

Resolution 33-43

**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

June 8, 2017

**Town Board Meeting**

Deputy Supervisor LaPine opened the meeting at 6:30 pm leading the Pledge of Allegiance.

## Roll Call:

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

Deputy Supervisor Gardner offered the floor to those in attendance. Jane TerLouw suggest Jim tell the board about Peggy Staats. Jim the proceeded to tell all that Peggy has finished her studies and has been appointed to minister at the Essex Community Church. All congratulated Peggy.

The Town Clerk asked that the following resolution be made. In the MU-1 it states that the town should adopt this resolution and I searched documents but could not find it.

**Resolution 33-2017****RESOLVED,**

Town Board of Essex, NY *Records Retention and Disposition Schedule MU-1*, issued pursuant to Article 57-A of the Arts & Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in *Records Retention and Disposition Schedule MU-1* after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Motion By: James LaForest

Seconded By: Bryan Garvey

Roll Call	YES	Nay
Councilperson LaPine	x	
Councilperson Garvey	x	
Councilperson LaForest	x	
Councilperson Schueller	x	
Supervisor Gardner		Excused

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The State Court System requires every year to send to them a copy of the internal audit done by the board and a copy of the resolution accepting the audits.

**Resolution 35-2017** is being made to acknowledge the audit done in February for the offices of:

- Chief Fiscal Officers
- Town Clerk
- Tax Collector
- Zoning and Code Officer
- Justice Court

This Audit was completed by Claire LaPine and James LaForest, signed 2/1/2017, with thanks to Claire and James.

Motion Made By: James LaForest		Seconded By: Gretel Schueller
	Yea	No
Councilperson LaPine	x	
Councilperson Garvey	x	
Councilperson LaForest	x	
Councilperson Schueller	x	
Supervisor Gardner	Excused	

**Resolution 36-2017**, is being offered to authorize the Supervisor to sign a contract with Armstrong Appraiser’s to have the Grange Hall building officially appraised for leasing or selling.

Motion Made By: James LaForest		Seconded By: Bryan Garvey
	Yea	No
	Councilperson LaPine	x
Councilperson Garvey	x	
Councilperson LaForest	x	
Councilperson Schueller	x	
Supervisor Gardner	Excused	

Donna Haynes requested this resolution because of adjustments made in the work hours of the Water/WWTP. This is for the retirement system only.

**Resolution 37-2017**, is being offered to correct the Standard Work Day for NYS and Local Retirement as attached.

Motion Made By: James LaForest		Seconded By: Bryan Garvey
	Yea	No
Councilperson LaPine	x	
Councilperson Garvey	x	
Councilperson LaForest	x	
Councilperson Schueller	x	
Supervisor Gardner	Excused	

This resolution is needed because of the large expenditure made by the planning board. The budget will not cover this expense for a consultant that they used. It was asked if the Planning Board was notified of the purchasing plan and that this type of expenditure must go through the Town Board. A letter was sent to the members stating this.

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**Resolution 38-2017**, is being offered to adjust the budget line for the Planning board as follows:

80204.01 to increase by \$3699.27

19904.01 to decrease by \$3699.27

Motion Made By: Bryan Garvey                      Seconded By: James LaForest

	Yea	No
Councilperson LaPine	x	
Councilperson Garvey	x	
Councilperson LaForest	x	
Councilperson Schueller	x	
Supervisor Gardner	Excused	

In years past when the wall and water treatment plant were upgraded, the APA was never notified of this. Therefore they issued a violation to the town. The Supervisor worked with the APA and a settlement agreement was reached.

**Resolution 39-2017**, is being offered to authorize the Supervisor to sign a settlement agreement with the Adirondack Park Association for the shoreline regulations concerning the violations for the treatment plant and retaining wall that were never covered. This will bring the town in line with the APA's regulations.

Motion Made By: James LaForest                      Seconded By: Gretel Schueller

	Yea	No
Councilperson LaPine	x	
Councilperson Garvey	x	
Councilperson LaForest	x	
Councilperson Schueller	x	
Supervisor Gardner	Excused	

The following resolution are being requested from the water committee so that the proposed work can be started as soon as permits are issued. The first is to allow our engineer to sign an agreement to rent the one unit that will be used for a pilot program the Health Department wants and then a lease to purchase agreement.

**Resolution 40-2017**, is being offered to authorize the Cedarwood Engineering, upon release from the insurer and legal, to enter into a contract with Kinahan Associates, LLC for the rental of equipment for the pilot program needed for the water filtration plant.

Motion Made By: James LaForest                      Seconded By: Gretel Schueller

	Yea	No
Councilperson LaPine	x	
Councilperson Garvey	x	
Councilperson LaForest	x	
Councilperson Schueller	x	
Supervisor Gardner	Excused	



**Resolution 33-43**

Motion made by James LaForest and seconded by Bryan Garvey to accept the Town Clerks and Supervisors Reports. All in favor no nays.

Motion by Bryan Garvey and Seconded by Gretel Schueller to accept the Supervisors Report. All in favor no nays.

James LaForest made the motion to adjourn, seconded by all.

Respectfully Submitted  
Patricia Gardner  
Town Clerk