

**DATE: January 9, 2017 KIND OF MEETING: Organizational and Regular Town Board Meeting**

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

	<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>
Supervisor - Mark Henry	X	
Councilor - Daniel Vesco	X	
Councilor - Jerry Deno	X	
Councilor - Cathy Devins	X	
Councilor - Willie Giroux	X	
Clerk - Heather Giuliano	X	
Attorney - Thomas Murnane		X
Hwy. Supt. - Timothy Lamica		X

OTHERS PRESENT: S. Patnode, S. Dyer, R. Carpentier

**CALL MEETING TO ORDER**

Supervisor Mark Henry opened the meeting with the Pledge Allegiance to the Flag.

Supervisor Mark Henry called the 01/09/2017 Organizational & Regular Town Board meeting to order at 6:00 PM.

**MINUTES**

Councilor Cathy Devins made a motion that the minutes of the 12/28/2016 Year End Town Board meeting be approved as submitted by the Town Clerk, seconded by Councilor Jerry Deno.

5 ayes, 0 noes. Motion carried. Ayes – Councilor Willie Giroux, Councilor Jerry Deno, Councilor Cathy Devins, Councilor Daniel Vesco, and Supervisor Mark Henry.

**REPORTS**

The Supervisor and Town Clerk December 2016 monthly reports, and Town Clerk annual report for 2016 submitted to Board for review and filed. Town Justice Latremore’s 2016 Annual Report submitted to Board for review.

**PUBLIC COMMENT**

There was no public comment.

**ORGANIZATIONAL MEETING**

**DEPUTY SUPERVISOR/APPOINTMENT**

**Resolution: 17-01 01/09/2017**

Motion by: Councilor Cathy Devins

**WHEREAS**, Supervisor Mark Henry appoints Councilor **Jerry Deno** as Deputy Supervisor for the Town of Chazy;

**NOW, THEREFORE BE IT RESOLVED**, that the Chazy Town Board does hereby approve the appointment of **Jerry Deno** as Deputy Supervisor for the Town of Chazy for the year 2017.

Seconded by: Councilor Daniel Vesco

Discussion: No

**Yes                      No**

<b>Roll Call:</b>	<b>Willie Giroux</b>	<b>X</b>
	<b>Jerry Deno</b>	<b>X</b>
	<b>Cathy Devins</b>	<b>X</b>
	<b>Daniel Vesco</b>	<b>X</b>
	<b>Mark Henry</b>	<b>X</b>

**Carried: YES**

**TOWN SECRETARY/WATER & SEWER BILL COLLECTOR/APPOINTMENT**

**Resolution: 17-02 01/09/2017**

Motion by: Councilor Jerry Deno

**WHEREAS, Susan Patnode** is appointed secretary/water & sewer bill collector for the Town of Chazy;

**NOW, THEREFORE BE IT RESOLVED**, that the Chazy Town Board does hereby approve the appointment of **Susan Patnode** as Town of Chazy Secretary/water & sewer bill collector for the year 2017.

Seconded by: Councilor Cathy Devins

Discussion: No

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

**Carried: YES**

**BUDGET OFFICER/APPOINTMENT**

**Resolution: 17-03 01/09/2017**

Motion by: Councilor Jerry Deno

**WHEREAS, Leo Oliver** is appointed budget officer for the Town of Chazy by Supervisor Mark Henry;

**NOW, THEREFORE BE IT RESOLVED**, that the Chazy Town Board does hereby approve the appointment of **Leo Oliver** as Town of Chazy budget officer for the year 2017.

Seconded by: Councilor Daniel Vesco

Discussion: No

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

**Carried: YES**

**HISTORIAN RE-APPOINTMENT/ROBERT CHEESEMAN**

**Resolution:            17-04            01/09/2017**

Motion by:    Councilor Cathy Devins

**WHEREAS, Robert Cheeseman** agrees to the re-appointment as Historian for the Town of Chazy;

**NOW, THEREFORE BE IT RESOLVED**, that the Chazy Town Board does hereby approve the re-appointment of Robert Cheeseman as Historian for the Town of Chazy effective for the year 2017.

Seconded by:        Councilor Jerry Deno

Discussion:    No

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

**Carried:        YES**

**FIRE WARDENS/APPOINTMENT**

**Resolution:            17-05            01/09/2017**

Motion by:    Councilor Jerry Deno

**WHEREAS**, Fire Chief **Michael Cahoon** is appointed Fire Warden for the Chazy Fire District and Fire Chief **Kevin Girard** appointed Fire Warden for the West Chazy Fire District for the year 2017,

**NOW, THEREFORE BE IT RESOLVED**, that the Chazy Town Board does hereby approve the appointment of **Michael Cahoon** Fire Warden for the Chazy Fire District and **Kevin Girard** Fire Warden for the West Chazy Fire District for the year 2017.

Seconded by:        Councilor Daniel Vesco

Discussion:    No

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

**Carried:        YES**

**YOUTH COMMISSION CHAIRPERSON**

**Resolution:            17-06            01/09/2017**

Motion by:    Councilor Cathy Devins

**WHEREAS, Thomas Tetreault**, has agreed to the appointment as Town of Chazy Youth Commission Chair-person for the year 2017;

**NOW, THEREFORE BE IT RESOLVED**, that the Chazy Town Board does hereby approve the appointment of **Thomas Tetreault**, 66 Parker Rd. West Chazy, NY as the Youth Commission Chair-person for the Town of Chazy.

Seconded by: Councilor Jerry Deno

Discussion: No

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

Carried: YES

**OFFICIAL BANKS AND NEWSPAPER**

**Resolution:**            **17-07**            **01/09/2017**

Motion by: Councilor Willie Giroux

**WHEREAS**, official banks and newspaper need to be designated for the year 2017,

**NOW, THEREFORE BE IT RESOLVED**, that the Chazy Town Board does hereby authorize the following designations:

- Town's Official Bank            - TD Bank
- Town's Official Newspaper - Press-Republican, Plattsburgh, NY.

Seconded by: Councilor Cathy Devins

Discussion: No

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

Carried: YES

**AUTHORIZATION FOR THE SUPERVISOR TO PAY BILLS PRIOR TO AUDIT**

**Resolution:**            **17-08**            **01/09/2017**

Motion by: Councilor Jerry Deno

**WHEREAS**, authorization is needed for the Supervisor to pay certain bills prior to audit,

**NOW, THEREFORE BE IT RESOLVED**, that the Chazy Town Board does hereby authorize the Supervisor to pay postage, all utility and fuel bills, dental, vision, NYS and Federal income tax, hospital, disability insurance, SPDES annual pollutant discharge fees for Sewer and Highway, Water and Sewer debt payments, child support, NYS Retirement Employer Contributions, NY State Unemployment Insurance, J.C.E.O., Town of Mooers for Dog Control, taxes and Justice Court Fund bills prior to audit for the year 2017.

Seconded by: Councilor Cathy Devins

Discussion: No

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

Carried: YES

**AUTHORIZATION FOR HIGHWAY SUPERINTENDENT PURCHASES**

**Resolution:**        **17-09**        **01/09/2017**

Motion by: Councilor Cathy Devins

**WHEREAS**, authorization is needed for the Highway Superintendent to make certain purchases,

**NOW, THEREFORE BE IT RESOLVED**, that the Chazy Town Board does hereby authorize the Highway Superintendent to purchase gas, asphalt, grease, oil, tires and tubes at state prices with all purchases made through Clinton County vendors as much as possible; and

**FURTHER RESOLVED**, that the highway Superintendent may purchase equipment such as tools and implements without prior approval of the Town Board in the amount fixed by this board not to exceed \$5,000 at any one time.

Seconded by: Councilor Daniel Vesco

Discussion: No

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

Carried: YES

**RULES AND PROCEDURES - REGULAR MEETINGS OF THE TOWN BOARD 2017**

**Resolution:**        **17-10**        **01/09/2017**

Motion by: Councilor Jerry Deno

**WHEREAS**, rules and procedures need to be set;

**NOW, THEREFORE BE IT RESOLVED** that the Chazy Town board does hereby authorize that the same rules and procedures as in the past be used. The regular meeting night remains the second Monday of the month at 6:00 PM in the Chazy Town Hall. The Regular Board Meeting for October will be held on the second Tuesday, and the November Regular Board Meeting will be held on the Thursday immediately following Election Day:

The Town Board meeting dates for 2017 are as follows:  
February 13, 2017                      August 14, 2017  
March 13, 2017                              September 11, 2017

April 10, 2017  
May 8, 2017  
June 12, 2017  
July 10, 2017

October 10, 2017  
November 9, 2017  
December 11, 2017

Seconded by: Councilor Willie Giroux

Discussion: No

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

Carried: YES

**DONATION AMOUNTS**

**Resolution:            17-11            01/09/2017**

Motion by: Councilor Cathy Devins

**WHEREAS**, the fees for use of the Chazy and West Chazy Town Halls need to be set for the year 2017;

**NOW, THEREFORE BE IT RESOLVED**, the Chazy Town Board does hereby authorize that the 2017 Town Hall donations be set in the amount of \$50.00 per occasion, plus a \$25.00 deposit for security, to be refunded after inspection by the respective Town Hall Scheduler, in part or in its entirety.

Seconded by: Councilor Daniel Vesco

Discussion: No

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

Carried: YES

**MILEAGE PAID FOR OFFICIAL TRAVEL**

**Resolution:            17-12            01/09/2017**

Motion by: Councilor Cathy Devins

**WHEREAS**, the 2017 mileage rate needs to be set;

**NOW, THEREFORE BE IT RESOLVED**, that the Chazy Town Board does hereby authorize a mileage rate of **53.5 cents per mile**, paid after a voucher is submitted stating specific mileage reading, destination to and from, date and number of miles traveled.

Seconded by: Councilor Daniel Vesco

Discussion: No

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

**Carried: YES**

**SETTING TOWN OFFICIALS SALARY SCHEDULE FOR 2017**

**Resolution:            17-13            01/09/2017**

Motion by:    Councilor Daniel Vesco

**WHEREAS**, town officials pay schedule needs to be set;

**NOW, THEREFORE BE IT RESOLVED**, that the Chazy Town Board does hereby authorize that Town Officials will be paid for the year 2017 as provided in the following schedule:

<u>Position</u>	<u>Salary</u>	<u>to Be Paid</u>
Supervisor	\$ 15,000.00	Monthly
Justice Latremore	\$ 18,360.00	Monthly
Justice Meseck-Pratt	\$ 18,360.00	Monthly
T/Clk - Tax Collector	\$ 21,840.00	Bi-weekly
4 Councilors ea. @	\$ 3,600.00	Monthly
Highway Supt.	\$ 52,500.00	Bi-weekly

Seconded by:        Councilor Cathy Devins

Discussion:    Yes, Supervisor Henry noted salary increases for Highway Superintendent and Town Justices

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

**Carried: YES**

**RESOLUTION AUTHORIZING CONTINUATION OF R90-26 OF 02/12/1990 TOWN OF CHAZY INVESTMENT POLICY**

**Resolution:            17-14            01/09/2017**

Motion by:    Councilor Jerry Deno

**WHEREAS**, the Town of Chazy Investment Policy should be reviewed annually,

**NOW, THEREFORE, BE IT RESOLVED**, that after review of the Town of Chazy Investment Policy, R90-26 of 02/12/1990, and the Chazy Town Board does hereby authorize the continuation of that Investment Policy.

Seconded by:        Councilor Daniel Vesco

Discussion:    Yes

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

**Carried: YES**

**DEPUTY TOWN CLERK-TAX COLLECTOR and SUB-REGISTRAR OF VITAL STATISTICS APPOINTMENT/SUSAN PATNODE**

**Resolution: 17-15 01/09/2017**

Motion by: Councilor Cathy Devins

WHEREAS, **SUSAN PATNODE** accepts appointment to Deputy Town Clerk/Tax collector for the Town of Chazy;

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve appointment of **Susan Patnode** as Deputy Town Clerk/Tax Collector and Sub-Registrar of Vital Statistics for the Town of Chazy.

Seconded by: Councilor Jerry Deno

Discussion: No

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

**Carried: YES**

**RECREATION PARK CHAIRPERSONS/APPOINTMENT**

**Resolution: 17-16 01/09/2017**

Motion by: Councilor Jerry Deno

WHEREAS, **Thomas Botten** is appointed Chair-person of the Chazy Recreation Park, and

WHEREAS, **Thomas Tetreault** is appointed Chair-person of the George E. Deno Memorial Recreation Park, West Chazy NY, and

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve the following Chairperson appointments:

Chazy Recreation Park ----- **Thomas Botten**  
George E. Deno Memorial Recreation Park ----- **Thomas Tetreault**

Seconded by: Councilor Cathy Devins

Discussion: No

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>		
<b>Willie Giroux</b>	<b>X</b>	
<b>Jerry Deno</b>	<b>X</b>	
<b>Cathy Devins</b>	<b>X</b>	
<b>Daniel Vesco</b>	<b>X</b>	



**Mark Henry** X

**Carried: YES**

**WEST CHAZY TOWN HALL SCHEDULER**

**Resolution:        17-17        01/09/2017**

Motion by: Councilor Jerry Deno

**WHEREAS, Melissa Deno** agrees to be the scheduler for the West Chazy Town Hall;

**NOW, THEREFORE BE IT RESOLVED**, that the Chazy Town Board does hereby approve the appointment of **Melissa Deno** as the scheduler for the West Chazy Town Hall.

Seconded by: Councilor Daniel Vesco

Discussion: No

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

**Carried: YES**

**VIOLENCE IN THE WORKPLACE**

**Resolution:        17-18        01/09/2017**

Motion by: Councilor Cathy Devins

**WHEREAS**, the Town of Chazy Workplace Violence Prevention Policy Statement should be reviewed annually,

**NOW, THEREFORE, BE IT RESOLVED**, that after review of the Town of Chazy Workplace Violence Prevention Policy Statement, Resolution 14-58 – 05/12/2014, the Chazy Town Board does hereby authorize the continuation of that Workplace Violence Prevention Policy Statement.

Workplace Violence Prevention Policy Statement

The Town of Chazy is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against Town of Chazy employees where any work related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. The authorized Employee Representative will, at a minimum, be involved in:

- The evaluation of the physical environment;
- The development of the Workplace Violence Prevention Program and;

- The review of workplace violence incident reports at least annually to identify trends in the types of incidents in the workplace and review of the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification.

All Town of Chazy personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person:

Name: Susan Patnode  
 Title: Secretary to the Town Supervisor  
 Department: Administration

Date: May 12, 2014

Seconded by: Councilor Willie Giroux

Discussion: No

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

**Carried: YES**

**TOWN OF CHAZY PROCUREMENT POLICY (UPDATE)**

**Resolution:      17-19      01/09/2017**

Motion by: Councilor Cathy Devins

**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 \$5,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors.
- < Less than \$5,000 but greater than \$2,000 require an oral request for the goods and oral/fax quotes from 2 vendors.
- < Less than \$2,000 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 Jerry Deno

Discussion: Yes, Supervisor Henry noted proposed changes to policy

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

**Carried: YES**

The Organizational Meeting ended at 6:16 PM.

The Regular Town Board Meeting commenced at 6:17 PM.

## **REGULAR MEETING**

### **CLINTON COUNTY LEGISLATOR REPORT**

Legislator Dyer reports:

- The County has reorganized, committees are staying the same
- Councilor Cathy Devins inquired about Plattsburgh Airport and security. Legislator Dyer replied that there were a few delayed flights due to the recent Florida airport situations, noted the escalators are running and they are nearing completion.
- Legislator Dyer informed the Board that they will have a finance meeting Wednesday, and he may have a sales tax update after meeting

### **ATTORNEY FOR THE TOWN REPORT**

Thomas Murnane – Town Attorney

- Was not in attendance

### **HIGHWAY SUPERINTENDENT REPORT**

Highway Superintendent Timothy Lamica reported

- Was not in attendance

### **TOWN COUNCIL ITEMS**

#### **Councilor Willie Giroux**

- Had nothing to report

#### **Councilor Cathy Devins**

- Had nothing to report

#### **Councilor Jerry Deno**

- Asked if there was an update regarding Grey Gables. Supervisor Henry noted there was nothing new to report.

#### **Councilor Daniel Vesco**

- Had nothing to report

### **SUPERVISOR ITEMS**

#### **Supervisor Mark Henry reports:**

- Noted upcoming resolution regarding the retirement of Town Assessor Patricia Ayer. The Board discussed various options for replacement, including Clinton County Real Property. A sample of a County contract was sent to Tom Murnane for review and clarification on real property law. Councilor Jerry Deno inquired about equipment and software costs if the Town were to contract with the County, to which Supervisor Henry replied that he would follow up with the County.
- Noted upcoming resolution regarding sidewalk maintenance by the New York State Department of Transportation.

- Noted that he approached the Chazy and West Chazy Fire Districts regarding the new Attorney for the Town Tom Murnane, to ask if they were interested in entering into the same arrangement as they had with previous Attorney for the Town. Supervisor Henry will update the Board when he receives a response.
- Informed the Board that the Town of Chazy was accepted to participate in the Federal/New York State Asset Management Program through MJ Engineering at no cost to the Town.

**CHAZY TOWN JUSTICE ANNUAL 2016 REPORT REVIEWED**

**Resolution:**        17-20            01/09/2017

Motion by:    Councilor Jerry Deno

**WHEREAS**, the State of New York Unified Court System requires a resolution acknowledging that the 2016 annual reports from the Chazy Town Justices were reviewed by the Chazy Town Board;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chazy Town Board does hereby verify that the 2016 annual report of the Chazy Town Justice Christopher Latremore was reviewed by the Chazy Town Board at this regular Town Board meeting.

Seconded by:    Councilor Cathy Devins

Discussion:    No

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

**Carried:        YES**

**2016 HIGHWAY FUND BUDGET MODIFICATION**

**Resolution:**        17-21            01/09/2017

Motion by:    Councilor Jerry Deno

**WHEREAS**, an appropriation account needs to be modified.

**NOW, THEREFORE, BE IT RESOLVED** that the Chazy Town Board does hereby authorize the following Highway Fund 2016 Budget Modification to amend for the sale of Equipment (Drott excavator) to the Town of Mooers in the amount of \$10,000.00 deposited to DA2655 Revenue Account – Sale of Equipment and appropriate \$10,000.00 to DA5130.2 Highway New Equipment.

Seconded by: Councilor Cathy Devins

Discussion:    No

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

**Carried:        YES**

**RESOLUTION ACCEPTING RESIGNATION OF TOWN ASSESSOR**

**Resolution:**        17-22        01/09/2017

Motion by:    Councilor Daniel Vesco

**WHEREAS**, Patricia Ayer, Assessor for the Town of Chazy has submitted to Town Supervisor Mark Henry her resignation as Town Assessor to be effective January 21, 2017 close of business,

**NOW, THEREFORE, BE IT RESOLVED** that the Chazy Town Board does hereby accept Mrs. Ayer’s resignation as Assessor for the Town of Chazy

Seconded by:        Councilor Jerry Deno

Discussion:    No

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

**Carried:        YES**

**RESOLUTION BY THE TOWN BOARD OF THE TOWN OF CHAZY FOR THE MAINTENANCE OF SIDEWALKS**

**Resolution:**        17-23        01/09/2017

Motion by:    Councilor Cathy Devins

**WHEREAS**, the New York State Department of Transportation proposes to reconstruct curb ramps on NYS Route 22, Town of Chazy, PIN 7806.13 and,

**WHEREAS**, the State will include as part of the construction, reconstructions, or improvements of the above mentioned project, the construction of sidewalks pursuant to Section 10 Subsection 22, of the Highway Law and,

**WHEREAS**, the State will provide for the construction of the above mentioned work, as shown on the contract plans relating to the project.

**NOW, THEREFORE BE IT RESOLVED:** That the Town of Chazy approves the construction of sidewalks and the above mentioned work performed on the project and shown on the contract plans relating to the project and that the Town of Chazy will maintain or cause to be maintained the relocated, reconstructed and/or constructed sidewalks performed as above stated and as shown on the contract plans.

**BE IT FURTHER RESOLVED:** That the Clerk of this Board is hereby directed to transmit four (4) certified copies of the foregoing resolution to:

New York Department of Transportation  
317 Washington Street  
Watertown, New York 13601  
Attn: Brian A. Baxter, P.E.

Seconded by:        Councilor Willie Giroux

Discussion:    No

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

**Carried: YES**

**PAYMENT OF CLAIMS**

**Resolution: 17-24 01/09/2017**

Motion by: Councilor Cathy Devins

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

General Fund claims	in the amount of	\$31,128.53
Highway Fund claims	in the amount of	\$43,389.47
Sewer District claims	in the amount of	\$2,744.71
Water District claims	in the amount of	\$763.33
Chazy Light District claims	in the amount of	\$1,763.71
West Chazy Light District Claims	in the amount of	\$1,258.15

The above claims are being paid by Vouchers 100658

**SUB-TOTAL OF VOUCHERS: \$81,047.90**

“Pre-authorized Payables” and “Trust & Agency” claims – ck #'s 21246 & 21248 - 20251

Trust and Agency claims	in the amount of	\$245.15
Highway Fund claims	in the amount of	\$8,793.36
General Fund claims	in the amount of	\$7,613.26

**SUB-TOTAL OF PAYABLES AND T&A CLAIMS: \$16,651.77**

**GRAND TOTAL: \$97,699.67**

Seconded by: Councilor Daniel Vesco

Discussion: Yes

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b> Willie Giroux	X	
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, February 13, 2017 at the Chazy Town Hall at 6 PM.

**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 01/09/2017 Organizational and Regular Town Board meeting at 7:11 PM. Motion Carried.

Respectfully yours,

Heather M. Giuliano  
Clerk of the Board