

Town of Chateaugay

Minutes January 8, 2024

**Meeting** The organizational meeting of the Chateaugay Town Board on 01/8/2024 was called to order by Supervisor Donald Bilow at 6:30 P.M.

**Members Present** Supervisor Donald Bilow, Councilman William Trombly, Councilman Scott Cowan, Councilman Jim Harrigan, Councilman Kirby Selkirk, Highway Superintendent Roger LaBombard and Town Clerk Phyllis LeMay.

**Visitors** Eric Will, Mitchell Dangler and Maitland Robinson from AES.

**Good Faith Effort** A motion was made by Bill Trombly and seconded by Scott Cowan to pass a Good Faith Effort to affirmatively furthering fair housing.

**Resolution #1** A roll call vote was taken with the following results: William Trombly – Aye, Scott Cowan – Aye, Jim Harrigan – Aye, Kirby Selkirk – Aye, and Supervisor Donald Bilow, Aye.

**Minutes** A motion was made by Kirby Selkirk and seconded by Jim Harrigan to adopt the minutes of the December 18, 2023 Town Board meeting. All in favor, motion carried.

**Insurance** A motion was made by Scott Cowan and seconded by Kirby Selkirk to approve the 2024 insurance policy.

**Resolution #2** All in favor, motion carried.

**Project Update** Supervisor Donald Bilow reported to the Board the project updates for the town for 2024. A. bowling alley improvements;  
B. door repairs; and  
C. Water Districts

**Harassment** Supervisor Donald Bilow discussed a review of the Harassment Policy. We will have our annual training seminar in the spring.

**Code of Ethics** Supervisor Donald Bilow distributed a copy of the Code of Ethics.

**Undertaking Resolution #3** A motion was made by Bill Trombly and seconded by Jim Harrigan to pass Resolution #3 to purchase a Blanket Insurance Bond covering officers, clerks and employees of the Town of Chateaugay. The Town agrees to pay any deductibles, the deductible is \$2500. All in favor, motion carried.

Resolution #4 A motion was made by Kirby Selkirk and seconded by Scott Cowan to adopt Resolution #4 A – N, Procedures and Policies. All in favor, motion carried.

- A. Regular Town Board Meetings – (schedule)
- B. Special meetings - as needed
- C. Procedures for conducting Board Meetings
- D. Official Newspaper - Malone Telegram
- E. Designation of depositories - Community Bank and MBIA (CLASS)
- F. Payment of certain bills prior to audit (postage, freight, utilities), (heating fuel), (Health Insurance), (credit card bills) / Absence of quorum, supervisor is authorized to pay the outstanding bills.
- G. Purchases – Board Approval – Procurement Policy
  - 1. By Highway Superintendent – Procurement Policy
  - 2. By Supervisor – Procurement Policy
- H. Mileage @.54 cents per mile
- I. Board member attendance at regular meetings
- J. Authorization to sign checks – Supervisor and Deputy Supervisor
- K. Authorization of Supervisor to make budget transfers for 2023
- L. Procedure for auditing checks and vouchers (at regular board meetings or visits to the Town Hall);
- M. Drug and Alcohol policy; and
- N. Public Health emergency Plan (File).

Resolution #5 A motion was made by Jim Harrigan and seconded by Scott Cowan to adopt Resolution #5, Appointments, A - P. All in favor, motion carried.

- A. Deputy Supervisor – Kirby Selkirk
- B. Board Committees:
  - Highway – William Trombly, Scott Cowan and Supervisor Bilow;
  - Rec Park Committee: Kirby Selkirk, Jim Harrigan and Supervisor Bilow;
  - Buildings: Scott Cowan, Kirby Selkirk and Supervisor;
  - Personnel – Bill Trombly, Kirby Selkirk and Supervisor.
- C. Code Enforcement Officer – James Dumont
- D. Registrar of Vital Statistics - Phyllis LeMay
- E. Board Secretary - Phyllis LeMay
- F. Custodian - Town Hall – Wendy Jones and Rec Park – Deborah Farrell
- G. Deputy Superintendent of Highways – Kenneth Otis
- H. Record Access Officer - Phyllis LeMay
- I. Recreation Park Director – Margaret Farrell
- J. Assessor – Amy Hewitt;
- K. Health Officer – Lorraine Kourofsky;
- L. Rec Park Bus Driver – William Parnapy;
- M. Town Historian – Chateaugay Historical Society
- N. Court Clerk – Alexis Monette;

- O. Supervisor – Fair Housing Officer;
- P. Watchman – Robert J. Cook

Resolution #6 A motion was made by Kirby Selkirk and seconded by Scott Cowan to adopt Resolution No. 6, Be it resolved that the Town of Chateaugay does hereby fix the salaries of the following Town Officials for the year January 1, 2024 through December 31, 2024 and the amounts stated and the times specified below. All in favor, motion carried.

- A. Town Council - \$3,500 (4);
- B. Town Clerk - \$9,700;
- C. Tax Collector - \$4,600;
- D. Justice of Peace (1) Marie Cook \$18,262;
- E. Watchman – Robert J. Cook \$18.00 per hour
- F. Supervisor - \$22,850;
- G. Code Enforcement Officer - \$6,550;
- H. Assessor - \$17,900;
- I. Highway Superintendent - \$62,245.00;
- J. Deputy Highway Superintendent –\$2,000;
- K. Highway Personnel
  - Laborer - \$21.75
  - M.E.O. - \$23.75;
  - H.E.O. - \$24.55; and
  - H.E.O./Mechanic - \$25.05
- L. Custodian - Town Hall – Wendy Jones - \$20.00/Hour;  
- Rec Park- Debbie Farrell - \$20.00 per hour;
- M. Snow Removal - Town Hall - \$18.60 per hour/Lawn work and maintenance Rec Park \$18.60 per hour – Justin Decosse;
- N. Director of Finance/Personal Secretary - \$19,000;
- O. Lifeguards: Level 1 - \$16.00; Level 2 - \$16.50;  
and WSI - \$0.50 additional for each level;
- P. Park Director - \$555 per week;
- Q. Rec Park Bus Driver - \$27.25/Hour;
- R. Theater Director - \$14,000; and
- S. Court Secretary – Alexis Monette \$110 per month
- T. Summer Camp – Councilors - \$15/Hour – Director \$20/Hour

Resolution #7 A motion was made by Jim Harrigan and seconded by Kirby Selkirk to adopt Resolution No. 7, Organization and Subscriptions. Motion Carried, all in favor.

- A. Association of Towns - \$999
- B. Highway Superintendent Profile - \$60

Resolution #8 A motion was made by William Trombly and seconded by Scott Cowan to adopt Resolution No. 8, Contracts. All in favor, motion carried.

- A. Burke Adult Center - \$5,000;
- B. Dog Control - \$3,700;
- C. North Country Life Flight - \$1200;
- D. Franklin County Snowmobilers - \$200;
- E. Chateaugay Historical Society - \$1,500;
- F. Chateaugay Food Pantry - \$2,250;
- G. Chateaugay Rotary or CRC Concert - \$1,000;
- H. Malone Chamber of Commerce - \$165.00
- I. Foothills Ambulance Service - \$280,533.66

Other  
Business

The following motions were made and passed:

- A. Resolution #9 to hold Franklin County harmless for highway work;  
Motion made by Kirby Selkirk seconded by Jim Harrigan, all in favor.
- B. Resolution #10 to allow Town Highway Superintendent to borrow, loan or exchange any town owned equipment or tools to another government agency;  
Motion made by William Trombly seconded by Scott Cowan, all in favor.
- C. Resolution #11 to allow Supervisor authority to pay outstanding December 2024 bills received after the December 2024 meeting;  
Motion made by Kirby Selkirk seconded by Scott Cowan, all in favor.
- D. Resolution #12 to establish standard work days for elected and appointed officials. Six (6) hours per day for elected and appointed officials, eight (8) hours for Highway Superintendent and highway employees;  
Motion made by Kirby Selkirk seconded by Jim Harrigan, all in favor.
- E. Resolution #13 – To enter into a shared services contract with the New York State Department of Transportation;  
Motion made by Scott Cowan seconded by Jim Harrigan, all in favor.
- F. Resolution #14 – authorizing the Town Supervisor to sign a contract on behalf of the Town to permit the Town highway superintendent to share services with the highway department heads in other municipalities who possess similar authorization for the borrowing or lending of materials and supplies and the exchanging, leasing, renting or maintaining of machinery and equipment, including the operators thereof, for the purpose of aiding the highway department head in the performance of his duties.  
Motion made by William Trombly seconded by Kirby Selkirk, all in favor.

**Projects** Supervisor Donald Bilow reviewed projects for 2024.

- A. Town Hall – Bowling alley renovations and door repairs;
- B. Rec Park - rec park security camera, pool bromine controllers, ball field improvements, water district and teamsters contract;
- C. Highway Department – equipment, highway construction and paving;
- D. Bereavement Account;
- E. Solar Projects;
- F. Wind Projects; and
- G. Water Districts.

**High Falls** A motion was made by Kirby Selkirk and seconded by Scott Cowan to  
**Resolution #15** approve the High Falls Hydro agreement, all in favor, motion carried.

**Justice** Supervisor Donald Bilow audited Judge Cook's 2023 books and  
**Audit** found everything in order and commended Judge Cook on her record keeping.

**Resolution #16** A motion was made by Scott Cowan and seconded by Jim Harrigan to approve the audit of Justice Marie Cook's financial records, all in favor, motion carried.

**Solar** Supervisor Bilow discussed the four solar projects.

**Reports** Roger LaBombard – Roger reported the following:

1. If any board members see anything that they need to be done, please let him know.
2. H & C Robinson is quoting \$6.66 a yard for highway sand and Roger is waiting on a price from Collin's.

**Bills** A Motion was made by Kirby Selkirk and seconded by Scott Cowan to pay the bills. Motion carried, all in favor.

**Adjournment** A Motion was made by Scott Cowan and seconded by Jim Harrigan to adjourn the meeting. Motion carried, all in favor.

Meeting adjourned at 6:45 P.M.

Next Meeting January 22, 2024.



Phyllis LeMay, Town Clerk