

Minutes of Organizational Meeting of the Westport Town Board on January 7, 2014

The January 7th, 2014, 199th Town of Westport Organizational Meeting was held at the Westport Town Hall.

Steve Viens was sworn in as Town Councilman by the Town Clerk while his wife Mary Jane held the Bible.

Supervisor Connell called the meeting to order at 3:00 p.m. with the following members present on a roll call.

Councilman Paquette
Councilman Viens
Supervisor Connell

Councilman McCormick Excused

Vacant – Councilman Tyler’s position

Others present:

Sheila Borden, Town Clerk
Mary Jane Viens, Nancy Page

It was the consensus of the Board to make temporary appointments until they were back to a full board.

RESOLUTION #1 ESTABLISHING POSITIONS

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

3 Ayes Paquette, Viens, Connell
0 Nays

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

Minutes of Organizational Meeting of the Westport Town Board on January 7, 2014
Page 2

RESOLUTION #2
POSITION DESIGNATIONS

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

3 Ayes Paquette, Viens, Connell
0 Nays

RESOLVED to establish the position designations as follows:

Deputy Supervisor – Russell Paquette
Animal Control Officer – Gary Reynolds
Town Historian – Sheila Borden
Registrar of Vital Statistics – Sheila Borden
Deputy Registrar of Vital Statistics – Robin Crandall
Deputy Town Clerk/Deputy Tax Collector – Tammy Schreiber
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 Viens seconded by Councilman Paquette and approved on a roll call vote.

3 Ayes Paquette, Viens, Connell
0 Nays

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

Money Market
Statement Savings
Regular Checking
Certificates of Deposit

Minutes of Organizational Meeting of the Westport Town Board on January 7, 2014
Page 3

RESOLUTION #4
SECOND DEPOSITORY DESIGNATION

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

3 Ayes 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

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

3 Ayes Paquette, Viens, 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 Paquette seconded by Councilman Viens and approved on a roll call vote.

3 Ayes Paquette, Viens, 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 and the Assessor.

Minutes of Organizational Meeting of the Westport Town Board on January 7, 2014
Page 4

Supervisor \$23,284
Deputy Supervisor \$521
Budget Officer \$1,030
Councilmen (4) \$4,543
Town Clerk \$16,744
Tax Collector \$5,070
Registrar of Vital Statistics \$491
DPW Superintendent \$50,470
Sole Assessor \$41,958
Town Justices (2) \$11,590
Building & Codes/Zoning Officer \$20,425
Animal Control Officer \$1,020
Town Historian \$630
Youth Director \$7,000

RESOLUTION #7
NEWSPAPER DESIGNATION

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

3 Ayes Paquette, Viens, Connell
0 Nays

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

RESOLUTION #8
MILEAGE RATE

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

3 Ayes Paquette, Viens, Connell
0 Nays

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

Minutes of Organizational Meeting of the Westport Town Board on January 7, 2014
Page 5

RESOLUTION #9
PETTY CASH

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

3 Ayes 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 \$100.00.

RESOLUTION #10
TOWN CLERK ADVERTISING

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

3 Ayes 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

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

3 Ayes Paquette, Viens, Connell
0 Nays

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

Minutes of Organizational Meeting of the Westport Town Board on January 7, 2014
Page 6

RESOLUTION #12
COMMITTEE ASSIGNMENTS

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

3 Ayes Paquette, Viens, Connell
0 Nays

RESOLVED to approve the following committees as listed:

Manpower – Steve Viens & Russ Paquette
Water – Steve Viens & Russell Paquette
Buildings – Russ Paquette & Steve Viens
Highway – Russell Paquette & Steve Viens
Insurance – Russell Paquette & Steve Viens
Youth Commission – Steve Viens & Russell Paquette
Control of Animals – Russell Paquette & Steve Viens
Sludge Management – Russell Paquette & Steve Viens
Labor Management – Steve Viens & 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.

APPOINTMENT ZONING BOARD OF APPEALS

RESOLUTION #13
APPOINTMENT ZONING BOARD OF APPEALS

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

3 Ayes Paquette, Viens, Connell
0 Nays

RESOLVED to reappoint Dawn Gay to the Zoning Board of Appeals for the term expiring 12/31/2017. The Zoning Board shall appoint its own Chairperson.

Minutes of Organizational Meeting of the Westport Town Board on January 7, 2014
Page 7

RESOLUTION #14
APPOINTMENT PLANNING BOARD

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

3 Ayes Paquette, Viens, Connell
0 Nays

RESOLVED to reappoint Ken White for the term expiring 12/31/2019, Cynthia Fairbanks as alternate for the term expiring 12/31/2016. There is one alternate term open that expires 2014. The Planning Board shall appoint its own Chairperson.

RESOLUTION #15
ATTORNEY FOR THE TOWN

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

3 Ayes Paquette, Viens, Connell
0 Nays

RESOLVED to appoint Gary Wilson, Attorney for the Town.

RESOLUTION #16
RETURNED CHECK FEE

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

3 Ayes Paquette, Viens, Connell
0 Nays

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

Minutes of Organizational Meeting of the Westport Town Board on January 7, 2014
Page 8

RESOLUTION #17
CHECK SIGNING AUTHORIZATION

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

3 Ayes 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 Councilman Viens seconded by Councilman Paquette and approved on a roll call vote.

3 Ayes Paquette, Viens, 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 #19
ELECTRONIC TRANSFER OF FUNDS

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

3 Ayes Paquette, Viens, 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.

Minutes of Organizational Meeting of the Westport Town Board on January 7, 2014
Page 9

RESOLUTION #20

2013 ASSOCIATION OF TOWNS ATTENDANCE & DELEGATE

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

3 Ayes Paquette, Viens, Connell
0 Nays

RESOLVED to authorize Dan Connell and Steve Viens to attend the 2013 Association of Towns Meeting and authorize Dan Connell as the Town Delegate.

RESOLUTION #21

DPW PRIOR APPROVAL SPENDING CAP

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

3 Ayes 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.

TOWN COUNCIL VACANT POSITION – The Board has two options. They can appoint someone or not and leave the seat vacant.

RESOLUTION #22

ADVERTISE BOARD VACANCY

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

3 Ayes Paquette, Viens, Connell
0 Nays

RESOLVED to advertise the “open board position” and request letters of interest and resumes be sent to the Town Office by 2:00 p.m. on January 21st. A Special Board meeting will be held at 3:00 p.m. on the same day at which time we will review all letters of interests in Executive Session. An appointment may be made of an individual to serve until December 31, 2014.

Minutes of Organizational Meeting of the Westport Town Board on January 7, 2014
Page 10

RESOLUTION #23
ADJOURNMENT

On a motion by Councilman Paquette with a unanimous second the meeting was adjourned at 3:42 p.m.

Minutes respectfully submitted

Sheila A. Borden, Town Clerk