**Organizational Meeting, January 4, 2021 Colton Town Board**

**State of New York, County of St. Lawrence, 94 Main St. Colton 13625**

Present: George R. Cayey, Supervisor Councilpersons: Katheryn Hayes

 Donna Buckley, Clerk Grace Hawley

 Lisa Fisher-Davis

 Ronald Robert

Others present: Andrea Malik

Supervisor Cayey called the meeting to order at the advertised time of 11:35 a.m. Advertised for 11:00, had to wait

for a quorum.

Mr. Cayey asked the Board to approve the following transfers for down payment of the new plow truck.

Motion # 1

**AUTHORIZE TRANSFERS AND BUDGET AMENDMENT FOR NEW TRUCK**

Motion made by Mr. Robert, seconded by Mrs. Hawley to authorize transfers as recommended. Transfer $50,000 from Installment Debt Purchase (DA9785.6) to Highway Machinery Equipment (DA5130.2) and transfer $60,000 from Highway Fund Balance to Highway Machinery Equipment. Making $110,000 down payment with $50,000 installments for 2 years saves $7,000 in interest.

Ayes 5 Robert, Hawley, Hayes, Fisher-Davis, Cayey

Noes 0

Motion carried

Motion # 2

**AUTHORIZE PAYMENT OF PERMA & W/S BOND**

Motion made by Mrs. Hawley, seconded by Mrs. Fisher-Davis to authorize payment of the PERMA bill ($90,276) to take advantage of the discount and pay the W/S Bond ($9783) since the due date is before the next meeting of January 8.

Ayes 5 Robert, Hawley, Hayes, Fisher-Davis, Cayey

Noes 0

Motion carried

Motion # 3

**AUTHORIZE PAYMENT OF TRANSFERS AS PRESENTED**

Motion made by Mrs. Hawley, seconded by Mrs. Fisher-Davis to authorize payment of transfers as FOLLOWS.

Ayes 5 Robert, Hawley, Hayes, Fisher-Davis, Cayey

Noes 0

Motion carried

The following accounts are or will be over budget as of December 31, 2020

**General Fund**

A5121.4 Garage Contr. 555.21 560

A8160.2 Transfer Station PS 367.94 400

 **Recommended for transfer:**

 A6310.4 Neighborhood Ctr. Contr. $ 560.00

 A8160.4 Transfer Station Contr. 400.00

**Library Fund**

L79030.8 Soc. Security $ 83.51 84

L9035.8 Medicare 15.94 16

 **Recommended for transfer:**

L9060.8 Health Ins. $ 100.00

Motion # 4

**APPROVE PAYMENT AND CLOSING 2020 BILLS**

Motion made by Ms. Hayes, seconded by Mrs. Fisher-Davis to approve payment of the last 2020 bills as presented.

Ayes 5 Robert, Hawley, Hayes, Fisher-Davis, Cayey

Noes 0

Motion carried

Mr. Cayey told the Board we received $3,000 from PERMA as reimbursement for Personal Protection Equipment (PPE’s).

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**Organizational Meeting, January 4, 2021 Colton Town Board**

Mr. Cayey stated they would follow through the rest of the usual organizational material.

Motion # 5

 **AUTHORIZE PAYMENT 2021 CONTRACTS/AGREEMENTS**

 Motion made by Mrs. Mrs. Fisher-Davis, seconded by Mrs. Hawley to authorize payment of the 2020 Contracts and

 Agreements as presented.

 Ayes 5 Robert, Hawley, Hayes, Fisher-Davis, Cayey

 Noes 0

 Motion carried

* Hold Harmless Agreement
* Intermunicipal Shared Services Agreements
* CDP Contract - $5,000
* North Country Life Flight - $500
* Potsdam Humane Society Contract - $3,972
* PERMA Invoice $104,132.00
* Appointment of Town Attorneys – Eric Gustafson of Pease and Gustafson and Matt Ryan of Roemer Wallens...
* Rose & Kiernan Invoice
* Association of Towns Dues - $1,100
* Adirondack Park Local Government Review Board Dues - $300
* Association of Towns & Villages Dues - $549

Motion # 6

**INSTALL “NO SMOKING” SIGN AT LIBRARY**

Motion made by Mrs. Fisher-Davis, seconded by Mr. Robert to install a “no smoking” sign at the Library.

 Ayes 5 Robert, Hawley, Hayes, Fisher-Davis, Cayey

 Noes 0

 Motion carried

Motion # 7

**ADOPT NOTICES WITH MINOR CHANGES**

Motion made by Mrs. Fisher-Davis, seconded by Mrs. Hawley to adopt the Notices and Appointments with changes being “Highway Working Crew Leader and Tourism/Beautification Committee are vacant for now.

Ayes 5 Robert, Hawley, Hayes, Fisher-Davis, Cayey

Noes 0

Motion carried

* Town Board Meetings will be held the 2nd Wednesday of each month at 6:00 p.m.
	+ Exceptions: January Organizational and November Meetings will be the 1st Wednesday
* Mileage reimbursement 2021 IRS rate is 56¢ per mile
* Paid monthly employees will be paid 1 week earlier in November due to the holiday.
* Paid monthly and semi-monthly employees will be paid 1 week earlier in December due to the holiday.
* Bonds – Town Board approval of bonds for officials.
* Investments – Town Board approval for Supervisor to invest funds per Town of Colton Investment Policy as amended August 10, 2011

Motion # 8

**APPROVE HWY PURCHASE OF SALT AS NEEDED**

Motion made by Mrs. Hawley, seconded by Mrs. Fisher-Davis to approve the purchase of road salt as needed by the Highway Superintendent.

Ayes 4 Hayes, Fisher-Davis, Hawley, Cayey

Noes 0

Motion carried

Mr. Cayey asked about the Standard Work Day Resolution. Ms. Buckley replied it is a resolution to be filed for employees in the retirement system that do not punch a time clock or have a time sheet. Ms. Buckley stated she is now waiting for the last employee to submit their paperwork to be included in this resolution.

Motion # 9

**ADOPT POSITIONS/APPOINMENTS AS LISTED**

Motion made by Mrs. Hawley, seconded by Mr. Robert to adopt the list of positions and appointments for 2021.

Ayes 5 Robert, Hawley, Hayes, Fisher-Davis, Cayey

Noes 0

Motion carried

**2**

**Organizational Meeting, January 4, 2021 Colton Town Board**

|  |  |
| --- | --- |
|  |  |
| Deputy Town Supervisor | Grace R. Hawley |
|  |  |
| Bookkeeper to Supervisor | Shelley M. Rayner |
| Superintendent of Public Works | Darren T. Richards |
| DPW Secretary | Laurie A. Wright |
| Assistant DPW Sup’t. | Justin J. Johnson |
| Safety Officer | Darren T. Richards |
| Safety Secretary | Laurie A. Wright |
| Deputy Superintendent of Highways | Harold Bush |
| Highway Secretary | Shelley M. Rayner |
| Highway Working Crew Leader | Trevor Wood  |
| Vital Statistics Registrar | Donna M. Buckley |
| Records Management Officer | Donna M. Buckley |
| Deputy Town Clerk / Tax Collector | Laurie A. Wright, Jennifer Cole |
| Water & Sewer Receiving Clerk | Laurie A. Wright |
| Code Enforcement Officer  | Darren T. Richards |
| Building Inspector | Justin Johnson |
| Town Historian | Dennis E. Eickhoff |
| Supervising Bti Technician | Andrea M. Malik |
| Clerk to Town Justice | Jennifer Cole |
| Bailiff | Guy Smiley |
| Dog Warden | James McConkey |
| Cleaners | Linda Coleman, Alison Johnson |
| Sole Assessor | Robert Ball |
| Chairperson of the Planning Board | Kirke Perry |
| Chair of the Zoning Board of Appeals | Cynthia S. Hennessy |
| Secretary to the BAR, ZBA, & PB | Stacey Cole |
| Tourism & Beautification Coordinators | Vacant  |
|  |  |
| ***Projects in the Works*** | ***Representatives*** |
|  |  |
| Raquette River Property Owners | Mickey Nesbitt |
| Raquette River Blueway Corridor  | William R. Swafford |
| Committees | ***Members*** |
| Court Audit | Hawley, Hayes, Fisher-Davis, Robert |
| Town Audit | Hawley, Hayes, Fisher-Davis, Robert |
| Ethics | W. Harman, G. Hawley  |
| Safety  | D. Richards & Dep’t. Heads |
| Website/Facebook Page  | Donna Buckley |
| Zoning Board Of Appeals | C. Hennessy, D. Eickhoff, P. Mousaw, J. Fuhr |
|  | F. Supernault |
|  |  |
| Planning Board  | C. Hatch, H. Granger, K.Perry, A. Townsend, J. Rousell, E. Fuhr |
| Board of Assessment Review | D. Demo, S. Sochia, P. Mousaw |
|  |  |
|  | S. Rayner |
|  |  |
| ***Official Contractual Designations*** | ***Designee*** |
| Town Attorney | Eric Gustafson, Pease & Gustafson |
| Town Engineer | Jeff Tubilino, Blue Line Engineers |
| Bank | NBT |
| Newspaper | Watertown Daily Times, Courier Observer |
|  |  |
| ***Petty Cash*** | ***Allowances*** |
| Town Clerk | $50 |
| Tax Collector | $200 |
| Town Justice | $100 |

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**Organizational Meeting, January 4, 2021 Colton Town Board**

Motion # 10

**ADOPT 2021 SALARIES/WAGES**

Motion made by Mrs. Hawley, seconded by Mr. Robert to adopt the 2021 Salaries and Wages for Town of Colton

Employees and Elected Personnel as listed below.

Ayes 5 Hawley, Robert, Hayes, Fisher-Davis, Cayey

Noes 0

Motion carried

**2021 SALARIES & WAGES**

 **Dept. Town Position Salary Hourly Per Mtg.**

**Town Board** Councilpersons 3,727.80

**Supervisor** Town Supervisor 10,896.96

Personnel Manager 12,625.60

Bookkeeper 41,925.52

**Town Clerk** Town Clerk 42,142.88

Deputy Town Clerk 26.82

Tax Collector 7,666.36

**Justice** Town Justice 14,734.44

Justice Clerk 18.25

 Bailiff 400.00

**Public Works** Supt. of DPW 36,054.72

Assist. DPW Sup’t. 34,710.52

 Laborer 2 23.97

 Laborer 1 22.44

 Laborer/Clerical 21.82

 Cleaner 14,812.44

**Transfer Station** Superintendent6,010.16

**Water Supt. # 1** 6,010.16

**Water Supt. # 2** 11,568.96

**Sewer Supt. # 1** 6,010.16

**Sewer Supt. # 2** 11,568.96

**Highway** Supt. of Highways 66,976.52

Secretary 3,248.96

 Deputy Hwy Supt. 24.33 Wrkg Crew Leader 24.13

HEO / MEO 23.83

Laborer 20.83

 **Bti** Technician 40,413.36

 1st yr crew member 14.00

2nd 15.25

3rd 16.25

4th 18.25

 5th 19.25

 6th 23.34

**Invasive Species** Technician3,727.00

**Code** CEO4,534.92

 Bldg. Inspector 1,203.28

**Safety Officer** 6,010.16

**Summer Help** 12.50

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**Organizational Meeting, January 4, 2021 Colton Town Board**

**2021 SALARIES & WAGES**

 **Dept. Town Position Salary Hourly Per Mtg.**

 **Assessor** Sole Assessor 25,161.24

 **BAR** Chairperson 140 .00 Members 80 .00 Secretary 12.66

**Planning** Planning Chairperson 736.92

Planning Members 45.00

**Zoning** ZBA Chairperson 687.00

ZBA Members 45.00

 PB & ZBA Secretary 12.66

**Dog Warden** Dog Warden 6,805.92

**Historian** Town Historian 944.88

**Library** Library Technician 37,123.84

Library Aides 12.50

Library Cleaner 5014.80

Mr. Ball sent a copy of the Executive Order to approve that allows seniors to keep their exemptions in 2021 without filing the paperwork.

Motion # 11

**ADOPT EXECUTIVE ORDER REGARDING SENIOR EXEMPTIONS**

Motion made by Mrs. Hawley, seconded by Mr. Robert to adopt the Executive Order for Seniors to keep their STAR exemption without filing paperwork.

 Ayes 5 Robert, Hawley, Hayes, Fisher-Davis, Cayey

 Noes 0

 Motion carried

The following dates are set for the Town Audits. Court will be Wed. Jan. 20th @ 11 a.m. The Town records audit is set for Wed. Jan. 27 at 11 a.m.

Mr. Cayey stated he wants a company to come in to check the phone system at the Town Hall to present an all-in-one cost structure. In addition, there two big printers that are shot and I’m pricing units.

Mr. Cayey said the savings from going to LED street lights would allow us to purchase lighted Christmas decorations for poles in both hamlets. I propose we purchase them while on sale until March with extra savings, keeping the cost below $5,000.

Mr. Cayey announced he would like to keep the spending freeze on until we see what the sales tax revenue is in May.

Motion # 12

**EXTEND SPENDING FREEZE**

Motion made by Mr. Robert, seconded by Mrs. Hawley to extend the spending freeze until May when we see what the sales tax revenue will be.

 Ayes 5 Robert, Hawley, Hayes, Fisher-Davis, Cayey

 Noes 0

 Motion carried

Mr. Cayey noted the Regular Monthly Meeting is next Wednesday January 8 at 6:00 p.m., asked if the Board Members had any questions, suggestions, etc. and if not motion to adjourn.

Motion # 13

**ADJOURNMENT**

Motion made by Mrs. Hawley, seconded by Mrs. Fisher-Davis to adjourn.

Ayes 5 Robert, Hawley, Hayes, Fisher-Davis, Cayey

Noes 0

Motion carried, 12:15 p.m.

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 Donna Buckley, Town Clerk

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