

**TOWN OF MALONE
REGULAR MEETING
June 14, 2017**

A regular meeting of the Town Board of the Town of Malone, County of Franklin and the State of New York was held at the Town Offices, 27 Airport Rd., Malone, NY on the 14th day of June, 2017.

PRESENT:

| | | |
|----------------|-------|-------------------|
| Howard Maneely | ----- | Supervisor |
| Ed Lockwood | ----- | Councilor |
| Louise Taylor | ----- | Councilor |
| Mary Scharf | ----- | Councilor |
| Jack Sullivan | ----- | Deputy Supervisor |

RECORDING SECRETARY: Deborah Hutchins, Town Clerk

ALSO PRESENT: Lillian Anderson-Duffy, Town Attorney
Bruce Mallette, Highway Superintendent
Josh Davis, Malone Telegram
Hannah Hooker, Malone
Izik Poirier, Malone
Brooke Reville, Malone
Mary Fredenburg, Malone

CALL TO ORDER: Supervisor Maneely called the regular meeting to order at 6:00 PM, with a pledge of allegiance to the flag.

APPROVAL OF MINUTES

RESOLUTION 144-2017

On a motion of Councilor Scharf, seconded by Councilor Taylor, the following resolution was

ADOPTED Ayes 5 Maneely, Lockwood, Scharf, Taylor, Sullivan
Nays 0

Resolved to approve the minutes of the May 24, 2017 Regular Meeting.

REPORTS

RESOLUTION 145-2017

On a motion of Councilor Scharf, seconded by Councilor Taylor, the following resolution was

ADOPTED Ayes 5 Maneely, Lockwood, Taylor, Scharf, Sullivan
Nays 0

Resolved to accept the following reports for review as written and placed in file:

Town Clerk – 05/2017, Airport Service Worker – 05/2017, Supervisor’s Report – 03-05/2017 and Budget to Actual Report to May 31, 2017.

OLD BUSINESS:

RESOLUTION 146-2017

On a motion of Deputy Supervisor Sullivan, seconded by Councilor Scharf, the following resolution was

ADOPTED Ayes 5 Maneely, Lockwood, Taylor, Scharf, Sullivan
Nays 0

Resolution #99-2017 changed (amount from \$2,480 to \$2,388) to read as follows:

“to approve a 5 year lease/purchase for four (4) Ford F350 gas trucks and one (1) Ford Escape to include \$2,388.00 for one-time purchase for 4 trucks to be equipped with gooseneck balls under the bed kits as submitted by Bailey Ford of Malone”.

SUPERVISOR REPORT:

RESOLUTION 147-2017 – Malone Callfiremen Physicals

On a motion of Councilor Taylor, seconded by Deputy Supervisor Sullivan, the following resolution was

ADOPTED Ayes 5 Maneely, Scharf, Lockwood, Taylor, Sullivan
Nays 0

Resolved for permission for the Town Supervisor to sign the Malone Callfiremen Physical for Gerald W. Fisher, and add to the Franklin County Self Insurance Plan.

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Supervisor Maneely then discussed an email from NYS DEC dated 05/23/2017 regarding Salmon River flooding and updates on possible funding and permitting process. Supervisor Maneely stated that a study needs to be completed first.

Supervisor Maneely then discussed emails dated 05/30/2017 and 06/01/2017 regarding clearance from FAA on Lighting Project. He stated they are still waiting to hear on issuance of grant.

BOARD MEMBER/COMMITTEE ITEMS:

Councilor Lockwood stated that he met with Superintendent Mallette on the Rec Park blacktopping and will be meeting with Malcolm Miner to further discuss planning and layout.

Deputy Supervisor Sullivan stated that we are moving forward on the Clean Energy Community projects. He also thanked Denice Hudson, Budget Officer, for her continued work on this as well. Supervisor Maneely added that the 1964 agreement with Niagara Mohawk was found. Deputy Supervisor Sullivan stated that ANCA will be sending more information. He then discussed the Village taking action on unlicensed vehicles on properties and that the Town should join in on the efforts to include the Town properties.

Councilor Scharf stated that she attended a Shared Services meeting at the County. It was discovered that if shared services are being done with a few Towns and an additional Town joins in, then this becomes a new item that can be used. She also stated she has been working with various organizations on grant planning. There have been some organizations identified that are interested in working with the Village on the Main Street and Microenterprise Program.

Supervisor Maneely then stated that he spoke to the County Manager and expressed his displeasure of any possibility of the County collecting Town taxes and the loss of revenue from penalty collection. This would have to be put on the ballot for voter approval.

SUPERINTENDENT OF HIGHWAYS:

Superintendent Mallette reported on his attendance at Highway School in Ithaca. He stated there were some good courses including one on GIS (tracking on roads signs, culverts, plowing of roads scheduling, etc.) who is associated with Clarkson, Potsdam. They will be coming to Malone to review his department.

Superintendent Mallette then brought up discussion on the recent Paver and Low Boy bids and requested action be taken on them at this meeting. He indicated that he brought his Mechanic along to inspect the Paver that Tracey Equipment quoted on which is 3 years newer with less hours than others quoted. There was only one bid on the Low Boy and he spoke with St. Lawrence County on this piece of equipment since they previously owned it. It really only needs a sand blast and paint job. He then reviewed the bid pricing that was received and recommended that the bids from Tracey Equipment in the amount of \$60,989 for the Paver and \$32,200 for the Low Boy be accepted. He would like to pay for the Paver with CHIPS monies and pay for the Low Boy with funds from machinery contractual which would be later reimbursed with funds received from auction of vehicles and equipment in his inventory. Supervisor Maneely then asked for confirmation that new trailer will be compatible with the tractor now owned and Superintendent Mallette confirmed that it is.

RESOLUTION 148-2017- *Paver and Low Boy Purchases*

On a motion of Councilor Scharf, seconded by Councilor Lockwood, the following resolution was

ADOPTED Ayes 5 Maneely, Sullivan, Scharf, Taylor, Lockwood
Nays 0

Resolved for approval to purchase a Paver as quoted from Tracey Equipment for \$60,989 using CHIPS funds and also to purchase a Trailer as quoted from Tracey Equipment for

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\$32,200 through machinery contractual with reimbursement to come from income generated from sale of excess equipment/vehicles.

Councilor Lockwood then asked Superintendent Mallette if he can work on developing a master road plan of action for 3-5 or 10 years of roads to be completed. Some discussion was held on this and Superintendent Mallette stated that the GIS program he previously spoke about would reveal a plan of action needed on roads for the next 10 years as it shows the condition of culverts/piping, roads, etc.

Judge Gardner then addressed the Board on a donation of “Veterans Parking Only” signs. Judge Gardner requested that two signs be installed by the flag in the front of Town Offices and that the Town be the leader in putting up this type of sign.

RESOLUTION 149-2017 – Veterans Only Parking Signs

On a motion of Councilor Scharf, seconded by Councilor Taylor, the following motion was ADOPTED Ayes 5 Maneely, Sullivan, Taylor, Scharf, Lockwood
Nays 0

Resolved for approval to install two “Veterans Parking Only” signs as requested by Judge Gardner.

RESOLUTION 150-2017 – Veteran’s Park Designation

On a motion of Councilor Scharf, seconded by Councilor Lockwood, the following motion was

ADOPTED Ayes 5 Maneely, Sullivan, Taylor, Scharf, Lockwood
Nays 0

Resolved to designate the Lower Park Street boat landing area as a Veteran’s Park.

CORRESPONDENCE:

- NYS Department of Taxation and Finance – Tentative Equalization Rate for Town of Malone at 86.00.
- Sears Holdings – closing of Kmart store in Malone resulting in permanent separation of employment of 71 employees. Supervisor Maneely also stated that he received a call from a real estate holding company in Rochester who indicated she has a business interested in moving in this plaza after Kmart has left. Supervisor Maneely stated that he shared this information with the Village Mayor and Russ Kinyon from the County.
- From Kim Godreau – information about the Franklin County Regional Job Fair on August 23, 2017.

NEW BUSINESS:

RESOLUTION 151-2017 – Journal Entries

On a motion of Councilor Lockwood, seconded by Councilor Taylor, the following resolution was

ADOPTED Ayes 5 Maneely, Sullivan, Taylor, Scharf, Lockwood
Nays 0

Resolved for permission for Budget Officer to make the following journal entries, as per the Comptroller notice for April, from A690 Clearinghouse \$8,217.00 to A980 Revenues \$8,217.00 (A2610 court fines & fees).

RESOLUTION 152-2017

On a motion of Councilor Lockwood, seconded by Councilor Scharf, the following resolution was

ADOPTED Ayes 5 Maneely, Sullivan, Taylor, Scharf, Lockwood
Nays 0

Resolved for permission for Budget Officer to make the following journal entries from A1110.4 to A1110.1 \$105.00; from A3089 to A1110.4 \$3,500.00; from A1340.4 to A1340.1 \$200.00.

RESOLUTION 153-2017

On a motion of Councilor Scharf, seconded by Councilor Lockwood, the following resolution was

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ADOPTED Ayes 5 Maneely, Sullivan, Taylor, Scharf, Lockwood
Nays 0

Resolved for permission for Budget Officer to make the following journal entries to accommodate payroll software: from A1330.1 Tax Receiver Personal Services to A1410.1 Town Clerk Personal Services for \$14,900.00; from A1355.1 Assessor Personal Services to A1410.1 Town Clerk Personal Services for \$12,250.00; from A1460.1 Records Management Personal Services to A1410.1 Town Clerk Personal Services for \$1,100.00; from B3620.1 Safety Inspection Personal Services to B8010.1 Zoning Personal Services for \$20,650.00.

At this time discussion was held on setting of sale price of AVGAS at \$4.54 per gallon. Budget Officer Hudson provided information on how she and Airport Service Worker, Bruce Burditt, came up with this pricing. She stated that they are trying to be competitive with other local airports. This price consists of the cost of the fuel plus taxes and fees for transactions and is competitive with other local airports including Massena and Potsdam. This pricing will need to be adjusted periodically based on purchase price. Budget Officer then reported she is still working on final details to begin selling and is hopeful for a July 1 start date to sell fuel. Councilor Lockwood stated that we need to be careful on the selling price to include recovery costs for purchasing more fuel at a later date with change in pricing.

RESOLUTION 154-2017- Aviation Fuel Price Setting

On a motion of Councilor Scharf, seconded by Deputy Supervisor Sullivan, the following resolution was

ADOPTED Ayes 5 Maneely, Sullivan, Scharf, Lockwood, Taylor
Nays 0

Resolved to approve charging \$4.54 per gallon for aviation fuel subject to change according to purchase price and pricing to be reevaluated at the first meeting of every month.

Councilor Lockwood then stated that we will need to be checking on pricing frequently as prices fluctuate.

Councilor Scharf then discussed the 2017 Microenterprise Grant Program. She stated that many have been busy working on this process and Jim Thatcher, CT Male Associates, stated that a SEQR is not needed at this time and not until the grant monies are awarded. Lead agency status confirmation from the Village will need to be addressed later. At this time a public hearing is needed and Jim Thatcher will be present to explain the grant process to any interested potential business applicants. The Public Notice was then read by the Town Clerk as follows:

The Town Board of the Town of Malone will conduct a Public Hearing at 5:00 PM on Wednesday, June 28, 2017 at the Town Offices, 27 Airport Road, Malone, NY, to discuss local housing, community, and economic development needs, and to consider application(s) for funding from the 2017 Community Development Block Grant (CDBG) Program administered by the New York State Office of Community Renewal.

The Town is considering an application under the 2017 NYS-CDBG Program with respect to financing assistance to help "microenterprise" business owners with start-up and expansion projects that promote small business development to benefit the commercial tax base in Malone and provide job opportunities for low and moderate-income residents.

The public is invited to ask questions or offer suggestions for the proposed funding or other community development needs of the Town and Village of Malone. Individuals with special needs who wish to attend should contact the Town Clerk's Office at (518) 483-4740 so that any necessary arrangements can be made regarding accessibility to the Public Hearing.

RESOLUTION 155-2017 – Public Hearing Microenterprise Grant

On a motion of Councilor Scharf, seconded by Councilor Lockwood, the following resolution was

ADOPTED Ayes 5 Maneely, Sullivan, Scharf, Taylor, Lockwood
Nays 0

Resolved to hold a Public Hearing at 5:00 p.m. on Wednesday, June 28, 2017 at the Town Offices and as read by the Town Clerk.

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It was discussed that a support letter from the Village will need to be completed and included with the grant application.

Supervisor Maneely then added that he has met with a contractor/developer who is very interested in Malone and has done a lot of work to renovate apartment houses and homes and bring up to code in Malone. He is requesting to be able to be relieved of paying taxes when renovating properties on Main Street. Supervisor Maneely stated he has a meeting set up with this contractor and Russ Kinyon, Franklin County, on Friday morning. Councilor Scharf stated she has learned that you cannot stop taxing but municipalities can agree to lock in assessments for a period of time for some relief of tax increases.

EXECUTIVE SESSION (if warranted):

RESOLUTION 156-2017

On a motion of Councilor Scharf, seconded by Councilor Lockwood, the following resolution was

ADOPTED Ayes 5 Maneely, Sullivan, Scharf, Taylor, Lockwood
Nays 0

Resolved to enter in to executive session at 6:47 p.m. with the Town Supervisor, Town Board Members, Budget Officer and Town Attorney to discuss the employment history of, and matters leading to, the employment, discipline, suspension, dismissal or removal of a particular person.

RESOLUTION 157-2017

On a motion of Councilor Lockwood, seconded by Deputy Supervisor Sullivan, the following resolution was

ADOPTED Ayes 5 Maneely, Sullivan, Scharf, Taylor, Lockwood
Nays 0

Resolved to enter back in to regular session at 7:20 p.m.

RESOLUTION 158-2017 – Compensation Time

On a motion of Councilor Scharf, seconded by Deputy Supervisor Sullivan, the following resolution was

ADOPTED Ayes 5 Maneely, Sullivan, Scharf, Taylor, Lockwood
Nays 0

Resolved to approve the following addition to the employee handbook:
“No Town employee (except the Code Officer), including but not limited to, the Town Clerk, Budget Officer, Town Assessor, Highway Clerk or Court Clerks shall be given compensation time for additional work performed over and above the 30 hour work week. The Code Officer is allowed to leave at 11:30 a.m. on Friday to cover any night time or weekend calls.” This policy shall be effective on June 14, 2017 and added to the Employee Handbook.

BILLS FOR AUDIT & PAYMENT:

RESOLUTION 159-2017

On a motion by Councilor Lockwood, seconded by Councilor Scharf, the following resolution was

ADOPTED Ayes 5 Maneely, Sullivan, Lockwood, Taylor, Scharf
Nays 0

Resolved that the following bills, having been audited and approved for payment, Vouchers #517-573

| | |
|---|---------------------|
| General Fund (A) – Abstract #15 | \$27,214.44 |
| Part Town (B) – Abstract #9 | 19.95 |
| Highway Townwide (DA) – Abstract #11 | 30.00 |
| Highway Outside (DB) – Abstract #11 | 9,465.23 |
| Trust & Agency (T) – Abstract #24 | 36,490.15 |
| East Side Water (FE) – Abstract #3 | 9,774.50 |
| West Side Water (FW) – Abstract #2 | 3,229.50 |
| Landfill Closure Capital Project (H7) – Abstract #3 | 6,459.00 |
| GRAND TOTAL: | \$ 92,682.77 |

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ADJOURN:

RESOLUTION 160-2017

With no further business to be brought before the Board and on a motion of Councilor Lockwood, seconded by Councilor Scharf, the meeting was adjourned at 7:24 p.m. The next regular meeting is scheduled for June 28, 2017 at 6:00 p.m. with a Public Hearing to be held prior at 5:00 p.m.

RESPECTFULLY SUBMITTED,

DEBORAH A. HUTCHINS, TOWN CLERK