

Jan. 4, 2018

Town Board Organizational Meeting

Present: Supervisor Ed Bender, Councilman Paul Aubertine, Councilman Marty Mason, Councilman Dan Wiley, Councilman Al Wood, Highway Superintendent Bill Pond, Deputy Town Clerk Cindi Douglas.

Supervisor Bender called the meeting to order at 9am with the pledge of allegiance.

Privilege of the floor – no one wished to speak.

Resolutions

Resolution #1 was moved by Councilman Aubertine, seconded by Councilman Wiley. Resolution #1 is to set the Town Board regular monthly meetings on the third Thursday of each month at 6:30pm and to be held in the Town Office Building.

There was no discussion. All members voted AYE.

Resolution #2 was moved by Councilman Mason, seconded by Councilman Wood. Resolution #2 is to set the Zoning Board of Appeals regular monthly meetings on the first Monday of each month to be held in the Recreation Park Building, 602 S. James St. at 6pm.

There was no discussion. All members voted AYE.

Resolution #3 was moved by Councilman Mason, seconded by Councilman Wood. Resolution #3 is to set the Planning Board regular monthly meetings for the second Wednesday of each month in the Recreation Park Building 602 S. James St at 7pm. There was no discussion. All members voted AYE.

Resolution #4 was moved by Councilman Wiley, seconded by Councilman Aubertine. Resolution #4 is to designate Citizens Bank of Cape Vincent as the depositories for Town funds.

There was no discussion. All members voted AYE.

Resolution #5 was moved by Councilman Mason, seconded by Councilman Aubertine. Resolution #5 is to designate the Supervisor and the Deputy Supervisor, but only in the absence of the Supervisor, be authorized to deposit funds to the town accounts, sign town checks and handle town funds as described in the town's investment policy.

There was no discussion. All members voted AYE.

Resolution #6 was moved by Councilman Wood, seconded by Councilman Wiley. Resolution #6 allows the Highway Superintendent to spend up to \$3,000.00 per instance, in 2018 for the purchase of equipment, tools and implements without prior approval from the board.

There was the following discussion; Councilman Mason wanted the Highway Superintendent to get three quotes before the purchase is made. The board said they felt this allows the Superintendent to purchase what he needs without getting the quotes and they want him to have the ability to purchase items immediately without going through this process. All members voted AYE.

Resolution #7 was moved by Councilman Aubertine, seconded by Councilman Mason. Resolution #7 is to set the mileage reimbursement fee for town officials and employees at a rate of .50 cents per mile

when they use their personal vehicles on town business, when traveling outside town limits, unless there is a written agreement to the contrary.

There was no discussion. All members voted AYE.

Resolution #8 was moved by Councilman Mason, seconded by Councilman Aubertine. Resolution #8 is to appoint Attorney Mark Gebo as the town's attorney and legal advisor.

There was no discussion. All members voted AYE.

Resolution #9 was moved by Councilman Wood, seconded by Councilman Wiley. Resolution #9 is to designate the Watertown Daily Times and the Thousand Islands Sun as the town's official newspapers and the town website for all required official notices.

There was the following discussion; Councilman Wood asked if this was to use both or either one, and the board said it is meant to be either one. All members voted AYE.

Resolution #10 was moved by Councilman Mason, seconded by Councilman Wood. Resolution #10 is to appoint Steve Weed as the town's videographer.

There was the following discussion. Councilman Wiley said that he felt it was not necessary for the meeting to be videotaped. The board agreed but felt that they wanted to use Steve Weed on an as needed basis. Councilman Wiley said he would like to reword the resolution to read; use Steve Weed Production as the town's videographer when the town board feels that is necessary to have the meetings videotaped. All members voted AYE.

Resolution #11 was moved by Councilman Aubertine, seconded by Councilman Wood. Resolution #11 is to appoint the Town Clerk as the Town's Uniform Notice of Claims Agent for the NYS Department of State.

There was no discussion. All members voted AYE.

Resolution #12 was moved by Councilman Wiley, seconded by Councilman Aubertine. Resolution #12 is to set the standard workday, a requirement set forth by the NYS Retirement System, for each elected or appointed office or position (i) the number of hours prescribed as a standard workday for each such position (ii) the expiration of the term for each such office or position (iii) that the Town Clerk maintains an actual daily record of time worked for each of the elected or appointed official.

There was the following discussion. The board asked if this was for everyone, and the town clerk said it is only a requirement for town employees who participate in the town's retirement system, and that three month calendars need to be handed in to the town clerk, and the resolution needs to be posted for three months.

All members voted AYE.

Resolution #13 was moved by Councilman Mason, seconded by Councilman Wood. Resolution #13 is that the Town Board approves and follows the Town's Rules of Procedure.

There was no discussion. All members voted AYE.

Resolution#14 was moved by Councilman Aubertine, seconded by Councilman Wood. Resolution #14 is that the Town Board approves and follows the following policies:

- a. Procurement Policy
- b. Investment Policy
- c. Code of ethics Policy
- d. Cyber Security Policy
- e. Fund Balance Policy
- f. Workplace Violence Policy
- g. Employee Protection Policy

There was no discussion. All members voted AYE.

Resolution #15 was moved by Councilman Wiley, seconded by Councilman Wood. Resolution #15 is to authorize the Supervisor to sign the Spectrum Lease Agreement to be filed with the FCC by Sensus on behalf of the Town of Cape Vincent.

There was no discussion. All members voted AYE.

Resolution #16 was moved by Councilman Mason, seconded by Councilman Aubertine. Resolution #16 is to authorize the Supervisor to sign the Advanced Metering Infrastructure (AMI) Agreement with Sensus USA.

There was no discussion. All members voted AYE.

A motion was made by Councilman Aubertine to designate Councilman Mason as the town's official representative to the Annual Business Session of the Association of Towns of the State of New York on February 21, 2018, and in his absence to designate Councilman Wood, Councilman Wiley seconded the motion. All members voted AYE.

Highway Superintendent Bill Pond told the board that he would like them to act on the proposal that he gave to them regarding the purchase of a new loader. Councilman Aubertine said that he reviewed the proposal and he strongly recommends that he upgrade to the 5 year warranty. The board talked about this and agreed the money will be well spent to upgrade the warranty. Bill discussed with the board that he chose the loader because it has the ability to handle a snow blower.

Councilman Aubertine made a motion to purchase the John Deere Pay loader with the purchase price not to exceed \$180,000.00, seconded by Councilman Mason. All members voted AYE.

Supervisor Bender told the board that he looked into the possibility of combining the zoning and planning boards. He said that it will not work and that the vacancies on the planning board have been advertised. The board discussed the possibility of combining the village and town planning and zoning boards. Supervisor Bender said that it would take a while to straighten this out as they have two different set of laws.

Supervisor Bender read his 2018 appointments as such:

Deputy Supervisor	1 year term	Marty Mason
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Clerk to the Supervisor	1 year term	Tina Maloney
Historian	1 year term	Jeannie Ebert
Machinery Committee	1 year term	Councilmen Mason & Aubertine
Recreation Park Liaison	1 year term	Councilman Wiley
Youth Commission Liaison	1 year term	Councilman Wiley
Finance Committee	1 year term	Supervisor Bender & Councilman Mason
DANC Committee Liaison	1 year term	Councilmen Mason & Aubertine
TI School Board Liaison	1 year term	Councilman Wiley
Local Waterfront LWRP	1 year term	Councilman Mason
Local Dev. Committee	1 year term	Councilman Aubertine

### 2018 Town Board Appointments

Councilman Wiley made the motion to approve the following appointments, seconded by Councilman Aubertine. All members voted AYE.

Zoning Enforcement Officer	1 year term	Jim Millington
Deputy Zoning Enforcement	1 year term	David Rowe
Registrar of Vital Statistics	1 year term	Michelle Bouchard
Deputy Registrar of Vital Stat	1 year term	Cynthia Douglas
FOIL Appeals Committee	1 year term	Supervisor Bender & Councilman Mason
Planning Board Member	1 year term	Richard Macsherry
Zoning Board of Appeals	5 year term	Ed Hludzinski
Zoning Board of Appeals Chair.	1 year term	Ed Hludzinski
Zoning Board Alternate	2 year term	Bill DeSouza
Court Clerk	1 year term	Jana Powell
ZBA Chairman	1 year term	Ed Hludzinski
Records Management Officer	4 year term	Michelle Bouchard

Supervisor Bender said that he would like to discuss the planning and zoning secretary vacancy at the next work session.

Councilman Mason said that he would like to seek and interview four Engineering firms. Supervisor Bender said that he thought this would be a good idea as he too would like to have four firms to interview. Councilman Mason said that he would also like to share the engineering firm and the planning and zoning secretary with the Village.

Councilman Mason said that the Village has set a training day for January 12, 2018 at 5:30pm at Aubrey's Restaurant and they would like the town to participate in the training. Councilman Wiley said that he thought this is a good idea and that the town should take the money from the contingency fund to pay for it.

Councilman Aubertine made a motion that the town participate with the village in the AED training at Aubrey's on January 12 and that the town's portion of the training will not exceed \$1,000.00, seconded by Councilman Wood. All members voted AYE.

Councilman Wiley said that he met with Rob Campany from Fourth Coast to discuss the installation of antennas and collectors for water district one. He said that he shared the Sensus information with him and that Rob would like to have the specs on the project. Councilman Wiley said that he felt it is a good idea to use a local company.

Councilman Wiley made a motion to adjourn at 9:55am.

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Michelle Bouchard, RMC – Town Clerk