**ORGANIZATIONAL MEETING, TOWN OF DANNEMORA**

**JANUARY 12, 2015**

An Organizational Meeting of the Town Board of the Town of Dannemora, County of Clinton, in the State of New York was held at the Town of Dannemora Municipal Building, Chazy Lake, Town of Dannemora, 6:00 pm on the 12th day of January, 2015.

**PRESENT:** William Chase - Supervisor

David Benjamin - Councilman

Kenneth Brassard - Councilman

Joseph LeClair - Councilman

James Barber - Councilman

Mark Siskavich - Highway Superintendent

Kristine Lashway - Supervisor's Secretary/Budget Officer

Deborah Coryer - Clerk/Tax Collector

Supervisor Chase (Bill) called the meeting to order at 6:00 pm.

RESOLUTION 2015-1

**APPROVE 2015 TOWN BOARD MEETING DATES AS FOLLOWS: JAN 28, FEB 25, MAR 25, APRIL 22, MAY 27, JUNE 24, JULY 22, AUG 26, SEPT 23, OCT 28, NOV 18, DEC 30. ADDITIONALLY, BUDGET MEETINGS WILL BE SCHEDULED AS NEEDED, BEGINNING IN AUGUST**.

On a motion of Councilman LeClair, seconded by Councilman Brassard, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved that the schedule be approved.*

Bill also noted that meetings are subject to change for weather, etc.

RESOLUTION 2015-2

**APPROVE THE SUPERVISOR'S APPOINTMENTS: SUPERVISOR'S CONFIDENTIAL SECRETARY - KRISTINE LASHWAY, BUDGET OFFICER - WILLIAM CHASE AND KRISTINE LASHWAY, DEPUTY SUPERVISOR - MARTHA SWEENEY.**

On a motion of Supervisor Chase, seconded by Councilman Benjamin, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved that the Supervisor's appointments are approved.*

RESOLUTION 2015-3 **APPROVE COMMITTEE APPOINTMENTS AS FOLLOWS:**

**Administration, Budget, and Finance – William Chase**

**Chazy Lake Beach & Parks – William Chase & David Benjamin**

**Chazy Lake – Ken Brassard, Jr. & Jim Barber**

**Dannemora Fire Department – Ken Brassard, Jr.**

**Village of Dannemora - David Benjamin & Jim Barber**

**JCEO Community Outreach - David Benjamin**

**Lyon Mountain Fire Department – Joe LeClair**

**Lyon Mountain – Joe LeClair**

**Public Health & Safety – Byron Wing**

**Wireless & Cell Phone – Town Board**

**Youth Commission – TBA**

On a motion of Councilman Brassard, seconded by Councilman LeClair, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved that the committee appointments be approved.*

RESOLUTION 2015-4

**RESOLVE TO APPROVE TOWN OF DANNEMORA POSITIONS AS FOLLOWS:**

**Town Attorney – William Favreau**

**Registrar of Vital Statistics – Deborah Coryer**

**Deputy Town Clerk/Tax Collector & Registrar – Jennifer Guerin**

**Code Enforcement & Safety Officer – Byron Wing**

**Dog Control Officer – Ronald Chase**

**Chazy Lake Dam Gatekeeper – Arthur Whitbeck**

**Assessor – Trevor Finley**

**Court Clerk - Kristine Lashway**

**Lyon Mountain Water & Sewer Operator - Lloyd Clukey**

**Dannemora Water #2 Operator - William Gurbal**

**Town Historian - Americo “Ves” Pivetta**

On a motion of Councilman LeClair, seconded by Supervisor Chase, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved that the positions be approved.*

Bill brought up that he has contacted Bill Gurbal, and that the Town will be looking to replace him as his position with DOCS makes his availability difficult.

RESOLUTION 2015-5

**APPROVE HIGHWAY SUPERINTENDENT'S APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT FLOYD 'RUSTY' GUERIN.**

On a motion of Councilman LeClair, seconded by Councilman Benjamin, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved that the appointment be approved.*

RESOLUTION 2015-6

**RESOLVE TO PAY TELEPHONE, UTILITY BILLS, FUEL BILLS, AND POSTAGE BEFORE BOARD AUDIT.**

On a motion of Supervisor Chase, seconded by Councilman Benjamin, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved to pay before audit.*

RESOLUTION 2015-7

**RESOLVE TO ADOPT THE FOLLOWING PROCEDURES AND DESIGNATIONS:**

**Regular Payroll Every other Wednesday**

**Elected Officials Payroll Last payroll of the month**

**Highway Superintendent Every other Wednesday**

**Assessor Every other Wednesday**

**Payroll emergencies Thursday**

**Bank Designation First Niagara Bank**

**Newspaper Press Republican**

**Mileage State rate**

**Per Diem rate State rate (excludes all alcohol)**

**Ore sand policy and procedure TBD**

**Chazy Lake Drawdown Policy TBD**

On a motion of Councilman Brassard, seconded by Councilman Benjamin, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved that procedures and designations be approved.*

Discussion on the ore sand and drawdown policies will be at the regular meeting January 28.

RESOLUTION 2015-8

**APPROVE COMPENSATION FOR DEPUTY SUPERVISOR AND DEPUTY HIGHWAY SUPERINTENDENT IN THE AMOUNT OF $1,000 EACH ANNUALLY, TO BE PAID QUARTERLY ($250 EACH QUARTER).**

On a motion of Councilman LeClair, seconded by Supervisor Chase, this resolution was

ADOPTED: Ayes - 4 Barber, Benjamin, LeClair, Chase

Nays - 1 Brassard

*Resolved to approve compensation.*

RESOLUTION 2015-9

**SIGN AGREEMENT FOR EXPENDITURE OF HIGHWAY MONEY FOR 2015 AS FOLLOWS: TOPCOAT DUBREY ROAD (.75 MILE), TOPCOAT BART MERRILL ROAD (1.5 MILES), REPAIR AND REPLACE VARIOUS CULVERTS, CLEAN DITCHES, CULVERTS, RIGHT OF WAY OF TREES AND BRUSH.**

On a motion of Councilman LeClair, seconded by Councilman Brassard, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved to sign agreement.*

RESOLUTION 2015-10

**AUTHORIZE HIGHWAY SUPERINTENDENT TO POST WEIGHT LIMIT SIGNS AT HIS DISCRETION.**

On a motion of Councilman Brassard, seconded by Councilman LeClair, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin Brassard, LeClair, Chase

Nays - 0

*Resolved to authorize posting.*

RESOLUTION 2015-11

**APPROVE HIRING STEVE TOUSIGNANT TO CLEAR SNOW FROM HYDRANTS IN DISTRICT 2, USING HIS OWN EQUIPMENT, AT THE RATE OF $15 PER HOUR, AS NEEDED. ALSO GROUNDKEEPER THIS COMING SUMMER USING THE TOWN'S EQUIPMENT AT $12 PER HOUR, HOURS TO BE DETERMINED.**

On a motion of Councilman Benjamin, seconded by Councilman LeClair, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved to approve hire.*

Bill also noted that Tousignant may be interested in taking on Water District 2 operator. He would have to complete an online course. He also noted that he verified with the insurance company that Tousignant would be covered using his own equipment as long as he is on our payroll.

RESOLUTION 2015-12

**ACCEPT TOWN OF DANNEMORA UNDERTAKING AS DETAILED BELOW:**

***WHEREAS, various sections of New York State Town Law and Public officers Law requires that certain officials execute an Official Undertaking; and***

***WHEREAS, William Chase will continue in the office of Supervisor and appointed as Co-Budget Officer,***

***Town of Dannemora, and***

***WHEREAS, Martha Sweeney has been appointed as Deputy Supervisor, Town of Dannemora, and***

***WHEREAS, Howard Ricky Coryer will continue in the office of Town Justice, Town of Dannemora, and***

***WHEREAS, David Benjamin, Joseph LeClair and Kenneth Brassard Jr will continue in the offices of Town Councilman, Town of Dannemora, and***

***WHEREAS, James Barber has been elected to the office of Town Councilman, Town of Dannemora, and***

***WHEREAS, Deborah Coryer will continue in the office of Town Clerk/Tax Collector, Town of Dannemora, and***

***WHEREAS, Mark Siskavich will continue in the office of Highway Superintendent, Town of Dannemora, and***

***WHEREAS, Floyd Guerin will continue in the appointment to the position of Deputy Highway Superintendent, Town of Dannemora, and***

***WHEREAS, Kristine Lashway will continue in the appointment to the positions of Secretary to the Supervisor, Co-Budget Officer and Court Clerk, Town of Dannemora, and***

***WHEREAS, Jennifer Guerin will continue in the appointment to the position of Deputy Clerk/Tax Collector, Town of Dannemora, and***

***WHEREAS, Byron Wing will continue in the appointment to the position of Code Enforcement Officer, Town of Dannemora, now THEREFORE***

***THEY, as respective officers above, do hereby undertake with the Town of Dannemora, that THEY will faithfully perform and discharge the duties of THEIR office, and***

***BE IT RESOLVED, that this undertaking of the Town Supervisor, Town Justice, Secretary to the Supervisor/Budget Officer/Court Clerk, Code Enforcement Officer, Clerk/Tax Collector and Deputy Clerk/Tax Collector is further conditioned upon the he/she will well and truly keep, pay over and account for all moneys and property coming into his/her hands received as Town Officers, in accordance with the law, and***

***BE IT FURTHER RESOLVED, that the Town does and shall maintain insurance coverage, presently with LaBarge Agency, Inc. in the sum of $1,000,000 per incident for the Clerk/Tax Collector, Deputy Clerk/Tax Collector, Secretary to the Supervisor/Budget Officer/Court Clerk, Town Justice and for the Town Supervisor to indemnify against losses through the failure of the officers, clerks and employees covered there under to faithfully perform their duties or to account properly for all monies or property received by virtue of their positions or employments, or through their fraudulent or dishonest acts. The Official Undertaking shall contain the notarized signatures of those named municipal officials and be filed in the in the Office of the Town Clerk.***

On a motion of Supervisor Chase, seconded by Councilman Benjamin, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved to accept undertaking.*

RESOLUTION 2015-13

**APPROVE WILLIAM CHASE, KENNETH BRASSARD JR AND DAVID BENJAMIN AS SIGNEES FOR FIRST NIAGARA MUNICIPAL MASTER SIGNERS CERTIFICATE.**

On a motion of Councilman LeClair, seconded by Supervisor Chase, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved to approve signees.*

RESOLUTION 2015-14

**AUTHORIZE KRISTINE TO SUBMIT THE STEWART'S YOUTH GRANT BY 1/30/15 FOR $10,000.**

On a motion of Supervisor Chase, seconded by Councilman Benjamin, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved to authorize submission.*

RESOLUTION 2015-15

**APPROVE TO ENTER INTO NORTH COUNTRY LIFE FLIGHT INC CONTRACT FOR 2015 IN THE AMOUNT OF $500, TO BE APPROPRIATED FROM ACCT # 4540.40 FOR PAYMENT TO NORTH COUNTRY LIFE FLIGHT, INC.**

On a motion of Councilman Brassard, seconded by Councilman LeClair, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved to enter into contract.*

RESOLUTION 2015-16

**APPROVE JCEO CONTRACT IN THE AMOUNT OF $7500.**

On a motion of Supervisor Chase, seconded by Councilman Benjamin, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved to sign contract.*

RESOLUTION 2015-17

**APPROVE SPCA CONTRACT IN THE AMOUNT OF $1000.**

On a motion of Councilman LeClair, seconded by Councilman Brassard, this resolution was

ADOPTED: Ayes - 5 Barber, Benjamin, Brassard, LeClair, Chase

Nays - 0

*Resolved to approve contract.*

Bill introduced discussion on quotes received for a Fuel Access Control System for the diesel and gasoline tanks. The quotes are: Security Concepts of Plattsburgh - $2,434.97; NCC Systems Inc - $2,984.57; Alltech - two different systems offered - one at $4453.90 and the other at $2,620.33. After further discussion, the board decided to go with the lowest bid.

RESOLUTION 2015-18

**APPROVE ACCEPTING QUOTE FOR FUEL ACCESS CONTROL SYSTEM FROM SECURITY CONCEPTS OF PLATTSBURGH FOR $2,434.97, COMPLETE. INCLUDES CONTROL PANEL, KEYPAD, INTERFACE, PROXIMITY READER, 6 KEYCARDS, TIMER MODULE, WIRE AND MISC HARDWARE AND LABOR.**

On a motion of Supervisor Chase, seconded by Councilman LeClair, this resolution was

ADOPTED: Ayes - 4 Barber, Benjamin, LeClair, Chase

Nays - 1 Brassard

*Resolved to accept quote.*

Security Concept also gave Bill a quote on adding two cameras to the external camera system and re-direct one toward the man door and first bay door in the garage. They quoted $1,200. After discussion, it was decided to accept this quote.

RESOLUTION 2015-19

**APPROVE SECURITY CONCEPT'S QUOTE OF $1200 TO REDIRECT ONE CAMERA AND INSTALL TWO ADDITIONAL CAMERAS - INCLUDES CAMERAS, PARTS, AND LABOR.**

On a motion of Councilman LeClair, seconded by Supervisor Chase, this resolution was

ADOPTED: Ayes - 4 Barber, Benjamin, LeClair, Chase

Nays - 1 Brassard

*Resolved to accept quote.*

Bill told the board that the letter they all received from Mr. Bushey would be addressed at the next meeting.

He also informed the board that on January 2, the circulator pump in the heating system malfunctioned and they sent someone each day last week (except Friday) to correct the problem. Once they give us a full report, we will turn it in to our insurance company.

Dave brought up that, from speaking with the Village Mayor, the Dannemora Fire Department is interested in acquiring the old town hall, through donation, to expand the fire department. There was discussion about this and it was also mentioned that Bill Favreau has suggested putting it out to bid as well. More discussion on this to follow.

Bill asked Dave to mention to the mayor that we need to get notified quicker when there is an alarm or problem in Sewer District 2. The notification of a problem on the 26th of November came to us this week with the bill - over a month after the issue happened.

Mark mentioned that he will be contacting Plattsburgh tomorrow about a used grader that the Town of Plattsburgh is selling.

Bill also said Jim got us a quote on scaffolding ($1100) to use in the building and there might be some surplus equipment that he is checking on.

The next regular meeting is January 28 at 6 pm.

With no further business on a motion of Supervisor Chase, and a unanimous second, the meeting was adjourned at 6:46 pm.

Respectfully Submitted,

Deborah Coryer

Town Clerk/Tax Collector