

Town of Chateaugay

Minutes January 9, 2023

- Meeting** The organizational meeting of the Chateaugay Town Board on 01/9/2023 was called to order by Supervisor Donald Bilow at 6:30 P.M.
- Members Present** Supervisor Donald Bilow, Councilman William Trombly, Councilman Kirby Selkirk, Highway Superintendent Roger LaBombard, Town Clerk Phyllis LeMay and Councilman Scott Cowan and Jim Harrigan were absent.
- Visitors** Trevor Buchanan from the Malone Telegram, Ian Paine, and Chateaugay Central School students Ethan Cook, Walker Martin, Lucas Monette, Emma Lucas, Casie Harrigan and Evan Paine.
- Minutes** A motion was made by Kirby Selkirk and seconded by William Trombly to adopt the minutes of the 12/19/2022 Town Board meeting. All in favor, motion carried.
- Insurance** A motion was made by William Trombly and seconded by Kirby Selkirk to approve the 2023 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 2023. A. bowling alley improvements and painting of floor in the town hall; and
B. work on pools will be in the spring, rec park pavilion and bath house construction will be completed in January, the pavers will be installed in the spring.
- 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 #2** A motion was made by Kirby Selkirk and seconded by William Trombly 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 William Trombly and seconded by Kirby Selkirk to adopt Resolution #3 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 #4 A motion was made by Kirby Selkirk and seconded by William Trombly to adopt Resolution #4, Appointments, A - Q. 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 – Clean Sweep and Rec Park – Deborah Farrell
- G. Deputy Superintendent of Highways – Ken Otis
- 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;
- M. Town Historian – Chateaugay Historical Society
- N. Court Clerk – Alexis Monette;
- O. Supervisor – Fair Housing Officer;
- P. Board of Review – John Martin – reappointment and;
- Q. Watchman – Robert J. Cook

Resolution #5 A motion was made by William Trombly and seconded by Kirby Selkirk 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, 2023 through December 31, 2023 and the amounts stated and the times specified below. All in favor, motion carried.

- A. Town Council - \$3,300 (4);
- B. Town Clerk - \$9,500;
- C. Tax Collector - \$4,450;
- D. Justice of Peace (1) Marie Cook \$17,560;
- E. Watchman – Robert J. Cook \$16.00 per hour
- F. Supervisor - \$21,410;
- G. Code Enforcement Officer - \$6,400;
- H. Assessor - \$17,550;
- I. Highway Superintendent - \$59,000.00;
- J. Deputy Highway Superintendent –\$2,000;
- K. Highway Personnel
 - Laborer - \$20.50
 - M.E.O. - \$22.50;
 - H.E.O. - \$23.80; and
 - H.E.O./Mechanic - \$24.30
- L. Custodian - Town Hall – Clean Sweep - Contractual;
 - Rec Park - \$16.50 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 - \$17,560;
- O. Lifeguards: Level 1 - \$15.00; Level 2 - \$15.25; Level 3 - \$15.50; and WSI - \$0.50 additional for each level;
- P. Park Director - \$515 per week;
- Q. Rec Park Bus Driver - \$268 per week;
- R. Theater Director - \$10,400; and
- S. Court Secretary – Alexis Monette \$100 per month

Resolution #6 A motion was made by Kirby Selkirk and seconded by William Trombly 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 William Trombly and seconded by Kirby Selkirk to adopt Resolution No. 7, Contracts. All in favor, motion carried.

- A. Burke Adult Center - \$5,000;
- B. Dog Control - \$2,500;

- C. North Country Life Flight - \$1000;
- D. Franklin County Snowmobilers - \$200;
- E. Chateaugay Historical Society - \$1,500;
- F. Chateaugay Food Pantry - \$2,100;
- G. Chateaugay Rotary or CRC Concert - \$1,000;
- H. Malone Chamber of Commerce - \$165.00
- I. Foothills Ambulance Service - \$341,961.60
- J. Clean Sweep - Contractual

Other
Business

The following motions were made and passed:

- A. Resolution #8 to hold Franklin County harmless for highway work;
Motion made by Kirby Selkirk seconded by William Trombly, 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 William Trombly seconded by Kirby Selkirk, all in favor.
- C. Resolution #10 to allow Supervisor authority to pay outstanding December 2023 bills received after the December 2023 meeting;
Motion made by Kirby Selkirk seconded by William Trombly, 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 William 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 Kirby Selkirk seconded by William Trombly, 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 William Trombly seconded by Kirby Selkirk, all in favor.

Projects	<p>Supervisor Donald Bilow reviewed projects for 2023.</p> <ul style="list-style-type: none"> A. Town Hall – Bowling alley renovations and insulating theater ceiling and floor painting; B. Rec Park - rec park security camera, completion of bath house and pool bromine controllers; C. Highway Department – equipment, highway construction and paving, etc.; D. HUD Grant Project; E. Bereavement Account; F. Demolition of derelict buildings; G. Solar Projects; G. Wind Projects.
HUD Resolution #14	<p>A motion was made by Kirby Selkirk and seconded by William Trombly to approve Resolution #14 to authorize the capital expenditure of \$49,300.00 plus administrative, project delivery, and other soft costs, in accordance with the Town of Chateaugay Housing Rehabilitation Program, for project CHAT-20-02. All in favor, motion carried.</p> <p>Supervisor Donald Bilow handed Board members the HUD report.</p>
Justice Audit	<p>Supervisor Donald Bilow will audit Judge Cook's 2022 books for the next meeting.</p>
Dog Control	<p>A committee was formed consisting of William Trombly and Kirby Selkirk for Dog Control.</p>
Rec Park Pumps	<p>A motion was made by William Trombly and seconded by Kirby Selkirk to approve the proposal from Brannon Construction in the amount of \$6972.00 to rewire the pumps at the rec park. All in favor, motion carried.</p>
Budget Amendment	<p>A motion was made by William Trombly and seconded by Kirby Selkirk to approve budget amendment G2 of 2022. All in favor motion carried.</p>
Theater Cleaning	<p>Supervisor Donald Bilow discussed cleaning of the theater after events, the board agreed to approve the extra cleaning.</p>
Norbut	<p>Tabled until the next meeting.</p>
Reports	<p>Roger LaBombard – Roger reported there are a lot of trees down from the storm and they are working to get them cleaned up. The new sign for the town hall has been delivered and the highway department will put the new sign up. A motion was made by William Trombly and seconded by Kirby Selkirk to reserve the order to purchase an International truck in the amount of \$291,670.58 for 2024 delivery.</p>

William Trombly - A motion was made by William Trombly and seconded by Kirby Selkirk to consider the purchase of a backup generator for the town hall. Supervisor Donald Bilow will speak to John Carr from Blue Mountain Engineering to begin the generator project plans.

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

Adjournment A Motion was made by William Trombly and seconded by Kirby Selkirk to adjourn the meeting. Motion carried, all in favor.

Meeting adjourned at 6:55 P.M.

Next Meeting January 23, 2023.

A handwritten signature in cursive script, reading "Phyllis LeMay", is written over a horizontal line.

Phyllis LeMay, Town Clerk