

**Minutes of the Organizational Meeting of the Westport Town Board on January 6, 2015**

The January 6, 2015, 200<sup>th</sup> Town of Westport Organizational Meeting was held at the Westport Town Hall.

The meeting was called to order at 10:30 a.m.

The Assembly was led in the Pledge of Allegiance.

Members present on a roll call were:

Councilperson Page  
Councilperson Paquette  
Councilperson Viens  
Supervisor Connell

Excused: Councilperson McCormick

Others present:

Julie Schreiber, Town Clerk  
Dennis Westover, DPW Superintendent

**RESOLUTION #1  
ESTABLISHING POSITIONS**

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

4 Ayes Page, Paquette, Viens, Connell  
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 Viens, seconded by Councilperson Paquette, and approved on a roll call vote.

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

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**RESOLVED** to establish the position designations as follows:

- Deputy Supervisor – Russell Paquette
- Animal Control Officer – Gary Reynolds
- Town Historian – Julie Schreiber
- Registrar of Vital Statistics – Julie Schreiber
- Deputy Registrar of Vital Statistics – Robin Crandall
- Deputy Town Clerk – Sheila Borden
- 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 Paquette, seconded by Councilperson Page, and approved on a roll call vote.

- 4 Ayes Page, Paquette, Viens, Connell
- 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.

- 4 Ayes Page, Paquette, Viens, 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**

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

4 Ayes Page, Paquette, Viens, Connell  
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 Paquette, and approved on a roll call vote.

4 Ayes Page, Paquette, Viens, Connell  
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 \$16,744  
Tax Collector \$5,070  
Registrar of Vital Statistics \$491  
DPW Superintendent \$50,974  
Town Justices (2) \$11,822  
Building & Codes/Zoning Officer \$21,568  
Animal Control Officer \$1,040  
Town Historian \$630  
Youth Director \$7,282

**RESOLUTION #7**  
**NEWSPAPER DESIGNATION**

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

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

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**RESOLVED** that the Valley News and Plattsburgh Press Republican be designated as the Official Newspapers.

**RESOLUTION #8**  
**MILEAGE RATE**

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

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

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

**RESOLUTION #9**  
**PETTY CASH**

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

4 Ayes Page, Paquette, Viens, 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 \$200.00.

**RESOLUTION #10**  
**TOWN CLERK ADVERTISING**

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

4 Ayes Page, Paquette, Viens, 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**

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

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

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

**RESOLUTION #12**  
**COMMITTEE ASSIGNMENTS**

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

**RESOLVED** to approve the following committees as listed:

Manpower – Steve Viens & Russell Paquette  
Water – Steve Viens & Russell Paquette  
Buildings – Nancy Page & Dan McCormick  
Highway – Russell Paquette & Steve Viens  
Insurance – Nancy Page & Dan McCormick  
Youth Commission – Steve Viens & Nancy Page  
Control of Animals – Russell Paquette & Steve Viens  
Sludge Management – Russell Paquette & 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**  
**ZONING BOARD OF APPEALS APPOINTMENT**

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

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to reappoint John McWilliam to the Zoning Board of Appeals for a term expiring 12/31/2019. The Zoning Board shall appoint its own Chairperson.

**RESOLUTION #14**  
**PLANNING BOARD APPOINTMENT**

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

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to reappoint Evelyn Brant for a term expiring 12/31/2020. The Planning Board shall appoint its own Chairperson.

**RESOLUTION #15**  
**TOWN ATTORNEY**

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

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to reappoint Gary Wilson as Attorney for the Town.

**RESOLUTION #16**  
**RETURNED CHECK FEE**

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

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to charge \$20.00 for any returned check.

**RESOLUTION #17**  
**CHECK SIGNING AUTHORIZATION**

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

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

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

**RESOLUTION #18**  
**FUND DEPOSITS & PAYROLL DELIVERY**

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

4 Ayes Page, Paquette, Viens, Connell  
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 #19**  
**ELECTRONIC TRANSFER OF FUNDS**

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

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

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

**RESOLUTION #20**  
**2015 ASSOCIATION OF TOWNS ATTENDANCE**

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

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to authorize Michael Tyler to attend the 2015 Association of Towns annual meeting and to authorize payment of his actual and necessary expenses.

**RESOLUTION #21**  
**DPW PRIOR APPROVAL SPENDING CAP**

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

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4 Ayes Page, Paquette, Viens, 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 #22**  
**MEO POSITION**

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

4 Ayes Page, Paquette, Viens, Connell  
0 Nays

**RESOLVED** to hire Adam Cross, with a start date of January 12, 2015, contingent upon an agreement with the union on the title of the position as “MEO Trainee.”

**RESOLUTION #23**  
**ADJOURNMENT**

On a motion by Councilperson Paquette, with a unanimous second, the meeting was adjourned at 11:21 p.m.

Minutes respectfully submitted,

Julie Schreiber, Town Clerk