

**DATE: March 14, 2016      KIND OF MEETING: 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 - Philip Beauharnois	x	
Attorney - William Favreau	x	
Hwy. Supt. - Timothy Lamica	x	

**OTHERS PRESENT:** Lee Barcomb, Michael Cahoon, Todd Carpentier, Richard Carpentier, Leo Langevin, Jim Kelley, Bruce LaDue, Bill Dominy, Sam Dyer, Kevin Girad, Ashley Rascoe, David Sheppard, Jenn Phaneuf, Jordan Phaneuf, Robby Carron, Jim Garrant, Marguerite Boyd, Kenneth Boyd, Tony Guillily

### **CALL MEETING TO ORDER**

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

Supervisor Mark Henry called the 03/14/2016 Regular Town Board meeting to order at 7:04 PM.

### **MINUTES**

Councilor Cathy Devins made a motion that the minutes of the 02/08/2016 Regular Town Board meeting be approved as submitted by the Town Clerk, seconded by Councilor Daniel Vesco.

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

### **REPORTS**

The Supervisor and Town Clerk February 2016 monthly reports submitted to Board for review and filed.

### **PUBLIC COMMENT**

Lee Barcomb, Fire Commissioner with the Chazy Fire District presented a Power Point Presentation titled "Fire District Expansion Proposal". Several members and residents from both the Chazy and West Chazy Districts were in attendance. Upon completion of the presentation Mr. Barcomb entertained questions from those in attendance. Jim Kelley, Fire Commissioner with the West Chazy Fire District spoke as did several others. Town Supervisor, Mark R. Henry also answered questions. Further discussion between the two Fire Districts will be ongoing. Supervisor Henry said that whatever occurs with either both or just one Fire District will impact on the upcoming 2017 Town Budget so time is crucial. The presentation and questions/answers ended at 7:54 PM

### **CLINTON COUNTY LEGISLATOR REPORT**

Legislator Dyer reports:

- Noted that the judge signed an order informing landowners who are delinquent in the taxes that they have 45 days to bring their tax bills current to avoid their property being included in the upcoming tax sale.

**ATTORNEY FOR THE TOWN REPORT**

William Favreau – Town Attorney

- Had nothing to report.

**HIGHWAY SUPERINTENDENT REPORT**

Highway Superintendent Timothy Lamica reported

- Informed the Town Board that we received our new snow truck/plow
- Reported that Christopher Latremore was hired at the Town Garage and is doing a good job.

**TOWN COUNCIL ITEMS****Councilor Willie Giroux**

- Had nothing to report.

**Councilor Cathy Devins**

- Had nothing to report.

**Councilor Jerry Deno**

- Was absent

**Councilor Daniel Vesco**

- Had nothing to report.

**SUPERVISOR ITEMS****Supervisor Mark Henry reports:**

- Informed the Town Board that the American Legion has requested approval to hold their Annual Memorial Day Parade on May 29, 2016 at 12 noon. Supervisor Henry said a resolution is pending Board approval.
- Noted that he has been working with Laberge Engineers to finalize payment of grant funds from EFC (Environmental Facilities Corp).
- Discussed a town residents request for a speed limit on the Duprey Road and the necessary steps required. A resolution may be presented next month to go to the Clinton County Highway Department. Supervisor Henry further noted that the decision is ultimately up to the NYS Dept. of Transportation.
- Noted that Mike Tetreault, Codes Officer had informed him that the International Code Council has proclaimed May as Building Safety Month and asked Supervisor Henry if the Town would be willing to support this cause by signing a Proclamation to that effect. A resolution is pending Board approval.
- Discussed pending resolutions concerning recommendations for appointment to the Zoning Board and Planning Boards
- Reported that Robert Cheeseman, Town Historian had provided the Town with his annual report.

- Discussed a proposed Travel Policy with the Town Board noting that a resolution is pending the Board’s approval.

**RESOLUTION AUTHORIZING 2016 BUDGET AMENDMENT**

**Resolution: 16-29                      03/14/2016**

Motion by:    Councilor Cathy Devins

**WHEREAS**, the Chazy Town Board approved Resolution #15-32 on February 9, 2015 approving the purchase of a new tandem dump truck with snow plow and sander using Highway Equipment Type Capital Reserve Funds subject to Permissive Referendum, and

**WHEREAS**, receipt of the Snow Plow by the Town of Chazy did not occur until February 2016 and the vendor (Tenco Industries Inc.) is due payment in the amount of \$82,053.00, and

**WHEREAS**, the Town of Chazy must approve by Amendment of the 2016 Town Budget the transfer of Highway Equipment Type Capital Reserve Funds in the amount of \$82,053.00 to pay for the Snow Plow to the Highway Department – Machinery Equipment Appropriation Account #DA5130.2;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chazy Town Board does hereby authorize such 2016 Budget Amendment to fund Highway Department – Machinery Equipment Appropriation Account #DA5130.2 in the amount of \$82,053.00 from the Highway Equipment Type Capital Reserve Fund.

Seconded by:            Councilor Daniel Vesco

Discussion:    Yes

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

**Carried:        YES**

**ZONING BOARD OF APPEALS APPOINTMENT/FREDERICK GEMMILL**

**Resolution: 16-30                      03/14/16**

Motion by:    Councilor Willie Giroux

**WHEREAS**, **FREDERICK GEMMILL** has agreed to be a member of the Town of Chazy Zoning Board of Appeals;

**NOW, THEREFORE, BE IT RESOLVED** that the Chazy Town Board does hereby appoint **Frederick Gemmill**, 116 Sunnywood St., Chazy, NY to the Town of

Chazy Zoning Board of Appeals effective March 14, 2016, term ending on December 31, 2020.

Seconded by: Councilor Cathy Devins

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>Absent</b>
<b>Cathy Devins</b>	<b>x</b>	
<b>Daniel Vesco</b>	<b>x</b>	
<b>Mark Henry</b>	<b>x</b>	

Carried: YES

**PLANNING BOARD APPOINTMENT/JAY TOO HILL**

**Resolution: 16-31      03/14/16**

Motion by: Councilor Willie Giroux

WHEREAS, **JAY TOO HILL** has agreed to be a member of the Town of Chazy Planning Board;

NOW, THEREFORE, BE IT RESOLVED that the Chazy Town Board does hereby appoint **Jay Toohill**, 8768 Rt 9, Chazy, NY to the Town of Chazy Planning Board effective March 14, 2016, term ending on December 31, 2018.

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>Absent</b>
<b>Cathy Devins</b>	<b>x</b>	
<b>Daniel Vesco</b>	<b>x</b>	
<b>Mark Henry</b>	<b>x</b>	

Carried: YES

**EMPLOYEE HANDBOOK**

**Resolution: 16-32      03/14/2016**

Motion by: Councilor Cathy Devins

WHEREAS, the Town of Chazy is committed to providing fair and consistent rules and regulations for its employees for the purpose of having an effective and efficient workforce; and

WHEREAS, the present Employee Handbook was approved by Resolution No. 98 on September 12, 2005 with various revisions/updates occurring from that date to present; and

**WHEREAS**, the Chazy Town Board has reviewed the proposed Employee Handbook and has determined it to be reasonable and equitable.

**NOW, THEREFORE BE IT RESOLVED** That the document captioned Town of Chazy Employee Handbook and dated 3/14/2016 is hereby adopted and approved by the Chazy Town Board. The Town Supervisor or other officials as deemed appropriate are hereby authorized to implement this Employee Handbook and to amend, change, add or delete from these policies at any time as deemed appropriate by the Chazy Town Board.

**BE IT FURTHER RESOLVED** that all resolutions or parts of resolutions in conflict with this Resolution are repealed insofar as they conflict.

Seconded by: Councilor Daniel Vesco

Discussion: Yes

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	<b>x</b>	
	<b>Jerry Deno</b>		<b>Absent</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/TOWN OF CHAZY TRAVEL POLICY**

**Resolution: 16-33**      **03/14/2016**

Motion by: Councilor Cathy Devins

**WHEREAS**, the Chazy Town Board recognizes the importance of promoting and practicing sound internal controls and policies and procedures in order to provide for effective and efficient operations, transparency, accountability, and to provide reasonable assurance that the Town of Chazy will achieve its objectives, mission, and service consistent with the Town Board’s vision, and

**WHEREAS**, the Town Supervisor as Chief Executive of the town of Chazy has overall responsibility for designing and implementing effective internal controls and policies and procedures.

**NOW, THEREFORE, BE IT RESOLVED**, that the Chazy Town Board does now hereby adopt a Travel Policy to provide those guidelines to ensure that the Town of Chazy has a system of accountability for and oversight of its operations and to assist the Town in achieving its multifaceted goals and objectives:

**TOWN OF CHAZY**

**TRAVEL POLICY**

**Purpose:** This document defines the specific policy to be followed when traveling on Town business, as well as accountability of Town funds.

**Policy:** The Town Board must authorize all travel requests in advance. It is intended that a consistent and equitable practice with respect to incidence and reimbursement of expenses be maintained throughout the Town.

**Expense Report:** To request reimbursement, all authorized travel must be itemized on the expense report. Expenses submitted beyond 45-days of expenditure, will not be reimbursed.

**Reimbursable Expenses:** The following types of expenses, if incurred in compliance with this Town’s policy and while on Town business, may be submitted for reimbursement:

- Mileage pursuant to Town Business
- Hotel accommodations
- Meals
- Tolls and Parking

**Non-Reimbursable Expenses:**

- Fines for traffic violations while on Town business
- Damages to an employee’s vehicle while on Town business
- Loss of personal property while on Town business
- Loss of cash advance, or personal funds
- Purchases of clothing, and other personal items.
- Purchase of in-room movies and entertainment
- Medical expenses

**Personal Meals:** The maximum allowable STANDARD rate for meals is up to \$51.00 per day. Meals on one-day trips will normally be allowed when the trip starts before the normal breakfast hour (7 a.m.) or when the employee is unable to return until after the normal dinner hour (7 p.m.). Meals also will be allowable during business trips away from the Town office less than one day but which extend either before or after the normal mealtime. Receipts are required for all meal expenses for the traveler to be reimbursed.

If the trip includes meals that are already paid for by the Town, such as through a registration fee for a conference or training, than expenses for these meals will not be paid to traveler.

First and last calendar days of travel will be calculated at 75% of meals allowance.

Some sample SPECIFIED rates are: Albany up to \$59.00, NYC up to \$74.00, Syracuse up to \$59.00, Binghamton up to \$59.00 and Buffalo up to \$59.00.

Rates may be changed, amended, added or deleted at any time as deemed appropriate by the Chazy Town Board.

Guidelines for these current meal rates were obtained from the Federal Travel Regulations as set by General Services Administration (GSA).

Seconded by: Councilor Daniel Vesco

Discussion: Yes

<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>Absent</b>
<b>Cathy Devins</b>	<b>x</b>	
<b>Daniel Vesco</b>	<b>x</b>	
<b>Mark Henry</b>	<b>x</b>	

Carried: YES

**UNSAFE STRUCTURE – 720 O’NEIL RD., CHAZY, NY**

**Resolution: 16-34**      **03/14/2016**

Motion by: Councilor Cathy Devins

**WHEREAS**, as unsafe building poses a threat to life and property in the Town of Chazy; and

**WHEREAS**, The Chazy Town Board enacted Local Law No. 3 of the year 1994 known as the ‘Unsafe Buildings Law’ of the Town of Chazy; and

**WHEREAS**, The manufactured home located at 720 O’Neil road and owned by Ms. Dawn Pratt has deteriorated to the point of compromising the structure; and

**WHEREAS**, the Code/Zoning Officer for the Town of Chazy has examined the structure and determined that it is not secured from entry, that there is a large hole in the side of the structure and said structure is in uninhabitable condition. The Code/Zoning Officer further recommends in his report to the Town Board that said structure is too damaged for repair and should be demolished; and

**WHEREAS**, The Town Board has consider such report and in its opinion the report so warrants that such building is unsafe and dangerous.

**THEREFORE**, the Town Board hereby orders that a notice be served upon the owner, Ms. Dawn Pratt, to demolish and remove said structure located at 720 O’Neil Road.

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>Absent</b>
<b>Cathy Devins</b>	<b>x</b>	
<b>Daniel Vesco</b>	<b>x</b>	
<b>Mark Henry</b>	<b>x</b>	

**Carried: YES**

**UNSAFE STRUCTURE – 776 O’NEIL RD., CHAZY, NY**

**Resolution: 16-35      03/14/2016**

Motion by: Councilor Cathy Devins

**WHEREAS**, as unsafe building poses a threat to life and property in the Town of Chazy; and

**WHEREAS**, The Chazy Town Board enacted Local Law No. 3 of the year 1994 known as the ‘Unsafe Buildings Law’ of the Town of Chazy; and

**WHEREAS**, The manufactured home located at 776 O’Neil road and owned by Mr. Leland E. Haywood III has deteriorated to the point of compromising the structure; and

**WHEREAS**, the Code/Zoning Officer for the Town of Chazy has examined the structure and determined that it is not secured from entry, that there is a large hole in the side of the structure and said structure is in uninhabitable condition. The Code/Zoning Officer further recommends in his report to the Town Board that said structure is too damaged for repair and should be demolished; and

**WHEREAS**, The Town Board has consider such report and in its opinion the report so warrants that such building is unsafe and dangerous.

**THEREFORE**, the Town Board hereby orders that a notice be served upon the owner, Mr. Leland E. Haywood III, to demolish and remove said structure located at 776 O’Neil Road.

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>		<b>Absent</b>
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

Carried: YES

**PAYMENT OF CLAIMS**

**Resolution:      16-36      03/14/2016**

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	\$15,370.34
Highway Fund claims	in the amount of	\$110,745.57
Sewer District claims	in the amount of	\$3,432.98
Water District claims	in the amount of	\$2,306.23
Chazy Light District claims	in the amount of	\$1,428.65
West Chazy Light District Claims	in the amount of	\$1,055.21

The above claims are being paid by Voucher's 100102-100137 and 100139-100153 Voucher #100138 was voided.

**SUB-TOTAL OF VOUCHERS:      \$134,338.98**

"Pre-authorized Payables" and "Trust & Agency" claims – ck #'s 20151-20152, 20167, 20169, 20171-20177 and 20199 as follows:

General Fund claims	in the amount of	\$6,918.16
Highway Fund claims	in the amount of	\$10,470.70
Sewer District claims	in the amount of	\$122.23
Water District claims	in the amount of	\$318.38
Chazy Light District claims	in the amount of	\$1,458.73
West Chazy Light District claims	in the amount of	\$1,070.97
Trust and Agency claims	in the amount of	\$4,046.02

**SUB-TOTAL OF PAYABLES AND T&A CLAIMS:      \$24,405.19**

**GRAND TOTAL:      \$158,744.17**

Seconded by: Councilor Willie Giroux

Discussion: Yes

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



Carried: YES

**PROCLAMATION**

**Resolution:            16-37            03/14/2016**

Motion by:    Councilor Cathy Devins

**WHEREAS**, the International Code Council has proclaimed May as Building Safety Month for 2016; and

**WHEREAS**, The Chazy Town Board supports Building Safety activities within the Town of Chazy

**NOW, THEREFORE BE IT RESOLVED**, the Chazy Town Board hereby supports this initiative and proclaims May 2016 as Building Safety Month in the Town of Chazy and hereby approves Mark R. Henry as Town Supervisor to sign said proclamation.



*Whereas, our Town's continuing efforts to address the critical issues of safety, energy efficiency, water conservation, and resilience in the built environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound, and;*

*Whereas, our confidence is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, laborers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;*

*Whereas, these guardians—dedicated members of the International Code Council—use a governmental consensus process that brings together local, state and federal officials with expertise in the built environment to create and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, play, and;*

*Whereas, the International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, wildland fires, floods and earthquakes, and;*

*Whereas, Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities' largely unknown guardians of public safety—our local code officials—who assure us of safe, efficient and livable buildings, and;*

*Whereas, "Building Codes: Driving Growth through Innovation, Resilience and Safety" the theme for Building Safety Month 2016, encourages all Americans to raise awareness of the importance of building safe and resilient construction; fire prevention; disaster mitigation, water safety and conservation; energy efficiency and new technologies in the construction industry. Building Safety Month 2016 encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and,*

*Whereas, each year, in observance of Building Safety Month, Americans are asked to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.*

*NOW, THEREFORE, I, Mark Henry, Supervisor of the Town of Chazy, do hereby proclaim the month of May 2016 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.*

\_\_\_\_\_  
Signature

Seconded by:    Councilor Daniel Vesco

Discussion:    Yes

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

Carried: YES

**REQUEST FROM AMERICAN LEGION FOR MEMORIAL DAY PARADE**

**Resolution: 16-38            03/14/2016**

Motion by:    Councilor Cathy Devins

**WHEREAS**, a request was received, from Stephen P. LaPierre, Commander of the Russell B. Childs American Legion Post 769, for permission to conduct the Annual Memorial Day Parade;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chazy Town Board does hereby authorize the Russell B. Childs Post 769, American Legion, Chazy, NY to conduct the Annual Memorial Day Parade, scheduled for Sunday, May 29, 2016 at 12:00 noon.

Seconded by:    Councilor Daniel Vesco

Discussion:    No

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

**Carried:    YES**

Supervisor Henry reminded the board that our next Town Board meeting will be on Monday, April 11, 2016 at the Chazy Town Hall at 7 PM.

**ADJOURNMENT**

Town Supervisor Mark Henry asked for a motion to adjourn.

Councilor Cathy Devins made a motion, seconded by Councilor Willie Giroux to adjourn the 03/14/2016 Regular Town Board meeting at 8:25 PM. Motion Carried.

Respectfully yours,

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