

Minutes of the Organization Meeting of the Westport Town Board on January 8, 2009

The January 8, 2009, 194th Town of Westport Organization Meeting was held at the Westport Town Hall and called to order by Supervisor Connell at 6:00 p.m. with the following members present on a roll call vote.

Councilman Tyler
Councilman Paquette
Councilman Sherman
Councilman White
Supervisor Connell

OTHERS PRESENT: Sheila Borden, Town Clerk; Jerry Sherman, DPW Superintendent; Gary Wilson, Town Attorney; Charles Turek, Town Judge; Alvin Reiner, Press Republican, Irwin Borden, Dorothy Bliss, Keith Lobdell, Jill Lobdell, Malynda Lobdell, Blake Lobdell, Ella Lobdell

Immediately prior to conducting Town business Judge Charles Turek administered the Oath of Office to Sheila Borden as the newly elected Town Clerk for the term expiring 12/31/2011. Malynda Lobdell, granddaughter held the scriptures with the remaining family members as witnesses.

Judge Turek with Town Clerk Borden holding the scriptures administered the Oath of Office to Town Councilman Paquette for the term expiring 12/31/2009.

The assembly was led in the Pledge of Allegiance.

**RESOLUTION #1
ESTABLISHING POSITION**

On a motion by Councilman Tyler seconded by Councilman Smith the following was approved on a roll call.

5 Ayes
0 Nays

Tyler, Paquette, Sherman, Smith, Connell

RESOLVED to establish the position of Deputy Town Supervisor.

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RESOLUTION #2
ESTABLISHING POSITION

On a motion by Councilman Tyler seconded by Councilman Smith the following was approved on a roll call.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to establish the position of Deputy Town Highway Superintendent and Deputy DPW.

RESOLUTION #3
ESTABLISHING POSITION

On a motion by Councilman Smith seconded by Councilman Tyler the following was approved on a roll call.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to establish the position of Deputy Town Clerk and Deputy Town Tax Collector.

RESOLUTION #4
POSITION DESIGNATIONS

On a motion by Councilman Sherman seconded by Councilman Paquette the following was approved on a roll call

4 Ayes Tyler, Paquette, Sherman, Connell
1 Abstain Smith
0 Nays

RESOLVED to establish the position designations as follows:

Deputy Supervisor-Michael Tyler
Animal Control Officer-Ed Morzik
Town Historian-Betty White
Registrar of Vital Statistics-Sheila Borden
Deputy Registrar of Vital Statistics-Robin Crandall
Deputy Town Clerk & Deputy Town Tax Collector-Betty White

Health Officer-Dr. Robert Carroll
Superintendent of DPW & Highway-Jerrold Sherman
Deputy Town Highway Superintendent and Deputy DPW-Dennis Westover
Marriage Officer-Sheila Borden

RESOLUTION #5
DEPOSITORY DESIGNATION

On a motion by Councilman Sherman seconded by Councilman Smith the following was approved on a roll call.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to designate Champlain National Bank as the Town of Westport Depository the for the following types of accounts:

Money Market Accounts
Statement Savings
Regular Check Accounts
Certificates of Deposit

RESOLUTION #6
SECONDARY DEPOSITORY DESIGNATION

On a motion by Councilman Smith seconded by Councilman Sherman the following was approved on a roll call.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to designate CLASS (Cooperative Liquid Assets Security System) as a second depository for Money Market and Certificates of Deposit.

RESOLUTION #7
TOWN MEETING DESIGNATION

On a motion by Councilman Smith seconded by Councilman Paquette the following was approved on a roll call.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

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RESOLVED to establish the second and fourth Tuesday of each month at 7:00 PM in the Town Hall at 22 Champlain Ave., Westport NY as the date, time and place for the Regular Town Board Meetings.

**RESOLUTION #8
SALARIES**

On a motion by Councilman Smith seconded by Councilman Tyler the following was approved on a roll call.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to fix the salaries of all elected and appointive officers as follows:
Elected Supervisor-\$21,948.00/Year; Appointed Deputy Supervisor-\$491.00/Year; Appointed Budget Officer-\$971.00/Year; Elected Councilmen(4)-\$4,282.00/Year; Elected Town Clerk-\$15,783.00/Year; Elected Tax Collector-\$4,779.00/Year; Appointed Registrar of Vital Statistics-\$463.00/Year; Elected Town Justices(2)-\$10,925.00/Year; Appointed DPW Superintendent-50,427.00/Year; Appointed Sole Assessor-\$51,241.00/Year; Clerk to the Supervisor-\$11.33/Hr; Buildings & Codes Zoning Officer-\$18,691.00/Year; Dog Control Officer-\$933.00/Year; Records Management Clerk-\$7.36/Hr; Town Historian-\$577/Year; Deputy Town Clerk & Deputy Town Tax Collector-\$7.36/Hr; Deputy Highway Superintendant-\$700.00/Year; Bookkeeper-\$15.00/Hr; Clerk to the Justices-\$10.00/Hr; Clerk to All Water and Sewer Districts-\$13.00/Hr; Youth Director-\$7,000.00/Year.

**RESOLUTION #9
NEWSPAPER DESIGNATION**

On a motion by Councilman Sherman seconded by Councilman Smith the following was approved on a roll call.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED the Valley News and Plattsburgh Press Republican are designated as the Official Newspapers for the Town of Westport.

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**RESOLUTION #10
MILEAGE RATE**

On motion by Councilman Tyler seconded by Councilman Smith the following was approved on a roll call.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to set the mileage rate at \$.45/mile.

**RESOLUTION #11
PETTY CASH**

On a motion by Councilman Tyler seconded by Councilman Smith the following was approved on a roll call.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to allocate \$100.00 Petty Cash to the Town Clerk and \$100.00 Petty Cash to the Clerk to the Supervisor.

**RESOLUTION #12
TOWN CLERK ADVERTISING**

On a motion by Councilman Smith seconded by Councilman Tyler the following was approved on a roll call.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to empower the Town Clerk to advertise the necessary and usual legal advertising pertinent to the office and that of the DPW Superintendent and/or that of others as represented by the Town Board without prior approval.

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**RESOLUTION #13
SNOWMOBILE ROAD DESIGNATION**

On a motion by Councilman Tyler seconded by Councilman Smith the following was approved on a roll call after discussion.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to establish Mountain Spring Road and McMahon Road as snowmobile roads.

**RESOLUTION #14
COMMITTEE ASSIGNMENTS**

On a motion by Councilman Smith seconded by Councilman Tyler the following was approved on a roll call after discussion.

- Manpower – Michael Tyler & Edward Smith
- Water – Timothy Sherman & Russell Paquette
- Buildings – Michael Tyler & Edward Smith
- Highway – Edward Smith & Timothy Sherman
- Insurance – Timothy Sherman & Edward Smith
- Youth Commissions – Timothy Sherman & Michael Tyler
- Control of Animals – Edward Smith & Russell Paquette
- Wadhams Wastewater – Michael Tyler & Timothy Sherman
- Sludge Management – Russell Paquette & Edward Smith
- Labor Management – Michael Tyler & Timothy Sherman
- Archival Committee – Sheila Borden, Betty White & Robin Crandall

NOTE: Supervisor is ex-officio to all committees. First person named is considered to be chairperson of that committee.

ZBA Appointments – tabled.

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**RESOLUTION #15
PLANNING BOARD APPOINTMENT**

On a motion by Councilman Smith seconded by Councilman Tyler and approved on a roll call vote after discussion.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to appoint Dr. Craig Russell to serve on the Planning Board for the term expiring 12/31/2015 and for the Planning Board to appoint their own chairperson.

**RESOLUTION #16
ATTORNEY FOR THE TOWN**

On a motion by Councilman Smith seconded by Councilman Tyler the following was approved on a roll call vote.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to appoint Gary Wilson, Attorney for the Town.

**RESOLUTION #17
RETURNED CHECK FEE**

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to charge \$20.00 for any returned check.

**RESOLUTION #18
YOUTH COMMISSION APPOINTMENTS**

On a motion by Councilman Smith seconded by Councilman Tyler the following was approved on a roll call vote.

5 Ayes
0 Nays

Tyler, Paquette, Sherman, Smith, Connell

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WHEREAS, The New York State Office of Children and Family Services mandates in Law 420 Article 16, the yearly appointment or reappointment of a person to act as a representative on the County Youth Board/Planning Committee take place, and

WHEREAS, also in Executive Law 420 Article 16, a municipality receiving Office of **Children and Family Services Funds must appoint a Youth Commission, Now Therefore,**

BE IT RESOLVED, that the Town of Westport appoints Jennifer Pribble, 22 Champlain Ave., Westport, NY, Chazy Westport Telephone Corp., 518-962-8136 to act as the Official Representative for the Town of Westport on the Youth Board/Planning Committee and that Jeffrey Schwoebel, 22 Champlain Ave., Westport, NY, Self Employed, 518-962-8567 shall act as her alternate, and

BE IT FURTHER RESOLVED that the Town Board of the Town of Westport appoints the following to serve on the Youth Commission:

Jennifer Pribble	962-8136	
Jeffrey Schwoebel	962-8567	
Dawn Gay	962-4576	
Brad Schauf	962-4629	
Tim Sherman	962-8223	Town Board Liaison
Dwayne Stevens		WCS Representative
Holly Mitchell	546-8255	Ad Hoc

ALSO BE IT FURTHER RESOLVED that the Town Board of the Town of Westport authorizes the Director of the Essex County Youth Bureau to sign amendments of no increase/no decrease in State Aid for said municipality, and that the Director of the Youth Bureau has agreed to return copies of the amendments to the municipality, and

BE IT FURTHER RESOLVED that the Clerk of the Board shall submit a copy of this resolution to the Essex County Youth Bureau, Essex County Government Center, Elizabethtown, NY 12932.

RESOLUTION #19
YOUTH SERVICE PROGRAM

On a motion by Councilman Smith seconded by Councilman Tyler the following was approved on a roll call vote.

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5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

On a motion by Councilman Tyler seconded by Councilman Paquette the following was approved on a roll call vote:

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

WHEREAS, The Town of Westport has again decided to run a Youth Service Program, and

WHEREAS, The Town of Westport has approved the appointment of its Youth Commission members, and

WHEREAS, The Youth Commission has been authorized to expend at least \$2,000.00 to cover the 50/50 match required by the New York State Office of Children and Family Services, therefore,

BE IT FURTHER RESOLVED, that the Town of Westport approved the 2009 application and authorizes the Youth Commission to expend at least \$2,000.00 for the 2009 Youth Service Program, and

BE IT FURTHER RESOLVED, that the Clerk send a copy of this resolution to the Essex County Youth Bureau, Essex County Government Center, Elizabethtown, NY 12932.

RESOLUTION #20
CHECK SIGNING AUTHORIZATION

On a motion by Councilman Smith seconded by Councilman Sherman the following was approved on a roll call vote.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to authorize the Town Supervisor and/or Deputy Town Supervisor to sign checks.

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RESOLUTION #21
FUND DEPOSITS, PAYROLL DELIVERY

On a motion made by Councilman Smith seconded by Councilman Sherman and approved on a roll call vote.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

Resolved to authorize the Town Supervisor, Deputy Town Supervisor and/or Town Clerk to deposit funds and deliver payroll for electronic transfer of payroll to the bank.

RESOLUTION #22
ELECTRONIC TRANSFER AUTHORIZATION

On a motion made by Councilman Smith seconded by Councilman Sherman and approved on a roll call vote.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to authorize the bookkeeper upon approval of the Supervisor and/or Deputy Supervisor to make electronic transfer of funds between CLASS and Champlain National Bank and to New York State and Federal Government Agencies.

RESOLUTION #23
2009 ASSOCIATION OF TOWNS ATTENDANCE & DELEGATE

On a motion by Councilman Smith seconded by Councilman Tyler and approved on a roll call vote.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to authorize Dan Connell, Sheila Borden and Edward Smith to attend the 2009 Association of Towns meeting and authorizing Sheila Borden as the Town Delegate.

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RESOLUTION #24
DPW PRIOR APPROVAL SPENDING CAP

On a motion by Councilman Smith seconded by Councilman Tyler the following was approved on a roll call vote as amended.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to authorize DPW Superintendent to expend up to \$750.00 to purchase equipment, tools and implements without prior approval of the Board.

On a motion by Councilman Sherman, second by Councilman Tyler the following was approved on a roll call vote.

5 Ayes Tyler, Paquette, Sherman, Smith, Connell
0 Nays

RESOLVED to amend the amount of \$750.00 to \$1,000.00

RESOLUTION #25
ADJOURNMENT

On a motion by Councilman Tyler with a unanimous second to adjourn at 6:50 p.m.

Respectfully submitted _____ Sheila Borden, Town Clerk