

## Regular/Organizational Meeting

The regular and organizational meetings of the Waddington Town Board was held on Monday, January 8, 2023 @ 7PM in the Municipal Building.

**Present were:** D Supv McKnight and Councilmember: David McBath, Kelley Tiernan, and Thomas Hunter.

**Also Present:** Carol A. Burns, Town Clerk, David Putney, Highway Superintendent, Kathy Putney, Historian, and Phyliss Acres.

**Call to Order:** D Supv McKnight called the meeting to order at 7:05PM>

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

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

**Citizen's Comments:** No comments were had at this time.

### Organizational Meeting:

#### 2023 Annual Appointments Resolution #1

Motioned by: Hunter

Seconded by: McBath

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	Maurice LaRock
Bookkeeper	Gray & Gray CPA
Deputy Supervisor	Travis McKnight

#### 2023 Salary Schedule

##### Resolution #2

Motioned by: McBath

Seconded by: Tiernan

Supervisor	\$10,500 Per year- pay bi-weekly
Bookkeeper(gray & Gray)	22,800 Per year – pay monthly
Bookkeeper assistant (carol)	1,920 Per Year- pay bi-weekly
Town Justice	13,780 Per year – pay bi-weekly
Court Clerk	12,542 per year- pay bi-weekly
Council member	3,090 Per year- pay quarterly
Town Clerk	31,634 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
Dog Control Officer:	3,000 Per Year- pay bi-weekly
Town Attorney	12,000 Per year- pay Annually
Assessor	29,483 Per year- pay bi-weekly
Supt of Highways	53,968 Per year- pay bi-weekly
Grievance Bd of Review	100.00 Per day + mileage + school
Municipal Building Janitor	14.20 per hour – pay bi-weekly (4 hours per week)
Historian	1,530 Per year- pay quarterly
Code Enforcement Officer	4,975 Per year- pay bi-weekly
Zoning Secretary	1,380 Per year- pay bi-weekly
Librarian	23,533 Per year – pay bi-weekly
Library Aid (Ashley)	14.20 per hour - pay bi-weekly
Library Substitute (Janice)	14.20 per hour- pay bi-weekly
Librarian Custodian	14.20 Per hour- pay bi-weekly
Rink Attendant	1,000 Per year – pay bi-weekly

MEO Per Contract	25.16 Per hour – pay bi-weekly
MEO New Employees	24.62 Per hour - pay bi-weekly
Part Time Highway Drivers	21.00 Per hour- 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".

**Mileage Allowance**

Resolution #3

Motioned by: Hunter

Seconded by: McBath

RESOLVED, that all Town Officials are allowed compensation not in excess of .62 ½ mile for use of their automobiles in performance of their duties. Ayes: All

**Designation of Bank**

Resolution #4

Motioned by: Tiernan

Seconded by: McBath

RESOLVED, that Community Bank N.A. of Madrid, 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: McBath

Seconded by: Hunter

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 1<sup>st</sup> Monday of the month but not later than the Thursday following the General Election. March, June, & September meetings will be held the 2<sup>nd</sup> Tuesday of the month @ 7PM.

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: Hunter

Seconded by: Tiernan

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: Hunter

Seconded by: McBath

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 2023. (Copy is attached for details) Ayes: All

Amendment to Investment Policy: change Community Bank, Waddington to Community Bank, Madrid.

**Purchase Authorization**

Resolution #9

Motioned by: Tiernan

Seconded by: Hunter

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: McBath  
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: Hunter  
Seconded by: Tiernan

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 2023 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 2023 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: McBath  
Seconded by: Tiernan

RESOLVED, that the Waddington Town Board agrees to continue with its current procurement policy for the year 2023. (Copy is attached for details)

**Returned Check Fees**

Resolution # 13

Motioned by: Tiernan  
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

**Committee Reports:**

**Library:** C Tiernan reported that 516 people used the library last month. Christmas in Waddington was successful. Electric costs are down. No identifiable reason. D Supv McKnight noted that he is positive that it was because of the load that the air conditioner was using. According to the tag on the system it uses the same amperage as 6 window air conditioners. They are collecting/reviewing fire alarm system quotes for their grant.

**Library Appointment:** Resolution #14

Motioned by: McBath  
Seconded by: Hunter

RESOLVED, that the Waddington Town Board does hereby appoint Brittney Palmer to the library board. Ayes: All

**Recreation:** C Tiernan reported that the Recreation Committee didn’t have a meeting.

**Grants/Alternative Revenues:**

RVRDA grant –

Revised RFP with scope of work and pictures or problem areas created and draft emailed in advance of this meeting to board members for discussion at this meeting. Once approved the town can put it out for RFPs with stipulation that work will need to be done prior to 10/01/23. Grant expires Dec 2023.

Resolution #15

Motioned by: McKnight

Seconded by: Tiernan

RESOLVED, that the Waddington Town Board does hereby agree to advertise the RFP submitted by C McBath w/minor changes made during the board's discussion. The RFP will be advertised in the designated newspaper and on the Town's website. Any quotes received will be opened at the February meeting. Ayes: All

ARPA Grant:

Oil/water separator has been received but is not yet installed. With expenses paid to date, there is a shortfall on completing the projected phase 3 paving project. C McBath will be required to do a project / budget update with US Treasury. Annual report will be due to US Treasury on status of these funds no later than April 2023.

Iroquois Land:

County planning board comments received in early December and they disapproved plans as submitted. Discussed county report with Codes Officer and he will be discussing with Planning Board Chair. Codes Officer will provide additional feedback after speaking with Planning Board Chair.

HIP CAMP:

Town Clerk has established checking account for HIPCAMP to deposit rental income?

Highway Superintendent advises he is planning to change the footprint of the campsites at Leishman Point (relocate to be parallel to the shipping channel vs as they are now, as was discussed in Nov mtg) He feels he has most of the fill he will need to level off the new sites. If the weather holds, he may try to get some of this work done this winter. If not, then he is looking at the early spring.

NYCLASS:

Contacted Kathy Saville, NYCLASS regional director for our area. She can be available to schedule a zoom meeting with the board. She anticipates it would take about 30 minutes to go over the material and allow for questions. Current rate of return is 4.07%. Several Lewis County towns are in the process of signing up right now.

**Rescue Squad:** C hunter reported that the Rescue Squad has 2 new members and 2 members resigned. There were 26 calls for the month of December. The Rescue Squad had 275 calls during 2022.

**Gallery:** Mark Scott reported that the Gallery will host the Laurentian Singers from SLU to perform a free concert at the Old Town hall on March 10 @ 7PM. The Gallery has temporarily closed as they look for a new space. The building they have been in the last seven years has been sold. The plan is to reopen in 2-3 months.

**Historian:** The Historian submitted her end of the year report.

**Fuel Usage:** D Supv McKnight reported that the December fuel usage was \$12,842.50. The board deposited \$18,712.96 into the fuel line from sales tax. There was a balance of \$5,870.

**Old Town Hall Elevator:** D Supv McKnight reported that Access Elevator required the town to pay the bill for the service call and ½ of the estimate submitted for them to order the part needed for repair. This is being done with the bills this month. Once the part is in they will schedule to put it in.

**NYCLASS:** C McBath reported that he had spoken with Kathy Seville. She is willing to do a zoom meeting with the board to explain the particulars of investing in NYCLASS. It would take about thirty minutes. The current rate being paid on funds is 4.07%. D Supv McKnight noted that this has been discussed at the Supervisor's Association meeting and approximately ½ the towns in St Lawrence County are participating. C Tiernan noted that she had read all the information and feels it is a good thing for the town to get into.

Resolution #16

Motioned by: McBath

Seconded by: Tiernan

RESOLVED, that the Waddington Town Board does hereby agree to proceed with the application process to participate in NYCLASS. Ayes: All

**Open Meetings Law:** D Supv McKnight reported that the Board had tabled a decision on the open meetings law. He asked the board if they had any further discussion on the subject. The board discussed the pros and cons to following the new open meetings law and the following resolution passed.

Resolution #17

Motioned by: Tiernan

Seconded by: Hunter

RESOLVED, that the Waddington Town Board does hereby vote not to follow the new parameters of the open meeting law. If a Councilmember is unable to attend the meeting in person they may join via zoom but will not be able to vote on any issues that come up. Ayes: All

**Payloader Payment:** D Supv McKnight reported that he and the Town Clerk have an appointment to meet with the bonding attorney on February 6<sup>th</sup> @ 9:30AM to finalize the bonding paperwork. The closing will be held on February 8<sup>th</sup>. The Town will receive its money at that time. Ayes: All

**Iroquois Land:** The Planning Board will not meet on the Iroquois Land until the Town decides if they will submit an updated site plan.

**Bathroom Project:** D Supv McKnight brought the bathroom project up for discussion. He wanted the board to think about moving ahead with the project or wait until we can come up with a grant.

**Waddington Recorder:** The deadline for articles in the Waddington Recorder is January 16<sup>th</sup>. C McBath suggested that the Town Board submit an article letting the public know that they are working on the restoration of the old town hall. It might generate some interest and possible monetary donations towards the project. The Board thought it would be a clever idea. He will draft an article and email to the board for approval before he submits it.

**Insurance Claims:** D Supv McKnight reported that there were two mishaps with a snowplow and parked vehicles. One was on Brookview Drive and the other on Ogden Ave. Our insurance company has denied the claims due to the Traffic and safety law that classifies a snowplow as a hazard vehicle like a fire truck or ambulance. One of the vehicles sustained considerable damage and D Supv McKnight feels that the Town should be responsible since it was our fault. The Board discussed and D Supv McKnight will contact the insurance adjuster to see where they are with it.

**Bills:** D Supv McKnight noted that he has had questions on how the town pays monthly bills. Some vendors are more than 30 days out being paid depending on when their bills arrive. The Clerk told him the only bills that can be paid without prior board approvals are utility bills, postage, and freight. If there happens to be a bill or bills that need to be paid prior to the next board meeting the Supv would have to call a meeting for approval.

**Quarterly meetings:** The board discussed holding the quarterly meetings on the second Tuesday of the month to allow the County Legislator to be able to attend and update the board on things happening at the County level. The Board decided they would hold the March, June and September meetings on the 2<sup>nd</sup> Tuesday @ 7PM. This will be part of the annual meeting calendar resolution.

**Year end balances:** D Supv McKnight reported that he would like to take the balances left from each savings account and put it in to the money market account to start all accounts fresh for 2023. There is a balance in the DB highway savings account that he would like to move into a special capital reserve account for highway maintenance. C Tiernan noted that there might be ties in the bookkeeping to this money and he should really contact Angela Gray to see how or if it can be moved like he is suggesting. He will contact Angela to get the proper rules for this.

**Citizen's Comments:**

There were no comments to be made.

**Executive Session:** A motion was made by McBath, seconded by Tiernan to enter into executive session @ 9:15PM to discuss the medical, financial, credit or employment history of a particular person or corporation, or relating to the appointment, promotion, or demotion, discipline, or removal. A motion

was made by McBath, seconded by Hunter to return to regular session @ 9:30PM. Ayes: All No action was taken during executive session.

**Bills:** A motion was made by McBath, seconded by Tiernan to approve bills # 23-0001 – 23-00045 in the amount of \$114,218.44. Ayes: All

**Adjournment:** A motion was made by McBath, seconded by Tiernan to adjourn the meeting @ 9:35PM. Ayes: All

Respectfully submitted,

Carol A. Burns, Town Clerk