

Town of Chateaugay

Minutes January 13, 2025

Public Hearing	There was a legal notice in the Malone Telegram that a public hearing would be held on this night to discuss Local Law #1 of 2025 Change of Grievance Day. A motion was made by Bill Trombly and seconded by Scott Cowan to open the public hearing at 6:20 PM. All in favor, motion carried. There were no interested persons that attended. A motion was made by Bill Trombly and seconded by Scott Cowan to close the public hearing at 6:30 PM. All in favor, motion carried.
Meeting	The organizational meeting of the Chateaugay Town Board on 01/13/2025 was called to order by Supervisor Donald Bilow at 6:30 P.M.
Members Present	Supervisor Donald Bilow, Councilman William Trombly, Councilman Scott Cowan, Highway Superintendent Roger LaBombard and Town Clerk Phyllis LeMay. Councilman Jim Harrigan and Councilman Kirby Selkirk were absent.
Visitors	No visitors
Good Faith Effort Resolution #1	A motion was made by Bill Trombly and seconded by Scott Cowan to pass a Good Faith Effort to affirmatively furthering fair housing. A roll call vote was taken with the following results: William Trombly – Aye, Scott Cowan – Aye, Jim Harrigan – Absent, Kirby Selkirk – Absent, and Supervisor Donald Bilow, Aye.
Minutes	A motion was made by Bill Trombly and seconded by Scott Cowan to adopt the minutes of the December 16, 2024 Town Board meeting. All in favor, motion carried.
Insurance Resolution #2	A motion was made by Scott Cowan and seconded by Bill Trombly to approve the 2025 insurance policy. All in favor, motion carried.
Project Update	Supervisor Donald Bilow reported to the Board the project updates for the town for 2025. A. bowling alley improvements; and B. door repairs.
Harassment Policy	Supervisor Donald Bilow discussed and reviewed the Harassment and Discrimination Policy. We will have our annual training seminar in the spring. A motion was made by Bill Trombly and seconded by Scott Cowan to approve the Harassment and Discrimination Policy, all in favor, motion carried.
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 Scott Cowan 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 Scott Cowan and seconded by Bill Trombly 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 @.70 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 2025
- 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 Bill Trombly 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 – Tom Jiguire
- G. Deputy Superintendent of Highways – Kenneth Otis
- H. Record Access Officer - Phyllis LeMay

- I. Recreation Park Director – Margaret Farrell
- J. Assessor – Robert Ball;
- 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 Scott Cowan and seconded by Bill Trombly 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, 2025 through December 31, 2025 and the amounts stated and the times specified below. All in favor, motion carried.

- A. Town Council - \$5,000 (4);
- B. Town Clerk - \$9,800;
- C. Tax Collector - \$4,750;
- D. Justice of Peace (1) Marie Cook \$19,000;
- E. Watchman – Robert J. Cook \$18.50 per hour
- F. Supervisor - \$24,000;
- G. Code Enforcement Officer - \$6,650;
- H. Assessor - \$22,500;
- I. Highway Superintendent - \$67,000.00;
- J. Deputy Highway Superintendent –\$2,000;
- K. Highway Personnel
 - Laborer - \$23.75
 - M.E.O. - \$25.75;
 - H.E.O. - \$26.55; and
 - H.E.O./Mechanic - \$27.05
- L. Custodian - \$20.00/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 - \$20,000;
- O. Lifeguards: Level 1 - \$16.00; Level 2 - \$16.50; Level 3 - \$17.00 and WSI - \$0.50 additional for each level;
- P. Park Director - \$600 per week;
- Q. Rec Park Bus Driver - \$27.50/Hour;
- R. Theater Director - \$14,600; and
- S. Summer Camp – Councilors - \$15.50/Hour – Director \$22/Hour
- T. Court Secretary – Alexis Monette \$120 per month

Resolution #7 A motion was made by Bill Trombly and seconded by Scott Cowan to adopt Resolution No. 7, Organization and Subscriptions. Motion Carried, all in favor.

- A. Association of Towns - \$1000
- B. Highway Superintendent Profile - \$60

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

- A. Burke Adult Center - \$5,000;
- B. Dog Control - \$4,000;
- C. North Country Life Flight - \$1500;
- D. Franklin County Snowmobilers - \$200;
- E. Chateaugay Historical Society - \$2,000;
- F. Chateaugay Food Pantry - \$2,400;
- G. Chateaugay Rotary or CRC Concert - \$1,000;
- H. Malone Chamber of Commerce - \$165.00
- I. Foothills Ambulance Service - \$283,794.76

Other
Business

The following motions were made and passed:

- A. Resolution #9 to hold Franklin County harmless for highway work; Motion made by Bill Trombly seconded by Scott Cowan, 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 Scott Cowan seconded by Bill Trombly, all in favor.
- C. Resolution #11 to allow Supervisor authority to pay outstanding December 2025 bills received after the December 2025 meeting; Motion made by Scott Cowan seconded by Bill Trombly, 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 Bill Trombly seconded by Scott Cowan, all in favor.
- E. Resolution #13 – To enter into a shared services contract with the New York State Department of Transportation for four (4) years; Motion made by Scott Cowan seconded by Bill Trombly, 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 Bill Trombly seconded by Scott Cowan, all in favor.

- Projects Supervisor Donald Bilow reviewed projects for 2025.
- A. Town Hall – Bowling alley renovations and door repairs;
 - B. Rec Park - rec park security camera,;
 - C. Highway Department – equipment, highway construction and paving;
 - D. Bereavement Account;
 - E. Solar Projects;
 - F. Wind Projects;
 - G. Town Hall Generator.
- Justice Audit Supervisor Donald Bilow audited Judge Cook's 2024 books and found everything in order and commended Judge Cook on her record keeping.
- Resolution #15 A motion was made by Bill Trombly and seconded by Scott Cowan to approve the audit of Justice Marie Cook's financial records, all in favor, motion carried.
- Solar Supervisor Bilow discussed the four solar projects, Norbut, Chas, Brookside and Green Buffalo.
- Wind Supervisor Bilow discussed the two wind projects with Valcour and Terra Gen.
- Emergency Supervisor Bilow discussed the Employer Health Emergency Plan.
- Policy Supervisor Bilow discussed the town's Discrimination and Harassment Policy.
- Barton & Loguidice A motion was made by Bill Trombly and seconded by Scott Cowan to approve the Barton & Loguidice proposal regarding Valcour Wind repower, all in favor, motion carried.
- Local Law A motion was made by Bill Trombly and seconded by Scott Cowan to approve Local Law #1 of 2025 to change the date of Grievance Day, all in favor, motion carried.
- Legault Supervisor Bilow reported that the Town would have a Lease Fair Market Rental Amount for the February 2025 meeting.
- AES Supervisor reported that there will be a Valcour meeting on 1/15/2025 and 10 AM and another meeting at 4 PM.

- CDBG A motion was made by Scott Cowan and seconded by Bill Trombly to approve the application fee in the amount of \$1,650 to Friends of the North Country, all in favor, motion carried.
- Website Supervisor Bilow reported that there is a mandate to change email addresses to .gov.
- Prior Notice Supervisor Bilow reported that NYMIR recommends that we update the Prior Notice Law. We will send it to the town attorney.
- Law
- Reports Roger LaBombard – Roger reported the following:
1. Plow truck to Constable – Western Star
2. A bearing went in the loader.
3. The garage phone will send the calls to Roger’s cell phone
- Bills A Motion was made by Scott Cowan and seconded by Bill Trombly to pay the bills. Motion carried, all in favor.
- Adjournment A Motion was made by Scott Cowan and seconded by Bill Trombly to adjourn the meeting. Motion carried, all in favor.

Meeting adjourned at 7:00 P.M.

Next Meeting January 27, 2025.



Phyllis LeMay, Town Clerk