

January 2, 2025

Town Board Organizational Meeting

Present: Supervisor Paul Aubertine, Councilman Dan Wiley, Councilman Ron Jacobs, Councilman Alan Wood, Highway Superintendent Bill Pond.

Supervisor Aubertine called the meeting to order at 8:30am with the pledge of allegiance

Supervisor Aubertine spoke of the resignation from Jean Ebert as the Town Historian and that the vacant position will need to be filled.

The board discussed possible candidates for the replacement and it was agreed to ask Hope Hammond if she would be interested. Supervisor Aubertine will speak with her.

2025 Supervisor's Appointments

<u>Position</u>	<u>Term</u>	<u>Appointee</u>
Deputy Supervisor	1 Year	Councilman Wiley
Clerk to the Supervisor	1 Year	Tina Maloney
Historian	1 Year	
Machinery Committee	1 Year	Supervisor Aubertine Councilman Wood
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 Aubertine Councilman Wiley
DANC Committee Liaison	1 Year	Councilman Wood
Thousand Island School Board Liaison	1 Year	Councilman Wiley
Cape Vincent Village Board Liaison	1 Year	Councilman Jacobs
Local Waterfront Revitalization		
Local Development Committee Liaison	1 Year	Councilman Wiley
Save the Prison Committee	1 Year	Councilman Wood
Ambulance Squad Liaison	1 Year	Councilman Jacobs

2025 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	Shannon Featherly
FOILS Appeals Committee	1 Year	Supervisor Aubertine Supervisor Aubertine Councilman Jacobs Councilman Wood

Ethics Committee	1 Year	
Planning Board Chairman	1 Year	Frank Giaquinto
Planning Board Vice Chair	1 Year	Noel Bonvouloir
Zoning Board of Appeals Chairman	1 Year	Ed Hludzenski
Zoning Board of Appeals Vice Chair	1 Year	Darrel Aubertine
Court Clerk	1 Year	Michelle Bouchard
Records Management Officer	4 Years	Michelle Bouchard

Councilman Wood made a motion to approve of the 2025 Supervisor and Town Board appointments, seconded by Councilman Wiley. All members voted AYE.

Resolutions

Resolution #1

Moved by Councilman Wiley

Seconded by Councilman Wood

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 Wood

Seconded by Supervisor 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 Wood

Seconded by Councilman Wiley

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 6:00pm.

All members present voted AYE

Resolution #4

Moved by Councilman Wiley

Seconded by Councilman Wood

BE IT RESOLVED that Gouverneur Savings & Loan be designated as the depositories for Town Funds, AND Watertown Savings Bank be designated as the depositories for the Town Clerk/Tax Collector Funds.

All members present voted AYE

Resolution #5

Moved by Councilman Wood

Seconded by Councilman Jacobs

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 Supervisor Wood

BE IT RESOLVED that the Highway Superintendent and the Water Superintendent be allowed to spend up to \$3,000.00, per instance, in 2025 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 Wood

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 Wood

BE IT RESOLVED that Kendall, Herringer and Burrows be appointed as attorneys and legal advisors for the Town of Cape Vincent.

There was the following discussion. The board agreed to move with this resolution contingent on a meeting with the firm.

All members present voted AYE

Resolution #9

Moved by Councilman Wood

Seconded by Councilman Jacobs

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 Wood

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 Wood

Seconded by Councilman Jacobs

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

Seconded by Councilman

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

Councilman Wiley asked if the town has any unsettled lawsuits. Bill Pond said that the Tibbetts Point lawsuit is still open.

Supervisor Aubertine said that Mike Alteri has submitted the information to State Parks for the temporary fence.

Councilman Wood asked if it would be impossible to put a bathroom in at the Transfer Site. Bill Pond told him not out of the realm of possibilities, but it would take some work and be quite expensive. The board discussed the options and the permit for septic. It was also discussed where to locate the restroom.

Councilman Wood said that he would like the idea of a bathroom at the transfer site looked into.

Bill Pond reported that the pump on the excavator has been replaced and the town will be set for mowing the town's portion of the DANC line. He asked the board if they would like him to put in a proposal to mow the entire line.

Supervisor Aubertine suggested that we approach the other towns to say we can mow the line and have them reimburse the highway.

Bill said that he will have Marvin look into the line first before committing to mowing it.

Supervisor Aubertine said that Councilman Wood should propose this to DANC as his first line of duty as the DANC liaison.

Councilman Wiley thanked Bill, Michelle, the highway crew and Tina for the worked they did over the past year. He said it was a busy and trying year and he is grateful for all that they did.

Bill Pond told the board that he would like to discuss Kevin's holiday pay. He said that he absolutely can not close the transfer site the day before a holiday. Supervisor Aubertine said that he did agree to give Kevin the days off. Bill said that he needs to know what to tell Kevin.

Councilman Wiley suggested that Bill give him the choice, a day off at another time or time ½. Bill said that he can't give a day off in the winter because if there is bad weather, he will need his men.

Supervisor Aubertine said that it would be easier to give Kevin a paid holiday.

Councilman Wood made a motion to reappoint Bill DeSouza as a regular member of the Zoning Board with a term to expire Dec. 2028, seconded by Councilman Wiley. All members voted AYE

Councilman Wood made a motion to reappoint Darrell Aubertine as a regular member of the Zoning Board with a term to expire Dec. 2028, seconded by Councilman Wiley. Supervisor Aubertine abstained, all other members voted AYE.

Councilman Wood made a motion to release Mike Liebman from the new hire probation period, seconded by Councilman Wiley. All members voted AYE.

Councilman Jacobs made a motion to adjourn at 9:21am.

Michelle Bouchard, RMC – Town Clerk