

ORGANIZATIONAL MEETING

REGULAR MEETING

JANUARY 14, 2013

At the Organizational and Regular Meeting held on Monday, January 14, 2013 at the Hopkinton Town Hall at 6:30 p.m.

PRESENT: Supervisor Wood, Councilpersons Sochia, Lyon.

OTHERS PRESENT: Ronald Streeter Hwy Supt., Clerk French, James Hollenbeck, Wanda Malette, Collette Parmer, Benny Fairchild Courier-ObsERVER, Richard Schrader, Benjamin Wood, Ernest Wood, Gordon Jock, Brenda Nicholson, Judge David Beekman, Loren Shattuck arrived at 6:45, Frank Barney arrived at 6:50 and Greg Crump arrived at 7:10 p.m..

ABSENT: Councilperson Potter.

Supervisor Wood called the Organizational Meeting to order at 6:30 p.m.

Records, bank statements, cash account books and annual reports of Clerk French were presented, audited and signed by the Board.

A copy of all appointments and fiscal resolutions are attached.

Ms. Lyon made a motion, seconded by Mr. Sochia to adjourn the Organizational meeting.

Meeting was adjourned at 6:40 p.m.

Supervisor Wood called the Regular meeting to order at 6:40 p.m.

Supv. Wood stated that the first item of business will be to appoint a Councilperson to fill the position left vacant by Gordon Jock.

Supv. Wood told the Board that we still have letters of interest that were submitted in December from Colette Parmer, Tim Helfter and Michael Wilson. Janice Barney and Gordon Jock have also submitted letters of interest.

Mr. Sochia made a motion, seconded by Ms Lyon to appoint Gordon Jock to the vacant Town Council position. Adopted unanimously.

Mr. Sochia made a motion, seconded by Ms. Lyon to accept minutes of Regular Meeting held on December 17, 2012 and Special Meeting held on December 31, 2012 as presented. Adopted unanimously.

Ms Lyon made a motion, seconded by Mr. Sochia to approve the Supervisors Financial Report for December 2012 as presented. Adopted Unanimously.

Voucher Nos. 1 to 28 General Fund Abstract 1 in the amount of \$9,495.22 were audited and approved by the Board.

Voucher Nos. 1 to 6 Highway Fund Abstract 1 in the amount of \$13,831.20 were audited and approved by the Board.

Voucher Nos. 1 to 2 BHLS Fund Abstract 1 in the amount of \$403.38 were audited and approved by the Board.

Mr. Sochia made a motion, seconded by Ms. Lyon to pay the bills. Adopted unanimously.

Correspondence:

Association of Towns: regarding the 2013 training school and proposed resolutions.

BHLS Health Center: presented a copy of their 2013 Budget.

Quad Town Seniors: presented a copy of their 2013 Budget.

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SLC Real Property Tax Service Agency: regarding Town Chargeback's and what are included in them.

NYS Department of Ag & Markets: regarding Dog Shelter inspection report. Dog shelter services were rated Satisfactory.

SLC Hazard Mitigation Plan: regarding a meeting to come with a plan to eliminate or lessen the effects of future natural disaster events. The meeting will be held on January 16 in the Village of Potsdam. Supv. Wood will be attending the meeting.

Tug Hill Commission: Annual Local Government Conference will be held on March 28.

Old Business:

Furnace Bid: Supv. Wood opened and read aloud one bid received on the 1995 Thermo Pride Furnace from Gary Remington in the amount of \$50.00.

Mr. Jock made a motion, seconded by Ms Lyon to accept Mr. Remington's bid in the amount of \$50.00 for the furnace. Adopted unanimously.

Committee Reports:

Supervisors Report: Mrs. Wood reported that she is still trying to set up a meeting with Gerry Moore, Town of Parishville Supervisor, to discuss the 2013 Recreation Contract.

Iberdrola has renewed their lease agreements with land owners through 2013.

Betty Little's office called and the funds are still available towards new office, but we need to fill out a new application. She also spoke with Rene Hotte from the USDA and there is a possibility of \$20,000.00 from them. The board agreed that we should proceed with plans on the new town office. She also attended the meeting at the Nicholville Post Office. The post office window hours will be reduced to 8:30 to 12:30 pm. This will take effect sometime in the spring. She also attended the Planning Board Meeting.

Highway & Safety: Mr. Streeter presented a written report. He has to file a beaver report with DEC. He is working with the Town of Lawrence Highway Supt. and the County to set up some safety training.

Fire and Rescue: They are going to hold a ham dinner on February 23.

Town Facilities: Mr. Jock reported that he adjusted the heat for the Library bathroom.

Library: Mrs. Nicholson reported that the library remains very busy. DVD donations are up.

Museum: There is no meeting in January. They will meet in February to start planning the Maple Fest.

Code: Mr. Fukes presented a written report. He reported to the Board that he has received a complaint in regards to junk and garbage next to the Vieu parcel on SH 11B. He will mail them a letter in regards to clean up he asked the Board what time limit they would like to allow. The Board agreed that 20 days from receipt of the letter would give ample time.

Assessor: Mr. Fukes presented a written report. All STAR renewals have been mailed. Our tentative equalization rate should be available in March. We currently have 11 property owners on the Aged Exemption and 51 on the Enhanced STAR.

Planning Board: Mr. Schrader reported that Jason Pfothenauer from SLC Planning Office

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attended the meeting. Mr. Schrader presented the Board with some info on creating a Site Plan Review. Mr. Schrader asked the Board to read over the documents and determine for the next Board Meeting if they would like the Planning Board to move forward with working on developing a Site Plan. Also, Dale Nicholson did not complete his required training in 2012 therefore the Town Board has to determine if they will excuse him from this training requirements in 2012.

Mr. Jock made a motion, seconded by Ms Lyon to excuse Mr. Nicholson from his 2012 required training as long as he acquires the required hours of training in 2013. Adopted unanimously.

BHLS: Mr. Sochia reported that they have repaired the ramp, but in the spring they will have to install a new one.

Food Pantry: Mr. Schrader reported that the number of users is way up and that donations are still coming in.

Groundskeeper: Mr. Wood reported that he has been shoveling, snow blowing and removing snow from the roofs of the town buildings.

New Business:

North Country Life Flight: Mr. Sochia introduced the following Resolution with a second by Ms. Lyon:

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 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 2013; 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. Wood Aye, Councilpersons Lyon Aye, Jock Aye, Sochia Aye, Potter Absent.

Rabies Clinic: SLC Public Health regarding if the town plans to hold a rabies clinic again this year. Have to return the form by February 28. Clerk French will check with the Towns of Stockholm, Lawrence and Brasher to see if they are interested in holding a joint clinic again.

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Quad Town Senior: Mr. Sochia made a motion, seconded by Ms Lyon to approve the 2013

contract with the Quad Town Seniors in the amount of \$1,000.00. Adopted unanimously.

St. Regis Falls Adult Center: Ms Lyon made a motion, seconded by Mr. Jock to approve the 2013 contract with the St. Regis Falls Adult Center in the amount of \$1500.00. Adopted unanimously.

Court Clerk: Supv. Wood told the Board that she had been approached by the Court Clerk in regards to his salary. He reported to her that he has gone back as far as 2002 looking into old court cases that have not been settled and this is require a lot of extra work, but also generating more revenue for the town. Judge Beekman also spoke on his behalf and stated that Mr. Fraser has done a tremendous job for the Town Court. He is asking for an additional \$1,000.00 in wages.

The Board discussed this and Mr. Jock made a motion, seconded by Ms Lyon to raise the Court Clerk's salary by \$1,000.00. Adopted unanimously.

Planning Board Member: Supervisor Wood reported that Patrick McLaughlin's term on the Planning Board has expired. She will contact him to see if he wants to be reappointed.

911 Surcharge Monies: Supv. Wood reported to the Board that Joe Gilbert from the SLC Emergency Services is asking the Town Board to pass a resolution in regards to Equitable Distribution of cell 911 surcharge monies.

Mr. Sochia introduced the following resolution with a second by Mr. Jock:

WHEREAS, New York State imposes a \$1.20 per month surcharge on all cell phone bills that was initiated following the attacks of 9/11 and was aimed at addressing the serious communications failures and shortcomings that horrific event exposed in the communications systems used by first responders, and

WHEREAS, the people of New York State were told that this surcharge would be dedicated to rebuilding emergency communications systems throughout the state, and

WHEREAS, New York State has not been fair in sharing these funds. Last year over \$192 million was collected statewide from this surcharge, of which only \$9.3 million was shared with local governments. This year is expected that the surcharge will generate over \$210 million, and

WHEREAS, Currently a bill has been introduced to the NY State Senate, **S.1720A (Grisanti)** that would dramatically increase the sharing from this fund to first responder and emergency services to an annual amount of 58.3%. If these bills were to become law, this would represent a significant source of funds for local agencies to begin rebuilding and upgrading communications systems, and

WHEREAS, sharing from this fund needs to be significantly increased and it would be used to fully build the infrastructure for the complete emergency interoperable communications network, it would be prudent and beneficial to contact our State Assembly member and State Senator and urge them to support these bills then,

NOW, THEREFORE, BE IT RESOLVED that it is hereby resolved that the Supervisor will contact and forward this resolution to our Senate and Assembly representatives to urge them to

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support bills S.1720A now pending in the NYS Senate that will provide the county with a more

equitable distribution of state 911 surcharge funding.

VOTE: Supv. Wood Aye, Councilpersons Sochia Aye, Lyon Aye, Jock Aye, Potter Absent.

Town Hall: Greg Crump told the Town Board that the Fire Department will be holding a Ham dinner on February 23 at the Town Hall and would like the town to waive the fee for use of the town hall. The Board felt if they waive the fee for them they would have other organizations that would be asking also and it would set a precedent. David Beekman stated that he recently had a chimney fire and was very grateful for the great job the fire department did and he would like to pay for the Town Hall rental for them. Mr. Crump thanked him on behalf of the Fire Department.

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

Meeting was adjourned at 7:50 p.m.

Vickie French

RMC

ORGANIZATIONAL MEETING 2013

Mr. Sochia made a motion, seconded by Ms. Lyon to approve all appointments and fiscal Resolutions.

VOTE: Supv. Wood Aye, Councilpersons Lyon Aye, Jock Aye, Sochia Aye, Potter Absent. Supv Wood abstained from voting on appointment of Park Attendant.

APPOINTMENTS, RESOLUTIONS OTHER;

APPOINTMENTS BY SUPERVISOR:

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

APPOINTMENTS BY TOWN CLERK:

- | | |
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| 1. DEPUTY TOWN CLERK\REGISTRAR & DEPUTY TAX COLL. | <u>Etta Phelix & Mary McLaughlin</u> |
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APPOINTMENTS BY COUNCIL:

- | | |
|--------------------------------------|---------------------|
| 1. REPRESENTATIVE-ASSOC. TOWNS MTG. | <u>None</u> |
| 2. CUSTODIAN TOWN HALL & TOWN OFFICE | <u>Sue Converse</u> |
| 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 nd Mon. Rest of year 3 rd Monday 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	75.00
3. X-TRA FOR KITCHEN STOVE USE	35.00
4. PUBLIC MEETINGS	Free

(b) NON-COMMUNITY RESIDENTS

1. ALL EVENTS	\$110.00
2. X-TRA FOR KITCHEN USE	45.00
3. PUBLIC MEETINGS	Free

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, COURT CLERK.

(c) MONTHLY- ACCOUNTANT. (1st 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 \$10.08 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 28, 2013.

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 2013.

REVIEW INVESTMENT POLICY FOR 2013.

The following designation of Depositories for 2013 will be:

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

