

**Town of Malone  
Regular Board Meeting  
February 11, 2015**

A regular meeting of the Malone Town Board was held Wednesday, February 11, 2015, at the Malone Town Offices, 27 Airport Rd., Malone, NY, commencing at 6:00pm.

**PRESENT:** Supervisor Howard Maneely  
Deputy Supervisor Paul Walbridge  
Councilor Louise Taylor  
Mary Scharf

**ABSENT:** Councilor John Sullivan

**ALSO PRESENT:** Denice Hudson, Deputy Town Clerk  
Andrea Stewart, Budget Officer  
Bruce Mallette, Highway Superintendent  
Lillian Anderson-Duffy, Attorney  
Bruce Burditt, Malone  
Olivia Pepe, Malone Telegram

**CALL TO ORDER:** Supervisor Maneely called the meeting to order at 6:00 p.m., with a pledge to the flag.

**MOMENT OF SILENCE:** Supervisor Maneely called for a moment of silence for Irv Kaplin, Wally Walbridge and Chris Foerster

**MINUTES:**

**Motion** – Councilor Scharf

**Second** – Councilor Taylor

**Resolved (#41 - 2015):** to accept the Minutes of January 14, 2015 and January 28, 2015 as presented and placed in the file.

**CARRIED (4 - 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye  
Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

**REPORTS:**

**Motion** – Deputy Supervisor Walbridge

**Second** – Councilor Taylor

**Resolved (#42 – 2015):** to accept the following reports for review and filing as written and placed in the file:

Supervisor Report – 12/2014; Airport Manager – 1/2015; Justices Lamitie and Gardner – 1/2015; Town Clerk/Registrar – 1/2015; Receiver of Taxes – from 1/2015 through 2/7/2015; Code Enforcement Officer – 1/2015; and Supt. of Highways – 1/2015.

**CARRIED (4 - 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye  
Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

**OLD BUSINESS:**

**Policy/Procedure Annual Performance Review** – Councilor Scharf indicated there were no changes other than to the 2<sup>nd</sup> paragraph, no other corrections. Attorney Duffy will e-mail policy booklet as it needs to be worked on.

**Motion** – Councilor Scharf

**Second** – Deputy Supervisor Walbridge

**Resolved (#43 – 2015)** to accept Annual Performance Review Description for policy booklet.

**CARRIED (4 - 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye  
Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

**Internet Use Policy** – Councilor Scharf indicated the policy looks good and covers the issues. It is similar to one she has seen for the school. Deputy Supervisor Walbridge said it falls in line with internet policy he has seen.

**Motion** – Deputy Supervisor Walbridge

**Second** – Councilor Taylor

**Resolved (#44 – 2015)** to accept Town of Malone Internet Use Policy as written, with spelling correction of access v. assess.

**CARRIED (4 - 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye  
Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf – Aye**

## **TOWN OF MALONE INTERNET AND E-MAIL POLICY**

**Adopted by Resolution #45-2015 of the Malone Town Board 2/11/2015**

The Town of Malone provides Internet and E-Mail access to support work and necessary research to fulfill duties incumbent upon the performance of one's job. Access to the internet and e-mail is vital to the modern function of town government, and is solely to be used for governmental purposes. Inappropriate use of either internet or e-mail is cause for discipline. Improper use of internet or e-mail will be first handled at the department level with notice of the improper use filed with the Town Supervisor.

### **The Internet**

The use of the internet is a privilege and not a right. Inappropriate use will result in denial or revocation of the privilege. The Town of Malone has the ability to monitor internet use and reserves the right to monitor and determine if specific uses are consistent and acceptable with this policy.

### **Restrictions**

**Use of the internet for viewing or retrieving any of the following are prohibited:**

- 1) **Pornographic material or inappropriate test files**
- 2) **Commercial or for-profit purposes**
- 3) **Personal or private enterprise**
- 4) **Personal advertisement**
- 5) **The modification or misrepresentation of files, data and/or passwords belonging to others**
- 6) **Actions that would destroy, modify or abuse hardware or software**
- 7) **Infiltration of a computer or computer system for any reason**
- 8) **Hate mail, harassment, discriminatory remarks and other anti-social behavior**
- 9) **Partisan Political purposes**

**Users are advised that even in the performance of their duties unproductive "surfing" of the internet is prohibited and may be cause for discipline.**

### **Electronic Mail (e-mail)**

**E-mail cannot be opened and read without the expressed permission of the recipient, except as allowed by law.**

### **Restrictions**

- 1) **Forging mail to make it appear as though it originated from a different person**
- 2) **Sending e-mail that is abusive, threatening or for a sexual, ethnic, religious, minority or other forms of harassment**
- 3) **Sending e-mail to menace an individual or individuals**
- 4) **Use of e-mail for partisan politics**

**Such actions include, but are not limited to:**

- **Sending or forwarding chain letters or e-mail that uses a pyramid scheme to distribute communications to an exponentially growing collection of recipients**
- **Deliberately flooding a user's mailbox with automatically generated mail**
- **Sending e-mail that is deliberately designed to interfere with proper e-mail delivery or access**

**Limekiln Road Abandonment** – A legal description was ordered from Gar Smith. He indicated we would get it quickly as we are not asking for survey, and does not know how long it extends. Attorney Duffy spoke with Jon Miller is on board to assist. Given that Section 205 of the Harley Law calls for Highway Superintendent to reside over hearing for qualified abandonment. We would do the work, and they would conduct the meeting and public hearing. Tom Sherwin is moving ahead on his part Jonathan Miller will do Notices and conduct the meeting. Supervisor Maneely indicated Tom Sherwin is moving forward.

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**Procurement Policy** – Attorney Duffy thought we needed some long involved paragraph, but only needed one sentence regarding women and minority businesses are encouraged to submit. It has been included in email she sent. This will be included in all public notices and all request for bid proposals.

**Motion** – Councilor Scharf

**Second** – Councilor Taylor

**Resolution (#45 – 2015)** to Adopt Procurement Policy with the changes made by Town Attorney Anderson Duffy.

**CARRIED (4 - 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

**PROCUREMENT POLICY FOR TOWN OF MALONE**

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, ' 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with procurement; NOW THEREFORE, be it

RESOLVED; that the Town Board of the Town of Malone does hereby adopt the following procurement policies and procedures:

GUIDELINE 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, ' 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. The information gathered and conclusions reached shall be documented and kept with the voucher or other documentation supporting the purchase activity.

GUIDELINE 2. All purchases of a) supplies or equipment, where it can reasonable by determined based on the facts and circumstances, will exceed \$20,000 in the fiscal year or, b) public works contracts over \$35,000 shall be formally bid pursuant to GML, ' 103.

GUIDELINE 3. All estimated purchases of:

Less than \$20,000 but greater than \$10,000 require a written request for a proposal and written/fax quotes from 3 vendors.

Less than \$10,000 are left to the discretion of the purchaser.

All estimated public works contracts of:

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Less than \$20,000 but greater than \$35,000 require a written Request for Proposal and fax/proposals from 3 contractors.

Less than \$15,000 but greater than \$5,000 require a written Request for Proposal and fax proposals from 2 contractors.

Less than \$5,000 but greater than \$1,000 are left to the discretion of the purchaser.

Any written Request for Proposal shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

GUIDELINE 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall be documented and filed with the record supporting the procurement.

GUIDELINE 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals.

GUIDELINE 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services;
- b) Emergencies;
- c) Sole source situations;
- d) Goods purchased from agencies for the blind or severely handicapped;

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- e) Goods purchased from correctional facilities;
- f) Goods purchased from another governmental agency;
- g) Goods purchased at auction;
- h) Goods purchased for less than \$500;
- i) Public works contracts from less than \$1,000;
- j) Purchases pursuant to State or County bid.

GUIDELINE 7. All requests for bid proposals and all public notices, regarding such requests, which are published in newspapers or through electronic means, shall include the following provision:

“Women and minority owned businesses are encouraged to submit a bid.”

This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

This policy may be amended by the Town Board from time to time by simple resolution.

**SUPERVISOR REPORTS:**

**SEQR Lead Agency Request:** February 10, 2015 letter from Malone Village requesting they be lead agency on a Zoning Map Amendment. Supervisor Maneely has no problem with Village taking lead agency.

**Motion** – Deputy Supervisor Walbridge

**Second** – Councilor Taylor

**Resolution (#46 – 2015)** that the Village of Malone has lead agency status in the Zoning Map Amendments.

**CARRIED (4 - 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf – Aye**

**Moratorium Law:** Attorney Duffy drew up using a form obtained from the Association of Towns, which has been modified. Cannot be close to a business selling similar product. They have to file d/b/a. Has been e-mailed to everyone and Attorney Duffy will make any changes that are wanted. A hearing will need to be held for Local Law. Attorney Duffy would like everyone to look at it and advise of any changes. Definition of Transient Business is a “business conducted at any location for the sale of goods, merchandise or services, except ready to eat food products and which is to be conducted for a temporary period of time, and not permanently, nothing construed herein would be construed to apply to rummage sales, any temporary sale of merchandise on any part or property owned by the seller and contiguous to place of sale of similar product, also by the seller, and any transient conducted by and for the benefit of any non-profit organization, including an educational institution such activities might include car washes, magazine sales, returnable container collections”.

Councilor Scharf was concerned about the Fairgrounds, Chamber Business Expo Vendors. Village laws would apply to Village properties. The JCEO vegetable stand in summer. Will this eliminate this type of activity? The concern is that we make sure we protect our local vendors. We do not want large companies coming into Malone, but we do not want to make it difficult for local businesses. Councilor Scharf wants to be sure the definition protects local business industry well.

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Supervisor Maneely indicated there may be a flea marked coming to Malone.

Councilor Scharf wants us to cover the definition well to be sure we protect local people.

Supervisor Maneely, Councilor Scharf and Attorney Duffy will sit down and discuss.

**FEMA (Lower Park Street Acquisition):** Supervisor Maneely indicated he has not seen the approval which was to have been received the 1<sup>st</sup> of February. Letter to Ricky Provost letter indicates that date.

**SUPERINTENDENT OF HIGHWAY REPORTS:**

Superintendent of Highways Mallette reports business as usual. They have been working on pushing snow banks back. There is ice build-up on Park Street that has been scraped off to keep ahead. Superintendent Mallette went to a Tri-County meeting in Plattsburg. He also informed the Board that they were discussion EPA is getting after municipalities for run-off of salt and sand, and that we need to be proactive. They do not want to see anything going into ditches, but into containment. They eventually will be around. This is more or less at the garage, not the streets.

**BOARD MEMBER/COMMITTEE ITEMS:**

Councilor Scharf read Accumulation of Sick Leave Policy, A and B Options. The B Option was more what Paul and I discussed Andrea that we liked. Part A is what we are trying to get away from (185). Deputy Supervisor Walbridge said B was his choice of the three options. Board wanted Policy to give choices, Tier 1 – employees over 20 years, could be paid the 185 days. Attorney Duffy found out under retirement Social Security law, if Board passes resolution, employees can apply up to 165 unused sick days towards retirement service credit, give the first tier people an option to apply up to 165 towards their retirement service credit. Councilor Scharf indicated that credit does not cost the Town. Any remaining may be paid for health insurance. Tier 2 – employees under 20 years, and through 12/31/2014, Tier 3 – new employees.

Budget Officer Stewart indicated that the provisions of 41J which is the option of having the days service has always been in effect, for probably 35 or so years ago. Wouldn't hurt to do it again. It is still in the record and I think in the retirement system, and has been used by people retiring right along, whether they are in the union or not, because it is in the union agreement, too.

**Motion** – Councilor Scharf

**Second** – Deputy Supervisor Walbridge

**Resolved (#47 – 2015)** to accept Accumulation of Sick Leave Policy For Non-Union Town of Malone employees as presented, and to renew 41J of the Retirement Social Service Law, allowing retiring employees to apply up to 165 days of unused sick time towards service credit with the New York State Retirement System.

**CARRIED (4 - 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

**ACCUMULATION OF SICK LEAVE POLICY FOR NON-UNION TOWN OF MALONE EMPLOYEES**

- A.** Effective January 1, 2015, all current Town of Malone employees with full time status (a minimum of 30 hours a week) who are not covered by a collective bargaining agreement and who were hired by the Town of Malone prior to December 31, 1994 are entitled to retain all unused sick days accumulated to 12/31/2014 and to continue to accumulate unused sick time thereafter, at the rate of 12 sick days per year (72hours) up to a total maximum of 185 days. Upon retirement such employees shall be entitled to:

- 1).** payment for up to a maximum of 185 unused sick days, at the employee's rate of pay at the time of retirement; or

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- 2). upon retiring from the New York State Retirement System, the employee may opt to have up to 165 days of accumulated sick leave credited for service time with the retirement system and the cash value, at the employee's rate of pay at the time of retirement, of any remaining accumulated sick days, but not to exceed a maximum of 185 days in combination with the accumulated sick leave credited toward service time with the retirement system, may be paid for health insurance for the employee retiree through the retirement system, if the employee is so entitled to apply for and receive said health insurance coverage in retirement; or
  - 3). upon retiring from the New York State Retirement System, the employee may opt to have up to 165 days of accumulated sick leave credited for service time with the retirement system and to receive payment for the cash value, determined by the employee's rate of pay at the time of retirement, of any remaining accumulated sick leave days not to exceed in combination with those sick leave days credited for retirement service, a maximum of 185 unused sick days; or
  - 4). upon retiring from the New York State Retirement System, the employee may opt to have the cash value, at the employee's rate of pay at the time of retirement, of all or less than all of the employee's unused sick days up to a maximum of 185 days to be paid for health insurance for the employee retiree through the retirement system, if the employee is so entitled to apply for and receive said health insurance coverage in retirement and, the employee may opt to receive payment at the employee's rate of pay at the time of retirement for the balance of any remaining accumulated unused sick leave not to exceed in combination with those sick leave days paid for the retiree's health insurance premium, a maximum of 185 unused sick days.
- B.** Effective January 1, 2015, all current Town of Malone employees with full time status (a minimum of 30 hours a week) who are not covered by a collective bargaining agreement and who were hired by the Town of Malone subsequent to December 31, 1994 but prior to December 31, 2014, are entitled to retain all unused sick time accumulated to December 31, 2014 and to continue to accumulate unused sick time thereafter, at the rate of 12 sick days per year (72hours) up to a total maximum of 130 days. Upon retirement, such employees shall be entitled to:
- 1). payment for up to a maximum of 130 unused sick days, at the employee's rate of pay at the time of retirement; or
  - 2). upon retiring from the New York State Retirement System, the employee may opt to have up to 130 days of accumulated sick leave credited for service time with the retirement system and the cash value at the employee's rate of pay at the time of retirement of any remaining unused sick days, not to exceed in combination with those days credited for retirement service, a maximum of 130 unused sick days, may be paid for health insurance for the employee retiree through the retirement system, if the employee is so entitled to apply for and receive said health insurance coverage in retirement; or
  - 3). upon retiring from the New York State Retirement System, the employee may opt to receive payment for up to a maximum of 65 days of the employee's accumulated unused sick leave at the employee's rate of pay at the time of retirement and the cash value, at the employee's rate of pay at the time of retirement, of the remainder of the unused sick leave time not to exceed in combination with those days for which the employee received a cash payment a maximum of 130 unused sick days, may be paid for health insurance for the employee retiree through the retirement system, if the employee is so entitled to apply for and receive said health insurance coverage in retirement; or
  - 4). upon retiring from the New York State Retirement System, the employee may opt to have up to 130 days of accumulated sick leave credited toward service time with the retirement system and in the event that the employee opts for less than 130 accumulated sick days to be credited toward service time, the cash value of the remaining unused sick days, not to exceed in combination with those days credited for retirement service, a maximum of 130 unused sick days, may be paid

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as a cash payment to the retiring employee at the employee's rate of pay at the time of retirement.

- C. Effective January 1, 2015, all Town of Malone employees hired after 12/31/2014, with full time status (a minimum of 30 hours a week) who are not covered by a collective bargaining agreement, shall be entitled to accumulate unused sick time, at the rate of 12 sick days per year (72 hours) up to a total maximum of 130 days. Upon retirement, such employees shall be entitled to:
- 1). payment for up to a maximum of 65 unused sick days, at the employee's rate of pay at the time of retirement; or
  - 2). upon retiring from the New York State Retirement System, the employee may opt to receive payment for up to a maximum of 65 unused sick days at the employee's rate of pay at the time of retirement and the cash value, at the employee's rate of pay at the time of retirement, of any remaining unused sick leave time up to a maximum of 65 accumulated sick days, may be paid for health insurance for the employee retiree through the retirement system, if the employee is so entitled to apply for and receive said health insurance coverage in retirement; or
  - 3)- upon retiring from the New York State Retirement System, the employee may opt to receive payment for a maximum of 65 days of the employee's accumulated unused sick leave at the employee's rate of pay at the time of retirement and any remaining unused sick leave time up to a maximum of 65 days the employee may have credited toward service time with the retirement system.
  - 4). Upon retiring from the New York State Retirement System, the employee may opt to have up to 130 days of accumulated sick leave credited toward service time with the retirement system.

**Complete Streets:**

Councilor Scharf spoke about Complete Streets. Obtained another small grant and two individuals, including Councilor Scharf, are going to a conference to present using cooperation with local government and Complete Streets. Hoping to apply some of money obtained to create sidewalk for the new health center. This money has to be used for a project that has to do with senior citizens. If we have enough money from this grant, we will be able to connect the new center with either Park Street or Constable Street. Trying to connect all together with the new health center. Street is on hold, and we have some other ideas. The School will do their section.

Councilor Taylor commented on the new door for the Court. The Court is waiting for one-way glass.

**CORRESPONDENCE:**

**From Town Clerk Hafter** – Letter of Resignation effective February 28, 2015.

Supervisor Maneely reported that Clerk Hafter did an excellent job, and we only had one issue, selling sportsmen licenses. Deputy Supervisor Walbridge also indicated Clerk Hafter did a great job as Clerk, and we had an opinion difference. She was always somebody that would be a front runner, and certainly had her own way of thinking. We made our discussion, and listened to the tax payers. She did a good job and was a good clerk. Councilor Taylor agreed with Deputy Supervisor Walbridge in that she did a good job for 25 years.

**Motion** – Councilor Scharf

**Second** – Councilor Taylor

**Resolved (#48 – 2015)** to accept Town Clerk Hafter's Letter of Resignation effective February 28, 2015, and wish her the very best in her retirement.

**CARRIED (4 - 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

Councilor Scharf went through Town Clerk Manual, Town Law, and thinks we should advertise for the job, and made a list of duties. Need a date and be sure we add

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equal opportunity employer and women and minority language. The Town Clerk committee will consist of Councilors Sullivan and Taylor, and Budget Officer Stewart. The ad should run in The Malone Telegram and The Free-Trader, to include position titles and applications received through close of business February 27, 2015.

**Motion** – Councilor Scharf

**Second** – Deputy Supervisor Walbridge

**Resolved (#49 – 2015)** to advertise Town Clerk position in The Malone Telegram and the Free-Trader for the vacancy of Town Clerk as per what was read and adding the equal opportunity employer and women and minority business language, to add other titles, with the date of February 27<sup>th</sup> as the deadline.

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye  
Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

**NEW BUSINESS:**

**Code Officer Fee –**

Code Officer Crossman requested the Board to approve a \$50.00 code fee, as per NYS Code, regarding identification of buildings utilizing Truss Type Construction.

**Motion** – Deputy Supervisor Walbridge

**Second** – Councilor Scharf

**Resolved (#50 – 2015)** to add to the current Town of Malone Code Office the \$50.00 fee for Truss Type Construction inspection.

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye  
Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

**North Country Life Flite –**

Entering into 2015 contract with North Country Life Flight in the amount of \$2,000.00, as budgeted.

**Motion** – Deputy Supervisor Walbridge

**Second** – Councilor Taylor

**Resolved (#51 – 2015)** to enter into 2015 contract with North Country Life Flight in the amount of \$2,000.00 as budgeted.

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye  
Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

**Chamber of Commerce -**

Entering into agreement with Chamber of Commerce in the amount of \$5,500.00, as budgeted. Budget has been submitted

**Motion** – Councilor Scharf

**Second** – Councilor Taylor

**Resolved (#52 – 2015)** to pay the Chamber of Commerce in the amount of \$5,500.00 , as budgeted.

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye  
Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

**Adult Center Budget –**

**Motion** – Deputy Supervisor Walbridge

**Second** – Councilor Taylor

**Resolved (#53 – 2015)** to enter into agreement with Adult Center in the amount of \$10,000.00, as budgeted.

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye  
Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

**Golden Age Club –**

**Motion** – Deputy Supervisor Walbridge

**Second** – Councilor Scharf

**Resolved (#54 – 2015)** to enter into agreement with Golden Age Club in the amount of \$2,000.00, after receipt of Budget.

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye  
Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

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**EXECUTIVE SESSION:**

**At 6:50 pm Motion** – Deputy Supervisor Walbridge

**Second** – Councilor Taylor

**Resolved (#55 - 2015)** that the Town Board enters into Executive Session pertaining to the employment history of, and matters leading to, the employment, discipline, suspension, dismissal or removal of a particular person, with Board Members to be present.

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye  
Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

**At 7:00pm** the executive session ended and the regular meeting resumed with the following action taken:

**Motion** – Deputy Supervisor Walbridge

**Second** – Councilor Taylor

**Resolved (#56 – 2015)** to take Assessor Amy Hewitt’s recommendation to hire Debra Hutchins as Data Collector at the rate of \$25,000.00 per year, prorated, to start on or about March 1<sup>st</sup>, with no announcement until Ms. Hutchins notifies employer and accepts. Position is provisional pending civil service.

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye  
Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

**BILLS FOR AUDIT & PAYMENT:**

**Motion** – Deputy Supervisor Walbridge

**Second** – Councilor Scharf

**Resolved (#57 - 2015):** that the following bills, having been audited,

Vouchers #131-186, be paid:

General Fund (A) – Abstract #3	\$22,955.59
Part Town General (B) – Abstract #3	95.60
Highway Townwide (DA) – Abstract #3	13,955.71
Highway Outside (DB) – Abstract #3	29,053.58
East Side Water (FE) – Abstract #2	255.99
Sewer (G) – Abstract #1	304.12
Fire Protection (SF)	440,000.00
Trust & Agency (T) – Abstract #6	257.60
Grand Total:	\$506,878.19

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye  
Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

**ADJOURN:**

**At 7:15p.m. Motion** – Deputy Supervisor Walbridge

**Second** – Councilor Taylor

**Resolved (#58 – 2015)** there being no further business to come before the Board that it adjourn, with the next meeting to be February 25, 2015 at 6:00 p.m.

**CARRIED (4 - 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Aye  
Councilor Sullivan - Absent Councilor Taylor - Aye Councilor Scharf - Aye**

**RESPECTFULLY SUBMITTED,**

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**DENICE A. HUDSON, DEPUTY TOWN CLERK**