

Minutes of Organizational Meeting of the Westport Town Board on January 5, 2012

The January 5th, 2012, 197th Town of Westport Organizational Meeting was held at the Westport Town Hall.

Supervisor Connell called the meeting to order at 3:30 p.m. with the following members present on a roll call:

Councilman Tyler
Councilman Paquette
Councilman Sherman
Councilman McCormick
Supervisor Connell

Others present:

Sheila Borden, Town Clerk
Dennis Westover, DPW Superintendent

Councilman Daniel McCormick was welcomed to the Board as the newly elected councilman.

RESOLUTION #1 ESTABLISHING POSITIONS

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

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

RESOLVED to establish the positions of Deputy Town Supervisor, Deputy Town DPW Supervisor and Deputy Town Clerk.

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RESOLUTION #2

POSITION DESIGNATIONS

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

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

RESOLVED to establish the position designations as follows:

Deputy Supervisor – Michael Tyler
Animal Control Officer – Gary Reynolds
Town Historian –
Registrar of Vital Statistics – Sheila Borden
Deputy Registrar of Vital Statistics – Robin Crandall
Deputy Town Clerk/Deputy Tax Collector – Ruth Jensen
Building Code Enforcement/Zoning Officer – George Hainer
Health Officer – Dr. Robert Carroll
Superintendent of DPW & Highway – Dennis Westover
Deputy Town DPW Superintendent – Thad Tryon
Marriage Officer – Sheila Borden

RESOLUTION #3

DEPOSITORY DESIGNATION

On a motion by Councilman Paquette seconded by Councilman McCormick and approved on a roll call vote.

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

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

Money Market Accounts
Statement Savings
Regular Checking Accounts
Certificates of Deposits

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RESOLUTION #4
SECOND DEPOSITORY DESIGNATION

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

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

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

RESOLUTION #5
TOWN MEETING DESIGNATION

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

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

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

RESOLUTION #6
SALARIES

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

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

RESOLVED to fix the salaries of all the elected and appointed officers as follows: All salaries are the same as last year with the exception of that of the DPW Superintendent.

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|-------------------------------|----------|
| Supervisor | \$23,284 |
| Deputy Supervisor | \$521 |
| Budget Officer | \$1,030 |
| Councilmen(4) | \$4,452 |
| Town Clerk | \$16,744 |
| Tax Collector | \$5,070 |
| Registrar of Vital Statistics | \$491 |
| DPW Superintendent | \$47,000 |
| Sole Assessor | \$53,498 |
| Town Justices (2) | \$11,590 |
| Building & Codes Officer | \$19,830 |
| Animal Control Officer | \$990 |
| Town Historian | \$612 |
| Youth Director | \$7,000 |

RESOLUTION #7
NEWSPAPER DESIGNATION

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

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

RESOLVED that the Plattsburgh Press is designated as the Official Newspaper for the Town of Westport.

RESOLUTION #8
MILEAGE RATE

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

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

RESOLVED to set the mileage reimbursement rate at \$.50 per mile.

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RESOLUTION #9
PETTY CASH

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

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

RESOLVED to allocate the Petty Cash for the Town Clerk at \$200.00 and the Petty Cash for the Clerk to the Supervisor at \$100.00.

RESOLUTION #10
TOWN CLERK ADVERTISING

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

5 Ayes Tyler, Paquette, Sherman, McCormick, 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.

RESOLUTION #11
SNOWMOBILE ROAD DESIGNATION

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

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

RESOLVED to establish the Mountain Spring Road and the McMahan Road as snowmobile roads.

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RESOLUTION #12
COMMITTEE ASSIGNMENTS

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

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

RESOLVED to approve the following committees as listed:

Manpower – Dan McCormick & Russell Paquette
Water – Tim Sherman & Russell Paquette
Buildings – Michael Tyler & Dan McCormick
Highway – Russell Paquette & Tim Sherman
Insurance – Michael Tyler & Dan McCormick
Youth Commission – Tim Sherman & Dan McCormick
Control of Animals – Russell Paquette & Tim Sherman
Sludge Management – Russell Paquette & Tim Sherman
Labor Management – Michael Tyler & Russell Paquette
Archival Committee – Sheila Borden & Robin Crandall

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

RESOLUTION #13
APPOINTMENT ZONING BOARD OF APPEALS

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

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

RESOLVED to appoint Ed Peabody to serve on the Zoning Board of Appeals for the term expiring 12/31/2016 and the Board will appoint its own Chairperson.

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RESOLUTION #14
APPOINTMENT PLANNING BOARD

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

4 Ayes Tyler, Paquette, McCormick, Connell
1 Nay Sherman

RESOLVED to appoint Mary Lou Fitzgerald for the term expiring 12/31/2018 and Chris Maron for the term expiring 12/31/2015 and as alternate Cynthia Fairbanks for the term expiring 12/31/2012. The Planning Board shall appoint its own Chairperson.

RESOLUTION #15
ATTORNEY FOR THE TOWN

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

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

RESOLVED to appoint Gary Wilson, Attorney for the Town.

RESOLUTION #16
RETURNED CHECK FEE

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

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

RESOLVED to charge \$20.00 for any returned check for insufficient funds.

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RESOLUTION #17
YOUTH COMMISSION APPOINTMENTS

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

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

RESOLVED to adopt the following:

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 Elizabeth Lee, 53 Champlain Ave., Westport, NY, 518-962-4756, to act as the official representative for the Town of Westport on the Youth Board/Planning Committee and that Jeffrey Schwoebel, NYS Route 22, Westport, NY, 518-962-8567, Westport, NY 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:

Sheera Broderick, Angier Hill Rd., Westport, retired, 962-4890
Bridgette Blemel, NYS Rt. 22, Westport, 911 dispatcher, 962-4392
Karen Keech, 91 Champlain Ave., Westport, secretary, 335-7152
Meredith King, Sisco Street, Westport, Nurse,
Traci Ploufe, NYS Rt. 22, Westport, Family Counselor, 962-2203
Heather Reynolds, 2554 Co. Rt. 10, Westport, Nurse, 572-0337
Fabienne Rossi, Rt. 22, Westport, 962-2032
Jeff Schwoebel, Rt. 22, Westport, Contractor, 962-8567
Delaney Sears, Stevenson Rd., Westport, student representative
Allison Sherman, NYS Rt. 9, Westport, student representative
Sue Russell, Ledge Hill Rd., Westport, School Board Representative
Tim Sherman, Mt. Spring Rd., Westport, Liaison Town Board
Daniel McCormick, Camp Dudley Rd., Westport, Liaison Town Board

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

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RESOLUTION #18
CHECK SIGNING AUTHORIZATION

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

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

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

RESOLUTION #19
FUND DEPOSITS, PAYROLL DELIVERY

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

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

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

RESOLUTION #20
ELECTRONIC TRANSFER OF FUNDS

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

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

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

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RESOLUTION #21
2012 ASSOCIATION OF TOWNS ATTENDANCE & DELEGATE

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

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

RESOLVED to authorize Dan Connell, Michael Tyler and Dan McCormick to attend the 2012 Association of Towns Meeting and authorize Dan McCormick as the Town Delegate and Dan Connell as the Alternate.

RESOLUTION #22
DPW PRIOR APPROVAL SPENDING CAP

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

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

RESOLVED to authorize the DPW Superintendent to expend up to \$1,000 to purchase equipment, tools and implements during the year without prior approval of the Town Board.

RESOLUTION #23
ADJOURNMENT

On a motion by Councilman Tyler with a unanimous second the meeting was adjourned at 4:30 p.m.

Minutes respectfully submitted

Sheila A. Borden, Town Clerk

