**Organizational Meeting, January 2, 2020 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

Absent: Ronald Robert

Others present: Timothy Hawley

Supervisor Cayey called the meeting to order at the advertised time of 3:00 p.m.

Mr. Cayey asked the Board to approve the following Bookkeeper recommendations.

Motion # 1

**APPROVE PAYMENT TO CLOSE OUT 2019 BILLS**

Motion made by Ms. Hayes, seconded by Mrs. Fisher-Davis to approve payment of the last 2019 bills as presented.

Ayes 4 Hayes, Fisher-Davis, Hawley, 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 ($104,132) 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 4 Hayes, Fisher-Davis, Hawley, Cayey

Noes 0

Motion carried

Mr. Cayey stated the need for transfers was mostly to cover the expense of the furnaces. He asked the Board to review the bills and transfers and offer a motion if in agreement.

Motion # 3

**AUTHORIZE PAYMENT OF WARRANT # 13 AND TRANSFERS AS PRESENTED**

Motion made by Mrs. Hawley, seconded by Mrs. Fisher-Davis to authorize payment of bills on Warrant # 13 and transfers as recommended.

Ayes 4 Hayes, Fisher-Davis, Hawley, Cayey

Noes 0

Motion carried

General Fund $ 22,929.19

Highway Fund 12,140.23

Sewer District # 1 106.00

Water District # 1 63.78

The following accounts are or will be over budget as of December 31, 2019

**General Fund**

A1410.12 Deputy Town Clerk Salary $ 610.72

A8160.12 Transfer Station Salary 1,537.70

A1620.2 Buildings Equipment 6,001.30

A3989.4 Safety Contractual 281.58

A5132.2 Garage Equipment 5,280.90 $13,712.20

**Recommended for transfer:**

A1410.4 Town Clerk Contractual $ 2,400.00

A1620.4 Buildings Contractual 2,250.00

A8020.41 Planning Contractual 2,500.00

A7140.4 Recreation Contractual 3,200.00

A8160.4 Transfer Station Contr. 1,500.00

A9785.6 Installment Debt Princ. 850.00

A9785.7 Installment Debt Int. 1,012.20 $13,712.20

**Library**

L7410.41 Library Books $ 654.82

L7410.43 Lib. Office Supplies 119.75 $774.57

**Recommended for transfer**

L7410.435 Library Contractual $ 774.57

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**Organizational Meeting, January 2, 2020 Colton Town Board**

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

Motion # 4

 **AUTHORIZE PAYMENT 2020 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 4 Hayes, Fisher-Davis, Hawley, 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 Attorney – Eric Gustafson of Pease and Gustafson
* Rose & Kiernan Invoice –
* Association of Towns Dues - $1,100
* Adirondack Park Local Government Review Board Dues - $300
* Association of Towns & Villages Dues - $549

Motion # 5

**ADOPT NOTICES AND APPOINTMENTS 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 4 Hayes, Fisher-Davis, Hawley, 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 2020 IRS rate is 57.5¢ 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

Mr. Cayey stated the Salaries and Wages are froze until the Union Contract is settled. He reported the contract has gone to a mediator. After settlement, an amendment will be made to adjust wage/salary increases.

Mr. Cayey said Mr. Hawley asked for approval to purchase salt as needed and buying a plow for 2002 GMC

7500 in 2019 instead of a sander as previously requested from funds DA5130.2

Motion # 6

**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

Motion # 7

**AUTHORIZE PURCHASE OF A SANDER**

Motion made by Mrs. Hawley, seconded by Mrs. Fisher-Davis to authorize the purchase of a sander for the 2002 GMC 7500 this year.

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 don’t 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.

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**Organizational Meeting, January 2, 2020 Colton Town Board**

|  |  |
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|  |  |
| 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 |
| 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 | Edward Fuhr |
| Chair of the Zoning Board of Appeals | Cynthia S. Hennessy |
| Secretary to the BAR, ZBA, & PB | Jennifer Cole |
| Tourism & Beautification Coordinators | Ruth McWilliams  |
|  |  |
| ***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, Ruth McWilliams |
| 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 2, 2020 Colton Town Board**

Motion # 8

**ADOPT 2020 SALARIES/WAGES**

Motion made by Mrs. Hawley, seconded by Mr. Robert to adopt the 2020 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

**2020 SALARIES & WAGES**

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

**Town Board** Councilpersons 3,558.50

**Supervisor** Town Supervisor 10,897.00

Personnel Manager 12,294.00

Bookkeeper 36,200.00

**Town Clerk** Town Clerk 36,412.00

Deputy Town Clerk 20.69

Tax Collector 7,465.00

**Justice** Town Justice 13,970.00

Justice Clerk 17.30

 Trainer to Clerk 16.22

Bailiff 400.00

**Public Works** Supt. of DPW 34,184.00

Assist. DPW Sup’t. 32,909.00

 Laborer 2 22.73

 Laborer 1 21.28

 Laborer/Clerical 20.69

 Cleaner 14,044.00

**Transfer Station** Superintendent5,698.00

**Water Supt. # 1** 10,969.00

**Water Supt. # 2** 5,698.00

**Sewer Supt. # 1** 10,969.00

**Sewer Supt. # 2** 5,698.00

**Highway** Supt. of Highways 63,938.00

Secretary 3,163.00

 Deputy Hwy Supt. 23.10 Wrkg Crew Leader 24.15

HEO / MEO 22.59

Laborer 19.82

 **Bti** Technician 34,728.00

 1st yr crew member 15.25

2nd yr crew member 16.25

3rd yr crew member 17.78

4th yr crew member 19.64

**Invasive Species** Technician3,727.00

**Code** CEO4,301.00

 Bldg. Inspector 1,142.00

**Safety Officer** 5,698.00

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**Organizational Meeting, January 2, 2020 Colton Town Board**

**2020 SALARIES & WAGES**

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

 **Assessor** Sole Assessor 25,810.00

 **BAR** Chairperson 135 .00 Members 78 .00 Secretary 12.24

**Planning** Planning Chairperson 700.00

Planning Members 44.00

 **Zoning** ZBA Chairperson 651.00

ZBA Members 44.00 PB & ZBA Secretary 12.24

**Beautification** Coordinator 348.00

**Tourism** Coordinator 348.00

**Recreation** Coordinator 348.00

**Dog Warden** Dog Warden 6,453.00

**Historian** Town Historian 896.00

**Library** Library Technician 35,198.00

Library Aides 11.10

Library Cleaner 4,755.00

**Summer Help** 11.22

**Transfer Station Supt.** 5,698.00

**Water Supt. # 1** 10,969.00

**Water Supt. # 2** 5,698.00

**Sewer Supt. # 1** 10,969.00

**Sewer Supt. # 2** 5,698.00

**Safety Officer** 5,698.00

**NEW BUSINESS**

1. After the fall of a patron returning a Library book, it was recommended to install the book return next to the sidewalk.
2. Approve Mr. Richards to attend PERMA administration class for Safety Issues.
3. Set audit dates:
* Tuesday January 21 @ 3:00 for Town audits @ the Town Hall
* Wednesday January 22, @ 3:00 for the Court audit @ the Courthouse
1. Re-appoint Library Trustees
2. Close Transfer Station early on January 11 for employee to attend Highway Employee Mike Long’s benefit.

Motion # 9

**PURCHASE & INSTALL NEW LIBRARY BOOK RETURN**

Motion made by Mrs. Fisher Davis, seconded by Mrs. Hawley to purchase a book return for the Library and install it next to the sidewalk.

Ayes 4 Hayes, Fisher-Davis, Hawley, Cayey

Noes 0

Motion carried

Motion # 10

**APPROVE SAFETY OFFICER RICHARDS ATTEND PERMA CLASS**

Motion made by Mrs. Hawley, seconded by Mrs. Fisher-Davis to approve Safety Officer Darren Richards to attend a PERMA class for Safety Issues.

Ayes 4 Hayes, Fisher-Davis, Hawley, Cayey

Noes 0

Motion carried

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**Organizational Meeting, January 2, 2020 Colton Town Board**

Motion # 11

**REAPPOINT MRS. DUSHARM AND MS. FALLON AS LIBRARY TRUSTEES**

Motion made by Mrs. Fisher-Davis, seconded by Mrs. Hawley to reappoint Cynthia Dusharm and Jean Fallon as Library Trustees, terms end December 31, 2024.

Ayes 4 Hayes, Fisher-Davis, Hawley, Cayey

Noes 0

Motion carried

Motion # 12

**CLOSE TRANSFER STATION EARLY JANUARY 11**

Motion made Ms. Hayes, seconded by Mrs. Fisher-Davis to authorize closing the Transfer Station at 1:00 p.m.

on Saturday January 11 in order for the employee to attend Highway Employee Mike Long’s benefit.

Ayes 4 Hayes, Fisher-Davis, Hawley, 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 4 Hayes, Fisher-Davis, Hawley, Cayey

Noes 0

Motion carried, 3:32 p.m.

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 Donna Buckley, Town Clerk

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