



**Organizational Meeting
Essex Town Board
January 2, 2020**

1. Call the Meeting to Order (6:36pm)
2. Salute to the flag
3. Roll Call
4. Swearing-In Ceremony
 - a. Town Clerk Alicia Kelly
 - b. Supervisor Ken Hughes
 - c. Councilman Christopher DePinto
 - d. Councilman Ronald Jackson
 - e. Highway Superintendent Bradley French
 - f. Town Justice Craig Jackson
 - g. Assessor Patricia Gardner
 - h. Assessor David Sayre
5. Organizational Resolutions
6. Adjourn (7:12pm)

**Ken Hughes, Supervisor | Alicia Kelly, Town Clerk
Councilmembers: Christopher West DePinto, Ronald E. Jackson, Claire LaPine**

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Resolution #01-2020

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 and 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 the first 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: Councilwoman LaPine
Seconded By: Councilman DePinto

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

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Resolution #02-2020

SALARIES FOR ELECTED AND APPOINTED OFFICIALS

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

<u>Position</u>	<u>Salary</u>
Town Supervisor	\$22130.00
Deputy Town Supervisor	\$816.00
Budget Officer	\$808.00
Secretary to Supervisor	\$16,074.00
Bookkeeper to Supervisor	\$21,988.00
Town Board Members	\$2,691.00
Town Clerk and Receiver of Taxes	\$20,881.00
Town Clerk Deputy	\$2,428.00
Highway Superintendent	\$41,739.00
Deputy Highway Superintendent	\$1,020.00
Highway HEO	\$19.46/hour
Highway Shop Steward	\$16.82/hour
Town Justice	\$12,676.00
Justice Court Clerk	\$3,600.00
Water/Wastewater Operator	\$36,553.00
Assistant Water/Wastewater Operator	\$15.92/hour
Water Rents Clerk	\$934.00
Wastewater Rents Clerk	\$678.00
Board of Assessors Chairman	\$4,639.00
Board of Assessors:	\$3,974.00
Board of Assessment Review	\$104.00/day
Planning Board Secretary	\$4,996.00
Transfer Station Manager	\$13.90/hour
Transfer Station Attendant	\$11.80/hour*
Buildings and Grounds Laborer	\$11.80/hour*
Code Enforcement Officer	\$13,260.00

* reflects the NYS Minimum Wage increase effect 12/31/19

Motion Made By:	Councilman Jackson	Seconded By:	Councilwoman LaPine
Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

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Resolution #03-2020

REGULAR TIME AND DATE FOR MONTHLY MEETINGS

The following resolution is being made to set the regular monthly meeting of the Town Board for the year 2020 to be held on the 2nd Thursday of each month starting at 6:30pm. The location of the meeting will be in the meeting room of the Town Hall unless otherwise indicated.

DATE

- January 2, 2020
- February 13, 2020
- March 12, 2020
- April 9, 2020
- May 14, 2020
- June 11, 2020
- July 9, 2020
- August 13, 2020
- September 10, 2020
- October 8, 2020
- November 12, 2020
- December 10, 2020

* denotes a modification in date, time or location to the general resolution.

Motion Made By: Councilwoman LaPine
Seconded By: Councilman DePinto

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

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Resolution #04-2020

HOLIDAY SCHEDULE

The following resolution is being made to set the office hours of the Town Office as 9:00 am to 3:30 pm Monday – Friday except as noted in the Holiday Schedule.

2020 TOWN OF ESSEX HOLIDAY SCHEDULE

January 1, 2020	New Year’s Day
January 20, 2020	Martin Luther King, Jr. Day
February 17, 2020	Presidents’ Day
May 25, 2020	Memorial Day
July 3, 2020	Independence Day (observed)
September 7, 2020	Labor Day
October 12, 2020	Columbus Day
November 3, 2020	Election Day
November 11, 2020	Veterans Day
November 26, 2020	Thanksgiving Day
November 27, 2020	Day after Thanksgiving
December 25, 2020	Christmas Day
December 26, 2020	Day after Christmas

Additionally, the office hours shall be amended to close at 12pm on Christmas Eve, as well as New Year’s Eve 2020.

This Holiday Schedule, dates, and times also applies to the Transfer Station for the year 2020, unless otherwise noted.

Motion Made By: Councilman Jackson
Seconded By: Councilwoman LaPine

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

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Resolution #05-2020

2020 APPOINTMENTS AND COMMITTEES

The following resolution is being made to set appointments and committees for 2020.

Supervisor’s appointments for 2020:

- Deputy Supervisor: Ronald Jackson {Town Law §42}
- Clerk to Supervisor: Cheryl Sprang
- Account Clerk: Angel Forbes
- Town Historian: Catherine DeWolff and Patricia Gardner

2020 Standing Committees

- Audit Committee: Councilwoman LaPine, _____, (Cathy Persons)
- Board Assessment Review: Anita Shapiro, _____, _____
- Buildings and Grounds: Supervisor Hughes, Councilman DePinto
- Emergency Response Plan: Fire Chiefs Wrisley & Jackson, Councilman Jackson
- Grange Hall: Supervisor Hughes, Councilwoman LaPine
- Highway: Highway Superintendent French, Councilman Jackson, Councilman DePinto
- Online Media: Supervisor Hughes, _____
- Personnel and Salary Review: Account Clerk Angel Forbes, Councilwoman LaPine, _____
- Planning Board: Catherine DeWolff (Chair) (2020), David Hislop (2022), Mark Walker (2024), Anita Shapiro (2023), Tom Stransky (2021), Jonathan Pribble (2026), Anh Thu Cunnion (2025)
- Policy Committee: Supervisor Hughes, _____
- Strategic Planning: Supervisor Hughes, _____
- Wastewater: Wastewater Operator Tina Gardner, Councilman Jackson, Ahn Thu Cunnion, _____
- Water: Water Operator Tina Gardner, Councilman Jackson, Councilwoman LaPine
- Zoning Board of Appeals: Kevin DeLaughter (Chair), Lauren Murphy, Richard Teitelbaum, Jim Van Hoven, Beth Faragan (2024)

Town Clerk’s appointments for 2020 {Town Law §30(10):

Deputy Town Clerk – Patricia Gardner
 Deputy Tax Receiver – Patricia Gardner
 Deputy Registrar and Vital Statistics – Patricia Gardner

Town Justice appointment for 2020 {Town Law §20):

Justice Clerk – Laura Bliss Carson

Motion Made By:	Councilman Jackson	Seconded By:	Councilman DePinto
Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

Ken Hughes, Supervisor | Alicia Kelly, Town Clerk
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Resolution #06-2020

TOWN CLERK HOURS

The following resolution is being made to set the Town Clerk's hours as detailed below, except as noted in the Holiday Schedule. Additional hours may be added to accommodate tax payers during January and February.

Mondays, Wednesdays and Fridays: 9AM – 12:30PM, 1:30PM – 3PM
Tuesdays & Thursdays: 9AM – 10AM, 11AM – 3PM

Motion Made By: Councilwoman LaPine
Seconded By: Councilman DePinto

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

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Resolution #07-2020

PER DIEM RATE

The following resolution is being made to establish the mileage rate for official business of **€57.5** per mile and the per diem rate of **\$55.00** per 24 hours (or \$10 Breakfast, \$15 Lunch and \$30 Dinner) when on official business of the Town.

Motion Made By: Councilman DePinto
Seconded By: Councilwoman LaPine

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

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Resolution #08-2020

OFFICIAL FINANCIAL INSTITUTIONS

The following resolution is being made to designate Champlain National Bank and NYCLASS as the official depository for the town of Essex for 2020. Additionally, this resolution further authorizes Supervisor Hughes and Deputy Supervisor Jackson as official signatory of the Supervisor Account(s) and to Town Clerk Alicia Kelly and Deputy Town Clerk Patricia Gardner as official signatory of the Town of Essex Town Clerk and Tax Collector Accounts.

Motion Made By: Councilman Jackson
Seconded By: Councilwoman LaPine

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

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Resolution #09-2020

OFFICIAL NEWSPAPERS

The following resolution is being made to designate the Press Republican and the SUN Community News as the official newspapers for the Town of Essex for the year 2020. {Town Law §64(11)}

Motion Made By: Councilwoman LaPine
Seconded By: Councilman DePinto

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

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Resolution #10-2020

LEGAL COUNSEL

The following resolution is being offered to authorize the Town of Essex to hire, as needed, legal counsel for the purpose of assisting the Town with legal matters as they arise.

Motion Made By: Councilman DePinto
Seconded By: Councilwoman LaPine

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

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Resolution #11-2020

BUDGET OFFICER

The following resolution is being made to designate Supervisor Ken Hughes as the Budget Officer for 2020.

Motion Made By: Councilman Jackson
Seconded By: Councilman DePinto

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

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Resolution #12-2020

**RECEIVER OF TAXES, REGISTRAR OF VITAL STATISTICS, MARRIAGE OFFICER,
RECORDS MANAGEMENT OFFICER AND ACCESS OFFICER**

The following resolution is being made to designate Alicia Kelly, 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 2020.

Motion Made By: Councilman DePinto
Seconded By: Councilman Jackson

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

**Ken Hughes, Supervisor | Alicia Kelly, Town Clerk
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Resolution #13-2020

SPECIAL DISTRICT FUNCTIONS

The following resolution is being made to delegate 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. {Town Law §29(16)}

Motion Made By: Councilman Jackson
Seconded By: Councilwoman LaPine

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

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Resolution #14-2020

HIGHWAY SUPERINTENDENT AUTHORITY

The following resolution is being made to authorize Highway Superintendent Bradley French 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: Councilwoman LaPine
Seconded By: Councilman DePinto

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

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Resolution #15-2020

PRE-PAY AUTHORIZATION

The following resolution is being made to authorize Supervisor Ken Hughes to pay in advance the audits of claims for public utility services such as gas, electric, sewer, fuel oil, broadband internet 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: Councilman LaPine
Seconded By: Councilman Jackson

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		



Resolution #16-2020

PROCUREMENT POLICY

The following resolution is being made to authorize the Town Supervisor and Department Heads expenditures of:

- Up to \$500 – Authorized personnel may make purchase using Payment Voucher
- \$501 - \$1,499 – Purchase made subject to review by the Supervisor
- \$1,500 - \$2,999 – Documented telephone quotes from at least 3 separate vendors (if available)
- \$3,000 - \$9,999 – Requires formal written quotes from 3 separate vendors (if available)
- \$10,000 and up by Sealed Bids to conform with General Municipal Law, Section 103

Motion Made By: Councilman Jackson

Seconded By: Councilman DePinto

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

Ken Hughes, Supervisor | Alicia Kelly, Town Clerk

Councilmembers: Christopher West DePinto, Ronald E. Jackson, Claire LaPine

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Resolution #17-2020

STANDARD WORK DAY

The following resolution is being made to establish the standard work day. BE IT RESOLVED, that the Town of Essex, location code 30462, 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:

POSITION	Standard Work Day Hrs/Day
Supervisor	6
Town Board Members	6
Town Clerk	6
Highway Superintendent	8
Town Justice	6
Assessors	6
Clerk	6
Secretary	6
Bookkeeper	6
Zoning Officer	6
Water/Wastewater Operator	8
Laborer	8
Highway HEO (Heavy Equipment Operator)	8

Motion Made By: Councilman Jackson
Seconded By: Councilwoman LaPine

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		

Ken Hughes, Supervisor | Alicia Kelly, Town Clerk
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Resolution #18-2020

A.D.A. COMPLIANCE

The following resolution is being made to establish compliance with the Americans with Disabilities Act. In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the *Town of Essex* will not discriminate against qualified individuals with disabilities on the basis of disability in its services, program, or activities.

Employment: *The Town of Essex* does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: *The Town of Essex* will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in *The Town of Essex* programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: *The Town of Essex* will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in *The Town of Essex* offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the *Town of Essex*, should contact the office of Town Supervisor, 2313 Main Street, Essex, NY 12936 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the *Town of Essex* to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Complaints that a program, service, or activity of *The Town of Essex* is not accessible to persons with disabilities should be directed to the office of Town Supervisor, 2313 Main Street, Essex, NY 12936.

The Town of Essex will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

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Resolution #18-2020 continued ...

GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the *Town of Essex*. Employment related complaints of disability discrimination are covered elsewhere, in policies available from the human resources office of the *Town of Essex*.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. No particular format of the complaint is required. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted in writing by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Ken Hughes, Town Supervisor
Town of Essex
2313 Main Street
Essex, NY 12936

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the *Town of Essex* and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the agency head or his/her designee.

Within 15 calendar days after receipt of the appeal, the agency head or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with the agency's final resolution of the complaint, or indicating that the matter has been returned to the ADA Coordinator for

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Resolution #18-2020 continued ...

further action. If further response is indicated, the complainant will be contacted within 15 calendar days.

All written complaints received by the Town Supervisor, appeals to the agency head or his/her designee, and responses from these two offices will be retained by the *Town of Essex* for at least three (3) years.

Motion Made By: Councilwoman LaPine
Seconded By: Councilman DePinto

Row Call Vote:	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Councilperson DePinto	X		
Councilperson Jackson	X		
Councilperson LaPine	X		
Supervisor Hughes	X		



On this 2nd day of January, 2020, I, Alicia Kelly, clerk of the governing board of the Town of Essex, 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, 2020 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 4 members, and that 4 of such members were present at such meeting and that 4 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.

Alicia Kelly
Essex Town Clerk