

Town of Malone
Organizational 2015 & Regular Meeting
01/14/2015

The 2015 Organizational Meeting of the Malone Town Board was held at 6:00pm, Wednesday, January 14th, 2015 at the Malone Town Offices, 27 Airport Rd., Malone, NY.

PRESENT: Supervisor Howard Maneely
Councilor Louise Taylor
Councilor John Sullivan
Councilor Mary Scharf

ABSENT: Deputy Supervisor Paul Walbridge

ALSO PRESENT: Susan Hafter, Town Clerk
Andrea Stewart, Budget Officer/Bookkeeper
Lillian-Anderson Duffy, Town Attorney
Bruce Mallette, Superintendent of Highways
Michael Andrews, Highway

Bruce Burditt, Malone Jenna Broeker, Malone Justin Cartier, Malone
E. J. Conzola II, Malone Telegram

2015 ORGANIZATIONAL MEETING

CALL TO ORDER: At 6:00pm Supervisor Maneely called the meeting to order with a pledge to the flag.

SUPERVISOR'S OPENING REMARKS:

Supervisor Maneely welcomed all in attendance and said the 2015 Town Budget is under the NYS tax levy increase cap. He said he hopes the Board will work together to get some good things done for the Town in 2015.

APPOINTMENTS & DESIGNATIONS:

Deputy Supervisor – Supervisor Maneely appointed Paul Walbridge as Deputy Supervisor for a one year term.

Newspaper –

Motion – Councilor Scharf

Second – Councilor Sullivan

Resolved (#1-2015): to designate the Malone Telegram as the official newspaper for the Town of Malone for 2015.

CARRIED (4 - 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Absent

Councilor Sullivan - Aye Councilor Taylor - Aye Councilor Scharf - Aye

Depositories –

Motion – Supervisor Maneely

Second – Councilor Taylor

Resolved(# 2-2015): to designated the following financial institutions as depositories for the Town of Malone: Community, Key, First Niagara, and NBT Bank for the Town of Malone.

CARRIED (4 - 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Absent

Councilor Sullivan - Aye Councilor Taylor - Aye Councilor Scharf - Aye

Meeting Date & Time –

Motion – Councilor Scharf

Second – Councilor Taylor

Resolved (#3- 2015): to set the meeting schedule for the Malone Town Board currently held on the second and fourth Wednesday of each month - @ 6:00 P.M

CARRIED (4 - 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Absent

Councilor Sullivan - Aye Councilor Taylor - Aye Councilor Scharf - Aye

2015 Mileage Rate –

Motion – Councilor Scharf

Second – Councilor Sullivan

Resolved (#4- 2015): to set the Town of Malone mileage rate for 2015 at \$.50 per mile).

CARRIED (4 - 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Absent

Councilor Sullivan - Aye Councilor Taylor - Aye Councilor Scharf - Aye
Small Tools –

Motion – Councilor Taylor

Second – Councilor Scharf

Resolved (#5- 2015): to authorize the Highway Supt. to expend up to \$1500 for the purchase of small tools for 2015.

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

Historian –

Motion – Councilor Sullivan

Second – Councilor Taylor

Resolved (#6- 2015): to designate the Franklin County Historical Society as the Town of Malone Historian for 2015.

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

Deputy Highway Superintendent - Superintendent Mallette appointed Michael Andrews as Deputy Superintendent of Highways for 2015. He was sworn to office by Clerk Hafter.

Landfill Overseer –

Motion – Councilor Taylor

Second – Councilor Scharf

Resolved (#7- 2015): To appoint Highway Superintendent Mallette as Landfill Overseer for 2015, at a salary of \$6,000 for 2015.

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

Subject Matter List -

Motion – Councilor Scharf

Second – Councilor Sullivan

Resolved (#8- 2015): to adopt, for the purpose of FOIL requests, the Subject Matter List for 2015, as derived from the from the New York State Records Retention Schedule and as recommended by Records Management Officer Hafter.

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

FOIL Exception:

Motion – Councilor Scharf

Second – Councilor Sullivan

Resolved (#9- 2015): to continue the 2014 resolution concerning the Town Attorney dealing with FOIL requests regarding potential litigation by the Town Clerk.

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

Procedural Rules – Councilor Scharf said Robert's Rules seem to very confining, but she has a resolution to deal with a problem she is trying to deal with.

Motion – Councilor Scharf

Second – Councilor Taylor

Resolved (#10- 2015): that the Town Board direct the Town Clerk to not include verbatim general discussions and conversations in the town meeting minutes, unless the Town Board, after a motion is carried by a majority of the Town Board, directs that a detailed record of the discussion be made. Where the fact that a particular subject was discussed is relevant to the proceedings, a simple sentence or so will do. Verbatim statements will be allowed inclusion in the meeting minutes only by Town Board motion carried by a majority of the Board.

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

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SUPERVISOR'S COMMITTEE APPOINTMENTS FOR 2015

(the name listed first designates the chair person)

Highway & Airport	Walbridge/Sullivan
Bldgs, Parks & Grounds	Taylor/Sullivan
Golf Club	Taylor/Walbridge
Recreation	Walbridge/Taylor
Landfill	Taylor/Scharf
Assessments, Taxes, Zoning/Code	Walbridge/Scharf
Rec. of Taxes/Town Clerk, Bingo Inspector/Constable	Sullivan/Taylor
Dog Control	Walbridge/Scharf
Historian	Taylor/Scharf
Fire Protection	Walbridge/Sullivan
Policy & Grants	Sullivan/Scharf
Negotiations	Sullivan/Walbridge
Records Management Advisory	Taylor/Scharf
Cable Franchise	Taylor/Scharf
Disaster Plan	Taylor/Scharf
Village Liaison	Walbridge/Sullivan
Court	Taylor/Scharf
Taxi	Walbridge/Taylor

Supervisor's Statement - In accordance with NYS Town Law, all Town departments which handle cash, shall make all books, records and annual statements available for Town Board review.

SALARY SCHEDULE:

Motion – Councilor Sullivan

Second – Councilor Taylor

Resolved (#11- 2015): To adopt the salary schedule for 2015, as budgeted:

Supervisor	\$ 13,750.00
Councilor (4 @)	5,500.00
Town Justice (1@)	34,000.00
Town Justice (1@)	30,000.00
Supt. of Highways	44,000.00
Landfill Overseer	6,000.00
Deputy Supt. of Hwys.	4,264.00
Secretary/Bookkeeper	36,936.00
Budget Officer	8,000.00
Assessor	41,536.00
Assessment Field Worker	23,136.00
Town Clerk	19,471.00
Receiver of Taxes	14,365.00
Records Management Officer	1,100.00

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Registrar	1,500.00
Deputy/Floater Clerk	24,628.00
Code Secretary	2,700.00
Airport Lease Clerical	1,000.00
Hwy Acct. Clerk/Laborer (40 hrs.)	39,248.00
Airport Manager	3,000.00
Justice Court Clerk #1	29,436.00
Court Clerk #2	23,436.00
Court Clerk #3 (PT)	10,000.00
Zoning/Code Officer (35 hrs.)	35,000.00
Bingo Inspector	850.00
Town Constable	150.00
Town Attorney	19,000.00
Health Officer	750.00

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

Highway rates, in accordance with the CSEA Contract ending 12/31/2015

MEO	\$19.25 per hour
HEO	\$19.55 per hour
Mechanic	\$19.95 per hour
Laborer One	\$15.65 per hour
Laborer Two	\$19.25 per hour

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

REGULAR TOWN BOARD MEETING

SUPERVISOR' S STATEMENT:

Supervisor Maneely apologized for a “knee-jerk reaction” that led him to disallow a Malone resident, Mike Fournier, from being put on the agenda to speak at a Town Board meeting. Attorney Duffy checked with the Association of Towns who said it would be a good idea to allow Mr. Fournier to speak. Supervisor Maneely visited Mr. Fournier at this home to try to correct his mistake.

MINUTES & REPORTS:

Motion – Councilor Scharf

Second – Councilor Taylor

Resolved (#12- 2015): not to accept the minutes (of the regular meeting of December 17, 2014) as written.

*CARRIED (3 - 0) – Supervisor Maneely - Aye Deputy Supervisor Walbridge – Absent
Councilor Sullivan - Abstain Councilor Taylor - Aye Councilor Scharf - Aye*

Motion – Councilor Scharf

Second – Councilor Taylor

Resolved (#13 -2015): to accept the following reports as presented and place on file: Supervisor – 11/2014

Town Clerk/Registrar - 12/2014 Airport Manager - 12/2014

Supt. of Highways - 12/2014 Code officer – 12/2014

Justices Boardway & Lamitie - Submission logs for 12/2014

NYS Comptroller – Justice Court report for 11/2014

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

OLD BUSINESS:

MBWE Officer –

Motion – Councilor Scharf

Second – Councilor Sullivan

Resolved (#14 -2014): to appoint Supervisor Maneely to act as Minority Business and Women's

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Enterprise Officer for the Town of Malone.

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

Resignation –

Motion – Councilor Taylor

Second – Councilor Scharf

Resolved (#15 -2015): to accept, with regret, the resignation of Data Collector Marten Tichenor and to advertise in the Malone Telegram for candidates to fill the vacancy.

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

SUPERVISOR REPORTS:

NYS Comptroller Audit – the Town Audit began 1.5.2015

Dog Control Agreement –

Motion – Councilor Scharf

Second – Councilor Taylor

Resolved (#16 -2015): to accept for signature the Dog Control Agreement with North Country Animal Shelter for 2015, with the same terms as 2014.

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

Malone Callfiremen Physicals -

Motion – Councilor Sullivan

Second – Councilor Taylor

Resolved (#17-2015): to approve for the Supervisor's signature (and add to the County Self- Insurance Plan): Gordon Caswell; John Pierson; Raymond Drake; John Russell; Curtis Lamica.

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

BOARD MEMBER/COMMITTEE REPORTS:

Councilor Taylor – Everything at court is going ok. They are pleased with the new Justice.

Councilor Sullivan – Asked Attorney Duffy to send a letter of default of payment to Victor Fellion.

Councilor Sullivan – There are “feelers out” for locating the Village DPW on Town property near the Highway Garage.

Councilor Sullivan – One pilot, Greg Morey, disputes the amount of money he is told he owes for hangar rent.

Councilor Scharf – Prepared envelopes for the board members containing her draft proposed Annual Performance Review for non-union town employees.

Supervisor Maneely - Noted the need for an Employee Manual.

CORRESPONDENCE:

From Data Collector Tichenor: Resignation letter effective 1/23/15

From Franklin County Legislature Clerk: 2015 statement of taxes & equalization table

NEW BUSINESS:

Training Request -

Motion – Councilor Taylor

Second – Councilor Scharf

Resolved (#18-2015): to authorize Code Officer Crossman to attend the annual education conference program in Lake Placid NY March 2-5th, 2015, with all

necessary expenses to be paid by the town.

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

SUPERINTENDENT OF HIGHWAYS REPORT:

Superintendent of Highways Mallette reported on work on Park Street and noted that the barriers have been damaged by vandals.

Highway Appointment –

Motion – Councilor Taylor

Second – Councilor Sullivan

Resolved (#19-2015): to appoint Tim Lavoie (2014 Seasonal hire) to the position of Medium Equipment Operator, effective 1/1/2015, to fill the vacancy created when Bruce Mallette became Highway Superintendent.

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

Standard Work Day & reporting

Motion – Councilor Scharf

Second – Councilor Sullivan

Resolved (#20-2015): To approve and adopt the Standard Work Day & Reporting procedures for appointed officials and employees using the time clock, in accordance with NYS Retirement Law as follows:

6 hour work day:

Confidential Secretary/Bookkeeper to the Supervisor
own Clerk/Tax Receiver/Records Management Officer/Registrar

Deputy Clerk/Receiver

Justice Court Clerk

Assessor

Data Collector

7.5 hour work day: Code Enforcement Officer

8 hour work day: Highway Clerk

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

Motion – Councilor Scharf

Second – Councilor Sullivan

Resolved (#21- 2015): to approve and adopt the process for those officials not using a time clock: A Three month record of work activities (work activity calendars) due to the Town Office no later than May 30, 2015: required for the Town Attorney, Supt. of Highways, Deputy Hwy Supt. (optional for Councilors Taylor & Walbridge)

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

NYS AOT Conference Board Designation- No one from the Town of Malone is attending the 2015 NYSAOT Confrence.

Journal Entries -

Motion – Councilor Scharf

Second – Councilor Sullivan

Resolved (#23- 2015): to authorize the Budget Officer to make the necessary journal entries to record the November court fees (\$7871.00) in A2610 fines/fees, and transfer this amount from the A690 Clearinghouse acct to A980 Revenues, as per the Comptroller notice for November 2014.

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

EXECUTIVE SESSION:

At 6:42 pm * Motion – Supervisor Maneely

Second – Councilor Sullivan