

# TOWN OF ESSEX

PO Box 355  
2313 Main Street  
Essex, New York 12936

Edward Gardner  
**Supervisor**

Patricia Gardner  
**Town Clerk**

## TOWN COUNCIL:

Claire LaPine  
Bryan Garvey  
James LaForest  
Gretel Schueller

JANUARY 2, 2017

## Organizational Meeting

Supervisor Gardner opened the meeting at 10:00 a.m.

### Roll Call:

Councilperson LaPine	x
Councilperson Garvey	x
Councilperson LaForest	x
Councilperson Schueller	x
Supervisor Gardner	x

The town clerk read the legal notice from the Press Republican.

### Resolution 1-2017

### RULES OF PROCEDURE

The following rules of procedure shall govern all meetings held by the Town of Essex with the Town Board and Supervisor presiding, in an order and manner consistent with established rules and procedures:

The Supervisor shall preside at all meetings of the Board and shall preserve order and decorum in the best interest and conduct of the meeting.

The Supervisor, immediately following the opening of every regular meeting of the Town Board, shall proceed to the regular order of town business as follows: Salute to the Flag, Roll call. At this time the public shall be invited to address their comments or questions to the Town Board for an allotted time of (3) minutes each per person.

Any person invited to speak to the Town Board shall address and direct his/her remarks to the Town Board as a whole, not to other members of the audience in an attempt to elicit public debate.

No member of the public shall be allowed to engage in any demonstration, distraction, disruption, or any other conduct inconsistent with being able to conduct an official order of business during a meeting.

Following Public comment comes the approval of previous minutes, discussion of communications addressed to the Town Board, introduction of resolutions and motions, reports of committees and subcommittees, and reports of officers and departments.

In addition, every resolution or motion must be seconded before being put to a vote by the Supervisor and all resolutions or motions shall be duly recorded in their entirety in the official minutes of the Town Board.

The public shall, additionally, be invited to comment on any motion or resolution, not previously listed or that was omitted from the pre-meeting agenda that is brought before the Town Board during a meeting.

Motion Made By: James LaForest

Seconded By: Bryan Garvey

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 2-2017 Salaries and Hourly Pay**

This resolution is being made to approve the salaries and hourly wages for all town employees.

Made By

Seconded By

**2016 SALARIES FOR ELECTED AND APPOINTED OFFICIALS**

<b>Position</b>	<b>Salary</b>
Town Supervisor	\$21,271.00
Deputy Town Supervisor	\$784.00
Budget Officer	\$776.00
Secretary to Supervisor	\$13,770.00
Bookkeeper to Supervisor	\$13,770.00
Town Board Members	\$2,586.00
Town Clerk and Receiver of Taxes	\$19,677.00
Town Clerk Deputy	\$2,287.00
Highway Superintendent	\$39,332.00
Deputy Highway Superintendent	\$1,000.00
Highway HEO	\$18.76 per hour
Highway HEO Overtime	\$28.15 per hour
Highway Shop Steward	\$16.12 per hour
Highway Shop Steward Overtime	\$24.18 per hour
Town Justice	\$11,944.00
Justice Court Clerk	\$13.79 per hour
Water/Wastewater Operator	\$32,948.00
Assistant Water/Wastewater Operator	\$5,621.00
Water Rents Clerk	\$ 880.00
Wastewater Rents Clerk	\$ 652.00
Board of Assessors Chairman	\$4,372.00
Board of Assessors:	\$3,745.00
Board of Assessment Review	\$100.00 per day
Planning Board Secretary	\$4,035.00
Transfer Station Manager	\$13.10 per hour
Transfer Station Attendant	\$11.02 per hour
Buildings and Grounds Laborer	\$11.02 per hour

Motion Made By: Bryan Garvey	Seconded By: Claire LaPine
Row Call Vote:	Yes                      No
Councilperson LaPine	X
Councilperson Garvey	X
Councilperson LaForest	
Councilperson Schueller	
Supervisor Gardner	X

**Resolution 3-2017**

The following resolution is to set the Regular monthly meeting of the Town Board for the year 2017 to be held on the 2<sup>nd</sup> Thursday of each month starting at 6:30 pm in the meeting room of the Town Hall.

Motion Made By: James LaForest as Amended                      Seconded By: Gretel Schueller

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 4-2017 Holiday Schedule**

This resolution is being made to set the office hours of the Town Office as 8:30am to 3:30pm Monday –Friday except as noted in the Holiday Schedule.

**2017 TOWN OF ESSEX HOLIDAY SCHEDULE**

January 2, 2017 , New Year’s Holiday  
January 16, 2017, Martin Luther King, Jr. Day  
February 20, 2017, Presidents Day  
May 29, 2017, Memorial Day  
July 5, 2017 Independence Day  
September 4, 2017, Labor Day  
October 9, 2017, Columbus Day  
November 7, 2017, Election Day  
November 13, 2017, Veteran’s Day Observed  
November 23, 2017, Thanksgiving Day  
November 24, 2017 Day after Thanksgiving  
December 25, 2017, Christmas Day  
December 26, 2017, Day after Christmas

Additionally, the office hours shall be amended to close at 12pm on Christmas Eve, as well as New Year’s Eve 2017.  
\*This Holiday Schedule, dates, and times also applies to the Transfer Station for the year 2017, unless otherwise noted.

Motion Made By: James LaForest                      Seconded By: Gretel Schueller

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 5-2017                      2017 APPOINTMENTS AND COMMITTEES**

This resolution is being offered to set appointments and committees for 2017

**Supervisor’s appointments for 2017:**

Deputy Supervisor: Claire LaPine (Town Law S 42)  
Clerk to Supervisor: Catherine DeWolff  
Payroll Clerk/Bookkeeping: Donna Haynes  
Town Historian: Shirley LaForest

**2017 Standing Committees:**

Highway: Bradley French, Gerald Pierce, James LaForest  
Water: Ron Jackson, Chair; Edward Gardner; Claire LaPine; Tina Gardner  
Wastewater: Edward Gardner; Gretel Schueller, Tina Gardner, Donna Haynes, James VanHoven, Jonathan Pribble  
Online Media: Pat Gardner, Catherine DeWolff, Maureen DeLaughter  
Buildings and Grounds: Bryan Garvey, Claire LaPine, Louis Comeau  
Personnel and Salary Review: Donna Haynes, Claire LaPine  
Emergency Response Plan: Ronald Jackson, Bradley French, Frank Walls, Kyle Wrisley, Norma Goff, Essex County EMS  
Grange Hall: Claire LaPine, Andy Buchannan, Jane Terlouw,  
Strategic Planning: Bryan Garvey  
Planning Board: Jim Van Hoven (Chair), David Hislop, Mark Walker, Derrick Wrisley, Tom Stransky, Jan Fortune, Jonathan Pribble  
Policy Committee: James LaForest  
Assessment Review Board: Colleen Van Hoven, Chair, Jay White, Alicia Kelly  
Zoning Board of Appeals: Kevin DeLaughter, Chair, Jonathan White, Richard Teitlebaum, Susan Cerney, Alicia Kelly

**Town Clerk’s appointments for 2017 (Town Law S 30 (10):**

Deputy Town Clerk – Catherine DeWolff  
Deputy Tax Receiver - Catherine DeWolff  
Deputy Registrar and Vital Statistics - Catherine DeWolff

**Appointments of the Town Board for 2017:**

Attorney for the Town: Reginald Bedell  
Chairman of the Planning Board: James VanHoven  
Chair of the Zoning Board of Appeals: Kevin DeLaughter

Chair of the Board of Assessors: David Sayre  
Zoning and Codes Enforcement Officer: Contractual Agreement via Shared Services with  
Animal Control Safety Officer: Contractual Agreement via Shared Services w/ Willsboro  
Water/Wastewater Treatment Plant Operator: Tina Gardner  
Water/Wastewater Assistant: Kerrie Wade

Willsboro: Douglas Rock  
Perry Marsha

**Highway Superintendent's appointments for 2016:**

Deputy Highway Superintendent - Gerald Pierce

Motion Made By: James LaForest                      Seconded By: Gretel Schueller

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 6-2017. Town Clerk Hours**

To set the Town Clerk's hour as 9:00am to 3:00pm, Monday –Friday except as noted in the Holiday Schedule. Additional hours may be added to accommodate tax payers during January and February

Motion Made By: Bryan Garvey                      Seconded By: James LaForest

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 7-2017                      Per Diem**

This resolution is being offer to establish the mileage rate for official business of .50 per mile and the per diem rate of \$55.00 per 24 hours (or \$10 B, \$15 L and \$30 D) when on official business of the town.

Motion Made By: Claire LaPine                      Seconded By: Gretel Schueller

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 8-2017** This resolution is being offered to designate Champlain National Bank as the official depository for the town of Essex for2017. Additionally, authorizing Edward Gardner official signatory of the Supervisor Account(s) and to Town Clerk, Patricia Gardner official signatory of the Town of Essex Town Clerk and Tax Collector Accounts.

Motion Made By: Bryan Garvey                      Seconded By: Claire LaPine

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 9-2017** This resolution is being offered to designate the Press Republican as the Official Newspaper for the Town of Essex for the year 2017. {Town Law§64(11)}

Motion Made By: Bryan Garvey		Seconded By: Gretel Schueller
Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 10-2017** This resolution is being offered to designate Reginald Bedell as the Lawyer for the Town of Essex.

Motion Made By: James LaForest		Seconded By: Claire LaPine
Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 11-2017** This resolution is being made to designate the Supervisor, Edward Gardner as the Budget Officer for 2017.

Motion Made By: James LaForest		Seconded By: Gretel Schueller
Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 12-2017** This resolution is being offered to designate Patricia Gardner, Town Clerk as the Receiver of Taxes, Registrar of Vital Statistics, Marriage Officer, Records Management Officer and Access Officer for the Town of Essex for 2017.

Motion Made By: James LaForest		Seconded By: Gretel Schueller
Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 13-2017** This resolution is being offer to re-enter shared service with Willsboro for Dog Control per annual contract.

Motion Made By: Bryan Garvey		Seconded By: Claire LaPine
Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 14-2017** – This resolution is being offered to re-enter shared service with Willsboro for Buildings and Code Enforcement Officer per annual contract.

Motion Made By: Claire LaPine		Seconded By: Bryan Garvey
Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	

Councilperson LaForest	X
Councilperson Schueller	X
Supervisor Gardner	X

Councilperson Laforest asked if the BAS software for codes has been purchased and if it is included in the budget. Supervisor Gardner responded that Doug is trying to get them to lower the price because both towns use the town clerk software. There was money put in budget for this. This led to questions about the Dog Control Officer. It was reported that we pay as we go with this service and last year he was used one time.

**Resolution 15-2017** - This resolution delegates to the Supervisor the powers and duties of administration and supervision of town and special districts functions to be performed on behalf of the Town Board of Essex. (L§29{16})

Motion Made By: James LaForest                      Seconded By: Gretel Schueller

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 16-2017** - This resolution is being offered to authorize the Highway Superintendent to rent and/or purchase highway equipment and materials according to the Purchasing Policy as necessary, as well as hire temporary employees as deemed necessary.

Motion Made By: Bryan Garvey                      Seconded By: James LaForest

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 17-2017** - This resolution authorizes the Town Supervisor to pay in advance the audits of claims for public utility services such as gas, electric, sewer, fuel oil and telephone, as well as postal and mail charges, freight, Credit Card, NYS Retirement and health insurance costs. These payments shall be presented at the next regularly scheduled board meeting for audit as Pre-Pays.

Motion Made By: James LaForest                      Seconded By: Gretel Schueller

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 18-2017** - This resolution authorizes the Town Supervisor and Department Heads expenditures of:

- Up to \$500- Authorized personnel may make purchase using Payment Voucher
- \$500 to \$1,500 – Purchase made subject to review by the Supervisor
- \$1,500 - \$3000 - Documented telephone quotes from at least 3 separate vendors (if available)
- \$3,000 - \$6,000 – Formal written quotes from 3 separate vendors (if available)
- \$6,000 - \$9,999 – Requires formal written quotes from 3 separate vendors (if available)
- \$10,000 and up by Sealed Bids to conform with Municipal Law, Section 103

Motion Made By: Bryan Garvey                      Seconded By: Claire LaPine

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

**Resolution 19-2017** BE IT RESOLVED, that the Town of Essex, Location code30462, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees’ Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

<b>POSITION Employees</b>	<b>Standard Work Day Hours/Day</b>				
Water/ Wastewater Operator	8				
Asst. Water/Wastewater Operator	6				
Buildings & Grounds Laborer	7				
Highway HEO	8				
Highway Laborer/Shop Steward	8				
Transfer Station Attendant	8				

Highway Superintendent	8				
Town Board Member	6				
Town Clerk/Receiver of Taxes	6				
Town Justice	6				
Town Supervisor	6				
Board of Assessors	6				
Board of Assessors Chairman	6				
Board of Assessment Review	6				
Bookkeeper to Supervisor	6				
Budget Officer	6				

Motion made by: Bryan Garvey

Seconded by : Claire LaPine

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson Garvey	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Supervisor Gardner	X	

On this 2nd day of January, 2017 Date enacted: I, Patricia Gardner, clerk of the governing board of the Town of Essex, (Name of Employer) of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 2nd day of January, 2017 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original. I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the Town of Essex.

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Town Clerk

There was a discussion on the difference between Town Attorney and Attorney for the Town.

Supervisor Gardner reported that at the organizational meeting for the county there were 88 resolutions passed. He also stated the closing on the Stone Church is scheduled for January 4<sup>th</sup>.

Motion made by Bryan Garvey to adjourn, seconded by all.

Respectfully Submitted  
 Patricia Gardner  
 Town Clerk