

Regular, Organizational Meeting

The regular and organizational meetings of the Waddington Town Board was held on Monday, January 8, 2024 @ 7PM in the Municipal Building.

**Present were:** Supervisor Travis McKnight and Town Council members: David Mcbath, Melinda Martin, Kelley Tiernan, and Thomas Hunter.

**Also present:** Carol A. Burns, Town Clerk, David Putney, Highway Superintendent, Patty VanPatten, Natalie McKnight, Olivia & Michael Martin, Ava Fuller, Connor Schneider, Bailey Brooks, Mollie Upstrom, and Zoie & Cody Howes.

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

**Approval of Minutes:** C McBath noted that during the joint meeting with the Village and Town it was recorded that the new truck would be \$280,000. It should have been over \$500,000. With this correction noted a motion was made by McBath, seconded by Martin to approve the minutes as corrected. Ayes: All

**Oaths of Office:** The Town Clerk conducted the oaths of office for Supervisor Travis McKnight and Town Councilmembers: David McBath and Melinda Martin.

**Citizen’s Comments:** Patty VanPatten reported that Christmas in Waddington was wonderful. They were pleased with the crowds and thanked all that were involved with the event.

**2024 Annual Appointments**

Resolution #1

Motioned by: Hunter  
Seconded by: Tiernan

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	Gray & Gray CPA
Deputy Supervisor	David McBath

**2024 Salary Schedule**

Resolution #2

Motioned by: McBath  
Seconded by: Hunter

Supervisor	\$10,500 Per year- pay bi-weekly
Bookkeeper(gray & Gray)	22,800 Per year – pay monthly
Bookkeeper assistant (carol)	1,958 Per Year- pay bi-weekly
Town Justice	14,056 Per year – pay bi-weekly
Court Clerk	12,793 per year- pay bi-weekly
Councilman	3,090 Per year- pay quarterly
Town Clerk	32,267 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:	3,060 Per Year- pay bi-weekly
Town Attorney	12,000 Per year- pay Annually
Assessor	19,872 Per year- pay bi-weekly
Supt of Highways	55,048 Per year- pay bi-weekly
Grievance Bd of Review	100.00 Per day + mileage + school
Municipal Building Janitor	15.00 per hour – pay bi-weekly (4 hours per week)

Historian	2,000 Per year- pay quarterly
Code Enforcement Officer	5,075 Per year- pay bi-weekly
Zoning Secretary	1,408 Per year- pay bi-weekly
Librarian	24,849 Per year – pay bi-weekly
Library Aid (Ashley)	17,214 Per Year - pay bi-weekly
Library Substitute (Janice)	15.00 per hour- pay bi-weekly
Librarian Custodian	4,680 Per year- pay bi-weekly
Rink Attendant	1,000 Per year – pay bi-weekly
MEO Per Contract	25.66 Per hour – pay bi-weekly
MEO New Employees	25.11 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: McBath

Seconded by: Tiernan

"All Town officials are allowed compensation for the use of their automobiles in performance of their official duties. This reimbursement rate will be consistent with whatever the federal IRS reimbursement rate is at the time the expense is incurred" (Current federal reimbursement rate is 67 cents / mile,). Ayes: All

**Designation of Bank**

Resolution #4

Motioned by: Hunter

Seconded by: Martin

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: Tiernan

Seconded by: Hunter

RESOLVED, that the Regular Meeting of the Waddington Town Board will be held the second Monday of the 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. 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: Tiernan

Seconded by: McBath

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: Tiernan

RESOLVED, that Travis McKnight, 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: Tiernan

RESOLVED, that the Waddington Town Board agrees to continue with its current investment policy for the year 2024. (Copy is attached for details) Add NYCLASS as a depositor. Ayes: All

### **Purchase Authorization**

#### Resolution #9

Motioned by: Hunter  
Seconded by: Martin

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: Hunter  
Seconded by: Martin

RESOLVED, that the Deputy Town Supervisor, David McBath, 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: Tiernan  
Seconded by: Hunter

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 2024 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 2024 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: Martin

RESOLVED, that the Waddington Town Board agrees to continue with its current procurement policy for the year 2024. (Copy is attached for details)

### **Returned Check Fees**

#### Resolution # 13

Motioned by: Hunter  
Seconded by: Tiernan

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: Melinda Martin  
Rescue Squad Liaison: Kelley Tiernan  
Cemeteries: Thomas Hunter  
Recreation Commission: Melinda Martin  
Highway Dept. Liaison: Thomas Hunter  
Grants & Additional Sources of Revenue: David McBath  
Museum: Kelley Tiernan

**Committee Reports:**

**Highway:** Supt Putney reported that he has been in contact with Mack concerning the pricing of a new truck. He was told that the pricing is still correct. A letter of intent will get the truck placed to be ordered. The price will be locked once the truck is placed on the order board. The truck may be subject to model year price book increases in the 2<sup>nd</sup> quarter of 2024 but should not be more than 1.5 to 2% increase for model year 25B. The letter of intent can be labeled as non-binding. To add to the delay of chassis production body companies are very behind schedule. It would be best to get a truck placed on the order schedule. The board further discussed the truck and it was decided to table it until the February meeting to see where the year end funds stand.

**Library:** C Martin reported that there was no meeting. Supv McKnight asked if we had received any letters of resignation. Non have been submitted. He also noted that he had spoken with Karen at the hardware store and she reported that they are cleaning the steps.

**Cemetery:** C Hunter reported that the cemetery committee will resume meeting next month.

**Grants/alternative revenues:**

Radio tower discussion – do we want to discuss in Executive Session negotiating a new contract for the radio tower with the county in 2024? The current contract expires in December 2024 and requires 6 months' advance notice.

2023 RVRDA grant for Leishman Point:

Contacted RVRDA and advised that work has been pushed off at Leishman Point into the first half of 2024.

The board discussed submitting an RVRDA grant for 2024. It was suggested that the board look at a kitchen area for the old town hall. This would allow for more venues to be booked in the building.

NY Forward Grant: Have not heard any updates on the status of our application.

Conducted outreach to the Development Authority of the North Country (DANC) to discuss with them attending a future Board meeting to make a presentation on potential services (including grant research / preparation) they could offer to the town.

**Historian's Report January 2, 2024**

We close out December 2023 with an Open House at the museum. Our Open House went along with the Christmas in Waddington weekend. We were open throughout the day and encouraged people that were visiting upstairs with the vendors and the Festival of Trees to come down and view the James Ricalton exhibit. The Ricalton exhibit was installed with the help of two of the Clarkson University students that collaborated with us this fall at the museum. We had about 50 people go through the exhibit, and we gave out hot chocolate and cookies..

The Festival of Trees went very well and the Ship tree that the museum and the WHA donated raised around \$400 towards the cause.

I will continue to work on both parts of the village walking tour throughout the winter and I will continue to have Wednesday hours from 2:00 to 4:00.

We are planning some new research projects for 2024. One of them I will be collaborating with Tracy Putney. We will be researching the nurses from Waddington that served in the different military conflicts. We are asking for the public's help in making a list of these women so we can start our research and have it ready for Memorial Day. We will keep working on scanning information onto the computer, especially pictures.

I will also be checking with the two Clarkson University professors that we worked with this fall to see if their new spring classes would like to come over and help again. The last group of students that we had did an exceptionally excellent job at helping us out and they also enjoyed themselves learning the history of our small town.

We are still waiting for some conceptual drawings and ideas from Randy Crawford 's firm on the Episcopal Church property and museum. I will let Mayor Zagrobelny share anything new about that with you.

The next meeting of the museum board will be Wednesday January 17th at 6:00 upstairs in the Old Town hall. The public is invited, and this will be elections of officers for the board.

Patty VanPatten requested the following appointments be made to the museum board.

Nicolas Moquin to replace Molly bogart

Tenley Amo to replace Scott Shoen and Father Gary Giroux to replace James Miller.

A motion was made by Mcbath, seconded by Martin to approve the above appointments. Ayes: all

**Rescue squad:** C Tiernan reported that the rescue squad meeting had been pushed to tonight. They had 26 calls in December.

**Recreation:** there was no meeting.

**Old business:**

**Iroquois Land Next steps:** Supv McKnight reported that this will be discussed in executive session.

**Iroquois vandalism:** Supv McKnight reported that there has been an arrest made in the case and the person was charged with 2<sup>nd</sup> degree criminal mischief. A class D felony.

**Local government task force:** No meeting was held.

**NYSERDA Grant:** Supv McKnight reported that Sharon is back in the office and they are going to be sending a contract for review and DocuSign. We will then move forward with the project in the spring.

**Joint village/town website:** Supv McKnight reported that he would put C Martin in contact with Benny Fairchild.

**Village shared grant writer:** C Mcbath reported that he would like to have DANC come and present it to the town board. They do a lot of grant writing. The board has not budgeted 42,500 per month for a grant writer. He will see if they can come to the February meeting.

**Highway Contract Negotiations:** Supv McKnight reported that he would like to begin the teamster's negotiations as soon as possible. Would like to have something in place before working on the 2025 budget. He would like to appoint C Hunter to work on the negotiations. He will collaborate with him.

**Citizen's Comments:**

Connor Schneider asked if Supv McKnight could elaborate on Iroquois vandalism. Supv McKnight explained what had happened to the property.

**Executive Session:** a motion was made by Mcbath, seconded by Hunter to enter executive session at 7:50PM to discuss Matters related to collective negotiations under the Taylor Law. A motion

was made by Mcbath, seconded by Hunter to return to regular session at 8:20PM. No action was taken during the executive session.

**Bills:** a motion was made by Tiernan, seconded by Martin to pay bills #24-0001-24-00041 in the amount of \$102,953.06. Ayes: All

**Adjournment:** a motion was made by Tiernan, seconded by Mcbath to adjourn the meeting at 8:25PM. Ayes: all

Respectfully submitted,

Carol A. Burns, Town Clerk