

Jan. 5, 2023

Town Board Organizational Meeting

Present: Supervisor Mason, Councilman Aubertine, Councilman Wiley, Councilman Maloney, Councilman Wood.

Supervisor Mason opened the meeting at 9:08am with the pledge of allegiance.

2023 Supervisor's Appointments

<u>Position</u>	<u>Term</u>	<u>Appointee</u>
Deputy Supervisor	1 Year	Councilman Aubertine
Clerk to the Supervisor	1 Year	Tina Maloney
Historian	1 Year	Jean Ebert
Machinery Committee	1 Year	Supervisor Mason
Planning Board Liaison	1 Year	Councilman Wood
Zoning Board of Appeals Liaison	1 Year	Councilman Wood
Recreation Park Commission Liaison	1 Year	Councilman Aubertine
Youth Commission Liaison	1 Year	Councilman Aubertine
Finance Committee	1 Year	Supervisor Mason Councilman Maloney
DANC Committee Liaison	1 Year	Supervisor Mason
Thousand Island School Board Liaison	1 Year	Councilman Wiley
Cape Vincent Village Board Liaison	1 Year	Supervisor Mason
Local Waterfront Revitalization Plan Committee Liaison	1 Year	Councilman Wiley
Local Development Committee Liaison	1 Year	Councilman Wiley
Save the Prison Committee	1 Year	Councilman Wood
Ambulance Squad Liaison	1 Year	Councilman Maloney

2023 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	Jennifer Baxter
FOILS Appeals Committee	1 Year	Supervisor Mason Councilman Aubertine
Ethics Committee	1 Year	
Planning Board Chairman	1 Year	Frank Gianquinto
Planning Board Vice Chair	1 Year	Harvey White
Zoning Board of Appeals Chairman	1 Year	Ed Hludzinski
Zoning Board of Appeals Vice Chair	1 Year	Craig Stevenson
Court Clerk	1 Year	Michelle Bouchard

Records Management Officer

3 Years

Michelle Bouchard

Resolution #1

Moved by Councilman Aubertine

Seconded by Councilman Wiley

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 Wiley

Seconded by Councilman Aubertine

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 Maloney

BE IT RESOLVED that Gouverneur Savings and Loan be designated as the depositories for Town Funds.

All members present voted AYE

Resolution #5

Moved by Councilman Wiley

Seconded by Councilman Maloney

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 Maloney

Seconded by Councilman Wiley

BE IT RESOLVED that the Highway Superintendent and the Water Superintendent be allowed to spend up to \$3,000.00, per instance, in 2023 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 Wiley

BE IT RESOLVED that each town official and employees be reimbursed for mileage at rate of .58 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 Maloney

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

All members present voted AYE

Resolution #9

Moved by Councilman Aubertine

Seconded by Councilman Wood

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 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 Maloney

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 Wood

Seconded by Councilman Wiley

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 Aubertine

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

Supervisor Mason said that he would like to form an Ad Hock committee to review the Zoning and Planning boards to find out what changes can be made and/or to have the boards made up of the same members.

Councilman Aubertine said that he would like to informally pick a hard date to get this done.

Councilman Wiley said that it should be made up of a variety of individuals with different skill sets. He said that the town should also set parameters so that the board will know what they are getting into.

Councilman Wood said that the town needs to give the board members more money.

The board discussed having the committee discuss the possibility of abolishing the planning board.

Councilman Maloney suggested reaching out to other towns to find out who has done this and how it works.

Councilman Aubertine agreed stating that they may find out it's not a good idea.

Councilman Wiley said that the board should set a timeline so the people interested in serving on the board will know what is to be done, and what their commitment will be.

Councilman Aubertine said that he would like them to rewrite the subdivision law.

Councilman Maloney felt that the committee would not get this done in 3 months if rewriting the subdivision law was thrown in. The board agreed.

Supervisor Mason said he would like to have them meet every week for six months.

It was agreed that the board members will bring a list of names that they would like to have on the committee at the Jan. 19th meeting.

Councilman Maloney made a motion to have the town board work sessions on the first Thursday of each month at 6:30pm in the town office building, seconded by Councilman Aubertine.

There was no discussion. All members voted AYE.

Councilman Wood made a motion to adjourn at 10:10am.

Michelle Bouchard, RMC – Town Clerk