

DATE: December 8, 2014 KIND OF MEETING: Regular Town Board Meeting

WHERE HELD: Chazy Town Hall PRESIDING OFFICER: Mark Henry Supervisor

	MEMBERS PRESENT	MEMBERS ABSENT
Supervisor - Mark Henry	X	
Councilor - Daniel Vesco	X	
Councilor - Jerry Deno	X	
Councilor - Cathy Devins	X	
Councilor - Willie Giroux		X
Clerk - Philip Beauharnois	X	
Attorney - William Favreau	X	
Hwy. Supt. - Timothy Lamica	X	

OTHERS PRESENT: S. Patnode and T. Dashnaw

Supervisor Mark Henry opened the meeting with the Pledge Alliance to the Flag, Followed by the below Public Hearing.

PUBLIC HEARING – THE ADOPTION OF LOCAL LAW #3 OF THE YEAR 2014 – DOG CONTROL LAW

A legal notice was placed in the official newspaper on Monday, November 24, 2014 as follows:

**TOWN OF CHAZY
NOTICE OF PUBLIC HEARING
LOCAL LAW #3 - 2014**

PLEASE TAKE NOTICE that a public hearing will be held by the Town Board of the Town of Chazy on Monday December 8, 2014 at 7:00 P.M. at the Town Offices located at 9631 Route 9, Chazy, New York regarding the adoption of Local Law #3 of the Town of Chazy for the year 2014 entitled “Dog Control Law for the Town of Chazy amending and superseding Local Law No. 3 of the Year 2010 of the Town of Chazy, Clinton County.

PLEASE TAKE FURTHER NOTICE that a copy of said proposed Local Law is available for review at the Offices of the Town Clerk of the Town of Chazy.

By order of the Town Board, of the Town of Chazy, dated November 6, 2014

Philip F. Beauharnois
Philip F. Beauharnois
Clerk of the Board

Proof of notice having been furnished, Supervisor Mark Henry called the public hearing regarding the adoption of Local Law #3 – Dog Control Law to order at 7:00 PM.

Supervisor Henry requested any questions or comments regarding the adoption of Local Law #3.

QUESTIONS/COMMENTS: No one addressed the proposed Local Law

All persons desiring to be heard were heard.

Supervisor Mark Henry closed the public hearing at 7:01 PM

CALL MEETING TO ORDER

Supervisor Mark Henry called the 12/08/2014 Regular Town Board meeting to order at 7:02PM.

MINUTES

Councilor Jerry Deno made a motion that the minutes of the 12/08/2014 Regular Town Board be approved as submitted by the Town Clerk, seconded by Councilor Cathy Devins .

4 ayes, Councilor Cathy Devins, Councilor Jerry Deno, Councilor Daniel Vesco, and Supervisor Mark Henry. Noes - 0. Absent - 1

REPORTS

The Supervisor and Town Clerk November monthly reports submitted to Board for review and filed.

PUBLIC COMMENT

Tom Dashnaw, Chair of the Planning Board provided the Town Board with copies of proposed amendments to both the Town Zoning Law and Town Planning Law.

- The first proposed change would remove the five (5) existing maps at the end of the Zoning Law and would be replaced by 11 x 17 colored maps.
- The second proposed change concerns Section 510 (General Standards for all Conditional Uses) of the Planning Board. The Planning Board is seeking to amend this section.

Discussion was held concerning both proposed amendments. Supervisor Mark Henry said that both items will be addressed in the new year by both the Zoning and Planning Boards with final recommendations presented to the Town Board for approval.

- Mr. Dashnaw then submitted his letter of resignation from the Chazy Planning Board to Supervisory Henry. The effective date of his resignation is December 31, 2014. Supervisor Henry noted that Mr. Dashnaw has served on the Planning Board close to 20 years. He thanked Mr. Dashnaw for all time and effort.

ATTORNEY FOR THE TOWN REPORT**Attorney William Favreau reports:**

- Nothing to Report

HIGHWAY SUPERINTENDENT REPORT**Highway Supt. Timothy Lamica reports:**

- That the Town Garage is servicing mowers and other equipment so things will be ready for next spring.
- Noted that they are preparing for the forecasted snow storm.

Supervisor Henry thanked Highway Superintendent Lamica for all he has done to help the Town as a whole during recent personnel changes.

TOWN COUNCIL ITEMS**Councilor Cathy Devins Discussed The Following With The Board:**

- Commented on how nice the Holiday decorations looked.
- She thanked Tom Dashnaw for all his work on the Planning Board.

Councilor Jerry Deno Discussed The Following With The Board:

- Noted that the Christmas decorations look great.
- Asked Supervisor Henry how Tom Burdo our new employee was doing.
Supervisor Henry said that Mr. Burdo had completed two Water Courses and has been working at both the Water Plant and Waste Water Treatment Plant noting he is doing a really good job.

Councilor Willie Giroux Discussed The Following With The Board:

- Absent

Councilor Daniel Vesco Discussed The Following With The Board:

- Nothing to Report

SUPERVISOR ITEMS**Supervisor Mark Henry reports:**

- We will once again have the Town's Christmas Decoration contest. He noted that Tom Tetreault has volunteered to be the Chairman and he will get judges for the contest.
- Informed the Board that the Organizational Meeting of the Town Board for the year 2015 will be held on Monday, January 12, 2015 at 7 PM with the Regular Monthly Town Board Meeting immediately following here at the Town Offices.

CLINTON COUNTY LEGISLATOR REPORT**Clinton Co. Leg. Sam Dyer reports:**

- Legislator Dyer informed the Town Board that they are breaking concrete at the airport and all are local contractors.
- Sales Tax – said we are going to come in or a little over what was budgeted.
- Said monthly meeting with Supervisor Henry has really helped.
- Noted the County Tax Rate is down in Chazy
Supervisor Henry asked Legislator Dyer about the volume of paperwork required to receive funds for the Youth Commission. Legislator Dyer said he would look into it and get back to Supervisor Henry.

LOCAL LAW NO. 3 OF THE YEAR 2014/A LOCAL LAW “DOG CONTROL LAW FOR THE TOWN OF CHAZY”**Resolution: 14-124 12/08/2014**

Motion by: Councilor Cathy Devins

WHEREAS, Mr. Mark Henry, Town Supervisor has introduced Town of Chazy Local Law No. 3 of the year 2014 entitled:

A Local Law “Dog Control Law for the Town of Chazy.”, amending and superseding Local Law No. 3 of the Year 2010 of the Town of Chazy, Clinton County

and

WHEREAS, a public hearing was held on said proposed Town of Chazy Local Law No. 3 of the year 2014, on December 8, 2014, at 7:00 p.m. prevailing time, at the Town Hall, Town of Chazy, Clinton County, New York, and

NOW, THEREFORE BE IT RESOLVED that it is the opinion of the members of the Town Board that the best interests of the Town of Chazy would be served by the adoption of said proposed Local Law No. 3 of the year 2014, and prompt filing of said law as adopted with the Department of State of the State of New York in order for said Local Law to become effective on January 1, 2015; and it is hereby further

RESOLVED, that proposed Local Law No. 3 of the year 2014 as afore mentioned, be, and the same hereby is, adopted as Local Law No. 3 of the year 2014, and it is further

RESOLVED, that the Town Attorney, acting for the Town Clerk, be, and he hereby is, directed to cause said Local Law No. 3 of the year 2014 to be duly filed with the Department of State of the State of New York.

Seconded by: Councilor Jerry Deno

Discussion: None

		<u>Yes</u>		<u>No</u>
Roll Call:	Willie Giroux		ABSENT	
	Jerry Deno	x		
	Cathy Devins	x		
	Daniel Vesco	x		
	Mark Henry	x		

Carried: YES

SHARED SERVICES CONTRACT WITH TOWN OF CHAMPLAIN/CODE OFFICER

Resolution: 14-125 12/08/2014

Motion by: Councilor Cathy Devins

WHEREAS, the Town is in receipt of a Shared Services Contract from the Town of Champlain for Code Officer Services;

NOW, THEREFORE, BE IT RESOLVED, that the Chazy Town Board does hereby authorize the Town Supervisor to sign a one year shared services agreement with the Town of Champlain in that the Town of Champlain agrees to contract their Code Officer out to the Town of Chazy on a yearly basis effective January 1, 2015 at the cost of \$13,606.00.

Seconded by: Councilor Jerry Deno

Discussion: None

		<u>Yes</u>		<u>No</u>
Roll Call:	Willie Giroux		ABSENT	
	Jerry Deno	x		
	Cathy Devins	x		
	Daniel Vesco	x		
	Mark Henry	x		

Carried: YES

TOWN OF CHAZY PROCUREMENT POLICY (UPDATE)**Resolution: 14-126 12/08/2014**

Motion by: Councilor Jerry Deno

**TOWN OF CHAZY
PROCUREMENT POLICY**

WHEREAS, Section 104-b of the General Municipal Law (GML) required every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Sec. 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with procurement;

NOW, THEREFORE, BE IT RESOLVED: That the Town of Chazy does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Sec. 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchases of a) supplies or equipment which will exceed \$20,000 in the fiscal year or b) public works contracts over \$35,000 shall be formally bid pursuant to GML, Sec.103.

Guideline 3. All estimated purchases of:

- < Less than 20,000 but greater than 10,000 require a written request for proposal (RFP) and written/fax quotes from 5 vendors.
- < Less than 10,000 but greater than \$3,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors.
- < Less than \$3,000 but greater than \$1,000 require an oral request for the goods and oral/fax quotes from 2 vendors.
- < Less than \$1,000 left to the discretion of the Purchaser.

All estimated public works contracts of:

- < Less than \$35,000 but greater than \$10,000 require a written RFP and fax/proposals from 3 contractors.
- < Less than \$10,000 but greater than \$3,000 require a written RFP and fax/proposals from 2 contractors.
- < Less than \$3,000 but greater than \$500.00 are left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall complete a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6. Except when directed by the town board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services;
- b) Emergencies;
- c) Sole source situations;
- d) Goods purchased from agencies for the blind or severely handicapped;
- e) Goods purchased from correctional facilities;
- f) Goods purchased from another governmental agency;
- g) Goods purchased at auction;
- h) Public works contracts for less than \$500.00

Guideline 7. This policy shall be reviewed annually by the town board at its Organizational meeting or as soon thereafter as is reasonably practicable.

Seconded by: Councilor Daniel Vesco

Discussion: None

Roll Call:		<u>Yes</u>	ABSENT	<u>No</u>
Willie Giroux				
Jerry Deno		x		
Cathy Devins		x		
Daniel Vesco		x		
Mark Henry		x		

Carried: YES

RESOLUTION APPROVING HIRING OF FRANCIS SMITH

Resolution: 14-127 12/08/2014

Motion by: Councilor Cathy Devins

WHEREAS, the Hamlet of Chazy Sewer District Number One and the Hamlet of Chazy Water District Number one, and

WHEREAS, the Districts are special improvement districts of the Town of Chazy duly organized and existing pursuant to the provisions of the Town Law of the State of New York, and

THEREFORE, the Chazy Town Board authorizes the Town Supervisor, Mark Henry to hire Francis Smith effective November 19, 2014 to perform electrical repairs, replacements and required upgrades in order to effectively operate and maintain said Water Treatment Plant and Wastewater Treatment Plant. This temporary part-time position is being requested through 2015. Mr. Smith will be paid a rate of \$100.00 per hour.

Seconded by: Councilor Jerry Deno

Discussion: Yes

	<u>Yes</u>	ABSENT	<u>No</u>
Willie Giroux			
Jerry Deno	x		
Cathy Devins	x		
Daniel Vesco	x		
Mark Henry	x		

Carried: YES

AUTHORIZATION FOR CHANGE IN HEALTH INSURANCE

Resolution: 14-128 12/08/2014

Motion by: Councilor Jerry Deno

WHEREAS, the Town has researched various health insurance plans and;

WHEREAS, the Town wishes to control costs while providing employees with affordable health care alternatives,

NOW, THEREFORE, BE IT RESOLVED that the Chazy Town Board does hereby authorize the Town to continue the current health insurance, Excellus Simply Blue Plus Platinum 2 and to offer an alternative policy named: Simply Blue Plus Gold 11 effective 01-01-2015.

Seconded by: Councilor Daniel Vesco

Discussion: None

	<u>Yes</u>	<u>No</u>
Willie Giroux		ABSENT
Jerry Deno	x	
Cathy Devins	x	
Daniel Vesco	x	
Mark Henry	x	

Carried: YES

AUTHORIZATION FOR CHANGE IN HEALTH INSURANCE FOR RETIREES 65 PLUS

Resolution: 14-129 12/08/2014

Motion by: Councilor Cathy Devins

WHEREAS, the Town has researched various health insurance plans and;

WHEREAS, the Town wishes to control costs while providing employees with affordable health care alternatives,

NOW, THEREFORE, BE IT RESOLVED that the Chazy Town Board does hereby authorize the Town to change the current health insurance for retirees – Medicare Advantage, “Prescriptions included in monthly cost” to Medicare Blue PPO co-pay Plan, “Prescriptions included in monthly cost” effective 01/01/2015.

Seconded by: Councilor Daniel Vesco

Discussion: None

	<u>Yes</u>	<u>No</u>
Willie Giroux		ABSENT
Jerry Deno	x	
Cathy Devins	x	
Daniel Vesco	x	
Mark Henry	x	

Carried: YES

COURT CLERK

Resolution: 14-130 12/08/2014

Motion by: Councilor Devins

WHEREAS, T/J **Carolyn Meseck-Pratt** and T/J **Christopher Latremore** requests the appointment of **Jessica Bulriss** as their Court Clerk for the Town of Chazy; and

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve the appointment of **Jessica Bulriss** as T/J **Carolyn Meseck-Pratt** and T/J **Christopher Latremore's** Court Clerk for the Town of Chazy effective for their term thru December 31, 2016 at a pay rate of \$12.00 per hour.

Seconded by: Councilor Daniel Vesco

Discussion: None

	<u>Yes</u>	<u>No</u>
Willie Giroux		ABSENT
Jerry Deno	x	
Cathy Devins	x	
Daniel Vesco	x	
Mark Henry	x	

Carried: YES

TOWN OF CHAZY/SAM'S CLUB MEMBERSHIP/AUTHORIZED PEOPLE

Resolution: 14-131 12/08/2014

Motion by: Councilor Cathy Devins

WHEREAS, the Town of Chazy has a membership to Sam's Club;

NOW, THEREFORE, BE IT RESOLVED, that the Chazy Town Board does now hereby authorize only the following people to be on the Town of Chazy Sam's Club membership account: Philip Beauharnois, Timothy Lamica, Thomas Burdo and Mark R. Henry.

Seconded by: Councilor Jerry Deno

Discussion: None

Roll Call:	<u>Yes</u>	<u>No</u>
Willie Giroux		ABSENT
Jerry Deno	x	
Cathy Devins	x	
Daniel Vesco	x	
Mark Henry	x	

Carried: YES

MAINTENANCE AGREEMENT FOR 2015 WITH TELEPHONE MAINTENANCE

Resolution: 14-132 **12/08/2014**

Motion by: Councilor Jerry Deno

WHEREAS, the Town of Chazy agrees to enter into agreement with Telephone Maintenance to maintain the existing Server, Workstations, Network Switch, Router, Non Contract Printers, Network camera system and telephone system;

NOW, THEREFORE, BE IT RESOLVED that the Chazy Town Board does hereby authorize the Supervisor to enter into, and sign, an agreement with Telephone Maintenance to maintain the existing Server, Workstations, Network Switch, Router, Non Contract Printers, Network camera system and telephone system for the sum of \$1,700.00 for the year 2015.

Seconded by: Councilor Cathy Devins

Discussion: None

Roll Call:		<u>Yes</u>	ABSENT	<u>No</u>
	Willie Giroux			
	Jerry Deno	x		
	Cathy Devins	x		
	Daniel Vesco	x		
	Mark Henry	x		

Carried: YES

2014 BUDGET TRANSFERS
Resolution: 14-133 **12/08/2014**

Motion by: Councilor Cathy Devins

RESOLVED, that the Chazy Town Board does hereby authorize the following 2014 budget transfers:

From:	Amount:	To
1990.01.004.00 Contingent	\$312.63	1620.01.004.35 Chazy Electric
1990.01.004.00 Contingent	\$82.41	1410.01.004.21 Supplies
1990.01.004.00 Contingent	\$394.14	1620.01.004.19 Phone
1990.01.004.00 Contingent	\$90.51	1620.01.004.56 Repairs/Maint.
1990.01.004.00 Contingent	\$98.00	1330.01.004.21 Tax.Col.Supplies
1990.01.004.00 Contingent	\$284.09	7140.01.004.39 Maint./Gas
1990.01.004.00 Contingent	\$188.13	1620.01.004.21 Supplies
1990.01.004.00 Contingent	\$3.44	7510.01.004.26 Mileage
1990.01.004.00 Contingent	\$25.03	5010.01.004.21 Office Supplies
1990.01.004.00 Contingent	\$47.86	9040.01.008.00 Workers Comp.
1990.01.004.00 Contingent	\$223.22	1670.01.004.23 Copier Svc.Cont.
5110.03.004.31 Constrc./Repair	\$7932.39	9040.03.008.00 Workers Comp.
5110.03.004.31 Constrc./Repair	\$663.15	9060.03.008.00 Health Ins.

Seconded by: Councilor Daniel Vesco

Discussion: None

Roll Call:		<u>Yes</u>	ABSENT	<u>No</u>
	Willie Giroux			
	Jerry Deno	x		
	Cathy Devins	x		

Daniel Vesco	x
Mark Henry	x

Carried: YES

PAYMENT OF CLAIMS

Resolution: 14-134 12/08/2014

Motion by: Councilor Jerry Deno

RESOLVED, that the Chazy Town Board does hereby authorize payment of the following claims:

General Fund claims #353-382 and 23478, 23516, 23518-23519 & 23521 - 23524	in the amount of	\$15,371.29
Highway Fund claims #236-258 and 23478, 23519 & 23521 - 23524	in the amount of	\$56,554.04
Sewer District claims #111-118 and 23515	in the amount of	\$3,129.67
Water District claims #69-77 and 23515	in the amount of	\$ 2,516.15
Light District claims #23517	in the amount of	\$2,668.08
T & A claims #12186, 12188, 12201-12202,12234-12237 & 12246-12251	in the amount of	\$6,274.92

TOTAL: \$86,514.15

Seconded by: Councilor Cathy Devins

Discussion: None

Roll Call:	<u>Yes</u>	ABSENT	<u>No</u>
Willie Giroux			
Jerry Deno	x		
Cathy Devins	x		
Daniel Vesco	x		
Mark Henry	x		

Carried: YES

Supervisor Henry reminded the board that our next Town Board meeting will be on Monday, December 22, 2014 at the Chazy Town Hall at 4:30 PM. This will be the Town of Chazy's 'Year End Meeting'. The purpose of the meeting is to audit year end claims and any other business that may come before the Town Board.

ADJOURNMENT

Town Supervisor Mark Henry asked for a motion to adjourn.

Councilor Cathy Devins made a motion, seconded by Councilor Daniel Vesco to adjourn the 12/08/2014 Regular Town Board meeting at 7:59 PM. Motion Carried.

Respectfully yours,

Philip F. Beauharnois
Clerk of the Board