

TOWN OF MALONE
ORGANIZATIONAL MEETING
REGULAR MEETING
January 10, 2024

A regular meeting and organizational meeting of the Town Board of the Town of Malone, County of Franklin and State of New York was held at the Town Offices, 27 Airport Road, Malone, NY on the 10th day of January 2024 at 6:00 p.m.

PRESENT:

Andrea Stewart, Supervisor
Brian Taylor, Councilor

Terrence Maguire, Deputy Supervisor
Paul Walbridge, Councilor

ALSO PRESENT:

Abby Monica, Town Clerk
Michael Andrews, Highway Superintendent
Michael McMahon, Code Officer
Bruce Burditt, Airport Manager

Denice Hudson, Budget Officer
John Manley, Deputy Highway Superintendent
Alex Violo, Malone Telegram
Lily McCaffrey, Deputy Town Clerk

CALL TO ORDER: Supervisor Stewart called the Organizational Meeting to order at 6:00 PM with the Pledge of Allegiance.

OPENING REMARKS

Town Supervisor Stewart speaks on how well the Town has done in the past year. She is immensely proud to be a part of this team. Stewart stated the bar is raised high for the 2024 year but hopefully we can exceed the expectations.

SUPERVISOR APPOINTMENTS

Town Clerk Abby Monica sworn in Councilmen Paul Walbridge for a two-year term.

RESOLUTION 1-2024-Appoint Town Clerk

Upon Motion made by Councilor Walbridge, seconded by Deputy Maguire the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor
Nays 0

Appoint Abby Monica as Town Clerk, Receiver of Taxes, Registrar of Vital Statistics, Fixed Assets Clerk and Records Management Officer for a two-year term.

RESOLUTION 2-2024-Appoint Town Constable and Bingo Inspector

Upon Motion made by Deputy Maguire, seconded by Councilor Walbridge the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor
Nays 0

Appoint Bob Crossman as Town Constable and Bingo Inspector for a two-year term.

RESOLUTION 3-2024-Appoint Airport Manager

Upon Motion made by Supervisor Stewart, seconded by Councilor Taylor the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor
Nays 0

Appoint Bruce Burditt as Airport Manager for a two-year term.

APPOINTMENT

Town Clerk Abby Monica Appointed Lily McCaffrey as the Deputy Clerk and Deputy Receiver of Tax. Town Clerk Abby Monica Swore in Lily McCaffrey for a two-year term.

APPOINTMENT

Highway Superintendent Michael Andrews Appointed John Manley as the Deputy Highway Superintendent. Town Clerk Abby Monica swore him in for a two-year term.

RESOLUTION 4-2024- The Malone Telegram

Upon Motion made by Supervisor Stewart, seconded by Councilor Taylor the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor
Nays 0

Approval to designate the official newspaper for the Town of Malone as The Malone Telegram

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RESOLUTION 5-2024- Depositories

Upon Motion made by Councilor Taylor, seconded by Deputy Maguire the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Approval to designate NBT Bank and Community Bank as the official depositories for the Town of Malone

RESOLUTION 6-2024- Holiday Schedule 2024

Upon Motion made by Councilor Walbridge, seconded by Deputy Maguire the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Approval to adopt the following holiday schedule for 2024

New Years Day	January 1	(Monday)
Martin Luther King Jr. Day	January 15	(Monday)
President's Day	February 19	(Monday)
Good Friday	March 29	(Friday)
Memorial Day	May 27	(Monday)
Independence Day	July 4	(Thursday)
Labor Day	September 2	(Monday)
Columbus Day	October 14	(Monday)
Election Day	November 5	(Tuesday)
Veterans Day	November 11	(Monday)
Thanksgiving Day	November 28	(Thursday)
	November 29	(Friday)
Christmas Day	December 25	(Wednesday)

RESOLUTION 7-2024- Official Meeting Date & Times

Upon Motion made by Deputy Maguire, seconded by Councilor Walbridge the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Approval to set the official meeting dates & times as follows

2024 Meeting Dates

Board meeting starts at 6:00 p.m. in the Town Hall

January 10 and 24, 2024
February 14 and 28, 2024
March 13 and 27, 2024
April 10 and 24, 2024
May 8 and 22, 2024
June 12 and 26, 2024
July 10 and 24, 2024
August 21, 2024
September 11 and 25, 2024
October 9 and 23, 2024
November 20, 2024
December 18, 2024

RESOLUTION 8-2024- Salary Schedule for 2024

Upon Motion made by Deputy Maguire, seconded by Councilor Taylor the following resolution

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was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor
Nays 0

Approval to adopt the salary schedule for 2024, as budgeted:

Supervisor	\$20,000.00
Councilor (4@)	8,000.00
Town Justice (2@)	33,750.00
Supt. of Highways	66,000.00
Landfill Overseer	7,000.00
Deputy Supt. of Highways	7,500.00
Secretary/Bookkeeper	\$35.29/Hr
Budget Officer	7,500.00
Assessor	\$45.00/Hr
Town Clerk/Rec. of Taxes	\$25.53/Hr
Records Management Officer	1,100.00
Registrar	1,500.00
Deputy/Floater Clerk	\$20.00/Hr
Code Secretary	4,320.00
Highway Clerk	\$27.00/Hr
Airport Manager	4,980.00
Justice Court Clerk#1	\$21.60/Hr
Justice Court Clerk #2	\$21.00/Hr
Deputy Court Clerk	\$19.20/Hr
Zoning/Code Officer (35hrs)	62,000.00
Bingo Inspector	100.00
Town Constable	100.00
Town Attorney	\$200.00/Hour
Health Officer	750.00

\$2,000 Stipends, to cover all water district work for the East Side and West Side Water Districts, distributed to the Assessor, Town Clerk/Tax Receiver, and the Bookkeeper/Budget Officer.

Highway rates are in accordance with CSEA Contract.

RESOLUTION 9-2024- Mileage Rate 2024

Upon Motion made by councilor Taylor, seconded by Deputy Maguire the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor
Nays 0

Approval to designate the mileage rate at \$.67/per mile, the new Internal Revenue Service mileage reimbursement rate (current rate \$.65.5)

RESOLUTION 10-2024- Franklin County Historical Society 2024

Upon Motion made by Councilor Walbridge, seconded by Supervisor Stewart the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor
Nays 0

Approval to designate the Franklin County Historical Society as the Town of Malone Historian.

RESOLUTION 11-2024- Landfill Overseer 2024

Upon Motion made by Deputy Maguire, seconded by Councilor Walbridge the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor
Nays 0

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To appoint Superintendent Michael Andrews as Landfill Overseer, at a salary of \$7,000.00 for 2024

RESOLUTION 12-2024-Standard Workday

Upon Motion made by Supervisor Stewart, seconded by Councilor Taylor the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Approval to adopt the 2024 Standard Workday Resolution for Employees (RS2418)

RESOLUTION 13-2024-Reaffirm Road Specifications

Upon Motion made by Supervisor Stewart, seconded by Councilor Taylor the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Reaffirm Road Specifications for Town of Malone Acceptance of a Private Road

Supervisor's announcement –

Supervisor Stewart announces Annual Statements and all records have been made available by all departments which handle cash, for Town Board review, as required by Town Law.

SUPERVISOR'S COMMITTEE APPOINTMENTS FOR 2024

(The name listed first designates the chairperson; the Supervisor is ex-officio member of all committees)

Transportation and Infrastructure: Maguire/Johnston

(Airport, Highways, Landfill, Buildings & grounds, Union Negotiations)

Recreation/Tourism: Walbridge/Johnston

(Golf Club, Malone Recreation Park, Recreation for the Elderly, Parks, Chamber of Commerce)

Public Safety: Maguire/Johnston

(Fire Protection, Disaster Planning, Town Court, Taxi Licenses, Salmon River flooding)

Policy, Grants & Records: Johnston/Taylor

(Records Management Advisory, Cable Franchise, EE Handbook, Dog Control, grants)

Assessment/ Zoning & Code: Walbridge/Taylor

Town Clerk, Rec. of Taxes, Historian: Walbridge/Taylor

Personnel: Maguire/Walbridge

(Staff Meetings/Employee Concerns (not department related)/Employee Handbook)

CALL TO ORDER: Supervisor Stewart called the Regular Meeting to order at 6: PM

MINUTES: For review and approval

RESOLUTION 14 -2024 – Minutes

Upon motion by Councilor Walbridge, second by Deputy Maguire the following resolution was ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Approval to accept the December 27th, 2023 Regular Meeting Minutes.

Reports:

RESOLUTION 15 -2024 – Reports

Upon motion by Deputy Maguire, second by Councilor Taylor the following resolution was

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ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Resolved to approve the following reports

Code Officer – December 2023

Airport Manager – December 2023

Justice Fisher – December 2023

Code Officer – End of Year Report for 2023

Airport Lease Manager – December 2023

NYS Justice Court Fund – November 2023

Justice Main – December 2023

Town Clerk – December 2023

OLD BUSINESS:

RESOLUTION 16 -2024 – *Auctions International Auction*

Upon motion by Deputy Maguire, second by Councilor Taylor the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Approval to accept the \$23,319.00 offer from Auctions International.

Town Clerk Abby Monica reported on the Bid Opening for the 2024 Land Lease Bid. No decisions have been made at this time.

SUPERVISORS REPORTS:

RESOLUTION 17 -2024 – *The Chamber of Commerce*

Upon motion by Councilor Walbridge, second by Deputy Maguire the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Approval for Supervisor to sign the agreement between the Town of Malone and The Chamber of Commerce, \$5,500.00 as budgeted.

RESOLUTION 18 -2024 – *Malone Adult Center*

Upon motion by Councilor Walbridge, second by Deputy Maguire the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Approval for Supervisor Stewart to sign the agreement between the Town of Malone and Malone Adult Center, \$10,000.00 as budgeted.

RESOLUTION 19 -2024 – *Penny A. Landry*

Upon motion by Deputy Maguire, second by Councilor Walbridge the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Approval for Supervisor Stewart to sign the Agreement between the Town of Malone and Penny A. Landry for dog control services, as budgeted.

RESOLUTION 20 -2024 – *Renter Hangar Lease Agreements*

Upon motion by Deputy Maguire, second by Councilor Walbridge the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Approval of Modification to Paragraph 12 of the Owner Lease and Paragraph 11 of the Renter Hangar Lease Agreements to add language pertaining to certificates of insurance.

RESOLUTION 21 -2024 – *Attorney-Based Training*

Upon motion by Councilor Taylor, second by Councilor Walbridge the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Approval for video/webinar/in-person attorney-based training to go towards required yearly training for Town of Malone Planning Board.

RESOLUTION 22 -2024 – *ARPA Resolution Spray Foam*

Upon motion by Councilor Walbridge, second by Deputy Maguire the following resolution was

ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

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Nays 0

WHEREAS, the American Rescue Plan (ARPA) Coronavirus Local Fiscal Recovery Fund, enacted in June, 2021 provides funding to State, Local and Tribal governments to address the myriad of economic, financial, and public safety needs due to the Covid 19 pandemic, and **WHEREAS**, the Town of Malone submitted a request to receive funds under this program, and

WHEREAS, the Town of Malone has been allocated \$869,535.84 as follows: \$434,767.91 was received in July, 2021 and July 2022, respectively, by the Office of the NYS Comptroller, and **WHEREAS**, specific criteria for use of these monies include a response to the public health emergency and its negative economic impacts and loss of revenue, capital improvements in public facilities to meet pandemic operational needs and/or mitigation tactics, with monies to be obligated by the end of 2024, and expended by the end of 2026, and

WHEREAS, on May 10, 2023, \$317,425.37 of remaining ARPA Funds were designated to Capital Improvements to Town of Malone facilities, roads, and infrastructure.

NOW, THEREFORE, be it

RESOLVED, that the Town Board of the Town of Malone does hereby designate \$31,050.00 of the designated funds for Spray Foam Insulation to the Town of Malone Office building.

RESOLUTION 23 -2024 – Junction Road

Upon motion by Supervisor Stewart second by Deputy Maguire the following resolution was ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Agreement to pursue looking into concerns with the Junction Road Malone, NY 12953

SUPERINTENDENT OF HIGHWAY REPORTS:

Superintendent Andrews states his crew has been trimming a lot of trees before and after the windstorm we have just received. They have been cleaning out culverts if they notice they need to be cleaned while checking all of them out. Everything is going good on the roads.

Superintendent Andrews speaks about the 284 agreement and explains what should be changed and why these changes would benefit the Town of Malone.

RESOLUTION 24 -2024 – 284 Agreement

Upon motion by Deputy Maguire second by Councilor Taylor the following resolution was ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Approval to accept 2024 agreement to expend highway funds (284) agreement.

CORRESPONDENCE:

From Charter Communications (Two Letters): Upcoming Changes

From Friends of the North Country: NYS Office of Community Renewal 2021

Housing Grant Update (689HR305-21).

From Franklin County Legislature: 2024 Statement of taxes & 2024 Equalization Table

NEW BUSINESS:

RESOLUTION 25 -2024 – Journal Entry

Upon motion by Councilor Taylor second by Deputy Maguire the following resolution was ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Permission for Budget Officer to make the following journal entry for addition of 2024 Trailer to insurance policy as a 2023 expenditure: From A1990.4 (Contingency) to A1910.4 (Unallocated Insurance) \$1,242.00

RESOLUTION 26 -2024 – Journal Entry

Upon motion by Councilor Walbridge second by Councilor Taylor the following resolution was ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

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Permission for Budget Officer to make the following Journal Entry as Per Comptroller Notice for November 2023 from A690 Clearinghouse \$6,436.00 to A980 Revenues \$6,436.00 (A2610 court fines & fees).

RESOLUTION 27 -2024 – Journal Entry

Upon motion by Councilor Taylor second by Deputy Maguire the following resolution was ADOPTED Ayes 4 Stewart, Maguire, Walbridge, Taylor

Nays 0

Permission for Budget Officer to make the following journal entry for Tax payment: From A1990.4 (Contingency) to A1950.4 (Tax & Assessments on Municipal Property) \$70.63.

BILLS FOR AUDIT & PAYMENT:

	<i>Voucher Nos. 3-44</i>
	<i>Batch No. 1345</i>
<i>General Fund (A)</i>	\$ 57,490.63
<i>General Fund – Part Town (B)</i>	4,037.00
<i>Highway Townwide (DA)</i>	4,588.15
<i>Highway Outside (DB)</i>	1,345.88
<i>Trust & Agency (T)</i>	2,297.95
<i>Escrow Capital Project (H2)</i>	627.50
<i>East Water (FE)</i>	263.35
<i>GRAND TOTAL</i>	\$70,650.46

RESOLUTION 28 -2024 Bills

Upon Motion by Deputy Maguire, second by Councilor Taylor the following resolution was.

ADOPTED Ayes 4 Stewart, Taylor, Walbridge, Maguire

Nays 0

Resolved to pay the bills listed.

RESOLUTION 29-2024 Adjourn

Upon Motion of Councilor Walbridge, second by Councilor Taylor the following resolution was.

ADOPTED Ayes 4 Stewart, Taylor, Walbridge, Maguire

Nays 0.

The next Regular Board Meeting will be January 24,2024 at 6:00 P.M. at 27 Airport Rd. Malone, NY 12953.

RESPECTFULLY SUBMITTED,


Abby Monica, Town Clerk