The 2014 Organizational Meeting of the Malone Town Board was held at 6:00pm, Wednesday, January 8th, 2014 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 Denice Hudson, Deputy Town Clerk Tom Shanty, Superintendent of Highways

Bruce Mallette, Deputy Superintendent of Highways

Mark Besio, Highway Clerk

Nick Eells, Malone Boyce Sherwin, Malone Arianna MacNeill, Malone Telegram

Supervisor Maneely called the meeting to order at 6:00pm.

\* **Motion** – Supervisor Maneely Second – Councilor Sullivan

**Resolved** (# 1-2014): that the Town Board enter 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, Budget Officer, Town Clerk and Deputy Town Clerk to be present. (At 6:25pm, the Budget Officer, Clerk and Deputy were dismissed from the session and the Town Attorney joined the session.)

**CARRIED** (4 - 0) – Supervisor Maneely – Aye; Deputy Supervisor Walbridge – Absent; Councilor Taylor – Aye; Councilor Sullivan – Aye; Councilor Scharf - Aye At 6:40pm, the executive session ended and the regular meeting resumed with no action taken.

## **2014 ORGANIZATIONAL**

# **Designations/Authorizations/Appointments:**

**Town Attorney -**

\* **Motion** –Supervisor Maneely Second – Councilor Sullivan Resolved (#2-2014): to appoint Lillian Anderson-Duffy as Town Attorney for a two-year term, to 12/31/2015.

**Carried** (4 - 0) – Supervisor Maneely – Aye; Deputy Supervisor Walbridge – Absent; Councilor Taylor – Aye; Councilor Sullivan – Aye; Councilor Scharf - Aye Attorney Anderson-Duffy was sworn to office by Town Clerk Hafter.

## Supervisor's Appointment-

Supervisor Maneely announced his appointment of Andrea Stewart to the position of Budget Officer, Secretary/Bookkeeper for the Town of Malone for a four year term to 12/31/17. Budget Office Stewart was sworn to office by Town Clerk Hafter.

#### **Town Clerk -**

\* Motion – Supervisor Maneely Second – Councilor Sullivan Resolved (#3-2014): to appoint Susan Hafter to the position of Town Clerk, Receiver of Taxes, Registrar of Vital Statistics, Fixed Assets Clerk and Records Management Officer for a two year term to end 12/31/2015.

**Carried** (4 - 0) – Supervisor Maneely – Aye; Deputy Supervisor Walbridge – Absent; Councilor Taylor – Aye; Councilor Sullivan – Aye; Councilor Scharf - Aye Clerk Hafter was sworn to office by Budget Officer Stewart.

## **Code Officer -**

\* Motion – Supervisor Maneely Second – Councilor Scharf Resolved (#4-2014): to appoint Robert Crossman to the position of Building/Zoning and Fire Code Officer for a two year term to end 12/31/2015

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

Councilor Taylor – Aye; Councilor Sullivan – Aye; Councilor Scharf - Aye Code Officer Crossman was sworn to office by Clerk Hafter.

## **Town Constable and Bingo Inspector**

\* **Motion** – Supervisor Maneely Second – Councilor Taylor

**Resolved** (#5-2014): to appoint Gene Fisher to the position of Town Constable and Bingo Inspector for a two year term to end 12/31/2015.

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

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

Constable Fisher was not present and will be sworn to office at a later date.

# Airport Manager -

\* **Motion** – Supervisor Maneely Second – Councilor Taylor

**Resolved** (#6-2014): to appoint Mark Besio to the position of Airport Manager for a two year term to end 12/31/2015.

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

Manager Besio was sworn to office by Clerk Hafter

**Deputy Clerk** – Town Clerk Hafter announced her appoint of Denice Hudson to the position of Deputy Town Clerk, Deputy Receiver of Taxes and Deputy Registrar for a two year term to end 12/31/2015.

Deputy Hudson was sworn to office by Clerk Hafter.

**Deputy Superintendent of Highways** – Superintendent of Highways Shanty announced his appointment of Bruce Mallette to the position of Deputy Superintendent of Highways for a 1 year term.

Deputy Mallette was sworn to office by Clerk Hafter.

## Newspaper -

\* **Motion** – Councilor Scharf Second – Councilor Sullivan

**Resolved** (# 7-2014): to designate the Malone Telegram as the official newspaper for the Town of Malone for 2014.

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

#### **Depositories** -

\* **Motion** – Councilor Sullivan

Second – Councilor Scharf

Resolved: (#8-2014) to designate Community, Key, First Niagara and NBT Banks as the official depositories for the Town of Malone for 2014.

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

### Holiday Schedule -

\* **Motion** – Supervisor Maneely

**Second** – Councilor Sullivan

**Resolved:** (#9-2014) to set the official 2014 Holiday Schedule as presented and as follows: January 1 & 20; February 17; April 18; May 26; July 4; September 1; October 13; November 4, 11, 227 & 28 and December 25.

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

## **Meeting Schedule -**

\* **Motion** – Councilor Scharf Second – Councilor Taylor

Resolved: (#10-2014) to set the official meeting date and time at 6:00 pm the second and fourth Wednesday of each month.

## Salary Schedule -

\* Motion – Supervisor Maneely Second – Councilor Taylor

**Resolved:** (#11-2014) to set the salary schedule for 2014 as follows:

Supervisor	\$13,750.00
Councilor (4@)	5,500.00
Town Justice (2@)	34,000.00
<b>Supt. of Highways</b>	40,000.00
Landfill Overseer	4,000.00
<b>Deputy Supt. of Highways</b>	4,264.00
Secretary/Bookkeeper	35,936.00
<b>Budget Officer</b>	8,000.00
Assessor	40,536.00
Data Collector/Assistant	22,136.00
Town Clerk	21,971.00
<b>Receiver of Taxes</b>	14,365.00
<b>Records Management Officer</b>	1,100.00
Registrar	1,500.00
<b>Deputy/Floater Clerk</b>	23,850.00
<b>Code Secretary</b>	2,478.00
Hwy Acct. Clerk/Laborer (40hrs)	38,248.00
Airport Manager	4,000.00
Justice Court Clerk#1	28,436.00
Court Clerk #2	22,436.00
<b>Zoning/Code Officer (35hrs)</b>	33,592.00
Bingo Inspector	850.00
<b>Town Constable</b>	150.00
<b>Town Attorney</b>	16,000.00
Health Officer	750.00

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

**Highway rates, in accordance with CSEA Contract:** 

Mechanic \$19.35 hr.
HEO \$18.95 hr.
MEO \$18.65 hr.
Laborer One \$15.05 hr.
Laborer Two \$18.65 hr.

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

# Mileage Rate -

\* **Motion** – Councilor Taylor Second – Councilor Scharf

**Resolved:** (#12-2014) to designate the mileage rate for 2014 at \$.50 per mile. Carried (4 - 0) – Supervisor Maneely – Aye; Deputy Supervisor Walbridge – Absent; Councilor Taylor – Aye; Councilor Sullivan – Aye; Councilor Scharf - Aye

### **Small Tools -**

\* **Motion** – Councilor Taylor Second – Councilor Scharf

**Resolved:** (#13-20141) to authorize the Highway Superintendent to expend up to \$1500 for the purchase of small tools in 2014.

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

#### Historian -

\* **Motion** – Councilor Taylor Second – Councilor Scharf

**Resolved:** (#14-2014) to designate the Franklin County Historical Society as the Town of Malone Historian for 2014.

Landfill Overseer -

\* **Motion** – Supervisor Maneely Second - Councilor Scharf

Resolved: (#15-2014) - to name Thomas Shanty as Landfill Overseer for 2014 at a salary of \$4,000.00 as budgeted.

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

**Annual Review** – Supervisor Maneely announced that annual statement and all records are available by all departments which handle cash, for Town Board review, as required by law.

# **Supervisor's Committee Appointments for 2014:**

(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,

Sullivan/Taylor **Bingo Inspector/Constable** 

**Dog Control** Walbridge/Scharf

Historian Taylor/Scharf

**Fire Protection** Walbridge/Sullivan

**Policy & Grants** Maneely/Scharf

**Negotiations** Sullivan/Walbridge

**Records Management Advisory** Taylor/Scharf

**Cable Franchise** Taylor/Scharf

Taylor/Scharf **Disaster Plan** 

Village Liaison Walbridge/Sullivan

Court Maneely/Taylor

**NYSAT Conference** – Budget Officer Stewart announced that reservation for the February 2014 NYSAT Conference in New York City must be received by Friday, January 15<sup>th</sup>. So far she has received requests from Councilor Scharf, Councilor Sullivan, Councilor Taylor and Supervisor Maneely,

\* **Motion** – Councilor Taylor Second – Councilor Sullivan

**Resolved:** (#16-2014) to Supervisor Maneely as voting delegate for the 2014 NYSAT conference, and to designate Councilors Sullivan and Scharf as alternates.

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

## **REGULAR MEETING ITEMS**

## **Minutes & Reports -**

\* **Motion** – Councilor Taylor

**Second** – Councilor Scharf

**Resolved:** (#17-2014) to accept the minutes of the regular meeting of December 18<sup>th</sup> 2013 as presented and place on file.

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

\* **Motion** – Councilor Taylor

**Second** – Councilor Scharf

Resolved: (#18-2014) to accept the following reports as presented and place on file:

Town Clerk/Registrar-12/13 Code Officer – 12/13

Judge Lamitie – 12/13 Judge Cositore – 12/13

Supervisor – 11/13

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

# **Supervisor Items:**

**MicroEnterprise 2012 -** Boyce Sherwin addressed the Board with some MicroEnterprise program issues. He wrote a letter to the OCR representative asking authorization for redistribution of \$1,100.00,

(originally intended for DnP, a now closed business) to program delivery. He also presented a budget modification to move \$450.00 from program administration to business assistance.

\* **Motion** – Councilor Sullivan

**Second** – Councilor Taylor

**Resolved:** (#19-2014) to authorize the written request for redistribution of Microenterprise funds and a MicroEnterprise program budget modification as presented by program administrator Boyce Sherwin.

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

**Audit 2012** – Nick Eels, of <u>Dragon & Benware</u> presented the findings of the 2012 Town Audit. He declared it a "clean" audit and said the Town has low fiscal stress. He provided an approximately 50 page report with detailed findings and recommendations. The document is on filefor review and reference.

#### **Old Business:**

**Dog Control 2014** – The Dog Control Committee (Deputy Supervisor Walbridge and Councilor Scharf) will work with Attorney Duffy and Dog Control Officer Morton to prepare a 2014 contract for dog control services in the amount of \$18,000.00, as budgeted.

# Malone Callfiremen -

\* **Motion** – Councilor Taylor

**Second** – Councilor Sullivan

**Resolved:** (#20-2014) to authorize the Supervisor to sign into a 2-year contract for fire protection for 2014 & 2015, as presented, with <u>Malone Callfiremen, Inc.</u>

#### YMCA -

\* **Motion** – Councilor Taylor Second – Councilor Sullivan

**Resolved:** (#21-2014) to authorize the Malone YMCA to switch from fuel oil to propane/natural gas for heating the Town owned Armory building.

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

Councilor Taylor – Aye; Councilor Sullivan – Aye; Councilor Scharf - Aye

**Superintendent of Highways** – Superintendent Shanty said the Highway Department has been busy with plowing, ice and work on the Town Justice Court.

# **Board Member/Committee Reports –**

**Councilor Scharf** reported that in regard to the solar power initiative, a permitting system is required. If the permit used is a state approved standardized form, the town will receive an incentive of \$2,500.00.

\* **Motion** – Councilor Scharf Second – Councilor Sullivan

**Resolved:** (#22-2014) that the Town of Malone will use the NYS streamlined permitting process in regard to installation of solar facilities within the town.

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

\* **Motion** – Councilor Scharf Second – Councilor Taylor

**Resolved:** (#22-2014) that the Town of Malone will adopt and use the NYS Solar PE Streamlined Permitting process form in regard to installation of solar facilities within the town.

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

**Councilor Scharf** reported on a second opportunity for the Town to receive an incentive of \$2,500.00.

\* **Motion** – Councilor Scharf Second – Councilor Taylor

**Resolved:** (#23-2014) that the Town of Malone will adopt and use the NYS Electric vehicle charging station permitting process.

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

Councilor Scharf presented a final draft Complete Streets Program report.

\* **Motion** – Councilor Scharf Second – Councilor Taylor

**Resolved:** (#24-2014) that the Town of Malone will conduct a Public Informational Forum on Wednesday, January 22<sup>nd</sup> at 5:30 pm to receive comments and answer questions on the <u>Malone Complete Streets Plan</u>.

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

## **CORRESPONDENCE:**

From Franklin County Legislature- 2014 Statement of Taxes & equalization table

**From** The Pines – Liquor license renewal notice

From Adirondack Farmers Market - \$400 in appreciation for use of the pavilion

**From OGS** notification of the Army Reserve Center being declared surplus; with first consideration of reuse to be given to the development of a homeless shelter.

## **NEW BUSINESS:**

Councilor Scharf presented a final draft Complete Streets Program report.

\* **Motion** – Councilor Sullivan Second – Councilor Scharf

**Resolved:** (#25-2014) to authorize Code Officer to attend the annual training conference in Lake Placid, March 3 - 6, 2014 with all necessary expenses paid by the town.

## **BILLS FOR AUDIT & PAYMENT:**

\* **Motion** – Councilor Taylor Second – Councilor Sullivan

**Resolved:** (#26-2014) that the following bills, vouchers 1 - 56, having been audited, be paid:

	<u>2013</u>	<u>2014</u>
General Fund Abstract # 1	<b>\$</b> 5,175.32	\$7,292.96
Part Town General Abstract #1	57.84	275.00
Highway Townwide Abstract #1	5,150.02	
Highway Outside Abstract #	12,966.37	82,183.18
East Side Water Abstract #1	252.63	
Trust & Agency #1		257.60
subtotals	37,602.18	90,008.74
subtotals	37,602.18	90,008.74

**Grand Total** \$ 127,610.92

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

# ADJOURN:

\* **Motion** – Councilor Sullivan Second – Councilor Scharf

**Resolved:** (#27-2014) there being no further business to come before the Board, that it duly adjourn, with the next regular meeting to be held at 6:00pm, Wednesday, January 22<sup>nd</sup> 2014.

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

Respectfully submitted,

Susan M. Hafter Malone Town Clerk January 22, 2014

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