

Minutes of the Organizational Meeting of the Westport Town Board on January 3, 2017

The January 3, 2017, 202nd 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

**RESOLUTION #1
ESTABLISHING POSITIONS**

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

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

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
Marriage Officer – Michael Tyler

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

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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 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 Morrison, seconded by Councilperson Viens, 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 \$24,461.47
Deputy Supervisor \$531
Budget Officer \$1,050
Councilpersons (4) \$4,722.75
Town Clerk \$17,763.38
Tax Collector \$5,378.66
Registrar of Vital Statistics \$520.15
DPW Superintendent \$52,503.22
Town Justice \$15,450
Building & Codes/Zoning Officer \$22,881.45
Animal Control Officer \$1,071
Town Historian \$630
Youth Director \$7,354

RESOLUTION #7
NEWSPAPER DESIGNATION

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

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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 Morrison, 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 Viens, seconded by Councilperson Morrison, 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 Morrison, seconded by Councilperson Page, 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.

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5 Ayes Page, Paquette, Viens, Morrison, Tyler
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 Paquette, 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
Water – Barry Morrison
Buildings – Nancy Page
Highway – Steve Viens
Insurance – Nancy Page
Youth Commission – Barry Morrison
Control of Animals – Russell Paquette
Wadhams Wastewater – Barry Morrison
Sludge Management – Barry Morrison
Labor Management – 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
BAR REAPPOINTMENT

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 reappoint Nancy Decker to the Board of Assessment Review for a term expiring 9/30/2021.

RESOLUTION #14
ZBA REAPPOINTMENT

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 reappoint Jim Rule to the Zoning Board of Appeals for a term expiring 12/31/2021.

RESOLUTION #15
ZBA REAPPOINTMENT

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 reappoint Keven Severance to the Zoning Board of Appeals for a term expiring 12/31/2019.

RESOLUTION #16
PLANNING BOARD REAPPOINTMENT

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 reappoint Cynthia Fairbanks to the Planning Board for a term expiring 12/31/2023.

RESOLUTION #17
TOWN ATTORNEY

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

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

RESOLVED to reappoint Gary Wilson as Attorney for the Town.

RESOLUTION #18
RETURNED CHECK FEE

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 charge \$20.00 for any returned check.

RESOLUTION #19
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 #20
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 #21
ELECTRONIC TRANSFER OF FUNDS

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

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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 #22
2017 ASSOCIATION OF TOWNS ATTENDANCE

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 authorize Michael Tyler to attend the 2017 Association of Towns annual meeting and to authorize payment of his actual and necessary expenses.

RESOLUTION #23
ASSOCIATION OF TOWNS DELEGATE

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

RESOLUTION #24
DPW PRIOR APPROVAL SPENDING CAP

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 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 #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 22nd Annual Lake Placid Codes Conference from 3/6-3/9/17 and payment of his actual and necessary expenses.

RESOLUTION #26
ADJOURNMENT

On a motion by Councilperson Paquette, with a unanimous second, the meeting was adjourned at 3:20 p.m.

Minutes respectfully submitted,

Julie Schreiber, Town Clerk