

Jan. 5, 2021

Town Board Organizational Meeting

Present: Supervisor Edward Bender, Councilman Paul Aubertine, Councilman Marty Mason, Councilman Dan Wiley, Councilman Alan Wood, Keith Brass, Christine Stark.

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

Resolution #1

Moved by Councilman Aubertine

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 Recreation Park Building at 6:30 pm.

All members present voted AYE

Resolution #2

Moved by Councilman Wiley

Seconded by Councilman Aubertine

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 Aubertine

Seconded by Councilman Wood

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 Aubertine

Seconded by Councilman Wood

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 Wood

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 Wood

Seconded by Councilman Mason

BE IT RESOLVED that the Highway Superintendent be allowed to spend up to \$3,000.00, per instance, in 2021 for the purchase of equipment, tools and implements without prior approval from the Board.

All members present voted AYE

Resolution #7

Moved by Councilman Aubertine

Seconded by Councilman Wood

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 Aubertine

Seconded by Councilman Wiley

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 Wood

Seconded by Councilman Wiley

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 Wood

Seconded by Councilman Aubertine

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 Aubertine

Seconded by Councilman Wood

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 Aubertine

Seconded by Councilman Wood

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 Wood

Seconded by Councilman Wiley

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

#### 2021 Supervisor's Appointments

Deputy Supervisor	1 Year	Marty Mason
Clerk to the Supervisor	1 Year	Tina Maloney
Historian	1 Year	Jeannie Ebert
Machinery Committee	1 Year	Councilman Mason & Aubertine
Planning Board Liaison	1 Year	Councilman Wood
Zoning Board Liaison	1 Year	Councilman Wood
Youth Commission Liaison	1 Year	Councilman Wiley
Finance Committee	1 Year	Supervisor Bender
DANC Committee Liaison	1 Year	Supervisor Bender
Thousand Islands School Board	1 Year	Councilman Wiley
Cape Vincent Village Board Liaison	1 Year	Councilman Mason
Local Waterfront Revitalization Plan Committee	1 Year	Councilman Wiley
Local Development Committee Liaison	1 Year	Councilman Wiley
2121 Town Board Appointments		
Zoning Enforcement Officer	1 Year	Cody Higgins
Deputy Zoning Enforcement Officer	1 Year	Tom Rowe
Registrar of Vital Statistics	1 Year	Michelle Bouchard
Deputy Registrar of Vital Statistics	1 Year	Brenda Curtis
FOIL Appeals Committee	1 Year	Supervisor Bender/Councilman Mason
Ethics Committee	1 Year	
Planning Board Chairman	1 Year	Robert Martin
Zoning Board of Appeals Chairman	1 Year	Edward Hludzinski
Court Clerk	1 Year	Michelle Bouchard
Records Management Officer	1 Year	Michelle Bouchard

Councilman Wood made a motion to appoint Craig Stevenson to a five year term as a member of the Zoning Board of Appeals and Frank Giaquinto to a five year term as a member of the Planning Board, seconded by Councilman Mason.

All members voted AYE.

Councilman Wood made a motion to appoint Christine Stark to a five year term as a member of the Board of Assessment Review, seconded by Councilman Wiley.

All member voted AYE.

Councilman Wiley said that he had talked with Justin Vrooman regarding his housing development plan. He said that Justin has given up on it and Councilman Wiley would like the town to purchase the property or have the village annex the parcel to the town so that the town planning board could assist with the development.

Councilman Aubertine said that he would agree to option B, as he does not think the town should purchase the property.

Christine Stark asked to speak. She told the board that she was in attendance at one of the Village Planning Board meetings where this was discussed and she said that Justin was told by the board that the development would be taxing on the village's water and sewer. Councilman Mason said that it was not true; it would not be too taxing on the system.

Councilman Wiley said that he would like to board to discuss the RFP's for Club Street. He said that he would like to pick the top three. Councilman Wiley said that he is concerned they may be putting the cart before the horse, but feels the board should do something.

Councilman Aubertine asked how they can pick an engineer when they don't know what the project is yet.

The board agreed to review the six RFP's.

Councilman Mason made a motion to hold town board work sessions the first Thursday of each month at 6pm in the Recreation Park Building, seconded by Councilman Wiley.

All members voted AYE.

Councilman Wiley said that he would like to have the LDC IMA gone over with his changes and asked the Town Clerk to prepare the document with the changes highlighted.

Councilman Wood made a motion to adjourn at 9:50am.

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Michelle Bouchard, RMC – Town Clerk