

TOWN OF ESSEX

PO Box 355
2313 Main Street
Essex, New York 12936

Ronald Jackson
Supervisor
Alicia Kelly
Town Clerk

TOWN COUNCIL:
Claire LaPine
James LaForest
Gretel Schueller
Kenneth Hughes

January 4, 2018

ORGANIZATIONAL MEETING

Supervisor Jackson opened the meeting at 6:35 p.m. and led the attendees in the pledge of Allegiance.

Roll Call:

Councilperson LaPine - Present
Councilperson LaForest – Present
Councilperson Schueller – Present
Councilperson Hughes - Present

The Supervisor advised the board that the Transfer Station had to be shut down because of a freeze up on Wednesday but will open on Saturday as normal.

The Rule of Procedure are the same as last year and in Resolution 1 of 2018.

Resolution 1-2018

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 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.

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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: G. Schueller

Seconded By: C. LaPine

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

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Resolution 2-2018 Salaries and Hourly Pay

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

2018 SALARIES FOR ELECTED AND APPOINTED OFFICIALS

Position	Salary
Town Supervisor	21,696.00
Deputy Town Supervisor	\$800.00
Budget Officer	\$792.00
Secretary to Supervisor	\$14,045.00
Bookkeeper to Supervisor	\$14,045.00
Town Board Members	\$2,638.00
Town Clerk and Receiver of Taxes	\$20,071.00
Town Clerk Deputy	\$2,333.00
Highway Superintendent	\$40,119.00
Deputy Highway Superintendent	\$1,000.00
Highway HEO	\$19.06 per hour
Highway Shop Steward	\$16.42 per hour
Town Justice	\$12,183.00
Justice Court Clerk	\$14.07 per hour
Water/Wastewater Operator	\$35,133.00
Assistant Water/Wastewater Operator	\$15.30 per hour
Water Rents Clerk	\$ 898.00
Sewer Rents Clerk	\$ 651.78
Wastewater Rents Clerk	\$ 652.00
Board of Assessors Chairman	\$4,459.00
Board of Assessors:	\$3,820.00
Board of Assessment Review	\$100.00 per day
Planning Board Secretary	\$4,116.00
Transfer Station Manager	\$13.36 per hour
Transfer Station Attendant	\$11.24 per hour
Buildings and Grounds Laborer	\$11.24 per hour

Motion Made By: Councilor Hughes

Seconded By: Councilor Schueller

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

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Resolution 3-2018 Regular Time and Date Monthly Meetings

Resolution 3-2018 The following resolution is to set the Regular monthly meeting of the Town Board for the year 2018 to be held on the 2nd Thursday of each month starting at 6:30 pm in the meeting room of the Town Hall.

Motion Made By: Councilor Hughes

Seconded By: Councilor LaPine

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

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Resolution 4-2018 Holiday Schedule

This 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.

2018 TOWN OF ESSEX HOLIDAY SCHEDULE

January 1, 2018 , New Year’s Holiday
January 15, 2018, Martin Luther King, Jr. Day
February 19, 2018, Presidents Day
May 28, 2018, Memorial Day
July 4, 2018 Independence Day
September 3, 2018, Labor Day
October 8, 2018, Columbus Day
November 6, 2018, Election Day
November 12, 2018, Veteran’s Day Observed
November 22, 2018, Thanksgiving Day
November 23, 2018 Day after Thanksgiving
December 25, 2018, Christmas Day
December 26, 2018, Day after Christmas

Additionally, the office hours shall be amended to close at 12pm on Christmas Eve, as well as New Year’s Eve 2018.

*This Holiday Schedule, dates, and times also applies to the Transfer Station for the year 2018, unless otherwise noted.

Motion Made By: Councilor Hughes

Seconded By: Councilor Schueller

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

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Resolution 5-2018 2018 APPOINTMENTS AND COMMITTEES

This resolution is being offered to set appointments and committees for 2018

Supervisor's appointments for 2018:

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

2018 Standing Committees:

Highway: Councilor LaForest, Councilor Schueller, Highway Superintendent French
Water: Supervisor Jackson, Councilor LaPine, Tina Gardner, Ed Gardner,
Wastewater: Supervisor Jackson, Councilor Schueller, Tina Gardner
Online Media: Councilor Hughes, Councilor LaForest
Buildings and Grounds: Councilor LaForest, Councilor Hughes
Personnel and Salary Review: Donna Haynes, Claire LaPine
Emergency Response Plan: Supervisor Jackson, Councilor LaPine, Fire Chiefs Wrisley & Jackson
Grange Hall: Councilor Schueller, Councilor LaPine
Strategic Planning: Councilor Hughes, Councilor LaForest
Planning Board: Catherine DeWolff, Chair David Hislop, Mark Walker, Derrick Wrisley, Tom Stransky, Jonathan Pribble, Anh Thu Cunnion,
Policy Committee: Supervisor Jackson, Councilor Hughes
Assessment Review Board: Colleen Van Hoven, Chair, Jonathan White, .
Zoning Board of Appeals: Kevin DeLaughter, Chair, Jonathan White, Richard Teitlebaum, Susan Cerney, .

Town Clerk's appointments for 2018 (Town Law S 30 (10):

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

Motion Made By: Councilor Hughes

Seconded By: Councilor Schueller

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

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Resolution 6-2018. Town Clerk Hours

Clerk's hour as 9:00am to 3:00pm, Monday –Friday except as noted in the Holiday Schedule.
Additional

To set the Town hours may be added to accommodate tax payers during January and February

Motion Made By: Councilor Schueller Seconded By: Councilor Hughes

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

Resolution 7-2018 Per Diem

This resolution is being offered 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: Councilor Schueller Seconded By: Councilor LaPine

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

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Resolution 8-2018 This resolution is being offered to designate Champlain National Bank as the official depository for the town of Essex for 2018. Additionally, authorizing Supervisor Ronald Jackson and Councilor LaPine official signatory of the Supervisor Account(s) and to Town Clerk, Alicia Kelly and Deputy Town Clerk DeWolff official signatory of the Town of Essex Town Clerk and Tax Collector Accounts.

Motion Made By: Councilor Schueller

Seconded By: Councilor Hughes

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

Resolution 9-2018 This resolution is being offered to designate the Press Republican as the Official Newspaper for the Town of Essex for the year 2018. {Town Law§64(11)}

Motion Made By: Councilor Hughes

Seconded By: Councilor LaPine

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

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Resolution 10-2018 This resolution is being offered to hire as needed, legal advice for the Town of Essex.

Motion Made By: Councilor Schueller Seconded By: Councilor LaPine

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

Resolution 11-2018 This resolution is being made to designate the Supervisor, Ronald Jackson as the Budget Officer for 2018.

Motion Made By: Councilor Hughes Seconded By: Councilor Schueller

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

Resolution 12-2018 This resolution is being offered 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 2018.

Motion Made By: Councilor LaPine Seconded By: Councilor Hughes

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

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Resolution 13-2018 This resolution is being offered to re-enter shared service with Willsboro for Dog Control per annual contract.

Motion Made By: Councilor Schueller

Seconded By: Councilor Hughes

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

Resolution 14-2018 – This resolution is being offered to re-enter shared service with Willsboro for Buildings and Code Enforcement Officer per annual contract.

Motion Made By: Councilor LaPine

Seconded By: Councilor Schueller

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

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Resolution 15-2018 - 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: Councilor LaForest

Seconded By: Councilor LaPine

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

Resolution 16-2018 - 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: Councilor LaForest

Seconded By: Councilor Schueller

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

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Resolution 17-2018 - 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: Councilor LaForest Seconded By: Councilor LaPine

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

Resolution 18-2018 - 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: Councilor LaForest Seconded By: Councilor Schueller

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson	X	

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Resolution 19-2018 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:

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	6
Laborer	8
Highway HEO	8

Motion Made By: Councilor LaPine

Seconded By: Councilor Schueller

Row Call Vote:	Yes	No
Councilperson LaPine	X	
Councilperson LaForest	X	
Councilperson Schueller	X	
Councilperson Hughes	X	
Supervisor Jackson		

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Meeting Adjourned 7:11p. m
Motion Made By: Councilor Hughes

Seconded By: Councilor Schueller All in Favor

On this 4th day of January, 2018 Date enacted: I, Alicia Kelly, clerk of the governing board of the Town of Essex, 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 4th day of January, 2018 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.

Respectfully Submitted
Alicia Kelly
Town Clerk