

Annual, Regular, & Organizational Meeting

The Annual, Regular & Organizational Meetings of the Waddington Town Board was held on Monday, January 3, 2022 @ 6:30PM in the Old Town Hall.

Present were: Supervisor Alex Hammond and Council members: Travis McKnight, David McBath, Kelley Tiernan, and Thomas Hunter.

Also Present: Carol A. Burns, Town Clerk, David Putney, Highway Superintendent, Chloe & Kellsie Tiernan, Sue Parisian, Brian & Holly Hammond, Brianna Hammond, Haven Gothem, Cora Lee & Terry Robinson, and James Miller.

Call to order: Supv Hammond called the meeting to order @ 6:34PM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Approval of Minutes: The board discussed the historian portion of the minutes in which the Supervisor made a correction to the historian about her report. The clerk began the comment and did not finish it. A motion was made by McKnight, seconded by Hunter to approve the December minutes with the following correction: The Town Board had discussion at the end of this presentation to specifically clarify that the town has not committed to any funding of the property or buildings for any current or future museum. The Town Board has agreed to partner with the village on continued funding of the historian's personal service stipend, and the town did commit to provide space in the basement of the old town hall for storage of the museum pieces until the new home created by the village is ready to receive them." The December minutes will be corrected to reflect the change.

Oaths of Office: Oaths of office were administered to the Carol A. Burns, Town Clerk, Alex V. Hammond, Town Supervisor, David Putney, Town Highway Superintendent, Kelley Tiernan, Councilmember, and Thomas Hunter, Councilmember.

2022 Annual Appointments

Resolution #1

Motioned by: McBath
Seconded by: McKnight

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 Officers	Maurice LaRock
Bookkeeper	Lori MacIntosh
Deputy Supervisor	Travis McKnight

2022 Salary Schedule

Resolution #2

Motioned by: McBath
Seconded by: Hunter

Supervisor	\$10,500 Per year- pay bi-weekly
Bookkeeper	17,509 Per year – pay bi-weekly
Town Justice	13,510 Per year – pay bi-weekly
Court Clerk	12,296 per year- pay bi-weekly
Councilman	3,090 Per year- pay quarterly
Court Security Officer	\$25.00 per hour- pay w/biweekly payroll when signed time sheet is submitted

Town Clerk	31,014 Per year- pay bi-weekly
Registrar of Vital Stats	2,300 Per year- pay annually
Deputy Clerk	15.00 Per Hour- time sheet submitted when worked
Town Attorney	12,000 Per year- pay quarterly
Assessor	29,101 Per year- pay bi-weekly
Supt of Highways	52,909 Per year- pay bi-weekly
Grievance Bd of Review	100.00 Per day + mileage + school
Municipal Building Janitor	12.75 per hour – pay bi-weekly (4 hours per week)
Historian	1,500 Per year- pay quarterly
Code Enforcement Officer	4,877 Per year- pay bi-weekly
Zoning Secretary	1,353 Per year- pay bi-weekly
Librarian	23,072.40 Per year – pay bi-weekly
Librarian Substitute (Renee)	13.30 Per hour- pay bi-weekly
(Ashley)	13.20 per hour- pay bi-weekly
(Janice)	13.20 per hour- pay when worked
Librarian Custodian	13.20 per hour- pay bi-weekly
Rink Attendant	1,000 Per year – pay bi-weekly
MEO Per Contract	Per hour – pay bi-weekly
MEO New Employees	- pay bi-weekly

***hourly rates of pay disbursed are not to exceed the amount budgeted annually for the position/service without prior approval of the town board".

** hourly rates of MEO will be determined once new contract is resolved

Mileage Allowance

Resolution #3

Motioned by: McKnight

Seconded by: Tiernan

RESOLVED, that all Town Officials are allowed compensation not more than .58 ½ mile for use of their automobiles in performance of their duties. Ayes: All

Designation of Bank

Resolution #4

Motioned by: Tiernan

Seconded by: Hunter

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: McKnight

Seconded by: McBath

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 the 1st 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: McKnight

Seconded by: Hunter

RESOLVED, that the Watertown Daily Times and North Country Now a newspaper published in St Lawrence County is hereby designated the official newspaper of the Town of Waddington. Ayes: All

Signature Authorization

Resolution #7

Motioned by: McBath

Seconded by: Tiernan

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: McBath

Seconded by: Hunter

RESOLVED, that the Waddington Town Board agrees to continue with its current investment policy for the year 2022. (Copy is attached for details) Ayes: All

Purchase Authorization

Resolution #9

Motioned by: Tiernan

Seconded by: Hammond

RESOLVED, that the Town of Waddington Highway Superintendent be authorized to purchase equipment not to exceed \$4,000 without prior board approval. Ayes: All

Signature of Checks

Resolution #10

Motioned by: Tiernan

Seconded by: Hunter

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 **ABSENCE 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: McBath

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 2022 with prior board approval;

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 2022 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.

* If event is postponed or transitioned to virtual, the intent of this resolution will hold.

Ayes: All

Procurement Policy

Resolution #12

Motioned by: Hammond

Seconded by: McKnight

RESOLVED, that the Waddington Town Board agrees to continue with its current procurement policy for the year 2022 with revisions made @ January 2022 meeting. (Revised copy is attached for details)

Returned Check Fees

Resolution # 13

Motioned by: McKnight

Seconded by: Hunter

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 Liaison: Tiernan

Rescue Squad Liaison: Hunter

Agriculture/Cemeteries: McKnight

Recreation Commission: Tiernan

Highway Dept. Liaison: McKnight

Grants & Additional Sources of Revenue: McBath

Citizen's Comments: James Miller welcomed and congratulated the new Councilmembers. He also wanted to thank the Town Board for their contribution of \$500 to the Waddington Resource Center. This donation was greatly appreciated. Supv Hammond asked how many Christmas Baskets were distributed. James noted approximately seventy.

Committee Reports:

Highway: C McKnight reported that the Department has been performing general maintenance on trucks, plowed, and sanded 12 times, and cleaned up from the windstorm in mid-December. Supt Putney reported that there was one accident to report. He was plowing and the wing came up and took out the door and mirror brackets on his truck. It has been temporarily repaired and he is getting an estimate to repair once plowing season is over. It has been turned into the insurance agent.

Rescue Squad: No update.

Library: Supt Putney reported that they are still having problems with the boiler system. There is water in the overflow pail. Frank Davey changed another valve and said we might have to replace the hot water tank that is there. He also noted the pressure gauge is not right. He will get the problem resolved. The boiler was installed in 2015.

Supv Hammond reported that the change has been submitted for the net metering to put the library back on the solar credits. The clerk noted she will reach out to make sure it has been submitted correctly and that there are no corrections needed.

Grants/Alternative Revenue: C McBath asked the status with the Iroquois land. Supv Hammond reported that he met with Rob Campany and he is working on the part 1 SEQRA and will submit it to the town for review. Supv Hammond noted that the state electronically submitted the ARPA into the highway account. It has been moved to its own savings account specifically for this.

Supv Hammond also reported that he and Supt Putney met with Rob Campany about the drain system project to be paid for with the ARPA money. He should have base plans on the drain system next week. They spoke with Chris Reagan about tying into the stormwater system and he wants them to tie into the sewer system. The discussion ensued concerning the work the Rob Campany is doing and the work the Kevin Smith has been working on. The board received a quote from Kevin for the project. There seems to be some confusion on the work that each engineer was to do. After further discussion, the board noted they will talk to both engineers to see where we stand. C McBath stated that he had to have a report by April 1st. He will need to have project specs, cost estimates, costs spent on the outside work w/ # people, # days worked etc.

Fire Alarm Grant: Still waiting for system parts

Recreation Survey: At the last meeting, the board asked C McBath to update the survey submitted by the Recreation committee. He noted he started doing this but has not finished. He will have a completed one for the February meeting.

The Board asked the clerk if she found out about mailing costs. She noted that she had not but will also have for the February meeting.

Recreation: They are in the process of posting the summer recreation positions.

Museum: James Miller reported that they have put together more exhibits based on the Ogden family. The Waddington historical Association has kicked off and moving along. The Village is working on obtaining St Paul's Church. It is in the lawyer's hands right now. The estimated legal fees were \$4,500. They are hoping to hear from the diocese by the end of this month. The next museum meeting will be held on March 8th. The Waddington Historical Association has completed the certificate of incorporation and mailed to the Department of State. It was returned and said it needed to be sent to the Department of Education. The next Historical Assoc meeting will be January 25th. The Moore Museum building has been sold for \$80,000. C McBath asked James if they had any data for the old town hall building. They would like to be able to use some of it to submit for grants.

Local Government Task Force: Supv Hammond reported that the next meeting should be at the end of the month.

Court Security Officer: C McBath reported that the licensing form he sent needs to be submitted before we can submit the court security officer forms. He met with Scott on December 31st and they went over the purchases needed. The magnetometer is \$375-\$400. The purchase will be the same one he is already trained on at the prison. They have selected the uniforms. He will be in to see the clerk so that we can place the orders. The position is for 80 hours per year which equates to 3.3 hours per court night. C McBath asked if the Code Enforcement Officer can figure the occupancy limit for the court room so that it can be posted. The Board also discussed making the municipal building a weapon free zone. The clerk will contact the Town Attorney to see if it has to be a local law or if it can be by resolution. The board discussed the letter of acceptance put together by C McBath. They only had minor modifications. A motion was made by Hammond, seconded by McKnight to send Scott Hough the letter of acceptance with the modifications made. Ayes: All

Old Town Hall: C McKnight reported that Colton Glass will be at the old town hall on Thursday @ 8:30 to install the threshold for the back door. It will be ¼" threshold with a thicker brush on it. You may still see some light in the corners of the door, but it is a commercial door and is not supposed to seal like a residential door. They also fixed the window on the side of the door. He asked Supt Putney if he will be able to meet them here. He said he could.

Generator Project: No update.

Planning Board Re-appointments: There have been a couple of reappointments that have been missed with the planning board. The following appointments will be made based on their original expiration dates:

Resolution #14

Motioned by: McKnight

Seconded by: Hunter

RESOLVED, that the Waddington Town Board does hereby reappoint the following members to the Town Planning Board.

Ted Ritzko for a five-year term 1/1/21 – 12/31/25

Paul Jones for a five-year term 1/1/19 – 12/31/23

Dan Kent for a five-year term 1/1/19 – 12/31/24

Ayes: All

Zoning Board of Appeals: Supv Hammond reported that there is a vacancy on the Zoning Board of Appeals. Thomas Hunter sent in his resignation from the board due to becoming a Town Councilmember. If anyone has any suggestions, please bring them to the next meeting. It will also be posted on the website.

Iroquois Dam Gate: Supv Hammond noted that he wanted to open the Iroquois Dam Gate but there is no frost in the ground yet. It is really muddy under the snow. We will reassess this in February.

Christmas Decorations: C McKnight noted that Christmas has just passed but would like to have the clerk look to see if there are any sales to replace some of the hanging decorations. She will look into it.

Assessor:

Resolution #15

Motioned by: McKnight

Seconded by: McBath

Senior Citizen and Persons with Disabilities Exemptions Automatic Renewal

WHEREAS, on December 26, 2021, the Governor of New York issued Executive Order 11.1, and

WHEREAS, this Executive Order allows for the automatic renewal of the real property tax exemptions afforded in Section 459-C of the Real Property Tax Law and Section 467 of the Real Property Tax Law if the assessing unit adopts a resolution directing the assessor to grant exemptions pursuant to such section on the 2022 assessment roll to all property owners who received that exemption on the 2021 assessment roll, and

WHEREAS this would allow the Low-Income Senior/Disabled property owner to not have to file an exemption application with the Assessor in order to continue their exemption on the 2022 Assessment Roll, and

WHEREAS this law also allows the governing body of the assessing unit to adopt a local option for when the assessor might require a renewal application,

NOW, THEREFORE BE IT RESOLVED, that the Town of Waddington, allows the Assessor to automatically grant exemptions for RPTL 459-c and RPTL 467 as were received on the 2021 Assessment Roll onto the 2022 Assessment Roll, and

BE IT FURTHER RESOLVED that the Assessor can require a renewal application to be filed by taxable status date, in instances where the Assessor has reason to believe that an owner who qualified for the exemption on the 2021 Assessment Roll may have since changed their primary residence, added another owner to the deed, transferred the property to a new owner, or died

Dog Control Officer:

Resolution #16

Motioned by: Hammond

Seconded by: McBath

WHEREAS James Pipher has served as the Dog Control Officer for the Town of Waddington for a total of thirty years; and

WHEREAS, during his tenure he has far exceeded expectations always going above and beyond his scope of responsibilities for the betterment of the Town of Waddington; and

WHEREAS his devotion and work ethic is among the finest Waddington has to offer; and

WHEREAS, Councilman David McBath has put forth a request that the Town Board recognize Jim for his dedication and accomplishments,

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Waddington recognizes and thanks former Dog Control Officer James E. Pipher for his service and commitment to the citizens of Waddington. Ayes: All

Bills: A motion was made by McKnight, seconded by McBath to pay the bills #21-00913 – 21-00941 in the amount of \$26,691.77. After January 10th, the board will review any other bills to be paid by email and approve at that time. Ayes: All

Adjournment: A motion was made by Tiernan, seconded by Hunter to adjourn the meeting @ 8:25PM. Ayes: All

Respectfully submitted,

Carol A. Burns, Town Clerk

