

**Town of Malone
Organizational Board Meeting
Regular Board Meeting
January 11, 2017**

The 2017 Organizational Meeting of the Town of Malone was held Wednesday, January 11th, 2017 at the Town Offices, 27 Airport Road, Malone, New York, commencing at 6:00 p.m., and preceded at 5:45 p.m. by the Town of Malone IDA Meeting.

PRESENT: Supervisor Howard Maneely
Councilor Mary Scharf
Councilor John Sullivan
Councilor Edward Lockwood

ABSENT: Councilor Louis Taylor

ALSO PRESENT: Deborah Hutchins, Town Clerk
Denice Hudson, Budget Officer
Lillian-Anderson Duffy, Town Attorney
Bruce Mallette, Superintendent of Highways
Mike Andrews, Deputy Highway Superintendent
EJ Conzola, The Malone Telegram

Logan Miller, Malone	Devin Wahlua, Malone
Zachary Simmons, Malone	Karley Miller, Malone
Sandra Reome, Malone	Bruce Burditt, Malone
Makayla Jock, Malone	Jon Miller, Malone
Archie McKee, Malone	Mary Fredenburg, Malone
Emily Parker, Malone	Donna Kissane, Malone
Joe Riccio, Malone	Jess Broeker, Malone
Joshua Whitehead, Malone	Samantha Fefee, Malone
Claudia Collins, Malone	

ORGANIZATIONAL

At 6:00 p.m., Supervisor Maneely opened the 2017 Organizational Meeting with a Pledge to the Flag. He welcomed the students in attendance.

Supervisor Maneely announced at this time that he will not be seeking re-election to the position of Town Supervisor after his current term ending 12/31/2017. Supervisor Maneely stated he will be happy to work with his replacement.

Highway Superintendent Appointment:

Superintendent of Highways Mallette announced his appointment of **Mike Andrews** to the position of **Deputy Superintendent of Highways** for a one year term. Town Clerk Hutchins administered the oath of office to Deputy Andrews.

Motion – Councilor Scharf

Second – Deputy Supervisor Sullivan

Resolved (#1-2017) to designate the **Malone Telegram** as the **official newspaper** for the Town of Malone for 2017.

Carried with all members present voting in favor (4-0).

Motion – Councilor Lockwood

Second – Councilor Scharf

Resolved (#2-2017) to designate **Community Bank, Key Bank, and NBT** as the **official depositories** for the Town of Malone for 2017.

Carried with all members present voting in favor 4-0).

Motion – Deputy Supervisor Sullivan

Second – Councilor Scharf

Resolved (#3-2017) to adopt the holiday schedule for 2017.

Carried with all members present voting in favor (4-0).

New Year's Day	-	January 2	(Monday)
Martin Luther King Jr. Day	-	January 16	(Monday)
President's Day	-	February 20	(Monday)
Good Friday	-	April 14	(Friday)

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Memorial Day	-	May 29	(Monday)
Independence Day	-	July 4	(Tuesday)
Labor Day	-	September 4	(Monday)
Columbus Day	-	October 9	(Monday)
Election Day	-	November 7	(Tuesday)
Veterans Day	-	November 10	(Friday)
Thanksgiving Day	-	November 23	(Thursday)
	-	November 24	(Friday)
Christmas Day	-	December 25	(Monday)

Motion – Councilor Scharf

Second – Deputy Supervisor Sullivan

Resolved (#4-2017) to set the official meeting schedule for the Town Board as the **second and fourth Wednesdays of each month at 6:00 p.m.** for 2017.

Carried with all members present voting in favor (4-0).

Motion – Councilor Scharf

Second – Councilor Lockwood

Resolved (#5-2017) to adopt the **salary schedule for 2017**, as budgeted:

Supervisor	\$14,250.00
Councilor (4 @)	6,000.00
Town Justice (2@)	32,000.00
Supt. of Highways	47,500.00
Landfill Overseer	6,000.00
Deputy Supt. of Hwys.	5,000.00
Secretary/Bookkeeper	39,000.00
Budget Officer	5,000.00
Assessor	43,036.00
Town Clerk	18,600.00
Receiver of Taxes	11,800.00
Records Management Officer	1,100.00
Registrar	1,500.00
Code Secretary	3,800.00
Airport Lease Manager	1,250.00
Deputy/Floater Clerk	25,500.00
Hwy Acct. Clerk/Laborer	22,000.00
Airport Manager	4,000.00
Justice Court Clerk #1	22,000.00
Justice Court Clerk #2	24,000.00
Justice Court Clerk #3	25,000.00
Zoning/Code Officer (35 hr)	37,500.00
Bingo Inspector	950.00
Town Constable	250.00
Town Attorney	22,000.00
Health Officer	750.00

Motion – Councilor Scharf

Second – Deputy Supervisor Sullivan

Resolved (#6-2017) to approve **\$2,000 Stipends, as budgeted, to cover all water district work for the East Side and West Side Water Districts, to the following: the Assessor, Town Clerk/Tax Receiver, and Bookkeeper/Budget Officer.**

Carried with all members present voting in favor (4-0).

Highway rates, in accordance with CSEA Contract ending 12/31/18.

MEO	\$20.10
HEO	20.40
Mechanic	20.80
Laborer One	16.50
Laborer Two	20.10

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Motion – Deputy Supervisor Sullivan

Motion – Councilor Scharf

Resolved (#7-2017) to approve **Highway Rates in accordance with CSEA contract ending 12/31/2018.**

Carroed with all members present voting in favor (4-0).

Motion – Councilor Lockwood

Second – Councilor Scharf

Resolved (#8-2017) to set the **official mileage reimbursement rate** for the Town of Malone at **\$.50 per mile** for 2017.

Carried with all members present voting in favor (4-0).

Motion – Deputy Supervisor Sullivan

Second – Councilor Lockwood

Resolved (#9-2017) to **authorize the expenditure of up to \$1,500.00 for small tools** by the Highway Superintendent for 2017.

Carried with all members present voting in favor (4-0).

Motion – Councilor Scharf

Second – Deputy Supervisor Sullivan

Resolved (#10-2017) to designate the **Franklin County Historical Society** as the Town of Malone **Historian** for 2017.

Carried with all members present voting in favor (4-0).

Motion – Councilor Lockwood

Second – Deputy Supervisor Sullivan

Resolved (#11-2016) to appoint Highway Superintendent Bruce Mallette as Landfill overseer at a salary of \$6,000.00 for 2017.

Carried with all members present voting in favor (4-0).

Supervisor’s Announcement - Annual Statements, books and records are available from all departments which handle cash, for Town Board review, as required by NYS Town Law.

Supervisor’s Committee Appointments for 2017

(the name listed first designates the chair person)

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

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REGULAR AGENDA

MINUTES for review and approval:

Approval of December 28, 2016 regular meeting.

Motion – Councilor Scharf

Second – Councilor Lockwood

Resolved (#12-2017) to accept the Minutes as written for December 28, 2016 Regular Meeting.

CARRIED (4-0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye Councilor Scharf - Aye Councilor Lockwood – Aye

Approval of December 14, 2016 regular meeting.

Motion – Councilor Lockwood

Motion – Deputy Superintendent Sullivan

Resolved (#13-2017) to accept the Minutes as written for December 14, 2016 Regular Meeting.

CARRIED (3-0) – Supervisor Maneely – Aye Deputy Supervisor Sullivan – Aye Councilor Lockwood – Aye Councilor Scharf - Abstain

REPORTS:

Motion – Deputy Supervisor Sullivan

Second – Councilor Scharf

Resolved (#14-2017) to accept the following reports for review and filing as written and placed in the file: Town Clerk/Registrar – 12/2016; Justices Gardner and Robert reports – 12/2016; Code Officer – 12/2016..

CARRIED (4-0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye Councilor Scharf - Aye Councilor Lockwood - Aye

OLD BUSINESS:

Landfill Solar Project – Village Mayor, Joe Riccio and County Manager, Donna Kissane, addressed the Board with an update on the Landfill Solar Project. Ms. Kissane stated that they have worked with the solar vendor to work on separating the two parcels, getting tax map ID's and filing of the deeds. Jonathan Miller stated he has provided the property descriptions and surveys to both the Village and Town attorneys. Lillian Anderson-Duffy stated that the legal descriptions and tax map ID numbers will be attached to the contract as exhibits once completed. The next step would be to finish up the SEQR process. Ms. Kissane stated there will actually be 3 parcels involved because of the one piece left over. Ms. Kissane asked Lillian Anderson-Duffy if there would be anything needed from the County or the Village after this process completed and she confirmed that was all that would be needed at this point. Mayor Riccio discussed the certain bench marks that need to be met and the critical deadline for substantial completion of the project in November-December in order to not risk losing funds for the project. Ms. Kissane also stated there is a critical deadline for a payment to be made to National Grid for connectivity after the separation of the parcels have been completed.

Enterprise Fleet Management commercial credit application and master lease agreement/maintenance agreement was discussed by Lillian Anderson-Duffy, Town Attorney. She stated that she met with both the Highway Superintendent and Deputy Highway Superintendent to discuss this agreement. One issue is that Enterprise will not provide prices for vehicles until the contract is signed. She further stated that in speaking to Jonathan Miller, County Attorney, they did not have the same experience as they were able to get specification and pricing on vehicles before signing an agreement. Superintendent Mallette and Deputy Superintendent Andrews have spoken to a local vendor for leasing vehicles. Bailey Ford will price and specify the vehicles before signing an agreement. Supervisor Maneely then stated that there are three certified car dealerships in the town and that quotes need to be received from all of them for equal opportunity. Deputy Superintendent Andrews stated that Ford is under state contract. Councilor Scharf also stated she wants it fair for all. Further discussion was held on issues with the agreement. It was decided to table this until further investigation is completed on this agreement as well as other options.

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Mobile and Manufactured Home Replacement (MMHW) Program – Councilor Scharf provided updated information of this program. This program is a total of \$2M for the entire state. The application is extensive with a deadline of next week. It was determined that between the length of the application, researched required, scarcity of funds and approaching deadline that it would not be worth the taxpayers money to further pursue this particular program at this time.

SUPERVISOR REPORTS:

Motion: Councilor Lockwood

Second: Councilor Scharf

Resolved (#15-2017) to accept MCF Physicals for signature for Luke Barney, Mark Thomas Smith, John Russell and Gregory Pecore and to add to the Franklin County Self Insurance plan.

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Scharf - Aye Councilor Lockwood - Aye**

2017 Chamber of Commerce Agreement

Document as written and budgeted.

Motion – Councilor Lockwood

Second – Deputy Supervisor Sullivan

Resolved (#16-2017) to accept 2017 Chamber of Commerce Agreement as budgeted.

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Scharf - Aye Councilor Lockwood - Aye**

Occupational Safety & Health Training & Education Program

Motion – Deputy Supervisor Sullivan

Second – Councilor Scharf

Resolved (#17-2017) to approve permission for Supervisor to submit letter of support to North Country Chamber of Commerce in support of a grant for the Occupational Safety & Health Training & Education Program..

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Scharf - Aye Councilor Lockwood - Aye**

CDBG Grant

Motion – Deputy Supervisor Sullivan

Second – Councilor Lockwood

Resolved (#18-2017) to support Friends of the North County as the consultant to administer the CDGB Grant for Valley Ridge Manor.

**CARRIED (4-0) – Supervisor Maneely – Aye Deputy Supervisor Sullivan – Aye
Councilor Scharf – Aye Councilor Lockwood - Aye**

SUPERINTENDENT OF HIGHWAYS:

Superintendent Mallette stated that he would like to thank Supervisor Maneely for all his years of service and he looks forward to working with him on his final year. He reported that the new boiler is getting assembled. They have been keeping roads cleared and working on getting the tree tops down around airport to satisfy the FAA requirement.

Board Member/Committee Items:

Deputy Supervisor Sullivan reported that Jamie Rogers, ANCA Communities Outreach Coordinator with NYSERDA, will be doing a presentation at the next meeting on January 25, 2017 to review requirements for the Clean Energy Communities Program.

Councilor Scharf stated that in reference to the grant for the mobile home replacements, Bill Smith did recommend we apply for the regular CDBG housing grant. He also indicated this should be done in conjunction with the Village as a joint application. Councilor Scharf then reviewed the Complete Streets Annual Report for 2015/2016 with highlights included:

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- Arsenal Green Park Sidewalk Improvements (2016 and 2017)
- Advisory Board Chamber of Commerce Award (2015)
- Walking College Scholarship (2015) for member to attend Walking Summit in Washington, DC.
- Explore Malone Walk/Bike Challenge held in May 2016.
- 2017 Grants Applied for Village and Town – Route 11 and State Street Sidewalks.
- Bike Signs have been installed (with help of Village/Town) as well as Sharrows in the Village.
- Bike Racks have been installed in various areas.
- Indian Trails to Davis School sidewalks being evaluated.
- Sidewalk Code being adopted.
- Recommendation to Village to improve Main Street configuration.

Discussion was held on the State Street/College Avenue improvements needed.

CORRESPONDENCE:

- Letter from Friend Commercial Contracting Corporation requesting a three week extension of time due to delay in the delivery of the fuel tank.

Motion – Councilor Scharf

Second – Councilor Lockwood

Resolved (#19-2017) to approve three week extension of time to Friend Commercial Contracting Corporation due to delay in the delivery of the fuel tank.

- From Franklin County Legislature – 2017 Statement of Taxes & 2017 Equalization Table.

NEW BUSINESS:

Motion – Councilor Lockwood

Second – Deputy Supervisor Sullivan

Resolved (#20-2017) to allow Code Officer Crossman to attend annual training conference in Lake Placid, March 6 to March 9th, with all necessary expenses paid by the Town.

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Scharf - Aye Councilor Lockwood - Aye**

Motion – Deputy Supervisor Sullivan

Second – Councilor Lockwood

Resolved (#21-2017) to approve for Councilor Scharf to attend the NYS Association of Towns Conference in February, with all expenses to be paid by the Town and for her appointment as the voting delegate.

EXECUTIVE SESSION:

At 6:50 p.m. Motion – Councilor Scharf

Second – Councilor Lockwood

Resolved (#22-2017) that the Town Board enters into Executive Session to discuss the employment history of, and matters leading to, the employment, discipline, suspension, dismissal or removal of a particular person with the Town Board, Town Attorney, Highway Superintendent and Deputy Highway Superintendent.

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Scharf - Aye Councilor Lockwood - Aye**

At 7:05 p.m. the executive session ended

Motion – Councilor Lockwood

Second – Deputy Supervisor Sullivan

Resolved (#23-2017) to return to regular session.

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Scharf - Aye Councilor Lockwood - Aye**

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BILLS FOR AUDIT & PAYMENT

Motion – Councilor Scharf

Second – Deputy Supervisor Sullivan

Resolved (#24-2017): that the following bills, having been audited, Vouchers #1-41 to be paid:

	<u>2016</u>	<u>2017</u>
General Fund (A) Abstract # 1	\$15,176.40	5,960.53
Part Town General (B) #1	15.39	
Highway Town-wide (DA) #1	5,105.63	
Highway Outside (DB) # 1	20,994.68	
Trust & Agency (T) #2	96.23	1,348.04
Subtotals	\$41,388.33	7,308.57
Grand Total		\$ 48,696.90

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Scharf - Aye Councilor Lockwood - Aye**

ADJOURN:

At 7:15 p.m.

Motion – Councilor Lockwood

Second – Councilor Scharf

Resolved (#25-2017) there being no further business to come before the Board that it adjourn, with the next meeting to be January 25, 2017 at 6:00 p.m.

**CARRIED (4- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Scharf - Aye Councilor Lockwood - Aye**

RESPECTFULLY SUBMITTED,

DEBORAH A. HUTCHINS, TOWN CLERK