge Port Veterinary Clinic. Ayes: All

Economic Development Study: Supv. Scott reported that the draft of the Economic Development Study is near completion. The Town will have to hold a public meeting to get input on it for the final report. Discussion was held and a meeting date of Feb 6th with a snow date of Feb 9th @ 7:15PM was set. This will be held in the Community Room of the Library.

Old Town Hall: Supv. Scott reported that there is another leak in the old town hall roof. This appears to be where the fake dormer meets the valley. ConTech will come back when the weather is better.

RVRDA Grant: Supv. Scott reported that applications for the RVRDA Grant are now out. They are due in March and will be more competitive this year. He would like to apply for funds to install the elevator at the old town hall that the Town is receiving from Hamilton Gardens. We could also repoint some stone and repair the wood elements. This might be a \$50,000 project. Supv. Scott will talk to Randy Crawford to get an estimate.

Code of Ethics: Supv. Scott reported that Attorney Nash has reviewed the Town's Code of Ethics policy and stated that there is nothing wrong with it. The Town is not required at this time to have an ethics board but the State strongly suggests it. At this point all the Town needs is a file cabinet to file opinions. The Town Board will serve as the ethics board if need be. The Town of Canton does have an ethics board. It consists of three members- 1 Town Board member and two citizens from the community. He provided the Town with a copy of Canton's code. He also told the Board that he would be attending the Association of Town's conference in NYC. He will check further into this and let the Town know if they need to change anything.

4 Corners sign: Supv. Scott reported that he, Councilor Robinson, and John Steen met with Marty Percy, NYS DOT concerning the sign at the four corners. Mr. Percy told them that because we are on the Seaway Trail there would be no chance in getting a new sign for businesses on Main Street. The only thing that they would consider is a DOT approved sign stating "Main St Business District". The Board will have to consider revamping the existing sign in the park.

Computer: The Clerk reported that BAS has an update for the Code Enforcement Officer's software but our current hardware will not support the update. Weldon Computers will build a new computer for the Clerk and use her computer as the server. This will meet the hardware requirements. The total for the new computer is \$652.69.

Resolution #17

Motioned by: Putney

Seconded by: Robinson

RESOLVED, that the Waddington Town Board does hereby give the Town Clerk to purchase a new computer from Weldon Computers in the amount of \$652.69. Ayes: All

Citizen's Comments: There were no citizen's comments.

Code Enforcement: Certified letters have been mailed to Maslin and the trailer on 345. Both were returned as unaccepted. The Code Enforcement Officer will further pursue them.

Executive Session: A motion was made by Putney, seconded by Dalton to enter into executive session @ 9:25PM to discuss the ongoing negotiations with the Teamster's Union. A motion was made by Dalton, seconded by McKnight to return to regular session @ 9:40PM. Ayes: All

Bills: A motion was made by Dalton, seconded by Putney to pay bills # 13-99 in the amount of \$131,770.74. Ayes: All

Adjournment: A motion was made by Robinson, seconded by McKnight to adjourn the meeting @ 10:05PM. Ayes: All

Respectfully submitted,

Carol A. Burns, Town Clerk