

January 5, 2015 – Special Organizational Meeting –

Supervisor Richard Keaveney opened the meeting at 6:30 p.m. with the Pledge Allegiance to the Flag followed by a moment of silence.

PRESENT: Supervisor Richard Keaveney
Councilperson Alan Miller
Councilperson Brenda Adams
Councilperson Carrie Bither
Councilperson David Patzwahl

AUDIENCE: 4

Supervisor Richard Keaveney read the Public Notice: Please take notice that the Canaan Town Board will hold the Organizational Meeting at the Canaan Town Hall, 1647 County Route 5, Canaan, New York 12029, at 6:30 p.m. on January 5th, 2015.

RESOLUTION #01: Pay Rates/Periods General Fund

Be it resolved that the following pay rates and pay periods shall cover the following General Fund employees and elected officials effective January 3, 2015: Supervisor Keaveney read resolution #1 saying that the pay periods will become effective January 4th, 2015, not January 3rd, 2015.

Supervisor	\$ 5,000.00	per year payable monthly
Council Members (Each)	\$ 1,800.00	per year payable quarterly
Town Clerk/Tax Collector	\$35,042.00	per year payable biweekly
Deputy Town Clerk I, II	\$ 14.01	per hour payable biweekly*
Justice I	\$11,445.00	per year payable monthly
Justice II	\$11,445.00	per year payable monthly
Court Clerk	\$ 17.14	per hour payable biweekly*
Planning Board/ZBA Clerks (Each)	\$ 12.03	per hour payable quarterly*
Superintendent of Highways	\$51,833.00	per year payable biweekly
Highway Clerk	\$ 14.01	per hour payable biweekly*
Assessor	\$23,390.00	per year payable biweekly
Assessor Assistant/Clerk	\$ 13.77	per hour payable biweekly*
Town Hall-Stoddard Field Maintenance	\$ 14.88	per hour payable biweekly*
Dog Control Officer	\$ 3,338.00	per year payable quarterly
Registrar Vital Statistics	\$ 333.00	per year payable annually
Assessment Review Board (Each)	\$ 100.00	payable after Grievance Period
Code Enforcement Officer	\$14,500.00	per year payable biweekly

Supervisor Keaveney said that the minimum wage is \$8.75 and that he will speak with the Recreation Committee to address the pay and number of employees therefore the Summer Recreation Program is to be removed from the Organizational resolutions for now.

Summer Recreation Program **

WSI I	\$ 13.79	per hour payable biweekly*
WSI II	\$ 13.37	per hour payable biweekly*
Swim Staff I	\$ 11.03	per hour payable biweekly*
Swim Staff II	\$ 10.40	per hour payable biweekly*
Swim Staff III (2)	\$ 10.20	per hour payable biweekly*
Swim Staff-Sub I	\$ 12.24	per hour payable biweekly*
Swim Staff-Sub II	\$ 10.40	per hour payable biweekly*
Field Director	\$ 12.48	per hour payable biweekly*
Assistant Field Director	\$ 10.40	per hour payable biweekly*
Counselor I	\$ 8.59	per hour payable biweekly*
Counselor II (2)	\$ 8.32	per hour payable biweekly*
Counselor-Sub (2)	\$ 8.16	per hour payable biweekly*

*All appointed hourly employees will be compensated for the time actually worked. The Deputy Town Clerk I, Court Clerk and Highway Clerk will also receive compensation for five hours on holidays.

**Maximum hourly rates.

RESOLUTION #02: Pay Scale/Benefits Highway Department

Be it resolved that the scale of wage rates and benefits for the Highway Department employees effective January 1, 2015 shall be as follows:

WAGES:

Street Maintenance Foreperson	\$21.44 per hour/one employee*
Senior Motor Equipment Operator	\$20.80 per hour/one employee*
Motor Equipment Operator II	\$19.22 per hour/two employees*
Motor Equipment Operator I	\$17.63 per hour/one employees*
<u>Part Time</u>	<u>As needed</u>
Laborer	\$14.88 per hour/two employees*
(Probationary)	\$13.42 per hour/none*
Flag Person(s)	\$11.61 per hour/two as needed*

Probationary Period: 1 year from date of hire

* Currently authorized by Town Board

CREDIT UNION:

All Town employees will have available to them employee participation through payroll deductions in the Columbia Greene Federal Credit Union, 207A Green St., Box 1339, Hudson, NY 12534.

STANDARD WORK DAY:

The hourly paid employees of the Town of Canaan Highway Department shall work a standard workday commencing at 7:00 AM and ending at 3:30 PM with 1/2 hour for lunch.

STANDARD SUMMER WORKDAY:

The hourly paid employees of the Town of Canaan Highway Department shall work a standard summer workday of ten hours (10) four (4) days a week, commencing at 6:00AM and ending at 4:30PM with 1/2 hour for lunch, or as determined by the Highway Superintendent.

RESOLUTION #03

VACATION for full time employees: (more than 20 hours per week)

Completion of 1 year	5 days
Completion of 2 to 5 years	12 days
Completion of 6 to 10 years	15 days
Completion of 11 to 15 years	19 days
Completion of 16 to 20 years	22 days

PAID HOLIDAYS:

New Years Day	January 1, 2015
Martin Luther King Day	January 19, 2015
Presidents Day	February 16, 2015
Good Friday	April 3, 2015
Memorial Day	May 25, 2015
Independence Day	July 4, 2015
Labor Day	September 7, 2015
Columbus Day	October 12, 2015
Election Day	November 3, 2015
Veteran's Day	November 11, 2015
Thanksgiving Day	November 26, 2015
Day after Thanksgiving	November 27, 2015
Christmas Day	December 25, 2015

If New Years Day, Independence Day, Veterans Day or Christmas Day fall on a Saturday then the previous Friday will be the paid holiday. If the same holidays fall on a Sunday then the following Monday will be the paid holiday.

SICK DAYS:

Five (5) per year with two (2) days convertible to personal days with the prior approval of the Highway Superintendent. Unused sick days may be accumulated to a maximum of forty-five (45) days.

PERSONAL DAYS:

Three (3) per year with no accumulation rights.

HEALTH CARE PLANS:

CDPHP, Empire Blue Cross-Blue Shield and Delta Dental - Fully paid by the Town to include basic health maintenance, major medical, prescription drugs, vision and dental - offered to employees that work a minimum of twenty hours (20) or more each week.

PENSION PLAN:

New York State Retirement Plan

BEREAVEMENT LEAVE:

Three (3) days for immediate family: father, mother, sister, brother, child or spouse.

BIWEEKLY PAY PERIODS:

The last pay period for fiscal 2014 will end December 31, 2014, at 12:00 midnight with each succeeding pay period ending every other Saturday thereafter. The Highway Superintendent shall submit the payroll to the Supervisor within three (3) days of the close of the pay period and the Supervisor and Accountant shall prepare the payroll and issue paychecks within seven (7) days of the close of the pay period.

RESOLUTION #04: Payment of Monthly and Quarterly Workers: All monthly and quarterly employees and elected officials will be paid on the last Friday of the month in which payment is due.

RESOLUTION #05: Mileage/Travel Allowances

Be it resolved that **fifty-six (56.0) cents per mile** be paid, after audit of properly submitted claims for the use of privately owned vehicles on official Town business, provided that funds for such expenses are available in the current budget; and be it further resolved that THE ASSESSOR, and THE ANIMAL/DOG CONTROL OFFICER

BE PAID MILEAGE FOR NORMAL OFFICAL BUSINESS TRAVEL; however, no one will be paid mileage for travel to and from his/her Town office or for attending "in" Town Board or Committee meetings. Also no mileage may be duplicated through any other source (i.e.: County or State government). The CODE ENFORCEMENT OFFICER'S gas mileage compensation is included in the Town's Inter-Municipal Agreement with Austerlitz and Hillsdale (Resolution #29 of 2010).

MOTION: Councilperson Brenda Adams, made a motion, seconded by Councilperson David Patzwahl, to adopt Resolutions: #1- #5, as amended. 5-eyes

Roll-call showed: Supervisor Richard Keaveney – yes;
Councilperson Alan Miller – yes;
Councilperson Brenda Adams – yes;
Councilperson Carrie Bither – yes;
Councilperson David Patzwahl – yes.
Motion Carried.

RESOLUTION #06: Town Board Meeting Dates

Be it resolved that the Town Board shall meet on the **second Monday** of each month at the Canaan Town Hall at 7:00 PM for the regular monthly meetings; and be it further resolved that **Saturday** Town Board Meetings may be scheduled in place of second Monday meetings by a majority agreement of the members of the Town Board; and be it further resolved that any scheduled meeting may be canceled or the date and/or time changed at any time by a majority agreement of the members of the Town Board with timely public notice.

RESOLUTION #07: Official Newspaper Designation

Be it resolved that the **Register Star and Chatham Courier** newspapers having a general circulation in the Town of Canaan be are hereby designated and appointed as the official newspapers for the Town for the year 2015. Be it further resolved the public notices regarding meeting schedules and changes, and/or needed vacancies shall appear in both newspapers to insure timely notification to the public.

RESOLUTION #08: Official Bank Designation

Be it resolved that the **First Niagara** is hereby designated as the official depository for all funds of the Town of Canaan for the fiscal year 2015.

RESOLUTION #09: Investment of Idle Funds

Be it resolved that the Supervisor be and is hereby authorized to invest idle funds of the Town of Canaan in Certificates of Deposit or U.S. Treasury Bills from time to time as it becomes apparent that such funds will not be required to meet the liquidity commitments of the Town, subject to Town Board Resolution.

RESOLUTION #10: Purchasing Practices

Be it resolved that for the fiscal year 2015 the Town Board of Canaan establishes the following purchasing practices: 1. The Town Supervisor may make purchases not to exceed \$1,000.00 without Town Board approval and per Resolution #42 of the year 1996, the Highway Department may make no purchase over \$5,000.00 without prior approval of the Town Board, per Resolution #7 of the year 2002.

MOTION: Supervisor Richard Keaveney made a motion, seconded by Councilperson Brenda Adams, to adopt Resolutions: #6, #7, #8, #9, and #10. 5-eyes

Roll-call showed: Supervisor Richard Keaveney – yes;
Councilperson Alan Miller – yes;
Councilperson Brenda Adams – yes;
Councilperson Carrie Bither – yes;
Councilperson David Patzwahl – yes.
Motion Carried.

RESOLUTION #11: Required In-Service Training/Education

Be it resolved that all elected and appointed Town of Canaan officials are to successfully complete within a reasonable time frame the necessary in-service training programs to ensure proper compliance with the duties/responsibilities of the office to which each is elected/appointed. Included in this requirement are all in-service programs required by County, State or Federal mandates and any other in-service programs deemed appropriate by the Town Board of the Town of Canaan. Any costs associated with these in-service training programs, including travel expenses, will be the responsibility of the Town of Canaan.

RESOLUTION #12: Sec. 30 Fiscal Report

Be it resolved that pursuant to Sec. 29 subd.10A of the Town Law the Supervisor is directed to submit to the Town Clerk within sixty days after the close of the fiscal year, a copy of the report to the State Comptroller which is required by Sec. 30 of the General Municipal Law, and that the Town Clerk shall notify the chosen newspapers within ten days after receiving the report that the report is available at the Town hall for public review.

RESOLUTION #13: Required Reports

Be it resolved that the Assessor, Code Enforcement Officer, Dog Control Officer, Tax Collector and Highway Superintendent shall submit to the Supervisor prior to each monthly meeting of the Town Board, in the form specified by the Town Board, including revenues derived there from and/or expenditures incurred, a report of all business transacted or all activities completed during the previous month, copies of which will be filed with the Town Clerk; and be it further resolved that the Town Clerk shall notify in writing each person involved by January 30, 2015 as to the nature of the required reports. Revenues must be turned in to the Town Clerk as collected. Clerks are required to submit approved meeting minutes to the Town Clerk as explained in the Town Clerks manual. **Weekly clerk time sheets (all clerks)** must be submitted to the Town Clerk, signed by the chairperson/supervisor of individual departments, before they are submitted for payment.

RESOLUTION #14: Delegating on behalf of the Board

Pursuant to Town Law, S.29 (16), be it resolved that the Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.

RESOLUTION #15: Appointment Budget Officer

Be it resolved that **Supervisor Rick Keaveney** be and is hereby appointed as Town Budget Officer for the Town of Canaan.

MOTION: Supervisor Richard Keaveney made a motion, seconded by Councilperson Alan Miller, to adopt Resolutions #11, #12, #13, #14, and #15. 5-ayes

Roll-call showed: Supervisor Richard Keaveney – yes;
Councilperson Alan Miller – yes;
Councilperson Brenda Adams – yes;
Councilperson Carrie Bither – yes;
Councilperson David Patzwahl – yes.
Motion Carried

RESOLUTION #16: Appointment of Clerks

Be it resolved that **Darsi Frederick** be and is hereby appointed as Court Clerk for the Justice Court of the Town of Canaan at a rate of pay as specified in Resolution #01. Be it further resolved that **Daryl Schiffer** be and is hereby appointed as Highway Clerk and is hereby paid at the rate of pay specified in Resolution #01. Be it further resolved that **Sandy Haakonsen** is hereby appointed First Deputy Town Clerk/Tax Collector and **Julie Alexander** is hereby appointed as Second Deputy Town Clerk/Tax Collector, all to be paid at the rate of pay specified in Resolution #01.

RESOLUTION #17: Appointment of Clerks to Planning & ZBA

Be it resolved that **Tammy Flaherty** be and is hereby appointed as Clerk to the Planning Board of the Town of Canaan at a rate of pay as specified in Resolution #01; and that **Julie Alexander** be and is hereby appointed as Clerk to the Zoning Board of Appeals of the Town of Canaan at a rate of pay as specified in Resolution #01.

RESOLUTION #18: Appointments Recreation Commission

Be it resolved that Martha Paolucci, Barbara Patzwahl and Natalie Hanson are appointed to the Recreation Commission.

RESOLUTION #19: Appointments Zoning Board of Appeals

Be it resolved that **David Cooper** is hereby designated as Chairman of the Town Zoning Board of Appeals. Be it also resolved that **Patricia Liddle** be appointed to a five year term ending 12/31/19. Be it also resolved that **John Stelling** be appointed to a two year term as Alternate term ending 12/31/16.

RESOLUTION #20: Appointment Records Management and Freedom of Information Officer

Be it resolved that **Charlotte Cowan** be and is hereby appointed as Records Management and Freedom of Information Officer for the Town of Canaan, with the Supervisor acting as the appeals agent, and will call on the Ethics Committee should there be a conflict for the Supervisor.

MOTION: Supervisor Richard Keaveney made a motion, seconded by Councilperson Alan Miller, to adopt Resolutions: #16, #17, #18, #19 and #20. 5-ayes

Roll-call showed: Supervisor Richard Keaveney – yes;
Councilperson Alan Miller – yes;
Councilperson Brenda Adams – yes;
Councilperson Carrie Bither – yes;
Councilperson David Patzwahl – yes. Motion Carried.

RESOLUTION #21: Appointment Registrar of Vital Statistics

Be it resolved that **Charlotte Cowan** be and is hereby appointed as Registrar of Vital Statistics for the Town of Canaan at an annual salary and payment schedule specified in Resolution #01.

RESOLUTION #22: Appointment of Assessor Assistant/Clerk

Be it resolved that the Town Board appoints Cynthia Creech to serve as Assistant/Clerk to the Assessor, 40 work hours maximum per month, at an hourly rate and payment schedule specified in Resolution #01.

RESOLUTION #23: Appointment Traffic Safety and Control Officer

Be it resolved that the Traffic Safety and Control Officer for 2015 shall be **Bernhard (Bernie) Meyer**.

RESOLUTION #24: Appointment Dog Control Officer

Be it resolved that **Robert Alexander** be and is hereby reappointed as Dog Control Officer for the year 2015 at an annual salary and payment schedule as specified in Resolution #01.

RESOLUTION #25: Appointment Representative to Columbia County Office of the Aging

Be it resolved that **Judy Stelling** and Sallie LaValle are hereby reappointed as Town representatives to the County's Office of the Aging Committee.

MOTION: Councilperson David Patzwahl made a motion, seconded by Supervisor Richard Keaveney, to adopt Resolutions: #21, #22, #23, #24, and #25. 5-ayes

Roll-call showed: Supervisor Richard Keaveney – yes;
Councilperson Alan Miller – yes;

Councilperson Brenda Adams – yes;
Councilperson Carrie Bither – yes;
Councilperson David Patzwahl – yes.
Motion Carried

RESOLUTION #26: Appointment Home Delivered Meals Program Administrator

Be it resolved that **Clayton LaValle** is hereby reappointed to administrate the Town's Home Delivered Meals Program and receive mileage and other reimbursements for expenses he may incur in the performance of his duties as the Program's administrator. Be it further resolved that any volunteers delivering meals in the Program are also to receive compensation for gas mileage at the rate specified in Resolution #05.

RESOLUTION #27: Appointment Wednesday 60+ Meal Program Administrators

Be it resolved that the following individuals are hereby appointed to administrate the Town's Wednesday 60+ Meal Program: **Joan Shatney and Judy Stelling**. Be it also resolved that the administrators are eligible for reimbursement for supplies and other expenses associated with the Program.

RESOLUTION #28: Code Enforcement Inter-Municipal Agreement with Austerlitz and Hillsdale

Be it resolved that the Town's of Canaan, Austerlitz and Hillsdale have entered into an agreement to share a Code Enforcement Officer (CEO, ZEO, and Building Inspector) and all associated costs of such function weighted by the number of parcels in each Town. Be it further resolved that Canaan's annual cost of this agreement in 2015 is \$1,548.00. The Town is also responsible for a partial cost of \$5,000.00 in 2015 for a newer vehicle.

RESOLUTION #29: Inter-municipal Agreement w/Austerlitz, Chatham, New Lebanon, and Ghent Be it resolved that an agreement with the Town of Austerlitz for snow removal and ice control of certain Town of Canaan roads more readily accessible to the Town of Austerlitz shall be continued for the year 2015 subject to the approval of the Highway Superintendents and the Town Boards of Austerlitz and Canaan. Be it further resolved that inter-municipal work between the Town of Canaan and Austerlitz, Chatham, New Lebanon and Ghent shall be at the discretion of the Canaan Highway Superintendant and that estimated costs shall be recorded for the received inter-municipal services to insure an equal share of remuneration to each town.

RESOLUTION #30: Appointment Town Hall Caretakers

Be it resolved that **Randy and Jeanine Moshimer** are hereby appointed as Caretaker of the Town Meeting Hall at an annual payment of \$4,462.00 - paid in quarterly installments - and the said duties be described by the Supervisor and Town Clerk.

MOTION: Councilperson Brenda Adams made a motion, seconded by Councilperson David Patzwahl, to adopt Resolutions: #26, #27, #28, #29, and #30. 5-ayes

Roll-call showed: Supervisor Richard Keaveney – yes;
Councilperson Alan Miller – yes;
Councilperson Brenda Adams – yes;
Councilperson Carrie Bither – yes;
Councilperson David Patzwahl – yes.
Motion Carried

RESOLUTION #31: Appointment Accountant

Be it resolved that **Nelson Furlano** is hereby appointed as Town Accountant at an annual payment of \$10,164.00 - paid in monthly installments.

RESOLUTION #32: Appointment Flat Brook Cemetery and Highway Garage Caretaker

Be it resolved that '**All Around the Yard Landscaping**', Michael P. Slattery – Owner, shall be employed as Flat Brook Cemetery and Highway Garage Caretaker for the 2015 summer season; and be it further resolved that payment for such services will be \$250 per mowing (\$25.00 hourly rate) – payable monthly. Be it also resolved that the same company be employed as Caretaker for the Old Queechy Lake Church Burial Ground for \$55 per mowing.

RESOLUTION #33: Appointment General Insurance Provider

Be it resolved that **NYMIR (New York Municipal Insurance Reciprocal)** is hereby appointed to provide the Town's insurance coverage for structures, vehicles, equipment, general liability and theft in 2015 at a premium of \$15,508.51.

RESOLUTION #34: Appointment Technical Support Services

Be it resolved that **Technology-4-All** is hereby appointed to provide the Town's technical support services for computer hardware, software, internet and website in 2015 at an annual payment of \$2,537.00 for the basic Technical Assurance Plan (TAP), \$809.00 for Remote Backup Services, \$155.40 for Website Services, and \$124.95 for Malwarebytes Software (five computers).

RESOLUTION #35: Appointment General Counsel

Be it resolved that **Freeman & Howard** shall be appointed as Attorney to the Town for general matters requiring legal advice and litigation during 2015; and be it further resolved that payment for such counsel shall be outlined in a contract at \$165 per hour for general legal services and \$185 per hour for litigation services. Be it further resolved that the Town Board reserves the right to seek and contract additional Attorneys for circumstances which require a particular advisory or litigation expertise.

MOTION: Councilperson Brenda Adams made a motion, seconded by Supervisor Richard Keaveney, to adopt Resolutions: #31, #32, #33, #34, and #35. 5-ayes

Roll-call showed: Supervisor Richard Keaveney – yes;
Councilperson Alan Miller – yes;
Councilperson Brenda Adams – yes;

Councilperson Carrie Bither – yes;
Councilperson David Patzwahl – yes.
Motion Carried

RESOLUTION #36: Appointment Humane Society

Be it resolved that the Town shall enter into an annual contract with **Columbia-Greene Humane Society** to provide temporary and permanent shelter, if necessary, for dogs impounded by the Dog Control Officer.

RESOLUTION #37: Appointment Ambulance Service

Be it resolved that the Town shall enter into an annual agreement with **Chatham Rescue Squad (CRS)** to provide ambulance service to the Town of Canaan for \$190,922.00 for the calendar year 2015.

RESOLUTION #38: Appointment of Town Hall-Stoddard Field Maintenance Person

Be it resolved that **Curt Morris** is appointed to the position of Town Hall-Stoddard Field Maintenance Person at a rate of pay specified in Resolution #01. Be it further resolved that the position is subject to reimbursements of equipment maintenance and fuel costs.

RESOLUTION #39: Appointment of Town Historian

Be it resolved that **Ann Pearce** is appointed to the position of Town Historian for the year 2015.

RESOLUTION #40: Appointment of Board Liaisons to Functions and Organizations

Be it resolved that the Town Board accepts following liaison assignments for the fiscal year 2015.

MOTION: Supervisor Richard Keaveney made a motion, seconded by Councilperson Alan Miller, to adopt Resolutions: #36, #37, #38, #39, and #40. 5-ayes

Roll-call showed: Supervisor Richard Keaveney – yes;
Councilperson Alan Miller – yes;
Councilperson Brenda Adams – yes;
Councilperson Carrie Bither – yes;
Councilperson David Patzwahl – yes.
Motion Carried

Supervisor Richard Keaveney read the Councilpersons' liaison positions:

Highway Department: Alan Miller
Recreation Commission: Carrie Bither
Code Enforcement Officer: Rick Keaveney
Berkshire Farm: David Patzwahl
Assessor: Brenda Adams
All agreed to the appointed positions.

RESOLUTION #41 – Assistance to Public Cemetery Corporations in Canaan

WHEREAS, the State of New York has amended General Municipal Law to include Section 165-a., Voluntary Municipal Assistance to Public Cemetery Corporations, which allows municipalities to financially assist public cemeteries with the purchase of goods and services and

WHEREAS, the Canaan Town Board has received requests from the public cemeteries in the Town of Canaan: Canaan Cemetery, Cemetery of the Maples Inc., and the Red Rock Cemetery, for assistance under General Municipal Law Section 165-a and

WHEREAS, the Canaan Town Board has reviewed and budgeted requests from the individual cemeteries in 2015 for annual insurance premiums for property liability and mowing and clean-up maintenance only,

NOW THEREFORE, BE IT RESOLVED that the Canaan Town Board of the Town of Canaan does hereby approve the following amounts to be allocated to the individual cemeteries in 2015:

Canaan Cemetery	\$ 6,500
Cemetery of the Maples	\$ 4,750
Red Rock Cemetery	\$ 5,500

BE IT FURTHER RESOLVED that the Town Board of Canaan will approve paying such amounts based on the following conditions:

1. The cemetery does not discriminate sales of burial plots because of religious, regional, ethnic or other affiliations,
2. The cemetery conforms with New York State Law by filing its Form DOS-145 (Rev. 10/10), Annual Report of Cemetery Corporation, by March 15th of each year to the New York State Department of State - Cemetery Division,
3. Competitive bidding for services takes place each year and consolidation of services among each cemetery is considered to maintain costs at their lowest possible reasonable level,
4. No financial assistance will be transacted directly with a cemetery. Each cemetery must present their annual, quarterly or monthly bills for only the services mentioned above to the Canaan Town Clerk for approval by the Canaan Town Board. Any costs exceeding the amounts noted above will be the responsibility of the cemetery and,
5. Each cemetery will provide the Town Clerk with their insurance companies' Certificate of Insurance with an annual aggregate two million liability coverage, one million per occurrence, and naming the Town of Canaan as an additional insured on the Certificate.

MOTION: Councilperson Brenda Adams made a motion, seconded by Councilperson Carrie Bither, to adopt Resolution #41. 5-eyes

Roll-call showed: Supervisor Richard Keaveney – yes;
Councilperson Alan Miller – yes;
Councilperson Brenda Adams – yes;
Councilperson Carrie Bither – yes;
Councilperson David Patzwahl – yes.
Motion Carried

No Town Board discussion.

Audience: Mrs. Tammy Flaherty asked about the Planning Board Chairperson position. Supervisor Keaveney said it was an oversight and would be a resolution at the January 12th, 2015 monthly Town Board meeting.

ADJOURNMENT: Councilperson Brenda Adams made a motion, seconded by Councilperson Carrie Bither, to adjourn the special meeting at 6:59 p.m. 5-eyes

Roll-call showed: Supervisor Richard Keaveney – yes;
Councilperson Alan Miller – yes;
Councilperson Brenda Adams – yes;
Councilperson Carrie Bither – yes;
Councilperson David Patzwahl – yes.
Motion Carried

Respectfully submitted,

*Charlotte L. Cowan, MMC/RMC
Canaan Town Clerk*