

**TOWN OF MALONE
TOWN BOARD
REGULAR MEETING – March 27, 2024**

PUBLIC HEARING Yellow 17, LLC (Bare Hill Solar Project)

- Town Clerk to Read Public Notice
- Public Comments
- Close Hearing

CALL MEETING TO ORDER - PLEDGE TO THE FLAG

MINUTES: for review & approval:

*March 13, 2024 – Regular Meeting
March 13, 2024 – Executive Session*

REPORTS:

NYS Comptroller, Justice Court Fund – February 2024

OLD BUSINESS:

Fee for Adopting Dogs

Road Posting

SUPERVISOR REPORTS:

Board Motion: Permission to sign MCF Physical for Brandon Szkotak and to the Franklin County Self Insurance Plan.

BOARD MEMBER /COMMITTEE ITEMS:

SUPERINTENDENT OF HIGHWAYS REPORTS:

CORRESPONDENCE:

From NYS Ag & Markets: Dog Control Officer Inspection Report “Satisfactory”.

From Charter Communications: Changes to lineup.

From Justices Fisher and Main: Permission for two new Court Clerks to attend Clerk Core Training in Albany on May 8-11, all expenses paid by the Town.

From NYS Homes and Community Renewal: Comprehensive Monitoring Report NYS CDBG Project #689HR313-19.

NEW BUSINESS:

Board Motion: Permission for Budget Officer to make the following Journal Entry as Per Comptroller Notice for February 2024 from A690 Clearinghouse \$8,944.50 to A980 Revenues \$8,944.50 (A2610 court fines & fees).

**TOWN OF MALONE
TOWN BOARD
REGULAR MEETING – March 27, 2024**

Board Motion: Permission for the Budget Officer to make the following Journal Entries pertaining to Auction Sale of Code Vehicle - Increase revenue in Part Town General Fund (B960) by \$9,200.00 (B2665 Sale of Equipment) Increase expenditures A522 by \$9,200.00 (B3620.2 Safety Inspection Equipment).

EXECUTIVE SESSION (if warranted)

BILLS FOR AUDIT & PAYMENT:

Batch No. 1410
Voucher Nos. 253-292

| | |
|----------------------------|-------------|
| General Fund (A) | \$27,362.05 |
| Part Town General Fund (B) | 556.91 |
| Highway Outside (DB) | 608.80 |
| Highway Town Wide (DA) | 6,377.92 |
| Trust & Agency (T) | 673.81 |

GRAND TOTAL \$35,579.49

ADJOURN:

Bid Opening for Sand and Gravel 10:00 a.m. April 10, 2024.

The next regular Town Board meeting is scheduled for April 10, 2024, preceded by the IDA Meeting at 5:45 p.m.

**TOWN OF MALONE
REGULAR MEETING
March 13, 2024**

A regular 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 13th day of March 2024 at 6:00 p.m.

PRESENT:

Andrea Stewart, Supervisor
Jody Johnston, Councilor
Paul Walbridge, Councilor

Terrence Maguire, Deputy Supervisor
Brian Taylor, Councilor

ALSO PRESENT:

Abby Monica, Town Clerk
Michael Andrews, Highway Superintendent
Alex Violo, Malone Telegram
John Remillard, AHMC
Brendan Owens, AHMC Attorney

Denice Hudson, Budget Officer
John Manley, Deputy Highway Superintendent
Laura Pasco, Hudson Headwaters
Bruce Burditt, Airport Manager

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

AHMC Discussion:

John Remillard from Alice Hyde Medical Center spoke on the subdivision plan that is in progress with Hudson Headwaters to improve Alice Hyde Medical Center Campus and improve financial positions. Remillard stated in September of 2023 Alice Hyde and Hudson Headwaters went into a plan to sell 2.4-acre lot to Hudson Headwaters to make this Medical Campus better and build a health center. There are two buildings currently on the lot Hudson will be buying. Our plan is to demolish them buildings in June of 2024, and get the site ready in the summer, so they can start building in the fall. Remillard stated the building process should take approximately one year to finish weather permitting. Laura Pasco the chief financial officer from Hudson Headwaters stated currently they have 23 health centers that are in partnerships with multiple health care centers. They opened one practice so far, with six exams rooms for now in December 2023 on the Alice Hyde campus. Pasco stated they serve about 162,000 patients in the region and have multiple different projects going on currently such as in Salem, NY. The facility they are planning to open is one-story, 15 exam rooms, for care management and behavioral health. There is potential of a future pharmacy within the space, it is currently being evaluated and will serve about 10,000 patients. Pasco stated the plan is in the design phase right now and like Remillard stated the construction should start the end of 2024.

Councilor Johnston asked how many job openings this new building should bring to the community, as people are struggling to be able to stay in this area as jobs are slim. Johnston asked if this would bring in permanent providers and more as the ones that are in Malone currently come and go. Pasco responded this will have 27-33 job openings and will bring in 5-7 providers, currently there has been interviews with providers for permanent jobs and so far there is one. Johnston asked Remillard if there were any signs of opening the maternity floor again in the future. Remillard responded saying unfortunately there is no sign that will ever happen again, it is unfortunate, but Alice Hyde does offer prenatal care and other women's health care. Remillard and Pasco thank the board for listening to the update about the ongoing project.

MINUTES: For review and approval

RESOLUTION 70 -2024 – Minutes

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

Nays 0

Abstain 1 Walbridge

Approval of February 28,2024 regular meeting minutes

RESOLUTION 71 -2024 – Minutes

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

Nays 0

Abstain 1 Walbridge

Approval of March 7, 2024 special meeting minutes

**TOWN OF MALONE
REGULAR MEETING
March 13, 2024**

Reports:

RESOLUTION 72 -2024- Reports

Upon motion by Councilor Walbridge, second by Deputy Maguire the following resolution was ADOPTED Ayes 5 Stewart, Taylor, Johnston, Walbridge, Maguire

Nays 0

Resolved to approve the following reports

Office of Comptroller, Justice Court Fund- January 2024
Airport Manager- February 2024
Justice Main- February 2024
Receiver of Taxes- February 2024
Supervisor's Report- February 2024
Town Clerk- February 2024
Justice Fisher- February 2024
Budget to Actual Report- February 2024
Code Office- February 2024

OLD BUSINESS:

Fee for Adopting Dogs

RESOLUTION 73 -2024- Code Office Vehicle Purchase

Upon motion by Deputy Maguire, second by Councilor Walbridge the following resolution was ADOPTED Ayes 5 Stewart, Taylor, Johnston, Walbridge, Maguire

Nays 0

BOND RESOLUTION DATED MARCH 13th, 2024 AUTHORIZING THE ISSUANCE OF SERIAL BONDS AND NOTES IN ANTICIPATION OF THE ISSUANCE THEREOF AND/OR STATUTORY INSTALLMENT BONDS AND NOTES IN ANTICIPATION OF THE ISSUANCE THEREOF, OF THE TOWN OF MALONE, NEW YORK, IN THE COUNTY OF FRANKLIN, PURSUANT TO THE PROVISIONS OF THE LOCAL FINANCE LAW OF THE STATE OF NEW YORK AND PURSUANT TO APPLICABLE PROVISIONS OF THE TOWN LAW OF THE STATE OF NEW YORK IN AN AMOUNT NOT TO EXCEED \$45,000 FOR THE PURPOSE OF PAYING THE COSTS OF THE PURCHASE OF A NEW PICK UP TRUCK FOR THE TOWN THE TOTAL COST OF WHICH IS NOT TO EXCEED THE SUM OF \$45,000.

WHEREAS, the Town Board of the Town of Malone, County of Franklin, New York, desires to adopt a resolution authorizing the issuance of obligations of the Town of Malone, New York, in the County of Franklin, in the sum of \$45,000.00 for the purpose of paying the costs of the purchase of a new pickup truck for the Town of Malone, the total cost of which is not to exceed the sum of \$45,000.00.

WHEREAS, no other outstanding obligations of the Town of Malone, New York have been previously issued by the Township for or with respect to such purpose; and

WHEREAS, the Town Board of the Town of Malone, New York, now desires to provide for the issuance of obligations of the Town of Malone, New York, and it now desires to provide for other matters with respect to such improvement;

BE IT, THIS 13th day of March, 2024,

RESOLVED, by the Town Board of the Town of Malone, County of Franklin, New York, as follows:

Section #1. The Town of Malone, in the County of Franklin, New York, shall issue its serial bonds or statutory installment bonds in the aggregate principal amount not to exceed the sum of \$45,000.00, and notes in the anticipation of the issuance thereof, pursuant to the Local Finance Law of the State of New York including but not limited to Section 169.00 of such Local Finance Law, in order to finance the specific purpose hereinafter described.

Section #2. The specific purpose to be financed pursuant to this resolution is to pay the costs of the Town of Malone's purchase of a new pickup truck for the Town, the total cost of which is not to exceed the sum of \$45,000.00.

Section #3. The maximum estimated cost of such purpose as estimated by the Town Board is \$45,000.00 and the plan of financing thereof is by the issuance of a maximum of

TOWN OF MALONE
REGULAR MEETING
March 13, 2024

\$45,000.00 in serial bonds, statutory installments bonds, and/or bond anticipation notes issued in anticipation of such serial bonds and statutory installments bonds, the proceeds from any grants or other financial assistance obtained from the Northern Border Regional Commission, the United States Department of Agriculture, Rural Development, the New York Dormitory Authority, New York State Empire State Development, The Development Authority of the State of New York, the New York State Department of State, and/or the New York State Environmental Facilities Corporation and/or from any municipal contributions from the Town of Malone including current funds of the Town and such other and further grants and/or financing opportunities as the Town of Malone may be eligible. Pursuant to Section 107.00(d)(3) of the Local Finance Law of the State of New York, current funds are not required to be provided prior to the issuance of any serial bonds, statutory installment bonds or bond anticipation notes issued in anticipation of such bonds. The temporary use of available funds of the Town not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the purposes described in this resolution. The Town of Malone shall reimburse such expenditures with the proceeds of the bonds or bond anticipation notes authorized by this resolution. This resolution shall constitute a declaration of official intent to reimburse the expenditures authorized by this resolution with the proceeds of the bonds and bond anticipation notes authorized herein.

Section #4. It is hereby determined that said purpose is an object or purpose described in Section 11.00 of the Local Finance Law of the State of New York and that the probable useful life of said purpose is five (5) years. The final redemption date of said bond to be issued will not extend beyond five (5) years from the date of their initial issuance. It is hereby further determined that the maximum maturity of the bonds herein authorized will not exceed five years.

Section #5. Subject to the terms and conditions of this resolution, and the Local Finance Law of the State of New York, the power to authorize Bond Anticipation Notes in anticipation of the issuance of the Serial Bonds or Statutory Installment Bonds authorized by this resolution and the renewal of said notes and the power to prescribe the terms, form and contents of such Serial Bonds or Statutory Installment Bonds and of such Bond Anticipation Notes and the power to sell and to deliver such Serial Bonds or Statutory Installment Bonds and Bond Anticipation Notes issued in anticipation of the issuance of such Serial bonds or Statutory Installment Bonds and the power to sell and deliver bonds providing for substantially level or declining annual debt service is hereby delegated to the Town Supervisor as the Chief Fiscal Officer of the Town of Malone, County of Franklin and State of New York. The Chief Fiscal officer of the Town of Malone is hereby authorized to sign any and all documentation to effectuate the intention of this resolution including but not limited to any Serial Bonds or Statutory Installment Bonds issued pursuant to this resolution and any Bond Anticipation Notes and renewals' thereof including but not limited to those set forth in Section 169.00 of the Local Finance Law issued in anticipation of the issuance of said Serial Bonds or Statutory Installment Bonds, and the Town Clerk is hereby authorized to affix the corporate seal of the Town of Malone, New York, to any Serial Bonds or Statutory Installment Bonds and any Bond Anticipation Note and to attest such seal.

Section #6. The Town Supervisor is hereby further authorized, at his/her sole discretion, to execute a project finance agreement and any other agreements with the United States Department of Agriculture, Rural Development, the New York State Department of Health and/or the New York State Environmental Facilities Corporation, including amendments thereto and including any instruments (or amendments thereto) in the effectuation thereof, in order to effect the financing or refinancing of the specific purpose described in Section 2 hereof, or a portion thereof, by a serial bond, a statutory installment bond and/or a bond anticipation note issue.

Section #7. The full faith and credit of the Town of Malone, New York, is hereby irrevocably pledged for the payment of the principal of and interest on such Serial Bonds or Statutory Installment Bonds and any Bond Anticipation Notes and renewals thereof issued in anticipation of the issuance of such bonds as the same shall respectively become due and payable. There shall be annually apportioned and assessed upon real property located within the Town of Malone an amount sufficient to pay the principal and interest on such obligations as the same may be due and all of the taxable real property in said Town of Malone shall be subject to the levy of ad valorem taxes without limitation as to rate or amounts sufficient to pay the principal and interest on such obligations as the same shall become due.

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March 13, 2024**

Section #8. This resolution or a summary hereof shall be published by the Town Clerk of the Town of Malone, County of Franklin, together with a notice in substantially the form prescribed in Section 81.00 of the Local Finance Law of the State of New York. The validity of the Serial Bonds or Statutory Installment Bonds and of any Bond Anticipation Notes and renewals thereof issued in anticipation of the issuance of such Serial Bonds or such Statutory Installment Bonds issued hereunder may be contested only if:

A. Such obligation is authorized for an object or purpose for which said Town is not authorized to expend money, or

B. If the provisions of law which should have been complied with as of the date of publication of such resolution were not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication, or

C. Such obligation is authorized in violation of the provisions of the Constitution.

Section #9 This resolution is not subject to referendum pursuant to Section 35.00 of the Local Finance Law of the State of New York and Article 7 of the Town Law of the State of New York.

SUPERVISORS REPORTS:

RESOLUTION 74-2024- MCF Physicals

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

ADOPTED Ayes 5 Stewart, Maguire, Johnston, Walbridge, Taylor
Nays 0

Permission for Supervisor Stewart to sign MCF Physicals for Richard Bolster and Patrick Lyng and add them to the Franklin County Self Insurance Plan.

RESOLUTION 75-2024- Papas Dairy

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

ADOPTED Ayes 5 Stewart, Maguire, Johnston, Walbridge, Taylor
Nays 0

Permission for Supervisor Stewart to sign the Lease Agreement with Papas Dairy.

RESOLUTION 76-2024- Franklin County Public Health

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

ADOPTED Ayes 5 Stewart, Maguire, Johnston, Walbridge, Taylor
Nays 0

Permission for Christina Fredrick, RN, Franklin County Public Health to use the Farmers Market Pavilion for Rabies Vaccination clinic on October 2, 2024.

BOARD MEMBER/COMMITTEE ITEMS:

Justice Fisher stated the Town Justice Court did receive a grant for over \$14,000 and she plans to use it on getting new security cameras for the court room, office, conference room and holding cell to make it safer for staff and community. States the court is behind on getting cases done, due to something non preventable but the staff is continuing to do their best and get through as many as they can.

SUPERINTENDENT OF HIGHWAY REPORTS:

Superintendent Andrews states after the last meeting the crew has been on the roads putting signs out where they are needed and fixing ones that need to be fixed. The crew has put five new culverts in and started sweeping the roads. Andrews states is amazing for this time of year to be able to get ahead on this. The crew is three-fourths done chipping wood on Bloomer Road. Andrews request from the Town board to put out the 2024 Sand and Gravel Bid .

**TOWN OF MALONE
REGULAR MEETING
March 13, 2024**

RESOLUTION 77-2024- Sand and Gravel Bid

Upon motion made by Deputy Maguire seconded by Councilor Johnston the following resolution was

ADOPTED Ayes 5 Stewart, Maguire, Johnston, Walbridge, Taylor

Nays 0

Permission for Town Clerk Monica to post the 2024 Sand and Gravel bid on social media, telegram and bulletin board.

CORRESPONDENCE:

From Malone Lodge of Elks- Citizen of the Year

RESOLUTION 78-2024-Adirondacks Farmers Market

Upon motion made by Councilor Walbridge seconded by Councilor Johnston the following resolution was

ADOPTED Ayes 5 Stewart, Maguire, Johnston, Walbridge, Taylor

Nays 0

Approval of Application and Agreement for Use of Town of Malone Facilities

RESOLUTION 79-2024- Malone Chamber of Commerce

Upon motion made by Councilor Walbridge seconded by Councilor Taylor the following resolution was

ADOPTED Ayes 5 Stewart, Maguire, Johnston, Walbridge, Taylor

Nays 0

Approval of Application and Agreement for Use of Town of Malone Facilities for Fly-in, August 24-25, 2024, and parking for Eclipse April 8, 2024.

*From Quantum DIP Group- Withdrawal of Special Use Permit and Site Plan Review
Application for Thomas Hill Solar Farm Project.*

*From NYS Homes and Community Renewal- Comprehensive Monitoring Report NYS
CDBG Project #689HR313-19.*

RESOLUTION 80-2024- Finance School 2024

Upon motion made by Supervisor Stewart seconded by Councilor Johnston the following resolution was

ADOPTED Ayes 5 Stewart, Maguire, Johnston, Walbridge, Taylor

Nays 0

Permission for Budget Officer Hudson to attend Town Finance School in Albany on May 14-15, 2024 with all expenses paid by the Town of Malone.

*From Town of Duane- Resolution #6 of 2024, Shared Services.
From NYS Unified Court System- Internal Audit.
From Franklin County Public Health- 2024 Rabies Vaccination Clinic Schedule*

NEW BUSINESS:

RESOLUTION 81-2024- Journal Entry

Upon motion made by Councilor Taylor seconded by Councilor Johnston the following resolution was

ADOPTED Ayes 5 Stewart, Maguire, Johnston, Walbridge, Taylor

Nays 0

Permission for Budget Officer to make the following Journal Entry as Per Comptroller Notice for January 2024 from A690 Clearinghouse \$6,696.00 to A980 Revenues \$6,696.00 (A2610 court fines & fees).

TOWN OF MALONE
REGULAR MEETING
March 13, 2024

RESOLUTION 82-2024- Taxiway A Rehabilitation

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

ADOPTED Ayes 5 Stewart, Maguire, Johnston, Walbridge, Taylor

Nays 0

Permission to set Bid opening for Tuesday, April 9th at 1:00 p.m. to be published one-time in the Malone-Telegram.

RESOLUTION 83-2024- Perimeter Fence (Phase 1)

Upon motion made by Supervisor Stewart seconded by Councilor Johnston the following resolution was

ADOPTED Ayes 5 Stewart, Maguire, Johnston, Walbridge, Taylor

Nays 0

Permission to set Bid opening for Tuesday, April 9th at 1:15 p.m. to be published one-time in the Malone-Telegram.

RESOLUTION 84-2024- Malone Cemetery Association

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

ADOPTED Ayes 5 Stewart, Maguire, Johnston, Walbridge, Taylor

Nays 0

Approval for Supervisor Stewart to write a Letter of Support for Malone Cemetery Association (Morningside Cemetery).

EXECUTIVE SESSION

RESOLUTION 85-2024- Enter Session

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

ADOPTED Ayes 5 Stewart, Maguire, Johnston, Walbridge, Taylor

Nays 0

Permission to enter executive session for personal matters at 6:58 p.m.

RESOLUTION 86-2024- Exit Session

Upon motion made by Supervisor Stewart seconded by Deputy Maguire the following resolution was

ADOPTED Ayes 5 Stewart, Maguire, Johnston, Walbridge, Taylor

Nays 0

Permission to exit executive session for personal matters at 7:10 p.m.

BILLS FOR AUDIT & PAYMENT:

Batch No. 1399

Voucher Nos. 209-243

| | |
|--------------------------------------|--------------------|
| <i>General Fund (A)</i> | <i>\$35,495.98</i> |
| <i>Part Town General Fund (B)</i> | <i>1,731.50</i> |
| <i>Highway Outside (DB)</i> | <i>3,676.58</i> |
| <i>Highway Townwide (DA)</i> | <i>4,747.75</i> |
| <i>Airport Capital Projects (H4)</i> | <i>11,186.55</i> |
| <i>Escrow Capital Project (H2)</i> | <i>8,944.00</i> |
| <i>East Side Water (FE)</i> | <i>295.25</i> |
| <i>Trust & Agency (T)</i> | <i>31,618.77</i> |

Other

Community Development (CD) *\$77,484.89*

GRAND TOTAL ***\$175,182.27***

**TOWN OF MALONE
REGULAR MEETING
March 13, 2024**

RESOLUTION 87-2024 Bills

Upon Motion by Deputy Maguire, second by Councilor Walbridge the following resolution was.
ADOPTED Ayes 5 Stewart, Johnston, Taylor, Walbridge, Maguire

Nays 0

Resolved to pay the bills listed.

RESOLUTION 88-2024 Adjourn

Upon Motion of Deputy Maguire and seconded by Councilor Walbridge the following resolution
was ADOPTED Ayes 5 Stewart, Johnston, Taylor, Walbridge, Maguire

Nays 0

The next Regular Board Meeting will be March 27, 2024 following the Public Hearing at 6:00
p.m. for Yellow 17, LLC at 27 Airport Rd. Malone, NY 12953.

RESPECTFULLY SUBMITTED,

Abby Monica, Town Clerk

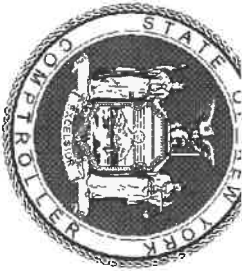
**Town of Malone
Executive Session Minutes
March 13, 2024**

| | | |
|-------------------|----------------|---------------------|
| <i>Attendees:</i> | Andrea Stewart | - Supervisor |
| | Terry Maguire | - Deputy Supervisor |
| | Brian Taylor | - Board Member |
| | Paul Walbridge | - Board Member |
| | Jody Johnston | - Board Member |

Also Present: Denice A. Hudson - Secretary/Bookkeeper/Budget Officer

Motion by Deputy Supervisor Maguire: Upon the recommendation of Justices Fisher and Main, to hire Wendy Glennon as a full-time Court Clerk for the Justice Court at a salary of \$20.00 per hour, upon completion of pre-employment paperwork and appropriate approvals. Start date will be as soon as practicable thereafter. *Seconded by Jody Johnston.* (Voting 5-0)

Denice A. Hudson
Secretary to the Supervisor/Bookkeeper/Budget Officer
March 13, 2024



OFFICE OF THE STATE COMPTROLLER
Thomas P. DiNapoli, Comptroller
JUSTICE COURT FUND
110 STATE STREET
ALBANY, NY 12236

Town Supervisor
Town of Malone
27 Airport Rd
Malone, NY 12953

March 18, 2024
RECEIVED
MAR 21 2024
TOWN OF MALONE

INVOICE BILLING AND DISTRIBUTION STATEMENT

The Town's share of fines collected and fees earned by the court for the month of February 2024 is \$8,944.50 Retain this amount from funds previously paid to you by the court.

The remaining balance of \$16,169.00 should be disbursed as follows:

| Payee | Recipient | Amount |
|-------------------|--------------------------|-------------|
| State Comptroller | State of New York/County | \$16,169.00 |

Please remit this amount as indicated.

This amount is due and payable to the State Comptroller upon receipt of this statement.

To remit the State/County share to us electronically, see instructions on the next page.

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR REMITTANCE
OFFICE OF THE STATE COMPTROLLER
JUSTICE COURT FUND

Town Supervisor
Town of Malone
27 Airport Rd
Malone, NY 12953

Payments should be sent to:
Office of the State Comptroller
Justice Court Fund
PO Box 271
Albany, NY 12201-0271

Invoice No: 1635000-2024-02-01
Total Due: \$16,169.00
1635000202402010000000000001616900

Please make check payable to "State Comptroller"

DISTRIBUTION STATEMENT
Town of Malone
FOR THE MONTH OF FEBRUARY 2024

DISTRIBUTION SUMMARY¹

| Code | Trans | State | County | Town | Other | Amount |
|---------|-------|-----------|--------|----------|-------|-----------|
| AB | 53 | 0.00 | 0.00 | 3,843.00 | 0.00 | 3,843.00 |
| AC | 179 | 2,268.00 | 0.00 | 2,685.00 | 0.00 | 4,953.00 |
| AH | 33 | 0.00 | 0.00 | 1,150.00 | 0.00 | 1,150.00 |
| AI | 23 | 0.00 | 230.00 | 0.00 | 0.00 | 230.00 |
| AJ | 10 | 0.00 | 0.00 | 342.00 | 0.00 | 342.00 |
| AK | 1 | 1,500.00 | 0.00 | 2.50 | 0.00 | 1,502.50 |
| AZ | 6 | 90.00 | 0.00 | 90.00 | 0.00 | 0.00 |
| BJ | 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| BT | 3 | 0.00 | 0.00 | 50.00 | 0.00 | 50.00 |
| BU | | 0.00 | 25.00 | 0.00 | 0.00 | 25.00 |
| BZ | 2 | 0.00 | 0.00 | 50.00 | 0.00 | 50.00 |
| CA | | 585.00 | 0.00 | 0.00 | 0.00 | 585.00 |
| CB | | 6,327.00 | 0.00 | 0.00 | 0.00 | 6,327.00 |
| CD | 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CE | | 275.00 | 0.00 | 0.00 | 0.00 | 275.00 |
| DA | 15 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DZ | 5 | 0.00 | 750.00 | 0.00 | 0.00 | 750.00 |
| FE | 2 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| FF | | 315.00 | 0.00 | 0.00 | 0.00 | 315.00 |
| FL | | 315.00 | 0.00 | 0.00 | 0.00 | 315.00 |
| FO | 10 | 0.00 | 0.00 | 502.00 | 0.00 | 502.00 |
| FS | | 620.00 | 0.00 | 0.00 | 0.00 | 620.00 |
| FT | | 50.00 | 0.00 | 0.00 | 0.00 | 50.00 |
| MS | | 3,304.00 | 0.00 | 0.00 | 0.00 | 3,304.00 |
| SB | | 55.00 | 0.00 | 0.00 | 0.00 | 55.00 |
| TOTALS: | | 15,624.00 | 545.00 | 8,944.50 | 0.00 | 25,113.50 |

¹ For an explanation of distribution codes, see the Comptroller's Handbook For Town and Village Justices

ACH Transfer of State/County share of Court Fines and Penalties

The following instructions should be used to transfer your funds electronically:

Key Bank
ABA #021300077
Justice Court Fund Account
Acct #710003193

In addition, please reference the name of the Town or Village followed by the Invoice number on your monthly billing statement. If you have any questions regarding this matter, please do not hesitate to contact us at 1-866-321-8503 or by fax at (518)486-9899.

CURT RECEIPTS

| Justice | Report Month/Seq | Amount |
|----------------------|------------------|-------------|
| Joe Fisher | February 2024/01 | \$9,482.50 |
| Court G Main | February 2024/01 | \$15,631.00 |
| Total Court Receipts | | \$25,113.50 |

Invoice No: 1635000-2024-02-01

FRANKLIN COUNTY FIRE ADVISORY BOARD

MEDICAL EVALUATION SHEET

Department: Malone Callfiremen

Firefighter's Name: Brandon Szkotak

Firefighter's Address: 234 Lincoln Rd Malone NY D.O.B: 04-06-92

Signature: [Signature] Phone #: 518-451-7277

By signing this document you hereby certify that the above named firefighter is a lawful member of your fire department and has had a physical and classified by a physician:

Chief's Name: Brandon Szkotak Date: 3-11-24

Chief's Signature: [Signature]

By signing this document you hereby certify that the above named firefighter has been approved by the Town/Village Board/Board of Commissioner's (Jurisdiction Having Authority) and should be added to the Franklin County Self Insurance Plan:

Authorized Name: _____ Date: _____

Authorized Signature: _____

CATEGORY "A" FIREFIGHTERS:

This evaluation is valid for three years for individuals who are less than 30 years of age, for two years for individuals between 30 and 39 years of age, and for one year for individuals 40 and over. Individuals must also be re-evaluated whenever there is any change in his or her health status, or if recommended by a medical examiner to be done sooner. An EKG and a pulmonary function test shall be performed, if deemed necessary by the medical examiner.

CATEGORY "B,C,D,E" FIREFIGHTERS:

The medical examiner performing this evaluation will determine the time interval for this category. However, the time interval shall not exceed five years. Individuals must also be re-evaluated whenever there is any change in his or her health status, or if recommended by a medical examiner to be done sooner. An EKG shall be performed, if deemed necessary by the medical examiner.

Date of next physical exam: 3/11/26

Attn Medical Examiner: The extensiveness and frequency of the physical examination given should be based on the firefighters physical duties, age and health status.

Brandon Szekotak

PHYSICAL CLASSIFICATIONS BY DUTIES OF FIREFIGHTERS

Firefighter "A" - Interior/ Exterior Firefighter (SCBA)

A firefighter in the level "A" category may be required to wear a self contained breathing apparatus (SCBA) or respirator along with appropriate personal protective gear such as full firefighter turn out gear in any hazardous atmospheric conditions. This firefighter should also be capable of using hand tools (axes, pike poles, ladders, etc.) and power tools (chainsaws, demo saws, extrication tools, etc.). In addition, this firefighter will need to be able to stretch and operate hose lines with up to 125 pounds of pressure, and heavy physical exertion for periods of time up to forty minutes.

Firefighter "B-SCBA"- Exterior / Support Role Firefighter (SCBA)

A firefighter in the level "B-SCBA" category must be able to wear appropriate personal protective gear such as full firefighter turn out gear and a SCBA. The "B-SCBA" firefighter performs Non-Interior firefighter support roles including exterior firefighting support, pump operations, aerial apparatus operations, and similar support roles on the fire ground. They must be able to pick up hose lines & equipment, and may be required to load trucks with tools & hose lines, etc.

Firefighter "B" – Exterior / Support Role Firefighter

A firefighter in the level "B" category must be able to wear appropriate personal protective gear such as full firefighter turn out gear. This firefighter will be limited to EMS operations & fire ground support only. They must be able to pick up hose lines & equipment, and may be required to reload trucks with tools & hose lines, etc. (Tanker drivers, EMT's, MVA support, Fire investigators, etc).

Firefighter "C"- Support Role (No Firefighting Duties)

A firefighter in the level "C" category must be able to wear an ANSI- Compliant Safety vest & helmet. They will be directing traffic, teaching fire prevention, or taking photographs, preparing and delivering meals or lifting light equipment (25 pounds or less). This firefighter will not be required to perform any duties involving heavy exertion or heavy lifting.

Firefighter "D"- Administrative Role (No Firefighting Duties)

A firefighter in the level "D" category will serve as an administrative member only. They will not participate in any on-scene operations. Their duties will include clerical work, meetings and radio operations.

EMS Only "E" – Emergency Medical Services Only (Non-Fire Based)

An EMS/EMT in the level "E" category will perform only EMS duties. The EMS/EMT must be able to wear an ANSI- Compliant Safety vest & Helmet and be able to lift equipment (25 pounds or less). EMT's must meet New York State physical requirements for EMT certification.

Circle the class of firefighter that this evaluation is being performed for:

| Class "A" | Class "B" | Class "B-SCBA" | Class "C" | Class "D" | Class "E" |
|-----------|-----------|----------------|-----------|-----------|-----------|
|-----------|-----------|----------------|-----------|-----------|-----------|

Based on my evaluation, the above listed firefighter,

☒ Has no medical or physical condition, which, in my opinion, would interfere with the performance of his/her firefighting duties as a firefighter under classification circled above.

☐ Has a medical or physical condition, which in my opinion, would interfere with the performance of his/her firefighting duties as a firefighter.

Healthcare Provider (MD,PA,NP): Levi Robinson FNPc

Signature: Brandon Szekotak FNPc Date: 3/11/24



Agriculture and Markets

March 11, 2024

Andrea Stewart
Town Supervisor - Town of Malone
27 Airport Rd
Malone, NY 12953

Enclosed is the **Dog Control Officer Inspection Report** completed on **03/06/2024**. This inspection relates to Agriculture and Markets Laws and Regulations which may be viewed on the website below.

As the report indicates, DCO services were rated “Satisfactory”. Please make note of any comments listed on the report.

Dog control officer services are subject to inspection by this agency on a regular basis.

Please notify this office within 30 days of any changes in DCO services.

If you have any questions regarding this inspection, please call me.

RECEIVED

MAR 14 2024

Janet Collier
Animal Health Inspector
(518) 944-4355

TOWN OF MALONE

NEW YORK STATE DEPARTMENT OF AGRICULTURE AND MARKETS
DIVISION OF ANIMAL INDUSTRY
108 AIRLINE DRIVE, ALBANY, NY 12235

DOG CONTROL OFFICER INSPECTION REPORT - DL-89

Rating: Satisfactory365 Purpose: Inspection

DATE/TOA: 3/6/24 10:00 am

Penny Landry
295 Bare Hill Road
Malone NY 12953

Inspector: Janet Collier Inspector #: 65

These are the findings of an inspection of your facility on the date(s) indicated above:

- | | |
|--|-----|
| 1. Equipment is available for proper capture and holding | Yes |
| 2. Dogs are held and transported safely | Yes |
| 3. Equipment maintained in clean and sanitary condition | Yes |
| 4. Veterinary care is provided when necessary | Yes |
| 5. Dogs are euthanized humanely | Yes |
| 6. Complete seizure and disposition records are maintained for all seized dogs | Yes |
| 7. Dogs transferred for purposes of adoption in compliance with Article 7 | Yes |
| 8. Redemption period is observed before adoption, euthanasia or transfer | Yes |
| 9. Owners of identified dogs are properly notified | Yes |
| 10. Redeemed dogs are licensed before release | Yes |
| 11. Proper impoundment fees paid before dogs are released | Yes |



Alex Camarda
Sr. Director, Government Affairs

RECEIVED
MAR 19 2024
TOWN OF MALONE

March 19, 2024

RE: Charter Communications Notification

Dear Municipal Official:

This letter will serve as notice that on or around April 1, 2024, Spectrum Northeast, LLC ("Spectrum"), will launch carriage of Game Show Network (GSN) on channels 76, 88, 177 or 178 on Spectrum Select and Mi Plan Latino packages on the channel lineup serving your community.

If you have any questions about this change, please feel free to contact me at 212-379-5123 or via email at Alex.Camarda@charter.com.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Camarda".

Alex Camarda
Sr. Director, Government Affairs
Charter Communications

Malone Town Court
27 Airport Rd.
Malone NY 12953
518-481-6634

Hon. June A. Fisher
Justice

Hon. Robert G. Main Jr.
Justice

March 21, 2024

RECEIVED

Andrea Stewart, Supervisor
Malone Town Board Members

MAR 21 2024

TOWN OF MALONE

Supervisor Stewart and Board Members,

I am requesting permission and funds to send my two new clerks to the 2024 Clerk Core Training in Albany NY May 8-10, 2024. I have attached the information from the training.

Respectfully.



June A. Fisher
Malone Town Justice

2024 Court Clerk Core and Supporting the Bench Training Announcement - May 2024
OJCS-EdTrain <OJCS-EdTrain@nycourts.gov>
Wed 3/20/2024 10:46 AM

Cc:Hon. James P Murphy <jmurphy@nycourts.gov>;Scott Murphy <smurphy@nycourts.gov>;Hon. Gerald Connolly <gconnoll@nycourts.gov>;Hon. Kris K Singh <ksingh@nycourts.gov>;Hon. Deborah H Karalunas <dkaralun@nycourts.gov>; Hon. Eugene D. Faughnan <efaughna@nycourts.gov>;Hon. William K. Taylor <wktaylor@nycourts.gov>;Hon. Kevin M. Carter <kmcarter@nycourts.gov>;Hon. Anne Minihan <aminihan@nycourts.gov>;Hon. Vito DeStefano <vdestefa@nycourts.gov>;Hon. Andrew Crecca <acrecca@nycourts.gov>;Amelia Lepore Sessions <AMLEPORE@nycourts.gov>;Joanne B Haelen <jhaelen@nycourts.gov>;Donald Doerr <DDoerr@nycourts.gov>;Porter L. Kirkwood <pkirkwoo@nycourts.gov>;Ronald W. Pawelczak <rpawelcz@nycourts.gov>;Tasha Moore <temoore@nycourts.gov>;James McAllister <jmcallis@nycourts.gov>;Paul Lamanna <plamanna@nycourts.gov>;Warren G. Clark <wgclark@nycourts.gov>

📎 4 attachments (4 MB)

Announcement.pdf; MyCCE Clerk Instructions.pdf; Court Clerk Core May 2024 Training Schedule- TENTATIVE.pdf; Supporting the Bench May 2024 Training Schedule - TENTATIVE.pdf;

This email is sent on behalf of Jennifer R. Dilallo, Director, Office of Justice Court Support

Good morning Town and Village Court Clerks,

We are pleased to announce that the Office of Justice Court Support (OJCS) will be presenting the 2024 Clerk Core programs on Wednesday, May 8th, and Supporting the Bench on Thursday, May 9th and Friday, May 10th at the *Wolf Road Conference Room, located on the second floor of 187 Wolf Road, Albany, NY 12205.*

The OJCS Supporting the Bench and Clerk Core programs are also available on the Court Clerk e-learning website, "MyCCE". In addition, these programs are available on MyCJE, for judges to view.

Town and Village Court Clerks who want to attend **must** register for the training through myccelearnupon.com. *Due to classroom capacity and because lunches will be provided, online registration is required for attendance. Registration will open on March 27, 2024 and close on May 1, 2024 or when we have reached the maximum capacity of 40 participants per day.*

Instructions for the online registration and more details are included in the attached memorandum, as well as instructions on how to access MyCCE.

Important Training Requirement:

- Only new clerks hired **on or after 10/1/23** can register and receive credit for the STB Training
 - Only clerks hired **before 10/1/23** can register and receive credit for the 2024 Clerk Core Training
- For your convenience, we have attached tentative schedules for both the Court Clerk Core and Supporting the Bench training sessions. The schedules are subject to change and the finalized schedules will be provided as the training dates get closer.

If you have any questions, please feel free to reach out to our office by phone at 800-232-0630 or by email at ojcs-edtrain@nycourts.gov.

Thank you,

Office of Justice Court Support

187 Wolf Road | Suite 103 | Albany, NY 12205

Office: 800-232-0630 | 518-238-4339 | Fax: 518-438-3518

MEMORANDUM

DATE: March 20, 2024

FROM: Jennifer DiLallo, Director, Office of Justice Court Support

RE: Office of Justice Court Support – Wolf Road Conference Room - Continuing Clerk Education Programs – Supporting the Bench and 2024 Clerk Core

The 2024 Continuing Clerk Education (CCE) Programs for Town and Village Clerks will be held at **the Wolf Road Conference Room, located on the second floor of 187 Wolf Road, Albany, New York on May 8th, 9th and 10th, 2024**

Training dates are as follows:

- Wednesday, May 8th – Clerk Core Training (6 Courses)
- Thursday, May 9th – Supporting the Bench (STB) Training Day 1 (6 Courses)
- Friday, May 10th - Supporting the Bench (STB) Training Day 2 (6 Courses)

A. REGISTRATION:

Due to classroom capacity, online registration is required for attendance at this training. Maximum registration for the training is 40 participants per day. Online registration is on a first come first served basis and will open on March 27, 2024 and close on May 1, 2024, or when we have reached the maximum capacity, whichever occurs first. Please note that we will not be able to accommodate walk-ins due to the room capacity and because lunch will be provided.

Important Training Requirement:

- Only new clerks hired on or after 10/1/23 can register and receive credit for the STB Training
- Only clerks hired before 10/1/23 can register and receive credit for the 2024 Clerk Core Training

B. ONLINE REGISTRATION INSTRUCTIONS

To register for the Wolf Road Conference Room training programs, clerks must log into myce.learnupon.com. Once you have logged in:

2024 Clerk Core click on “Registration – 2024 Clerk Core, Live In-Person Training at Wolf Road Conference Room Wednesday, May 8th.

Supporting the Bench click on “Registration – Supporting the Bench, Live In-Person Training at Wolf Road Conference Room, Thursday, May 9th & Friday, May 10th.

Once you have registered online, you will immediately receive a confirmation email at your mycourts.gov email address from: MyCCE Online Education. This email may end up in your junk mail or other inbox, so please check your junk mail or “Other” (non-focused) inbox, if it is not in your inbox shortly after submitting your registration, please contact OJCS. If you cannot access MyCCE, please email OJCS-Edtrain@nycourts.gov as soon as possible to receive your login information.

C. COURSE OFFERINGS

The Office of Justice Court Support (OJCS) will present our Supporting the Bench 12-hour basic training and the 2024 Clerk Core 6-hour advanced training.

“Clerk Core” Topics (9:00 AM–4:50 PM)

| <u>2024 Clerk Core Topics – Wednesday 5/8/24</u> |
|--|
| Court Clerk’s Role in Select Proceedings |
| Advanced Fiscal |
| Americans With Disabilities Act |
| Tenant Dignity Act RPAPL Section 7-D |
| Conduct in the Courts: Addressing Sexual Harassment and Bias |
| Vehicle and Traffic Law Updates 2024 and Masking Awareness |

“Supporting the Bench” Topics (9:00 AM–4:40 PM)

| <u>Day 1 – Thursday 5/9/24</u> | <u>Day 2 – Friday 5/10/24</u> |
|---|--|
| Introduction to Court Clerk Duties | Traffic Safety Law Enforcement & Disposition |
| Justice and Fairness For All: Dignity and Respect in the NYS UCS (video presentation) | Introduction to the CourtRoom Program |
| Introduction to Civil Matters | Basics of Fiscal Recordkeeping and Reporting |
| Introduction to Criminal Matters | Ethics for Court Clerks |
| Introduction to Vehicle and Traffic Law | Criminal Disposition Reporting (CDR) |
| Driving While Intoxicated (DWI) | Web DVS |

D. PROGRAM COST: There is no fee to attend the training for Town and Village Court Clerks.

E. MEALS: Lunch will be provided at no cost to the court clerks on all three days.

F. ACCOMMODATIONS

COURT CLERKS MUST MAKE THEIR OWN HOTEL AND OTHER TRAVEL ARRANGEMENTS.

There are numerous hotels conveniently located nearby. Several are listed below.
The state rate for Albany is \$114.

Crowne Plaza – Albany Desmond Hotel and
Conference Center
660 Albany Shaker Road
Albany, NY 12211
518-869-8100

Marriot
189 Wolf Road
Albany, NY 12205
518-458-8444

Holiday Inn on Wolf Road
205 Wolf Road
Albany, NY 12205
518-458-7250


Best Western on Wolf Road
200 Wolf Road
Albany, NY 12205
518-458-1000

Open your Internet Browser application on your device and enter the following URL address into the URL field at the top of your browser window: <http://mycce.learnpun.com>. BE SURE TO ADD THIS SITE AS A FAVORITE IN YOUR WEB BROWSER

To log in, enter your Username and password in the fields as displayed below and click **Sign in**

- Your login name is the same as your court email address. (ie. jsmith@nycourts.gov) SEE BLUE ARROW BELOW
- Your initial password will be emailed to your nycourts.gov email address. SEE RED ARROW BELOW
- You will be immediately required to change your password after your initial login. The new password must be a minimum of six characters in length and will be case sensitive.

MYCCE



MYCCE

Welcome to MYCCE

Information

Passes and

Tickets

For more information, visit www.mycce.com

To log out of MYCCE at any point, just click the drop-down arrow next to your name at the top of the screen. **SEE BLUE ARROW BELOW** When the menu opens, you can click the **Logout** to end your session. **SEE RED ARROW BELOW**

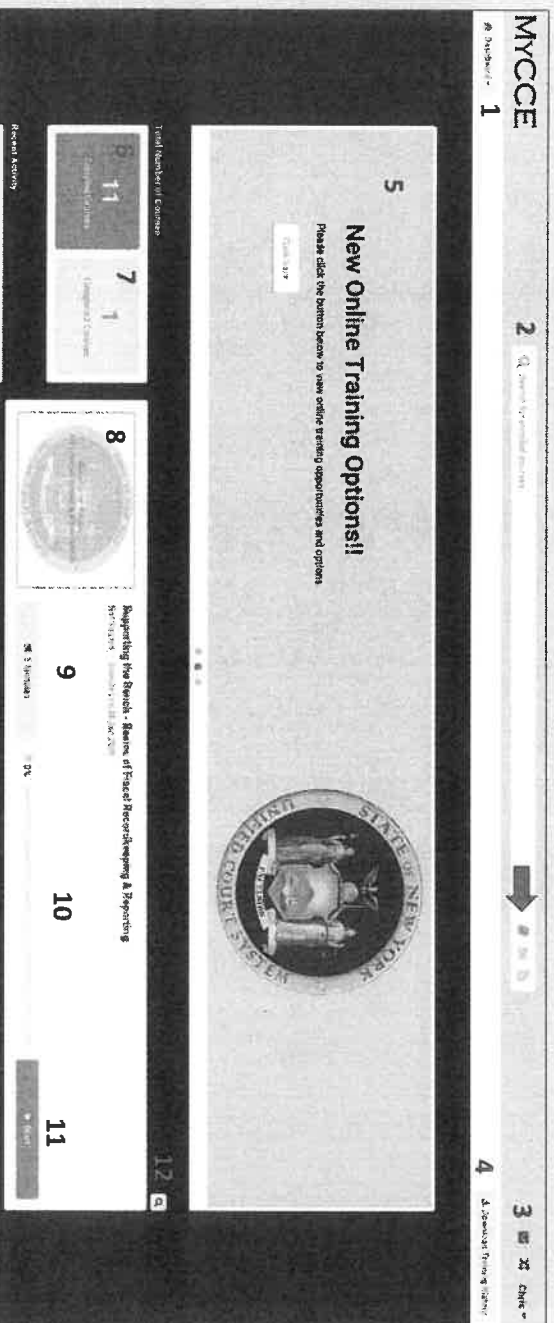
[illegible]

First time users may wish to view the Instructional Video located on the first banner called Welcome to the new MYCCE online Learning Portal. You can click on the [Click Here](#) button to view the [New Frequently Used Terms](#) or click on the video to view the [Instructional Video](#). There are 3 banners that will automatically scroll, so feel free to check them all out as they change or by clicking on 1 of the 3 dots below the banner. GREEN ARROWS BELOW INDICATE WHERE YOU CAN CLICK WHILE ONLINE

4. Main Screen Courses

All currently active clerks hired before 2019, will automatically be enrolled in the current year Clerk Core courses, while all newly hired clerks will need be enrolled in the Supporting the Bench courses for their first year of training requirements. You must complete your training by the end of the calendar year, each year.

- **Currently Active Clerks** will need to complete all 6, **Clerk Core** courses with one (1) of those courses being a **Fiscal** course each year.
- **Newly Hired Clerks** will need to complete all 12, **Supporting the Bench (STB)** courses with one (1) being a **Fiscal** course, during their first year as a court clerk. After that, you will follow the same guidelines as a Currently Active Clerk and be responsible for completing the 6 current Clerk Core courses each year.
- **Current Active Nassau County Clerks** will need to complete all 4, **Clerk Core** courses with one (1) of those courses being a **Fiscal** course each year.
- **Newly Hired Nassau County Clerks** will need to complete all 6, **Supporting the Bench (STB)** courses with one (1) of those being a **Fiscal** course during their first year as a court clerk. After that, you will follow the same guidelines as a Currently Active Nassau County Clerk and be responsible for completing the 4 current **Clerk Core** courses for each year.



1. **DASHBOARD** – From here you can navigate to the **Resources** or to **Catalog Courses**
2. **SEARCH** – This search bar will allow you to search courses that you have enrolled in, began and/or completed
 - Within this search field you can use alternate search options by clicking on the **Book Icon** for Courses, the **Folder Icon** for Catalog or the **Paper Icon** for Resources. **SEE THE RED ARROW ABOVE**
3. **MAILBOX** – You can use this option to email OJCS with any questions or concerns. Enter the To: OJCS-EdTrain@nycourts.gov
4. **TRAINING HISTORY** – This will allow you to download all your online training history. Please note that your history from the previous online education site will not be listed on this new site. (You won't be granted credit for any duplicate courses taken)
5. **BANNER** – There are 3 scrolling marquees. Each one will provide useful guidance with your education.
6. **ENROLLED COURSES** – These will be the courses that you have either been pre-enrolled in and/or have enrolled yourself from the catalog but have not started and/or completed. (SEE ENROLLING IN CATALOG COURSES)
7. **COMPLETED COURSES** – Once you complete a course you will notice a decrease in your **Enrolled Courses** box as a completed course will now move into the **Complete Courses** box
8. **COURSES** – These are the courses that you have been pre-enrolled in and/or have enrolled yourself. Within this feature you can see the percentage of the course that is complete as well as the button to Start the course or Resume if you are returning
9. **MODULE** – Clicking the Module button will enter the course and show you where you left off.
 - All courses have a total of 5 Modules that make up the course
10. **PROGRESS BAR** – This will tell you percentage wise how much you have completed in the course
11. **START/RESUME** – Click this button to Start the lesson or if returning, the button will change to Resume
12. **SEARCH** – This Search field will allow you to search the course(s) that you are enrolled.

5. LET THE TRAINING BEGIN:

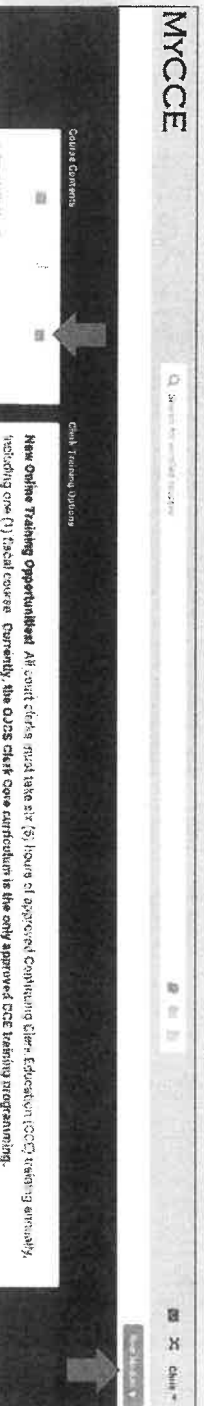
When you successfully log onto the new training site, the landing page will be your **Dashboard**. From here, you can instantly view the courses that you have been pre-enrolled in. As stated on **Page 2, Step 3 Main Screen Courses**, you will be automatically enrolled in either all of the current year Clerk Core courses or Supporting the Bench courses. Please refer back to that part of the instructions for your training requirements. Nassau county and non-Nassau County Clerks will have different requirements. Refer to page 2 for those requirements. As this is a new site, previous years core courses will be made available in the Catalog down the road. (SEE ENROLLING IN CATALOG COURSES). (DUPLICATE CREDIT WILL NOT BE GIVEN)

1. You can either use your mouse to scroll the list of pre-enrolled courses on your **Dashboard** or use the **Search Magnifying Glass** to find a specific course that you would like to start or resume your lesson.
2. Once you find a course you can either click the **Start** or **Resume** Button to begin.
 - You can also click the **Course Name**. In the **Detail** box, you can find other information about the course or you can click on the **Start** or **Resume** from there as well



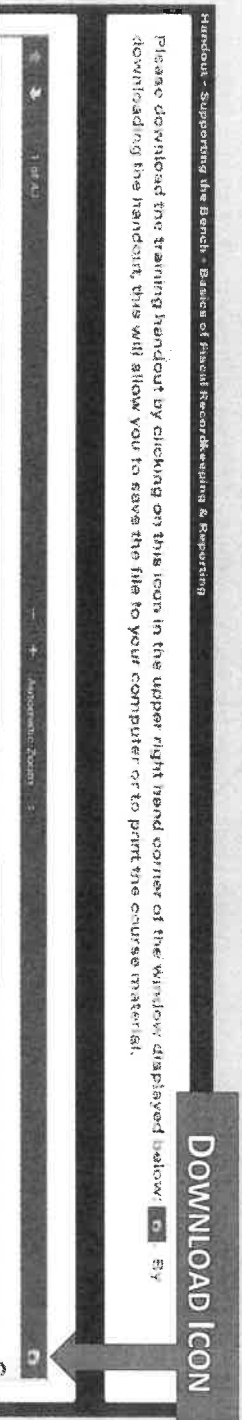
3. Emailing the Instructor

- If you have any questions regarding the course you are in, you can click on the **Envelope** in **Course Contents**
 - When the **Envelope** screen opens, add a **Subject**, your **Message** or question to the Instructor and click **Send**.
- SEE GREEN ARROW BELOW

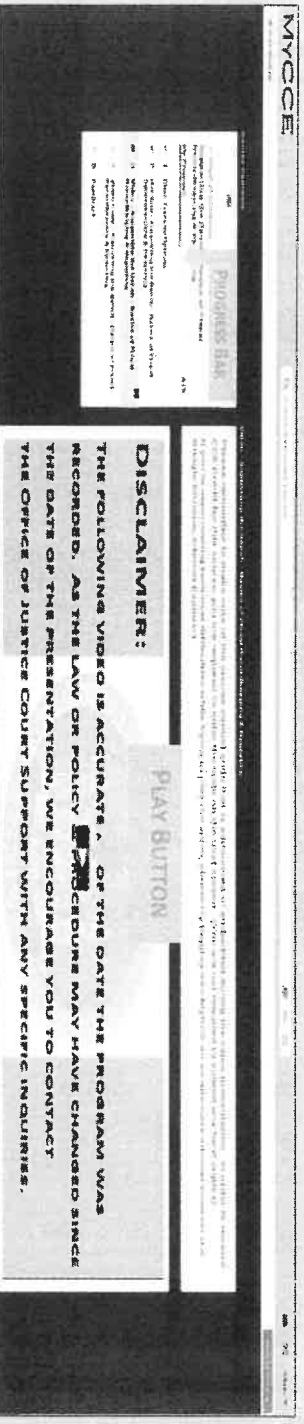


4. Modules - Each course will be comprised of 5 Modules. During your first launch of a course you will have to watch/view/read each module in the order that they are presented.

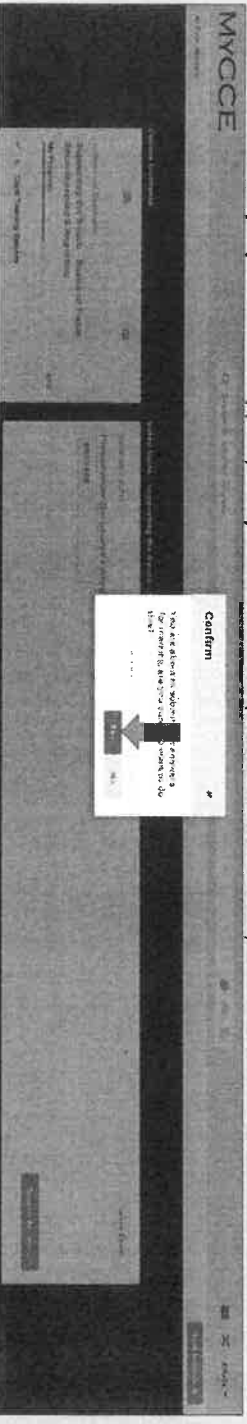
1. **CLERK TRAINING OPTIONS** – Read this **Module** to learn what is expected of you during your online training
2. **Click Next Module** (SEE RED ARROW ABOVE)
 - **HANDOUT MODULE** – The handout for this course will automatically open when this Module is accessed.
 - **Important Notice** – As you proceed to the **Next Module**, the Handout will no longer show on the screen. Before leaving the Handout Module, click on the **Download Icon**. Depending on the Internet Browser being used you may have to do one of the following:
 - Google Chrome** – Click the Download Icon, open the PDF by clicking the up arrow, and then click Open. You can then click to download the PDF to your computer or print the PDF out.
 - Internet Explorer** - Click the Download Icon, you can choose Open or click the up arrow in Save, choose Save As and then save the PDF to your computer. You can then also print it if you would like.



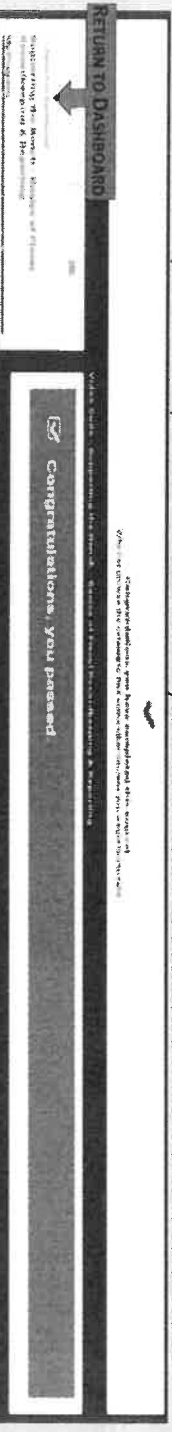
3. **Video Module** - after downloading or printing the Handout, click Next Module and you will see the disclaimer for the **Video**
 - The **Video** will appear with the option to click **Play**. Be sure to write down the **Video Control Code** that is either announced or displayed during the video presentation.
 - If you don't see the video or experience technical difficulties while trying to play the video, try logging onto the site with an alternate Internet browser such as Google Chrome or Internet Explorer.



5. **VIDEO CODE** – After viewing the Video and writing down the Video Control Code, click **Next Module**. An Information screen will appear with a box to enter the Code in. Enter the code for the video you just watched and then click **Submit Answers**. A **Confirm Pop-Up** screen will appear, and you can click **Yes**. (SEE BLUE ARROWS BELOW)



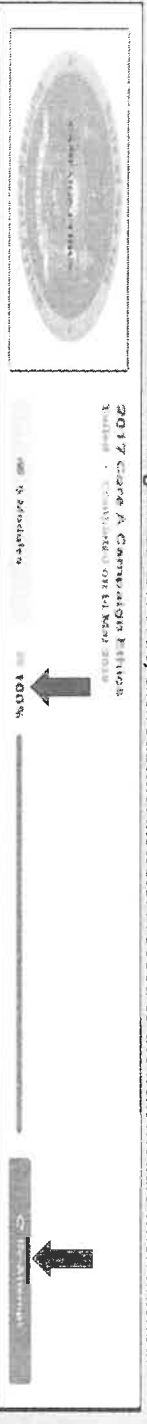
- **ENTERING THE CORRECT CODE** – If you enter and confirm the correct code, you will receive a **Congratulations, you passed**. You can either proceed to Step 6 and leave **Feedback** or you can click **Return to Dashboard** to move onto another course.



- **ENTERING THE INCORRECT CODE** – If you enter and confirm the incorrect code, you will have multiple chances to remedy this issue. When you enter the incorrect code you will receive a, **Unfortunately, you did not meet the passing mark**, you can click **Re-Attempt exam** and enter the correct code or click **Prev Module**, to go back to the video and see if you think you wrote the code down incorrectly. You can then come back to this Module to try the correct code.



Note: If you need to leave the online training, or close out unexpectedly before entering the correct code, don't worry. When you return to your course, you will notice that your completion will be at 100% SEE PURPLE ARROW BELOW but your status will say, **Failed** SEE RED ARROW BELOW. Click, **Re-Attempt** SEE BLUE ARROW BELOW and on the following screen you can enter the code for the video. After entering the correct code, click **Submit Answers**. Proceed to the next Module when finished.



6. **FEEDBACK** - Your last Module will be for **Feedback**. You can choose to say something and click **Submit Survey** or you can click **Return to Dashboard**. From the **Dashboard**, you can choose another course or end your training by logging out. Non-Attorneys who don't take an Assessment for a course (COURSE TAKEN FOR ELECTIVE CREDIT ONLY) will not be able to enter any feedback.

ENROLLING A COURSE FROM THE CATALOG



CATALOG BANNERS

The 3 banners found in the Catalog section of the website contain useful information so be sure to use the Click here feature to view the important information. One of the scrolling Banners contains a link to the Resources part of the website.

SEE RESOURCES ON PAGE 6

IMPORTANT:

A CATALOG COURSE IS DEFINED AS ANY COURSE THAT IS NOT A CURRENT YEAR CORE OR ELECTIVE.

- You will only be granted elective credit for courses found in the Catalog.
- All clerks will be pre-enrolled in either the current year Core Courses or Supporting the Bench Courses. If you wish to take a previous year's course, you must first find them in the Catalog and then enroll yourself.
- Catalog course will be Core Course from 2019 and on
- Remember, if have previously taken a course in-person, those completed courses will not show as complete on this new site and duplicate credit will not be awarded.

1. FINDING A CATALOG COURSE:

When logged onto the MYCCE Dashboard, **Click** the drop-down button and choose Catalog. When the Catalog screen appears, you can use any of the following options below to search for the desired course. Also, just because you enroll yourself into a Catalog Course does not mean you must complete it. If you know you have previously received credit for a course and just wish to take it for review you can add it to your **Enrolled Courses** that's on your **Dashboard**.



1. Use this drop-down to view course by **Category** (i.e. Criminal, Civil, Ethics).
2. Use this drop-down to view the courses below either by **Course Name** (alphabetical order) or by **Release Date**.
 - Course Name/Alphabetical Order is preferred as all courses will generally have the same release date even though their titles will begin with the year they first came out.
3. **Search** – By clicking this option you can search by the Year, Title of Course, or the presenters who originally taught the course or appeared in the video.

2. ENROLLING:

When you find the course(s) you would like to add to your **Dashboard** click the **Enroll** button. SEE RED ARROW ABOVE

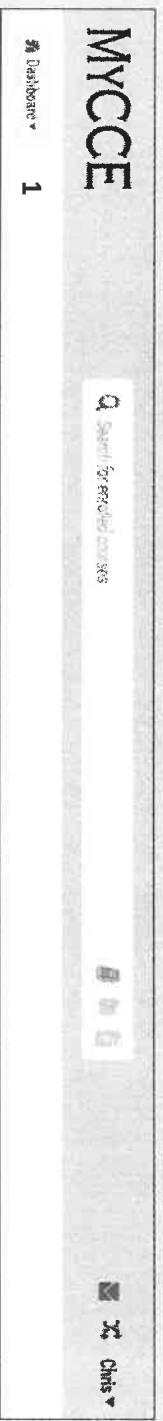
1. After you click the Enroll button you will receive a confirmation pop-up to re-affirm your enrollment for that course. Click **Yes** to confirm or **No** if you feel you no longer want that course or think you made a mistake.
2. If you click **Yes**, you will then be brought back to your **Dashboard** where the course you enrolled in will now be listed in your **Enrolled Courses**. SEE IMAGE 6 ON PAGE 2
3. Go TO STEP 4. LET THE TRAINING BEGIN ON PAGE 3 to start the process of taking the course you enrolled.

3. UNENROLLING:

Currently the ability to unenroll in a course you enrolled in is not active. If you enroll in a course but choose not to begin, it is ok to leave it in your **Enrolled Courses** or you can contact us at the Office of Justice Court Support. You can call us at (800) 232-0630 or email us using the **Envelope Icon** at the top of the page and one of the Administration Staff can unenroll you if you.

RESOURCES

RESOURCES: Are Course Handouts and other documents



1. From the **Dashboard** click the drop-down arrow in **Dashboard** and select **Resources**



2. Use the Search option to look for any documentation or forms that you need or you can scroll through the list.
 - When using the Search option to find a training handout, you can enter the title of the course or instructor's names.
 - Other documents may be listed on the Resource page, so you can also scroll down to look.
3. When you find the handout or document you were looking for you can click on the title.
 - When you click the title, you will receive a pop-up with the option to **Download**. Clicking the **Download** button will open the document and depending on the Internet Browser you are using, you can either download the document to your device or print it. SEE PAGE 3, STEP 3 HANDOUT MODULE if you need assistance downloading the document.
4. **Download Button** - When you find the handout or document you were looking for you can click on the title
 - A quicker option, you can click the **Download** button to the right of the title and the document will automatically open. You can then follow the same steps as Step 3 above to download the document to your device.
5. You can also search the **Resources** by clicking the Paper Icon below and typing your search inquiry. SEE RED ARROW BELOW
 - When you click the Paper Icon a black screen will appear
 - Type your inquiry in the box and any documents associated with your inquiry will appear below
 - You can either click the title or click the Download button as done in Steps 3 or Step 4





**OFFICE OF JUSTICE COURT SUPPORT (OJCS)
2024 TOWN & VILLAGE COURT CLERK
CONTINUING COURT CLERK EDUCATION PROGRAM
WOLF ROAD CONFERENCE ROOM, ALBANY NY
WEDNESDAY, MAY 8, 2024 – CORE**

9:00 a.m. – 10:00 a.m.

COURT CLERK'S ROLE IN SELECT PROCEEDINGS

Presenter(s): *Michelle K. Conley, Esq., Assistant Deputy Counsel, OJCS
Shannon Pero, Esq., Special Counsel, 7th Judicial District, OCA,
Justice Town of Greece*
Court Clerk Facilitator: *TBD*

10:10 a.m. – 10:20 a.m.

BREAK

10:20 a.m. – 11:20 a.m.

ADVANCED FISCAL 2024

Presenter(s): *Coraline Falco, Manager Justice Court Fund, Office of the State
Comptroller*
Court Clerk Facilitator: *TBD*

11:20 a.m. – 11:30 a.m.

BREAK

11:30 a.m. – 12:30 p.m.

AMERICANS WITH DISABILITIES ACT

Presenter(s): *Arielle Bryant, Esq., Special Counsel 9th Judicial District, OCA
Omar Cumberbatch, Deputy District Executive, 9th Judicial District,
OCA*
Court Clerk Facilitator: *TBD*

12:30 p.m. – 1:30 p.m.

LUNCH

1:30 p.m. – 2:30 p.m.

TENANT DIGNITY ACT RPAPL SECTION 7-D

Presenter(s): *Diane S. Turo, Esq., Supervising Court Attorney, OJCS
Dean Puleo, Esq., Special Counsel, 8th Judicial District, OCA,
Justice Town of Elma*
Court Clerk Facilitator: *TBD*

2:30 p.m. – 2:40 p.m.

BREAK

2:40 p.m. – 3:40 p.m.

**CONDUCT IN THE COURTS: ADDRESSING SEXUAL HARASSMENT AND
BIAS**

Presenter(s): *Kay-Ann Porter Campbell, Esq., Inspector General, OCA
Antonio Seda, Esq., Managing Inspector General for Bias Matters, OCA*
Court Clerk Facilitator: *TBD*

3:40 p.m. – 3:50 p.m.

BREAK

3:50 p.m. – 4:50 p.m.

VEHICLE AND TRAFFIC LAW UPDATES 2024 AND MASKING AWARENESS

Presenter(s): *Diane S. Turo, Esq., Supervising Court Attorney, OJCS
Hon. Gary Graber (Ret.), Former Justice Town of Darten*
Court Clerk Facilitator: *TBD*



**OFFICE OF JUSTICE COURT SUPPORT (OJCS)
2024 TOWN & VILLAGE COURT CLERK
SUPPORTING THE BENCH
WOLF ROAD CONFERENCE ROOM, ALBANY
THURSDAY, MAY 9, 2024**

9:00 a.m. – 9:40 a.m.

INTRODUCTION TO COURT CLERK DUTIES
Presenter(s): *Ariel Lasher, Esq., Senior Assistant Counsel, OJCS*
Court Clerk Facilitator: *TBD*

9:40 a.m. – 10:30 a.m.

**JUSTICE AND FAIRNESS FOR ALL: DIGNITY AND RESPECT IN THE
NEW YORK STATE UNIFIED COURT SYSTEM (VIDEO PRESENTATION)**

10:30 a.m. – 10:40 a.m.

BREAK

10:40 a.m. – 12:00 p.m.

INTRODUCTION TO CIVIL MATTERS
Presenter(s): *Michele Conley, Esq., Assistant Deputy Counsel, OJCS*
Court Clerk Facilitator: *TBD*

12:00 p.m. – 1:00 p.m.

LUNCH

1:00 p.m. – 2:30 p.m.

INTRODUCTION TO CRIMINAL MATTERS
Presenter(s): *Diane Turo, Esq., Supervising Court Attorney, OJCS*
Court Clerk Facilitator: *TBD*

2:30 p.m. – 2:40 p.m.

BREAK

2:40 p.m. – 3:40 p.m.

INTRODUCTION TO VEHICLE AND TRAFFIC LAW
Presenter(s): *Ariel Lasher, Esq., Senior Assistant Counsel, OJCS*
Court Clerk Facilitator: *TBD*

3:40 p.m. – 4:40 p.m.

INTRODUCTION TO DRIVING WHILE INTOXICATED (DWI)
Presenter(s): *Ariel Lasher, Esq., Senior Assistant Counsel, OJCS*
Court Clerk Facilitator: *TBD*



**OFFICE OF JUSTICE COURT SUPPORT (OJCS)
2024 TOWN & VILLAGE CLERK
SUPPORTING THE BENCH
WOLF ROAD CONFERENCE ROOM, ALBANY
FRIDAY, MAY 10, 2024**

9:00 a.m. – 10:00 a.m.

TRAFFIC LAW ENFORCEMENT & DISPOSITION (TSLED)
Presenter(s): *Amanda Spenziero, Program Aid, DMV*
Court Clerk Facilitator: *TBD*

10:00 a.m. – 10:10 a.m.

BREAK

10:10 a.m. – 11:10 a.m.

INTRODUCTION TO COURTROOM PROGRAM
Presenter(s): *Jennifer Schoeffel, CourtRoom Program*
Court Clerk Facilitator: *TBD*

11:10 a.m. – 11:20 a.m.

BREAK

11:20 a.m. – 12:20 p.m.

BASIC OF FISCAL RECORDKEEPING AND REPORTING
Presenter(s): *Coraline Falco, Manager Justice Court Fund, Office of the State Comptroller*
Jennifer Schoeffel, CourtRoom Program
Court Clerk Facilitator: *TBD*

12:20 p.m. – 1:20 p.m.

LUNCH

1:20 p.m. – 2:20 p.m.

ETHICS FOR COURT CLERKS
Presenters(s): *Laura Smith, Esq., Chief Counsel, Advisory Committee on Judicial Ethics*
Rosemary Garland Scott, Esq., Special Counsel for Ethics
Court Clerk Facilitator: *TBD*

2:20 p.m. – 2:30 p.m.

BREAK

2:30 p.m. – 3:30 p.m.

CRIMINAL DISPOSITION REPORTING (CDR)
Presenters(s): *Kristy Connor, Senior Management Analyst, CDR Unit, OCA*
Court Clerk Facilitator: *TBD*

3:30 p.m. – 3:40 p.m.

BREAK

3:40 p.m. – 4:40 p.m.

WEB DVS
Presenter(s): *Ed Carey, Court Analyst, CDR Unit, OCA*
Court Clerk Facilitator: *TBD*



Friends of the North Country, Inc.
1387 Hardscrabble Road
Cadyville, NY 12918-1912

Phone: 518-293-5045
Fax: 518-293-5017
Email: enarducci@friendsofthenorthcountry.org



***Friends of the North
Country, Inc.***

Board of Directors

Crystal Narducci
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Amber Brown-Rose
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Mark Kaiser
Treasurer

***Sustaining
Members***

Stephanie Clarke

Gabrielle Dion

Andrew Foster

Ashlee Maulding

TO: TOWN OF MALONE
Andrea Stewart, Supervisor
Town Board Members

FROM: Hillari Kiroy
Housing Coordinator

DATE: March 21, 2024

RE: NYS Office of Community Renewal 2021 Housing
Rehabilitation Grant; 689HR305-21

The following updates are provided for your review at the **Regular Meeting** of the Town Board; March 27th, 2024.

- Client Project Status Report, page 2

*Contract extended until 5/31/24.

*Friends of the North Country, Inc.
serving our community one neighbor at a time*

- To assist with the provision of safe, decent, affordable housing.
- To undertake economic development, which supports community wide revitalization.
- To identify, designate and restore locally significant historic structures.
- To generally act as facilitators in the process of stabilization, growth, and development.



Friends of the North Country, Inc.
1387 Hardscrabble Road
Cadyville, NY 12918-1912

Phone: 518-293-5045
Fax: 518-293-5017
Email: cnarducci@friendsofthenorthcountry.org

STATUS OF GRANT PROGRESS
TOWN OF: MALONE
HOUSING REHABILITATION PROGRAM

| Unit Goal: 8 | | | | | | | | | |
|---------------|-------------------------|----------------------|---------------------|------------------------------|---------|----------------|---|--------------|---------------------------------|
| Client Number | Application In Progress | Application Complete | Assessment Complete | Work Write Up/ Scope of Work | Bidding | Board Approval | Pre-Construction Closing & Required Programmatic Document | Construction | Site-Specific Projects Complete |
| | 1 | | | | | | | | |
| MA-21-09 | 1 | 1 | | | | | | | |
| MA-21-08 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| | 1 | | | | | | | | |
| MA-21-04 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | 1 | | | | | | | | |
| | 1 | | | | | | | | |
| | 1 | | | | | | | | |
| MA-21-07 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| MA-21-02 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | 1 | | | | | | | | |
| | 1 | | | | | | | | |
| MA-21-03 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | 1 | | | | | | | | |
| MA-21-01 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | 1 | | | | | | | | |
| | 1 | | | | | | | | |
| | 1 | | | | | | | | |
| MA-21-06 | 1 | 1 | 1 | 1 | | | | | |
| | 1 | | | | | | | | |
| | 1 | | | | | | | | |
| | 1 | | | | | | | | |
| MA-21-05 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | 1 | | | | | | | | |
| | 1 | | | | | | | | |
| MA-21-02 | 1 | 1 | 1 | 1 | | | | | |
| | 1 | 1 | | | | | | | |
| | | | | | | | | | |
| | 30 | 11 | 9 | 9 | 7 | 7 | 7 | 7 | 6 |

- To assist with the provision of safe, decent, affordable housing.
- To undertake economic development, which supports community wide revitalization.
- To identify, designate and restore locally significant historic structures.
- To generally act as facilitators in the process of stabilization, growth, and development.

Denice Hudson

From: Hillari Kiroy <hkiroy@friendsofthenorthcountry.org>
Sent: Thursday, March 21, 2024 8:58 AM
To: Denice Hudson; Andrea Stewart; Abby Monica
Cc: Crystal Narducci; Allison Trombley
Subject: March 27th Board Report - Malone 689HR305-21
Attachments: Board Report - Malone.pdf

Good morning,

Attached you will find the March 27th Board Report for Malone 689HR305-21.

Please let me know if you have any questions or concerns!

Thank you,

Hillari Kiroy

Housing Coordinator
Friends of the North Country, Inc.
(518)293-5045 ext. 123
hkiroy@friendsofthenorthcountry.org