TOWN OF ESSEX

PO Box 355 2313 Main Street Essex, New York 12936

Edward Gardner **Supervisor**

TOWN COUNCIL:

Claire LaPine Bryan Garvey James LaForest Gretel Schueller

Patricia Gardner Town Clerk

Organizational Meeting January 4, 2016 6:00pm

Supervisor Gardner opened the meeting with the Pledge of Allegiance. He asked the town clerk to read the legal ad for the meetings.

X

ROLL CALL: Councilperson LaPine

Councilperson Garvey x
Councilperson LaForest x
Councilperson Schueller Absent
Supervisor Gardner x

Town Clerk read letter from Tina Gardner, Wastewater Operator requesting water and sewer be two separate committees because there are many things needing attention at the plant. She also had attached information from NYRWA offering free assistance setting up a sustainability plan which will be required by DEC in the near future. This requires a separate board. After some discussion, it was decided that the request will be held until a presentation next month from Steve Grimm.

Resolution 1-2016

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.

orest	Seconded By:	Bryan Garvey
Yes	No	
X		
X		
X		
Absent		
X		
	Yes x x x	Yes No x x x

Resolution 2-2016 Salaries and Hourly Pay

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

Made By Bryan Garvey Seconded By Claire LaPine

2016 SALARIES FOR ELECTED AND APPOINTED OFFICIALS

Position	Salary
Town Supervisor	\$20,854.00
Deputy Town Supervisor	\$769.00
Budget Officer	\$761.00
Secretary to Supervisor	\$13500.00
Bookkeeper to Supervisor	\$13,500.00
Town Board Members	\$2,535.00
Town Clerk and Receiver of Taxes	\$19,291.00
Town Clerk Deputy	\$2,242.00
Water Sewer Rents Clerk	\$1,502.00
Highway Superintendent	\$38561.00
Deputy Highway Superintendent	\$1,000.00
Highway HEO	\$18.26 per hour
Highway HEO Overtime	\$27.39 per hour
Highway Shop Steward	\$15.62 per hour
Highway Shop Steward Overtime	\$23.43 per hour
Town Justice	\$11,944.00
Justice Court Clerk	\$13.26 per hour
Water Superintendent	\$7,959.00
Assistant Water Superintendent	\$1,390.00
Wastewater Superintendent	\$24,830.00
Assistant Wastewater Superintendent	\$4,121.00
Building and Codes Officer	\$11,942.00
Board of Assessors Chairman	\$4,286.00
Board of Assessors:	\$3,672.00
Board of Assessment Review	\$100.00 per day
Planning Board Secretary	\$3,956.00
Transfer Station Manager	\$12.84 per hour
Transfer Station Attendant	\$10.80 per hour
Buildings and Grounds Laborer	\$10.80 per hour

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

Resolution 3-2016

The following resolution is to set the Regular monthly meeting of the Town Board for the year 2016 to be held on the 2nd Thursday of each month starting at 6:00pm in the meeting room of the Town Hall.

Motion Made By: Claire LaPine Seconded By: James LaForest

Row Call Vote: Yes No

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

Resolution 4-2016 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. It also establishes the Zoning Officers office hours as Monday through Friday from 1pm to 4pm except as noted in the Holiday Schedule.

2016 TOWN OF ESSEX HOLIDAY SCHEDULE

January 1, 2016, New Year's Day

January 18, 2016, Martin Luther King, Jr. Day

February 15, 2016, Presidents Day

May 30, 2016, Memorial Day

July 4, 2016 Independence Day

September 5, 2016, Labor Day

October 10, 2016, Columbus Day

November 8, 2016, Election Day

November 11, 2016, Veteran's Day Observed

November 24, 2016, Thanksgiving Day

November 25, 2016 Day after Thanksgiving

December 26, 2016, Christmas Day

Additionally, the office hours shall be amended to close at 12pm on Christmas Eve, as well as New Year's Eve 2015.

*This Holiday Schedule, dates, and times also applies to the Transfer Station for the year 2015, unless otherwise noted.

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 Absent
Supervisor Gardner x

Resolution 5-2016 This resolution is being offered to set appointments and committees for 2016 **2016 APPOINTMENTS AND COMMITTEES**

Supervisor's appointments for 2016:

Deputy Supervisor: Claire LaPine (Town Law S 42)

Clerk to Supervisor: Catherine DeWolff Payroll Clerk/Bookkeeping: Donna Haynes

Town Historian: Shirley LaForest

2016 Standing Committees:

Highway: Bradley French, Gerald Pierce, Mark Wrisley

Water and Wastewater: Ron Jackson, Chair, Derrick Wrisley, Claire Laine, Tina Gardner

Online Media: Pat Gardner, Catherine DeWolff, Maureen DeLaughter

Buildings and Grounds: Bryan Garvey, Gretel Schueller, Lauren Murphy, Claire LaPine, Louis Comeau

Personnel and Salary Review: Bryan Garvey, Donna Haynes, Claire LaPine

Emergency Response Plan: Ronald Jackson, Bradley French, Frank Walls, Kyle Wrisley, Norma Goff, Essex

County EMS

Youth Commission: Claire LaPine, Bryan Garvey, Gretel Schueller

Grange Hall: Claire LaPine, James LaForest, Andy Buchannan, Jan Terlouw,

Strategic Planning: Claire LaPine, Bryan Garvey

Planning Board: Jim Van Hoven (Chair), David Hislop, Mark Walker, Derrick Wrisley, Olive Alexander, Tom

Stransky, Jan Fortune

Policy Committee: James LaForest, Gretel Schueller and ____2-5 members_____

Assessment Review Board: Colleen Van Hoven, Chair, Jay White, Alicia Kelly

Zoning Board of Appeals: Kevin DeLaughter, Chair, Jonathan White, Frank Walls, Jonathan Pribble, James

Graves

Town Clerk's appointments for 2016 (Town Law S 30 (10):

Deputy Town Clerk – Dorothy Renadette

Deputy Tax Receiver - Dorothy Renadette

Deputy Registrar and Vital Statistics - Dorothy Renadette

Appointments of the Town Board for 2016:

Water Operator: Derrick Wrisley

Health Officer:

Attorney for the Town: Reginald Bedell

Chair of the Zoning Board of Appeals: Kevin DeLaughter Zoning and Codes Enforcement Officer: Lauren Murphy

Animal Control Safety Officer: Contractual Agreement via Shared Services w/ Willsboro

Water Superintendent Assistant: James Morgan Chair of the Board of Assessors: David Sayre

Wastewater Treatment Plant Operator: Tina Gardner

Wastewater Treatment Plant Operator Assistant: Carrie Wade

Highway Superintendent's appointments for 2016:

Deputy Highway Superintendent - Gerald Pierce

Motion Made As Amended By: Bryan Garvey Seconded By: Claire LaPine

Row Call Vote: Yes No

Councilperson LaPine x
Councilperson Garvey x
Councilperson LaForest x

Councilperson Schueller Absent

Supervisor Gardner x

Resolution 6-2016. To set the Town Clerk's hour as 9:00am to 3:30pm, 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: Claire LaPine Seconded By: Bryan Garvey

Row Call Vote: Yes No

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

Town clerk had information on what NYS used in 2014 and the Federal 2015 mileage and per diem rates for the board to decide what to allow this year.

Resolution 7-2016 This resolution is being offer to establish the mileage rate for official business of .55 per mile and the per diem rate of \$55.00 when on official business of the town.

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 Absent
Supervisor Gardner x

Resolution 8-2016 This resolution is being offered to designate Champlain National Bank as the official depository for the town of Essex for2016. 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: James LaForest Seconded By: Claire LaPine

No

Row Call Vote: Yes

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

Resolution 9-2016 This resolution is being offered to designate the Press Republican as the Official Newspaper for the Town of Essex for the year 2016. {Town Law§64(11)}

Motion Made By: Claire LaPine Seconded By: James LaForest

No

Row Call Vote: Yes Councilperson LaPine x

Councilperson Carvey x
Councilperson LaForest x
Councilperson Schueller Absent
Supervisor Gardner x

Resolution 10-2016 This resolution is being offered to designate Reginald Bedell as the Lawyer for the Town of Essex.

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 Absent Supervisor Gardner x

Resolution 11-2016 This resolution is being made to designate the Supervisor, Edward Gardner as the Budget Officer for 2016.

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 Absent
Supervisor Gardner x

Resolution 12-2016 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 2016.

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 Absent
Supervisor Gardner x

Resolution 13-2016 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: James LaForest

Row Call Vote: Yes No

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

Resolution 14-2016 - 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: Claire LaPine Seconded By: Bryan Garvey

Row Call Vote: Yes No

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

Resolution 15-2016 - 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 As Amended By: James LaForest Seconded By: Claire LaPine

Row Call Vote: Yes No

Councilperson LaPine x

Councilperson Garvey x
Councilperson LaForest x
Councilperson Schueller Absent
Supervisor Gardner x

Resolution 16-2016 - 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, 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: Bryan Garvey Seconded By: James LaForest

No

Row Call Vote: Yes
Councilperson LaPine x
Councilperson Garvey x
Councilperson LaForest x
Councilperson Schueller Absent
Supervisor Gardner x

Resolution 17-2016 – This resolution authorizes the Town Supervisor and Department Heads expenditures of up to \$1,000 through the procurement policy without prior authorization of the Town Board. Any expenditures above \$1,000 will require prior approval by the Town Board.

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 Absent
Supervisor Gardner x

Resolution 18-2016 This resolution is being offered to set standard work hours for employees, elected officials and appointed members for the NYS and Local Retirement system. The list is as follows:

Asst. Wastwater Superintendent	6
Asst. Water Superintendent	6
Buildings & Grounds Laborer	7
Highway HEO	8
Highway Laborer/Shop Steward	8
Transfer Station Attendant	8
Transfer Station Manager	7

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 Claire LaPine

Seconded by Bryan Garvey

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

Motion by Bryan Garvey to adjourn.