

Minutes of the Organizational Meeting of the Westport Town Board on January 5, 2016

The January 5, 2016, 201st Town of Westport Organizational Meeting was held at the Westport Town Hall.

The meeting was called to order at 3:00 p.m.

The Assembly was led in the Pledge of Allegiance.

Members present on a roll call were:

Councilperson Page
Councilperson Paquette
Councilperson Viens
Councilperson Morrison
Supervisor Tyler

Others present:

Julie Schreiber, Town Clerk
Dennis Westover, DPW Superintendent
Heidi Sweet, Alan Hipps, William LaHendro, Richard Vaughan

**RESOLUTION #1
ESTABLISHING POSITIONS**

On a motion by Councilperson Viens, seconded by Councilperson Page, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

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

**RESOLUTION #2
POSITION DESIGNATIONS**

On a motion by Councilperson Page, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

Minutes of the Organizational Meeting of the Westport Town Board on January 5, 2016
Page 2

RESOLVED to establish the position designations as follows:

Deputy Supervisor – Russell Paquette
Animal Control Officer – Gary Reynolds
Town Historian – Betty White
Registrar of Vital Statistics – Julie Schreiber
Deputy Registrar of Vital Statistics – Robin Crandall
Deputy Town Clerk – Marlene Westover
Building Code Enforcement/Zoning Officer – George Hainer
Health Officer – Dr. Robert Carroll
Superintendent of DPW & Highway – Dennis Westover
Deputy Town DPW & Highway Superintendent – Thad Tryon

RESOLUTION #3
DEPOSITORY DESIGNATION

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

RESOLVED to designate Champlain National Bank and Glens Falls National Bank as the Town of Westport's depositories for the following types of accounts:

Money Market
Statement Savings
Regular Checking
Certificates of Deposit

RESOLUTION #4
SECOND DEPOSITORY DESIGNATION

On a motion by Councilperson Page, seconded by Councilperson Viens, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
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

Minutes of the Organizational Meeting of the Westport Town Board on January 5, 2016
Page 3

On a motion by Councilperson Paquette, seconded by Councilperson Viens, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

RESOLVED to establish the second Tuesday of each month at 7:00 p.m. and the fourth Tuesday of each month at 3:00 p.m. at the Westport Town Hall, 22 Champlain Avenue, Westport, NY as the date, time, and place for the Regular Town Board meetings.

RESOLUTION #6
SALARIES

On a motion by Councilperson Viens, seconded by Councilperson Page, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

RESOLVED to fix the salaries of all elected and appointed officers as follows:

Supervisor \$23,749
Deputy Supervisor \$531
Budget Officer \$1,050
Councilpersons (4) \$4,634
Town Clerk \$17,246
Tax Collector \$5,222
Registrar of Vital Statistics \$505
DPW Superintendent \$50,974
Town Justice \$11,822
Building & Codes/Zoning Officer \$21,780
Animal Control Officer \$1,071
Town Historian \$630
Youth Director \$7,140

RESOLUTION #7
NEWSPAPER DESIGNATION

On a motion by Councilperson Morrison, seconded by Councilperson Page, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

Minutes of the Organizational Meeting of the Westport Town Board on January 5, 2016
Page 4

RESOLVED that the Sun Community News and Plattsburgh Press Republican be designated as the Official Newspapers.

RESOLUTION #8
MILEAGE RATE

On a motion by Councilperson Paquette, seconded by Councilperson Viens, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

RESOLVED to maintain the mileage reimbursement rate of \$.50 per mile.

RESOLUTION #9
PETTY CASH

On a motion by Councilperson Morrison, seconded by Councilperson Paquette, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
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 \$200.00.

RESOLUTION #10
TOWN CLERK ADVERTISING

On a motion by Councilperson Page, seconded by Councilperson Viens, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
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 Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote after discussion.

Minutes of the Organizational Meeting of the Westport Town Board on January 5, 2016
Page 5

3 Ayes Viens, Morrison, Tyler
2 Nays Page, Paquette

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

Councilpersons Page and Paquette expressed concern of safety issues with having these roads open to both regular traffic and snowmobiles. Supervisor Tyler will look into the issue and there may be further discussion at a future meeting.

RESOLUTION #12
COMMITTEE ASSIGNMENTS

On a motion by Councilperson Page, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

RESOLVED to approve the following committees as listed:

Manpower – Steve Viens & Russell Paquette
Water – Barry Morrison & Russell Paquette
Buildings – Nancy Page & Barry Morrison
Highway – Russell Paquette & Steve Viens
Insurance – Nancy Page & Barry Morrison
Youth Commission – Barry Morrison & Nancy Page
Control of Animals – Russell Paquette & Steve Viens
Wadhams Wastewater – Russell Paquette & Barry Morrison
Sludge Management – Barry Morrison & Steve Viens
Labor Management – Steve Viens & Russell Paquette
Archival Committee – Julie Schreiber, Betty White, & Robin Crandall
NOTE: Supervisor is ex-officio to all committees. First person named is considered to be chairperson of that committee.

RESOLUTION #13
PLANNING BOARD APPOINTMENT

On a motion by Councilperson Page, seconded by Councilperson Viens, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

RESOLVED to change David Reckahn's position on the Planning Board from alternate to full board member, with a term expiring 12/31/2021.

RESOLUTION #14
TOWN ATTORNEY

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Paquette, Viens, Morrison, Tyler
1 Nay Page

RESOLVED to reappoint Gary Wilson as Attorney for the Town.

Councilperson Page stated that the board should consider finding an attorney who is closer to town and who specializes in municipal law.

RESOLUTION #15
RETURNED CHECK FEE

On a motion by Councilperson Viens, seconded by Councilperson Page, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

RESOLVED to charge \$20.00 for any returned check.

RESOLUTION #16
CHECK SIGNING AUTHORIZATION

On a motion by Councilperson Page, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

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

RESOLUTION #17
FUND DEPOSITS & PAYROLL DELIVERY

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

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

RESOLUTION #18
ELECTRONIC TRANSFER OF FUNDS

On a motion by Councilperson Page, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

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

RESOLUTION #19
NEWLY ELECTED TRAINING

On a motion by Councilperson Page, seconded by Councilperson Viens, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

RESOLVED to authorize Michael Tyler and Barry Morrison to attend the 2016 Newly Elected Officials Training School from January 13-15 in Albany and the payment of their actual and necessary expenses.

RESOLUTION #20
2016 ASSOCIATION OF TOWNS ATTENDANCE

On a motion by Councilperson Page, seconded by Councilperson Viens, and approved on a roll call vote.

Minutes of the Organizational Meeting of the Westport Town Board on January 5, 2016
Page 8

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

RESOLVED to authorize Michael Tyler and Julie Schreiber to attend the 2016 Association of Towns annual meeting and to authorize payment of their actual and necessary expenses.

RESOLUTION #21
ASSOCIATION OF TOWNS DELEGATE

On a motion by Councilperson Page, seconded by Councilperson Viens, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

RESOLVED to designate Michael Tyler as delegate and Barry Morrison as the alternate for the Association of Towns annual meeting.

RESOLUTION #22
DPW PRIOR APPROVAL SPENDING CAP

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
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
BUDGET TRANSFER

On a motion by Councilperson Viens, seconded by Councilperson Page, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

RESOLVED to authorize the transfer of \$435 from A1990.4 Contingency to A3620.1 Safety Inspections Per Service.

RESOLUTION #24
PUBLIC HEARING

On a motion by Councilperson Page, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

RESOLVED to hold a public hearing on January 12, 2016 at 6:45 p.m. for the Bridge over Black River on Ledge Hill Road project.

RESOLUTION #25
CODES CONFERENCE

On a motion by Councilperson Paquette, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

RESOLVED to authorize George Hainer to attend the 21st Annual Lake Placid Codes Conference from 2/29-3/3/16 and payment of his actual and necessary expenses.

RESOLUTION #26
AUTHORIZING RESOLUTION

On a motion by Councilperson Viens, seconded by Councilperson Page, and approved on a roll call vote after discussion.

4 Ayes Page, Viens, Morrison, Tyler
1 Nay Paquette

RESOLVED that Michael Tyler, as Town Supervisor of the Town of Westport, is hereby authorized and directed to accept funds from the New York State Office of Parks, Recreation and Historic Preservation in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed \$500,000, and enter into and execute a project agreement with the State for such financial assistance to this municipality for the Westport Community Center Renovation Project and, if appropriate, a conservation easement/preservation/public access covenant to the deed of the assisted property.

DISCUSSION – Alan Hipps spoke on the 10-day clause and mentioned the issue that Dan Connell had where the same agency failed to reimburse the town. He stated that he hasn't seen that issue anywhere else and that the clause is standard contract language. Councilperson Page also stated that this is a standard state contract and that prior approved expenses would be covered by the reimbursements. Supervisor Tyler said that we need final plans, which could cost between \$50,000-\$60,000, before we can know final costs.

RESOLUTION #27
SEWER SOFTWARE TRAINING

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes Page, Paquette, Viens, Morrison, Tyler
0 Nays

RESOLVED to authorize John Crandall and Dawn St. Louis to attend a sewer software training seminar in Albany on February 3 and payment of their actual and necessary expenses.

CHRISTMAS TREES – Residents will be able to dispose of Christmas trees at the transfer station during regular hours at no charge.

RESOLUTION #28
ADJOURNMENT

On a motion by Councilperson Paquette, with a unanimous second, the meeting was adjourned at 3:58 p.m.

Minutes respectfully submitted,

Julie Schreiber, Town Clerk