

## **Minutes of Organizational Meeting of the Westport Town Board on January 9, 2013**

The January 9th, 2013, 198<sup>th</sup> Town of Westport Organizational Meeting was held at the Westport Town Hall.

Supervisor Connell called the meeting to order at 7:00 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  
George Hainer, Zoning & Codes Officer  
Nancy Page

### **RESOLUTION #1 ESTABLISHING POSITIONS**

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

### **RESOLUTION #2 POSITION DESIGNATIONS**

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

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

**Minutes of Organizational Meeting of the Westport Town Board on January 9, 2013**  
**Page 2**

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

Deputy Supervisor – Michael Tyler  
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 – 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 Tyler seconded by Councilman McCormick and approved on a roll call vote.

5 Ayes Tyler, Paquette, Sherman, McCormick, 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

**RESOLUTION #4**  
**SECOND DEPOSITORY 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 designate CLASS (Cooperative Liquid Assets Security System) as a second depository for Money Market and Certificates of Deposits.

**Minutes of Organizational Meeting of the Westport Town Board on January 9, 2013**  
**Page 3**

**RESOLUTION #5**  
**TOWN MEETING DESIGNATION**

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 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 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 and the Assessor.

Supervisor \$23,284  
Deputy Supervisor \$521  
Budget Officer \$1,030  
Councilmen (4) \$4,542  
Town Clerk \$16,744  
Tax Collector \$5,070  
Registrar of Vital Statistics \$491  
DPW Superintendent \$49,000  
Sole Assessor \$51,790  
Town Justices (2) \$11,590  
Building & Codes/Zoning Officer \$19,830  
Animal Control Officer \$990  
Town Historian \$612  
Youth Director \$7,000

**Minutes of Organizational Meeting of the Westport Town Board on January 9, 2013**  
**Page 4**

**RESOLUTION #7**  
**NEWSPAPER 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** that the Valley News and the Plattsburgh Press be designated as the Official Newspapers.

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

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

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

On a motion by Councilman Paquette 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.

**Minutes of Organizational Meeting of the Westport Town Board on January 9, 2013**  
**Page 5**

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

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 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.

**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 & Russ 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

**Minutes of Organizational Meeting of the Westport Town Board on January 9, 2013**  
**Page 6**

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.

**APPOINTMENT ZONING BOARD OF APPEALS**

There is an opening for a term expiring on December 31, 2017. Action will be taken at another board meeting.

**RESOLUTION #13**  
**APPOINTMENT PLANNING BOARD**

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 reappoint Alan Higgs for the term expiring 12/31/2019, Cynthia Fairbanks as alternate for the term expiring 2015. The Planning Board shall appoint its own Chairperson.

**RESOLUTION #14**  
**ATTORNEY FOR THE TOWN**

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 Gary Wilson, Attorney for the Town.

**Minutes of Organizational Meeting of the Westport Town Board on January 9, 2013**  
**Page 7**

**RESOLUTION #15**  
**RETURNED CHECK FEE**

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

**RESOLUTION #16**  
**YOUTH COMMISSION APPOINTMENTS**

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 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, 22 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, 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:

Bridgette Blemel 962-4392  
Jeffrey Schwoebel 962-8567  
Meredith King 962-4908  
Traci Ploufe 962-2203  
Heather Reynolds 572-0337  
Fabienne Rossi 962-2032

**Minutes of Organizational Meeting of the Westport Town Board on January 9, 2013**  
**Page 8**

Kris Stephens	962-4407	
Tim Sherman	962-8223	Town Board Liaison
Dan McCormick		Town Board Liaison
Sue Russell		WCS Representative
Rachel Abrahamsen	764-0633	Student Representative
Charlotte Staats		Student Representative
Keragan Viens		Student Representative Alt.

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 #17**  
**YOUTH COMMISSION PROGRAM**

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 approve the following resolution:

**WHEREAS**, 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 \$1,000 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 2013 application and authorizes the Youth Commission to expend at least \$1,000 for the 2013 youth services program(s), and



**Minutes of Organizational Meeting of the Westport Town Board on January 9, 2013**  
**Page 9**

**BE IT FURTHER RESOLVED**, that the clerk send a copy of this resolution to the Essex County Community Resources office, 7533 Court Street, Elizabethtown, NY 12932.

**RESOLUTION #18**  
**CHECK SIGNING AUTHORIZATION**

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

**RESOLUTION #19**  
**FUND DEPOSITS, PAYROLL DELIVERY**

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 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 McCormick 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.

**Minutes of Organizational Meeting of the Westport Town Board on January 9, 2013**  
**Page 10**

**RESOLUTION #21**  
**2013 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 2013 Association of Towns Meeting and authorize Dan McCormick as the Town Delegate and Michael Tyler as the Alternate.

**RESOLUTION #22**  
**DPW PRIOR APPROVAL SPENDING CAP**

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 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 7:30 p.m.

Minutes respectfully submitted

Sheila A. Borden, Town Clerk

