

Town of Chateaugay

Minutes January 10, 2022

- Meeting Regular meeting of the Chateaugay Town Board 01/10/2022. Meeting called to order by Supervisor Donald Bilow at 6:30 P.M. All town officials and guests were required to sanitize their hands and wear a mask.
- Members Present Supervisor Donald Bilow, Councilman William Trombly, Councilman Scott Cowan, Councilman Kirby Selkirk, Highway Superintendent Roger LaBombard and Town Clerk Phyllis LeMay.
- Oath: The Oath of Office was given to William Trombly and Kirby Selkirk.
- Minutes A motion was made by Kirby Selkirk and seconded by Scott Cowan to adopt the minutes of the 12/20/2021 Town Board meeting. All in favor, motion carried.
- Insurance A motion was made by Kirby Selkirk and seconded by Scott Cowan to approve the 2022 insurance policy.
- Resolution #1 All in favor, motion carried.
- Project Update Supervisor Donald Bilow reported to the Board the project updates for the town for 2022. A. bowling alley improvements; and B. pools, rec park pavilion and bath house replacement.
- Harassment Supervisor Donald Bilow discussed a review of the Harassment Policy.
- Code of Ethics Supervisor Donald Bilow distributed a copy of the Code of Ethics.
- Undertaking Resolution #2 A motion was made by William Trombly and seconded by Scott Cowan to pass Resolution #2 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 #3 A motion was made by Kirby Selkirk and seconded by Scott Cowan to adopt Resolution #3 A – M, 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 2022

L. Procedure for auditing checks and vouchers (at regular board meetings or visits to the Town Hall); and

M. Drug and Alcohol policy.

Resolution #4 A motion was made by Bill Trombly and seconded by Scott Cowan to adopt Resolution #4, Appointments. 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 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 and Rec Park – Natasha Carter – Rec Park – Deborah Farrell

G. Deputy Superintendent of Highways – Craig Bombard

H. Record Access Officer - Phyllis LeMay

I. Recreation Park Director – Margaret Farrell

J. Assessor – James Gonyo and Amy Hewitt;

K. Health Officer – Lorraine Kourofsky;

L. Rec Park Bus Driver – William Parnapy and/or William Soucia;

M. Town Historian – Chateaugay Historical Society

N. Court Secretary – Lori Rowe;

O. Supervisor – Fair Housing Officer;

P. Board of Review – William Holbrook – reappointment and;

Q. Doug Nemier - Watchman

Resolution #5 A motion was made by Kirby Selkirk and seconded by Scott Cowan to adopt Resolution No. 5, Be it resolved that the Town of Chateaugay does hereby fix the salaries of the following Town Officials for the year January 1, 2022 through December 31, 2022 and the amounts stated and the times specified. All in favor, motion carried.

- A. Town Council - \$3,150 (4);
- B. Town Clerk - \$9,300;
- C. Tax Collector - \$4,450;
- D. Justice of Peace (1) Marie Cook \$16,850;
- E. Watchman – Doug Nemier \$17.00 per hour
- F. Supervisor - \$20,700;
- G. Code Enforcement Officer - \$6,200;
- H. Assessor - \$17,000;
- I. Highway Superintendent - \$57,000.00;
- J. Deputy Highway Superintendent –\$2,000;
- K. Highway Personnel
  - Laborer - \$19.25
  - M.E.O. - \$21.25;
  - H.E.O. - \$23.05; and
  - H.E.O./Mechanic - \$23.55
- L. Custodian - Town Hall - \$15.00 per hour;
  - Rec Park - \$15.00 per hour;
- M. Snow Removal - Town Hall - \$17.00 per hour/Lawn work and maintenance Rec Park \$17.00 per hour – Justin Decosse;
- N. Director of Finance/Personal Secretary - \$16,850;
- O. Lifeguards: Level 1 - \$13.20; Level 2 - \$13.55; Level 3 - \$13.90; Level 4 - \$14.25; Level 5 - \$14.60 and WSI - \$0.50 additional for each level;
- P. Park Director - \$460 per week;
- Q. Rec Park Bus Driver - \$260 per week;
- R. Theater Director - \$10,000; and
- S. Court Secretary – Lori Rowe \$100 per month

Resolution #6 A motion was made by Bill Trombly and seconded by Scott Cowan to adopt Resolution No. 6, Organization and Subscriptions. Motion Carried, all in favor.

- A. Association of Towns - \$900
- B. Highway Superintendent Profile - \$60

Resolution #7 A motion was made by Kirby Selkirk and seconded by Scott Cowan to adopt Resolution No. 7, Contracts. All in favor, motion carried.

- A. Burke Adult Center - \$5,000;
- B. Dog Control - \$2,400;
- C. North Country Life Flight - \$800;
- D. Franklin County Snowmobilers - \$200;
- E. Chateaugay Historical Society - \$1,500;
- F. Chateaugay Food Pantry - \$2,000;
- G. Chateaugay Rotary or CRC Concert - \$1,000;
- H. Malone Chamber of Commerce - \$165.00
- I. Foothills Ambulance Service - \$341,948.99

Other  
Business

The following motions were made and passed:

- A. Resolution #8 to hold Franklin County harmless for highway work;  
Motion made by Bill Trombly seconded by Kirby Selkirk, all in favor.
- B. Resolution #9 to allow Town Highway Superintendent to borrow, loan or exchange any town owned equipment or tools to another government agency;  
Motion made by Bill Trombly seconded by Kirby Selkirk, all in favor.
- C. Resolution #10 to allow Supervisor authority to pay outstanding December 2022 bills received after the December 2022 meeting;  
Motion made by Bill Trombly seconded by Kirby Selkirk, all in favor.
- D. Resolution #11 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 Kirby Selkirk, all in favor.
- E. Resolution #12 – To enter into a shared services contract with the New York State Department of Transportation;  
Motion made by Bill Trombly seconded by Kirby Selkirk, all in favor.
- F. Resolution #13 – 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 Kirby Selkirk, all in favor.

Projects

Supervisor Donald Bilow reviewed projects for 2022.

- A. Town Hall – Bowling alley renovations and insulating theater ceiling;
- B. Rec Park - Extension of the rec park pavilion roof approximately 15' x 80' on the east side, rec park security camera, replacement of bath house and pickleball court;
- C. Highway Department – equipment, highway construction and paving, etc.;
- D. HUD Grant Application;
- E. Bereavement Account;
- F. Demolition of derelict buildings; and
- G. Town board vacancy. Will discuss at the next meeting.

- HUD Supervisor Donald Bilow distributed the January HUD report.
- NYPA Supervisor Donald Bilow discussed Barton & Loguidice proposal.
- Norbut A motion was made by Kirby Selkirk and seconded by Scott Cowan to reapprove variance for the former Bob Dupree farm Norbut project, which was approved on April 19, 2021, Resolution #14, All in favor, motion carried.
- Judge Cook Supervisor Donald Bilow reported to the Board that he has completed an audit of Judge Cook's book and that everything was in order, Supervisor reported that Judge Cook maintains impeccable records. A motion was made by Scott Cowan and seconded by Kirby Selkirk to accept the audit.
- Resolution #15 A roll call vote was taken with the following results: William Trombly – Aye, Scott Cowan – Aye, Kirby Selkirk – Aye and Supervisor Donald Bilow Aye.
- Reports Roger LaBombard – Roger had all highway employees sign an acknowledgement of the Town of Chateaugay's personnel policy and acknowledgement of receipt of municipality's policy against the use of handheld mobile telephones.
- Scott Cowan – Scott reported that Slic is waiting on permits from DOT to finish installation.
- Kirby Selkirk – Kirby discussed with Jack Boyea the fence around the pickleball court.
- 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 Kirby Selkirk to adjourn the meeting. Motion carried, all in favor.

Meeting adjourned at 7:15 P.M.

Next Meeting January 24, 2022.



Phyllis LeMay, Town Clerk