

ORGANIZATIONAL MEETING

REGULAR MEETING

JANUARY 9, 2012

At the Organizational and Regular Meeting held on Monday, January 9, 2012 at the Hopkinton Town Hall at 6:30 p.m.

PRESENT: Supervisor Rust, Councilpersons Wood, Jock, Bagnato arrived at 7:00 p.m.

OTHERS PRESENT: Ronald Streeter Hwy Supt., Clerk French, James Hollenbeck, Robert Phippen Jr., Wanda Malette, Collette Parmer, Benny Fairchild Courier-ObsERVER, Richard Eakins arrived at 7:25.

ABSENT: Councilperson Sochia.

Supervisor Rust called the Organizational Meeting to order at 6:30 p.m. Records, bank statements, cash account books and annual reports of Justice Beekman and Clerk French were presented, audited and signed by the Board.

A copy of all appointments and fiscal resolutions are attached.

Mrs. Wood made a motion, seconded by Mr. Jock to adjourn the Organizational meeting.

Meeting was adjourned at 6:43 p.m.

Supervisor Rust called the Regular meeting to order at 6:43 p.m.

Mrs. Wood made a motion, seconded by Mr. Jock to accept minutes of Regular Meeting held on December 19, 2011 and Special Meeting held on December 28, 2011 as presented. Adopted unanimously.

Supervisor Rust told the Board that the accountant did not have the Financial & Budget Report ready for the meeting. They will be presented at the February Meeting.

Voucher Nos. 1 to 27 General Fund Abstract 1 in the amount of \$9,761.75 were audited and approved by the Board.

Voucher Nos. 1 to 6 Highway Fund Abstract 1 in the amount of \$10,028.71 were audited and approved by the Board.

Mr. Jock made a motion, seconded by Mrs. Wood to pay the bills. Adopted unanimously.

Correspondence:

Association of Towns: regarding the 2011 training school and proposed resolutions. Mr. Rust went over some of the proposed resolutions.

Old Business:

Town Hall Floor Mats: Supv. Rust reported to the board that he found a mat that is relatively cheap and can be vacuumed and swept for cleaning purposes. It comes in a roll 48' x 100' for \$146.95. Mrs. Wood contacted St. Lawrence Supply and they have 3' x 10' carpeted mat for \$123.60. Mr. Jock suggested we check at Lowes. He stated you can buy it by any length you want there.

Mr. Jock made a motion, seconded by Mrs. Wood to have Supv. Rust purchase the mat that he looked into from KS International in the amount of \$146.95 and Mr. Jock will check with Lowes and purchase whichever is cheaper between them and St. Lawrence Supply. Adopted unanimously.

Planning Board: Supv. Rust reported to the Board that he had five persons that were interested in

REGULAR MEETING CONTINUED

JANUARY 9, 2012

sitting on the Planning Board. Mrs. Wood reported that she had contacted Mary Jane Toomey and she is also interested in sitting on the Board. The Board decided to put the names in a hat and the person's name that was drawn out would be the alternate. Mr. Jock made a motion, seconded by Mrs. Bagnato to make the following appointments:

Patrick McLaughlin 1 year term, Mary Jane Toomey 2 year term, Duane French 3 year term, Dale Nicholson 4 year term, Richard Schrader 5 year term and Collette Parmer will be the alternate. Adopted unanimously.

Committee Reports:

Highway & Safety: Mr. Streeter presented a written report. He asked the Board to approve the bill from North Country Collision for the repairs to the 2011 truck. He also told the Board that there are a couple of more items in the repair bill that were not included in the original insurance quote. They are supposed to send an adjuster to approve the additional work. The amount we owe is \$3,281.14 and the insurance check was for \$3,097.14.

Mr. Jock made a motion, seconded by Mrs. Bagnato to approve payment to North Country Collision in the amount of \$3,281.14. Adopted

unanimously.

Safety: Mr. Streeter reported that he purchased a TV/DVD combo and they will be viewing a video on welding safety.

Fire and Rescue: Mr. Streeter reported that the Elections of commissioners were held Dale Nicholson was re-elected to the Board of Commissioners and approval was given to set up a capital reserve account. Steve Parker has finished pump operator school. They were called to a fire at the Brasher Falls School.

Town Facilities: Mr. Rust reported that we had no water at Library and Town Office. It was a multiple of problems. We also found out that we only had one leg of electricity coming into the building and Niagara Mohawk had to be called.

Seniors: Mrs. Wood reported that the 2012 budget has been completed. They will not hold a dance in July this year. They will only have them April, May, June, August, September, October, November and December.

New Business:

North Country Life Flight: Mrs. Wood introduced the following Resolution with a second by Mrs. Bagnato:

WHEREAS: North Country Life Flight, Inc. is a not-for-profit, tax-exempt corporation which is responsible for all aspects of patient care by providing medical equipment, training medical personnel and administering the

medical portion utilizing the New York State Police helicopter based in Saranac Lake and private fixed-wing aviation resources; and

WHEREAS: the New York State Police and private fixed-wing aviation resources do not provide a medically trained team or medical equipment for patient transports; and

WHEREAS: The people of Clinton, Essex, Franklin, Hamilton and St. Lawrence Counties receive a vital emergency medical service which is free of charge to critically ill and seriously

REGULAR MEETING CONTINUED

JANUARY 9, 2012

injured patients, and, therefore municipal governments are asked to pledge monies for this worthwhile program;

NOW, THEREFORE, BE IT RESOLVED: That the Town Board of the Town of Hopkinton hereby authorizes the Supervisor to enter into a

contract with North Country Life Flight, Inc. for the purpose of operating the medical component of the medevac program, which will serve its residents and visitors, and paying the amount of \$500.00 which represents the Town's share for 2012; and be it

FURTHER RESOLVED: That the sum of \$500.00 is hereby appropriated to Account No. A4540.4 for payment to North Country Life Flight, Inc.

VOTE: Supv. Rust Aye, Councilpersons Wood Aye, Bagnato Aye, Jock Aye, Sochia Absent.

Rabies Clinic: Clerk French reported to the Board that she had received correspondence from the SLC Public Health in regards to Rabies Clinics. They are only going to hold four clinics in Canton each year. They will supply the rabies vaccine to towns, so we can offer our own clinics. We would be responsible for hosting the clinic. This will include scheduling and providing the veterinarian, the vet handler, and the supplies for providing the shot, rabies certificates, tags and our own staff to run the clinic. We cannot charge a fee for this, but can ask for donations, which could be used to offset the cost. Clerk French talked with the Town Clerk in the Town of Lawrence about having a joint clinic with the Towns of Lawrence, Brasher, Hopkinton and Stockholm.

The board discussed this and Mr. Jock made a motion, seconded by Mrs. Wood to look into this further and to see if the other towns are interested and get an estimated cost. Adopted unanimously.

Richard Eakins asked the Board if they were going to challenge the County on the distribution of Sales Tax in regards to the prisoners not being counted in the redistricting of legislative districts. Should they be counted in the use of sales tax distribution? Mrs. Wood will check with our County Legislator, Scott Sutherland.

Mr. Jock made a motion, seconded by Mrs. Wood to adjourn the meeting.

Meeting was adjourned at 7:50 p.m.

Vickie French  
RMC

ORGANIZATIONAL MEETING 2012

Mrs. Wood made a motion, seconded by Mr. Jock to approve all appointments and fiscal Resolutions.

VOTE: Supv. Rust Aye, Councilpersons Wood Aye, Jock Aye, Bagnato Aye, Sochia Absent.

APPOINTMENTS, RESOLUTIONS OTHER;

APPOINTMENTS BY SUPERVISOR:

1. DEPUTY SUPERVISOR Susan Wood
2. DEPUTY HIGHWAY SUPT. James Hollenbeck
3. BUDGET OFFICER Vickie French
4. LOCAL ACCOUNTANT Lyon Accounting
5. REGISTRAR OF VITAL STATISTICS Vickie French
6. HISTORIAN Mary Converse
7. DEPUTY HISTORIAN Cindy Niles

APPOINTMENTS BY TOWN CLERK:

1. DEPUTY TOWN CLERK\REGISTRAR & Etta Phelix & Mary McLaughlin DEPUTY TAX

COLL.

APPOINTMENTS BY COUNCIL:

- 1. REPRESENTATIVE-ASSOC. TOWNS MTG. \_\_\_\_\_  
None
- 2. CUSTODIAN TOWN HALL & TOWN OFFICE \_\_\_\_\_ Susan  
Lyon
- 3. GARBAGE PICK-UP (TOWN HALL, TOWN  
OFFICE, TOWN GARAGE, FT. JACKSON PARK) \_\_\_\_\_ J & F  
Trash Removal
- 4. DOG CONTROL OFFICER \_\_\_\_\_  
Robert Phillips
- 5. LIBRARY CLERK \_\_\_\_\_  
Brenda Nicholson
- 6. CODE ENFORCEMENT OFFICER \_\_\_\_\_ Allen  
Fukes
- 7. FT. JACKSON PARK ATTENDANT \_\_\_\_\_  
Ernest Wood

OTHER APPOINTMENTS:

- 1. OFFICIAL NEWSPAPER \_\_\_\_\_  
Courier-Observer
- 2. INSURANCE AGENCY \_\_\_\_\_ McFadden  
Dier (NYMIR)
- 3. DATE & TIME OF COUNCIL MEETINGS Jan & Feb 2<sup>nd</sup>  
Mon. Rest of year 3<sup>rd</sup> Mon  
at 6:30 PM

Fiscal:

- 1. FEES FOR USE OF TOWN HALL:
  - (a) COMMUNITY (TOWN RESIDENTS)
    - 1. PRIVATE PARTIES \_\_\_\_\_  
\$65.00
    - 2. WEDDING RECEPTIONS, DANCES, DINNERS \_\_\_\_\_

<u>75.00</u>	3. X-TRA FOR KITCHEN STOVE USE	_____
<u>35.00</u>	4. PUBLIC MEETINGS	_____
<u>Free</u>		
(b) NON-COMMUNITY RESIDENTS		
	1. ALL EVENTS	_____
<u>\$110.00</u>	2. X-TRA FOR KITCHEN USE	_____
<u>45.00</u>	3. PUBLIC MEETINGS	_____
		<u>Free</u>

A \$75.00 DEPOSIT WILL BE CHARGED FOR ALL EVENTS RESIDENT AND NON-RESIDENT. EACH PERSON USING THE TOWN HALL WILL RECEIVE A LIST OF RULES FOR USE AND MUST SIGN THE FORM THAT THEY UNDERSTAND THEM. ALL ARE RESPONSIBLE FOR ANY DAMAGES.

2. SALARIES OF ELECTED AND APPOINTED OFFICIALS SHALL BE PAID PER SCHEDULE:

(a) ANNUALLY- BUDGET OFFICER, REGISTRAR, HISTORIAN, DEPUTY SUPV. DEPUTY HWY SUPT., COUNCILPERSONS WILL BE PAID IN NOVEMBER.

(b) BI-WEEKLY- TOWN CLERK, SUPERVISOR, CODE ENFORCEMENT OFFICER, ASSESSOR, JUSTICE, TOWN HALL CUSTODIAN.

(c) MONTHLY- ACCOUNTANT. (1<sup>st</sup> pay period of the month).

(d) WEEKLY- SUPT. OF HIGHWAYS, HIGHWAY EMPLOYEES, PARK ATTENDANT.

(e) HOURLY - DEPUTY TOWN CLERK & LIBRARIAN, LABORERS.

3. RATE OF COMPENSATION FOR USE OF AUTOMOBILE ON OFFICIAL BUSINESS

AT 50 CENTS PER MILE.

4. RATE OF PAY FOR PART TIME EMPLOYEES \$9.50 PER HOUR.

5. TOWN OFFICIALS TO BE REIMBURSED FOR PROPER CHARGES WHILE ATTENDING MEETINGS AND SCHOOLS.
6. SUPERVISOR SHALL BE REQUIRED TO SUBMIT ANNUAL FINANCIAL REPORT IN SUMMARY FORM. CERTIFIED COPY ON FILE FOR PUBLIC INSPECTION AND NOTICE TO OFFICIAL NEWSPAPER THAT IT IS ON FILE NOT LATER THAN FEBRUARY 29, 2012.
7. PAYROLLS, BONDS, NOTES AND OTHER CONTRACTS SHALL BE PAID BY SUPV. WITHOUT BOARD APPROVAL.
8. SUPERVISOR, AS CHIEF FINANCIAL OFFICER, SHALL BE ALLOWED TO PURCHASE CERTIFICATES DEPOSIT AT ANY BANK DEEMED WISE.
9. APPROVAL OF BONDS FOR ALL ELECTED AND/OR APPOINTED OFFICIALS.
10. PETTY CASH OF \$200.00 SHALL REMAIN WITH THE TOWN CLERK AND NOTED ON FINAL REPORTS.
11. THE HIGHWAY SUPT. MAY SPEND UP TO \$1500.00 BETWEEN AUDITS IN THE HIGHWAY FUND AND THE SUPERVISOR CAN AUTHORIZE UP TO \$500.00 SPENDING BETWEEN AUDITS IN THE GENERAL FUND WITHOUT BOARD APPROVAL.

REVIEW PROCUREMENT POLICY FOR 2012.

REVIEW INVESTMENT POLICY FOR 2012.

The following designation of Depositories for 2012 will be:

NBT Bank: Supv. Rust, Clerk French, Justice Beekman.





