

Jan. 2, 2020

Town Board Organizational Meeting

Present: Supervisor Bender, Councilman Dan Wiley, Councilman Marty Mason, Highway Superintendent Bill Pond.

Absent: Councilman Aubertine, excused; Councilman Wood, excused

Supervisor Bender opened the meeting at 9 am with the pledge of allegiance.

Judge Colleen Knuth performed the Oath of Office ceremony for William Pond, Marty Mason, Edward Bender and Daniel Wiley and they each signed the Code of Ethics

Resolution #1

Moved by Councilman Wiley

Seconded by Councilman Mason

BE IT RESOLVED that the Town Board hold its regular monthly meetings on the third Thursday of each month at the Town Office Building at 6:30 pm.

All members present voted AYE

Resolution #2

Moved by Councilman Wiley

Seconded by Councilman Mason

BE IT RESOLVED that the Town Board set the Zoning Board of Appeals regular monthly meeting for the first Monday of each month to be held in the Recreation Park Building, 602 S. James St at 6:00pm.

All members present voted AYE

Resolution #3

Moved by Councilman Wiley

Seconded by Councilman Mason

BE IT RESOLVED that the Town Board set the Planning Board regular monthly meetings for the second Wednesday of each month to be held at the Recreation Park Building, 602 S. James St. at 7:00pm.

All members present voted AYE

Resolution #4

Moved by Councilman Wiley

Seconded by Councilman Mason

BE IT RESOLVED that Citizens Bank of Cape Vincent be designated as the depositories for Town Funds.

All members present voted AYE

Resolution #5

Moved by Councilman Wiley

Seconded by Councilman Mason

BE IT RESOLVED that the Supervisor and 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.

All members present voted AYE

Resolution #6

Moved by Councilman Wiley

Seconded by Councilman Mason

BE IT RESOLVED that the Highway Superintendent be allowed 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.

All members present voted AYE

Resolution #7

Moved by Councilman Wiley

Seconded by Councilman Mason

BE IT RESOLVED that each town official and employees be reimburse for mileage at rate of .50 cents per mile when they use personal vehicles on Town business, when traveling outside Town limits, unless there is a written agreement to the contrary.

All members present voted AYE

Resolution #8

Moved by Councilman Wiley

Seconded by Councilman Mason

BE IT RESOLVED that Attorney Joe Russell be appointed attorney and legal advisor for the Town of Cape Vincent.

All members present voted AYE

Resolution #9

Moved by Councilman Wiley

Seconded by Councilman Mason

BE IT RESOLVED that the Watertown Daily Times and the Thousand Islands Sun be designated as the Town's official newspapers for the Town and the Town Website for required official notices.

All members present voted AYE

Resolution #10

Moved by Councilman Wiley

Seconded by Councilman Mason

BE IT RESOLVED that the Town Clerk be appointed as the Town's Uniform Notice of Claims Agent for the NYS Department of State.

All members present voted AYE

Resolution #11

Moved by Councilman Wiley

Seconded by Councilman Mason

BE IT RESOLVED that the Town Board establish the standard workday for each elective or appointive office, or position indicating (i) the number of hours prescribed as a standard workday for each such elective or appointed office or 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 the elected or appointed official.

All members present voted AYE

Resolution #12

Moved by Councilman Wiley

Seconded by Councilman Mason

BE IT RESOLVED that the Town Board approve and follow the Town’s Rules of Procedure.

All members present voted AYE

Resolution #13

Moved by Councilman Wiley

Seconded by Councilman Mason

BE IT RESOLVED that the Town Board approve and follow the following Town 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
- h. Sexual Harassment/Sex Discrimination Policy

All members present voted AYE

Resolution #14

Resolution #14 was moved by Councilman Mason, seconded by Councilman Wiley. Resolution #14 is to authorize the Supervisor to sign the Jefferson County snow and Ice Agreement beginning January 1, 2020 through December 31, 2022.

There was no discussion. All members present voted AYE.

Appointments

Supervisor Bender made his list of appointments as follows:

2020 Supervisor’s Appointments

<u>Position</u>	<u>Term</u>	<u>Appointee</u>
Deputy Supervisor	1 Year	Marty Mason
Clerk to the Supervisor	1 Year	Tina Maloney
Historian	1 Year	Jeannie Ebert
Machinery Committee	1 Year	Councilmen Mason & Aubertine
Planning Board Liaison	1 Year	Councilman Wood
Zoning Board of Appeals Liaison	1 Year	Councilman Wood
Recreation Park Commission Liaison	1 Year	Councilman Wiley
Youth Commission Liaison	1 Year	Councilman Wiley
Finance Committee	1 Year	Supervisor Bender
DANC Committee Liaison	1 Year	Councilmen Mason & Aubertine

Thousand Island School Board Liaison	1 Year	Councilman Wiley
Cape Vincent Village Board Liaison	1 Year	Councilman Wiley
Local Waterfront Revitalization Plan Committee Liaison	1 Year	Councilman Wiley
Local Development Committee Liaison	1 Year	Councilman Wiley

#### Councilmen Appointments

Councilman Wiley made a motion to appoint Cody Higgins as the Zoning Enforcement Officer, and David Rowe as the Deputy Zoning Enforcement Officer, second by Councilman Mason.

All members present voted AYE.

Councilman Mason made a motion to appoint Michelle Bouchard as the Registrar of Vital Statistics and Linda Finerson as the Deputy Registrar, and Supervisor Bender and Councilman Mason as the FOIL appeals committee, seconded by Councilman Wiley.

All members present voted AYE.

Councilman Wiley made a motion to appoint Bob Martin as the Chairman of the Planning Board, and appoint Harvey White as a regular member of the Planning Board, seconded by Councilman Mason.

All members present voted AYE.

Councilman Wiley made a motion to appoint Michelle Bouchard as the Court Clerk and Records Management Officer, seconded by Councilman Mason.

All members present voted AYE.

### 2020 Town Board Appointments

Zoning Enforcement Officer	1 Year	Cody Higgins
Deputy Zoning Enforcement Officer	1 Year	David Rowe
Registrar of Vital Statistics	1 Year	Michelle Bouchard
Deputy Registrar of Vital Statistics	1 Year	Linda Finerson
FOILS Appeals Committee	1 Year	Supervisor Bender & Councilman Mason
Ethics Committee	1 Year	
Planning Board Chairman	1 Year	Robert Martin
Planning Board Member	5 Year	Harvey White
Alternate Planning Board Member	2 Years	Karen Bourcy
Zoning Board of Appeals	5 Years	
Zoning Board of Appeals Chairman	1 Year	Ed Hludzinski
Zoning Board of Appeals	2 Years/Alternate	
Court Clerk	1 Year	Michelle Bouchard
Records Management Officer	4 Years	Michelle Bouchard

The board discussed the vacancies on the Zoning Board of Appeals. Because the board was not able to agree on candidates to fill the vacant seats, Supervisor Bender said that the appointments will be taken care of at the board's regular meeting Jan. 16 when the full board is present.

Supervisor Bender reported that he has received the paperwork from DASNY regarding the CFA grant. He said that they are waiting for the paperwork to come back from the town Attorney and this will make it complete for final submission.

Supervisor Bender also spoke about the ambulance squad. He said that the board was presented with a situation where the town was in jeopardy of losing the service. He said that he feels the best thing the board did was to appoint a committee to help solve the situation. He said they picked the best people for the job and they got the job done.

The board reviewed an email that was received from Scott Burto asking to be paid his stipend for the work he did on a DASNY grant. Councilman Wiley reviewed the verbiage in his contract and he feels that Scott should be paid when the grant funds have actually been received.

The board also discussed what grants are currently being worked on and the cost to repair the houses at Tibbetts Point.

Councilmen Mason and Wiley will meet with Scott Burto on Tuesday Jan. 7 at 4:30pm prior to the Village Board meeting.

Highway – Bill Pond talked to the board about Jefferson County’s decision to charge the town for recycling. He said that he feels the best way to offset these costs is to increase the fee \$1.00 for garbage. Supervisor Bender agreed that charging \$3.00 per bag would be the best way to offset the costs. He said that this information came after the budget was set and reminded everyone that this is a tight budget year.

Bill Pond told the board that Nina, the transfer site operator, has contacted GitRDone to pick up the tires at the transfer site. They will bring a container, but there is a 13 ton minimum. Bill also told the board that the new truck and plow equipment has been ordered.

Councilman Mason made a motion to adjourn the meeting at 9:55am.

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Michelle Bouchard, RMC – Town Clerk