

**Town of Malone
Organizational Board Meeting
Regular Board Meeting
January 13, 2016**

The 2016 Organizational Meeting of the Town of Malone was held Wednesday, January 13th, 2016 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 Louise Taylor
Councilor John Sullivan
Councilor Edward Lockwood

ALSO PRESENT: Denice Hudson, Town Clerk
Andrea Stewart, Budget Officer/Bookkeeper
Lillian-Anderson Duffy, Town Attorney
Bruce Mallette, Superintendent of Highways
Mike Andrews, Deputy Highway Superintendent
Robert Crossman, Code Officer
Charles Robert, Town Justice
Despo Baltoumus, The Malone Telegram

Nate Davis, Malone	Brent Lamica, Malone
Zach Davis, Malone	Mike Duchaine, Malone
Leila Jones, Malone	Bruce Burditt, Malone
Ian Mahoney, Malone	Robert Dupra, Malone

ORGANIZATIONAL

At 6:00 p.m., Supervisor Maneely opened the 2014 Organizational Meeting with a Pledge to the Flag. He welcomed new Town Justice Charles Robert and students.

Oaths of Office

Town Justice Charles Robert administered the oath of office to Town Council Members Louise Taylor and Edward Lockwood.

Designations, Schedules & Appointments:

VOTING MEMBERS: Supervisor Maneely, Deputy Supervisor Sullivan, Councilor Scharf, Councilor Taylor, Councilor Lockwood

Motion – Supervisor Maneely

Second – Councilor Scharf

Resolved (#1-2016) to appoint **Lillian Anderson-Duffy** to the position of **Town Attorney** for a two-year term.

Carried with all members present voting in favor (5-0).

Town Justice Robert administered the oath of office to Attorney Anderson-Duffy.

Supervisor's Appointment:

Supervisor Maneely announced his appointment of **Jack Sullivan** to the position of **Deputy Supervisor** for 2016.

Town Justice Robert administered the oath of office to Deputy Supervisor Sullivan.

Motion – Councilor Scharf

Second – Deputy Supervisor Sullivan

Resolved (#2-2016) to appoint **Denice Hudson** to the position of **Town Clerk, Receiver of Taxes, Registrar of Vital Statistics, Fixed Assets Clerk, Records Management Officer and Airport Lease Manager** for a two- year term.

Carried with all members present voting in favor (5-0).

Town Justice Robert administered the oath of office to Clerk Hudson.

Motion – Deputy Supervisor Sullivan

Second – Councilor Taylor

Resolved (#3-2016) to appoint **Robert Crossman** to the position of **Building/Zoning and Fire Code Officer** for a two year term.

Carried with all members present voting in favor (5-0).

Town Justice Robert administered the oath of office to Code Officer Crossman.

**Town of Malone
Organizational Board Meeting
Regular Board Meeting
January 13, 2016**

Motion – Deputy Supervisor Sullivan

Second – Councilor Taylor

Resolved (#4-2016) to appoint **Darol Fisher** to the position of **Town Constable and Bingo Inspector** for a two year term.

Carried with all members present voting in favor (5-0).

Mr. Fisher was not in attendance and will be sworn to office at a later date.

Motion – Councilor Scharf

Second – Councilor Taylor

Resolved (#5-2016) to appoint **Bruce Burditt** to the position of **Airport Manager** for a two year term.

Carried with all members present voting in favor (5-0).

Town Justice Robert administered the oath of office to Airport Manager Burditt.

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 Justice Robert administered the oath of office to Deputy Andrews.

Motion – Councilor Scharf

Second – Deputy Supervisor Sullivan

Resolved (#6-2016) to designate the **Malone Telegram** as the **official newspaper** for the Town of Malone for 2016.

Carried with all members present voting in favor (5-0).

Motion – Councilor Scharf

Second – Councilor Taylor

Resolved (#7-2016) to designate **Community Bank, Key Bank, First Niagara, and NBT** as the **official depositories** for the Town of Malone for 2016.

Carried with all members present voting in favor 5-0).

Motion – Deputy Supervisor Sullivan

Second – Councilor Scharf

Resolved (#8-2016) to adopt the holiday schedule for 2016.

Carried with all members present voting in favor (5-0).

New Year's Day	-	January 1	(Friday)
Martin Luther King Jr. Day	-	January 18	(Monday)
President's Day	-	February 15	(Monday)
Good Friday	-	March 25	(Friday)
Memorial Day	-	May 30	(Monday)
Independence Day	-	July 4	(Monday)
Labor Day	-	September 5	(Monday)
Columbus Day	-	October 10	(Monday)
Election Day	-	November 8	(Tuesday)
Veterans Day	-	November 11	(Friday)
Thanksgiving Day	-	November 24	(Thursday)
	-	November 25	(Friday)
Christmas Day	-	December 26	(Monday)

Town of Malone
Organizational Board Meeting
Regular Board Meeting
January 13, 2016

Motion – Councilor Scharf

Second – Councilor Taylor

Resolved (#9-2016) 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 2016.

Carried with all members present voting in favor (5-0).

Motion – Councilor Scharf

Second – Councilor Taylor

Resolved (#10-2016) to adopt the **salary schedule for 2016**, as budgeted:

Supervisor	\$13,750.00
Councilor (4 @)	5,500.00
Town Justice (2@)	30,000.00
Supt. of Highways	45,500.00
Landfill Overseer	6,000.00
Deputy Supt. of Hwys.	5,000.00
Secretary/Bookkeeper	38,436.00
Budget Officer	8,000.00
Assessor	38,436.00
Data Collector/Assistant	26,500.00
Town Clerk	18,600.00
Receiver of Taxes	12,450.00
Records Management Officer	1,100.00
Registrar	1,500.00
Code Secretary	3,400.00
Airport Lease Manager	1,150.00
Deputy/Floater Clerk	23,500.00
Hwy Acct. Clerk/Laborer	22,000.00
Airport Manager	4,000.00
Justice Court Clerk #1	30,936.00
Justice Court Clerk #2	29,436.00
Justice Court Clerk #3	19,000.00
Zoning/Code Officer (35 hr)	36,500.00
Bingo Inspector	850.00
Town Constable	150.00
Town Attorney	19,000.00
Health Officer	750.00

Motion – Councilor Taylor

Second – Deputy Supervisor Sullivan

Resolved (#11-2016) 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, Assessment Assistant, Town Clerk/Tax Receiver, and Bookkeeper/Budget Officer.

Carried with all members present voting in favor (5-0).

Highway rates, in accordance with CSEA Contract that expired 12/31/15, until a new agreement is adopted.

Motion – Councilor Scharf

Second – Councilor Taylor

Resolved (#12-2016) to set the **official mileage reimbursement rate** for the Town of Malone at **\$.50 per mile** for 2016.

Carried with all members present voting in favor (5-0).

Motion – Councilor Taylor

Second – Councilor Scharf

Resolved (#13-2016) to **authorize the expenditure of up to \$1,500.00** for small tools by the Highway Superintendent for 2016.

Carried with all members present voting in favor (5-0).

**Town of Malone
Organizational Board Meeting
Regular Board Meeting
January 13, 2016**

Motion – Councilor Scharf

Second – Deputy Supervisor Sullivan

Resolved (#14-2016) to designate the **Franklin County Historical Society** as the Town of Malone **Historian**.

Carried with all members present voting in favor (5-0).

Motion – Councilor Scharf

Second – Deputy Supervisor Sullivan

Resolved (#15-2016) to appoint Highway Superintendent Bruce Mallette as Landfill overseer at a salary of \$6,000.00

Carried with all members present voting in favor (5-0).

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

Supervisor’s Committee Appointments for 2016

(the name listed first designates the chair person)

Airport	Scharf/Lockwood
Highway	Sullivan/Lockwood
Bldgs, Parks & Grounds	Taylor/Sullivan
Golf Club	Taylor/Lockwood
Recreation	Taylor/Lockwood
Landfill	Taylor/Scharf
Assessments, Taxes, Zoning/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

Supervisor Maneely stated he would announce appointments to a new Safety Committee at the next regular meeting.

REGULAR AGENDA

NYS Association of Towns Conference

Supervisor Maneely asked if any individuals were interested in attending the Annual Conference in New York City in February. Councilor Scharf stated her interest in attending.

Motion – Supervisor Maneely

Second – Councilor Lockwood

Resolved (#16-2016) to designate Councilor Scharf as Voting Candidate.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

**Town of Malone
Organizational Board Meeting
Regular Board Meeting
January 13, 2016**

MINUTES:

Approval of December 16, 2015 regular meeting.

Motion – Councilor Scharf

Second – Councilor Taylor

Resolved (#17-2016) to accept the Minutes as written for December 16, 2015 Regular Meeting.

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

REPORTS:

Motion – Deputy Supervisor Sullivan

Second – Councilor Scharf

Resolved (#18-2016) to accept the following reports for review and filing as written and placed in the file: Town Clerk/Registrar – 12/2015; Judges Lamitie & Gardner submission reports – 12/2015; NYS Comptroller Court report – 11/2015; Airport Manager Burditt – 12/2015; Supervisor’s Report – 11/2015.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

OLD BUSINESS:

Junk Storage Law

Public Hearing scheduled for January 27, 2016 at 5:45 p.m. for Proposed Local Law #1-2016: Junk Law.

SUPERVISOR REPORTS:

Motion: Councilor Scharf

Second: Councilor Taylor

Resolved (#19-2016) to accept MCF Physicals for signature for Richard Bolster, Raymond Drake, Joseph Maneely, John Russell, Gregory Pecore and Jonathan Mitchell and to add to Franklin County Self Insurance plan.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

2016 Dog Control Agreement

Document has been drafted for annual amount of \$18,000 as budgeted.

Motion – Councilor Taylor

Second – Councilor Scharf

Resolved (#20-2016) to accept 2016 Dog Control Agreement as budgeted.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

2016 Chamber of Commerce Agreement

Application has been made and was tabled for next meeting for Board Members to Review. Councilor Scharf indicated their request was received at Budget time.

Franklin County Multi-Jurisdictional Hazard Mitigation Plan Update

Motion – Councilor Taylor

Second – Deputy Supervisor Sullivan

Resolved (#21-2016) to adopt Franklin County Multi-Jurisdictional Hazard Mitigation Plan Update.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

Board Member/Committee Items:

Councilor Scharf indicated Complete Streets has applied for grant to upgrade sidewalks in Memorial Park. This will help make senior’s lives easier. It is a nice place to walk. Believes we will get the money for the Village to upgrade sidewalks. The funds will go to the recreation committee and then the magic happens.

Town of Malone
Organizational Board Meeting
Regular Board Meeting
January 13, 2016

Councilor Scharf stated there was lots going on at the airport. She indicated Governor Cuomo announced grants for Airport Compensation. There are some ideas being discussed, but nothing finalized on the table.

SUPERINTENDENT OF HIGHWAYS:

Superintendent Mallette stated the weather has been good and the department is catching up on work. There were some trees down from the storms, but it has been quiet.

CORRESPONDENCE:

DOT Letter

Received letter approving 35 m.p.h. speed zone sign in West Street.

Liquor License Renewal Notices

Notices received from The Pines and King Wok.

Motion – Councilor Taylor

Second – Councilor Scharf

Resolved (#22-2016) to approve The Pines and King Wok renewal of Liquor Licenses.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

Town Planning Board

Motion – Councilor Scharf

Second – Councilor Taylor

Resolved (#23-2016) to appoint Scott Miller to the Town Planning Board.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

NYSDOT Shred Services Agreement

Motion – Councilor Scharf

Second – Councilor Taylor

Resolved (#24-2016) to accept and allow Supervisor Maneely to sign Shared Services Agreement between NYSDOT and the Town of Malone.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

NEW BUSINESS:

Motion – Councilor Scharf

Second – Councilor Sullivan

Resolved (#25-2016) to allow Code Officer Crossman to attend annual training conference in Lake Placid, February 29th to March 3rd, with all necessary expenses paid by the Town.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

Motion – Councilor Scharf

Second – Councilor Taylor

Resolved (#26-2016) to grant Budget Officer Stewart permission to transfer \$9,899.00 from A690 Clearing house to A980 Revenues (A2610 Court fines/fees) in accordance with NYS Comptroller Justice Court report for November, 2015.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

Town of Malone
Organizational Board Meeting
Regular Board Meeting
January 13, 2016

EXECUTIVE SESSION:

At 6:25 p.m. Motion – Supervisor Maneely

Second – Councilor Taylor

Resolved (#27-2016) that the Town Board enters into Executive Session to discuss collective negotiations under the Taylor Law with Board Members, Town Attorney and Budget Officer to be present.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

At 7:10 p.m. the executive session ended

Motion – Supervisor Maneely

Second – Deputy Supervisor Sullivan

Resolved (#28-2016) to return to regular session.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

Motion – Councilor Scharf

Second – Deputy Supervisor Sullivan

Resolved (#29-2016) to correct clerical Error in Tax Bill changing amount from \$4,400.00 to \$2,596.00, Tax Bill No. 957.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

CSEA Contract

Motion – Deputy Supervisor Sullivan

Second – Councilor Scharf

Resolved (#30-2016) to approve changes to CSEA Contract tentative to being typed up. Changes are: recommend three days bereavement, subject to verification of attendance of services. Go along with new change in schedule, shifts, with every other weekend off. If on call, will have to be notified, which is in contract.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

Contract will be ready for next meeting.

BILLS FOR AUDIT & PAYMENT

Motion – Councilor Taylor

Second – Councilor Scharf

Resolved (#31-2016): that the following bills, having been audited, Vouchers #5-72 to be paid:

	<u>2015</u>	<u>2016</u>
General Fund (A) Abstract # 1	\$16,638.95	25,722.62
Part Town General (B) #1	111.54	275.00
Highway Town-wide (DA) #1	54,784.83	
Highway Outside (DB) # 1	26,851.27	158.00
East Side Water (FE) #1	356.26	
Landfill Cap. Project (H7) #1	877.59	
Trust & Agency (T) #2		1,778.62
Subtotals	\$99,620.44	\$27,934.24
Grand Total		\$ 127,554.68

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

**Town of Malone
Organizational Board Meeting
Regular Board Meeting
January 13, 2016**

ADJOURN:

At 7:15 p.m.

Motion – Councilor Scharf

Second – Councilor Lockwood

Resolved (#31-2016) there being no further business to come before the Board that it adjourn, with the next meeting to be January 27, 2016 at 6:00 p.m., preceded by Public Hearing at 5:45 p.m. on proposed Junk Law.

**CARRIED (5- 0) – Supervisor Maneely - Aye Deputy Supervisor Sullivan – Aye
Councilor Taylor - Aye Councilor Scharf - Aye Councilor Lockwood - Aye**

RESPECTFULLY SUBMITTED,

DENICE A. HUDSON, TOWN CLERK