

January 09,2017 - 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 Terese Platten
Councilperson David Patzwahl

AUDIENCE: 2

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 09th, 2017.

Supervisor Richard Keaveney read the organizational resolutions sections of five and asked for any Town Board discussion. The Town Board approved all with a few minor amendments with wordage.

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 1,2017: Supervisor Keaveney read Resolution #1 saying that the pay periods will become effective January 4th, 2017.

Supervisor	\$ 5,000.00	per year payable monthly
Council Members (Each)	\$ 1,800.00	per year payable quarterly
Town Clerk/Tax Collector	\$36,012.00	per year payable biweekly
Town Clerk/Tax Collector Longevity Pay	\$ 2,500.00	one payment 2017
Deputy Town Clerk I, II	\$ 15.00	per hour payable biweekly*
Justice I	\$11,762.00	per year payable monthly
Justice II	\$11,762.00	per year payable monthly
Court Clerk	\$ 17.61	per hour payable biweekly*
Planning Board/ZBA Clerks (Each)	\$ 12.36	per hour payable quarterly*
Superintendent of Highways	\$53,268.00	per year payable biweekly
Highway Clerk	\$ 15.00	per hour payable biweekly*
Assessor	\$25,541.00	per year payable biweekly
Assessor Assistant/Clerk	\$ 13.67	per hour payable biweekly*
Town Hall-Stoddard Field Maintenance	\$ 15.29	per hour payable biweekly*
Dog Control Officer	\$ 3,430.00	per year payable quarterly
Registrar Vital Statistics	\$ 342.00	per year payable annually
Assessment Review Board (Each)	\$ 100.00	payable after Grievance Period
Code Enforcement Officer	\$ 16,225.00	per year payable biweekly

*A11 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.

STANDARD WORK DAY:

For NYS Retirement System reporting purposes the standard workday for the Town's General fund employees will be set at six hours.

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, 2017 shall be as follows:

WAGES:

Street Maintenance Foreperson Senior	\$22.03 per hour/one employee*
Motor Equipment Operator Motor	\$21.37 per hour/one employee*
Equipment Operator II Motor	\$19.75 per hour/two employees*
Equipment Operator I <u>Part Time</u>	\$18.11 per hour/one employees*
Laborer (Probationary) Flag	<u>As needed</u>
Person(s)	\$15.29 per hour/two employees*
	\$13.79 per hour/none*
Probationary Period: 1 year from date of hire	\$11.93 per hour/two as needed*

* 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 WORKDAY:

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: Longevity Bonus for Certain Town Officials and Employees

Be it resolved (Resolution #49 of 2016) that certain Town officials and employees having worked a minimum of 20 hours per week and have remained employed in good standing and have reached the following anniversary dates as of January 1st, 2016, will receive a Longevity Bonus of a cumulative \$100 per year on the following anniversary dates: 25 years - \$2,500, 30 years-\$3,000,35 years-\$3,500,40 years-\$4,000,45 years-\$4,500, and 50 years-\$5,000. Be it also resolved that only current Town officials and employees are eligible for this bonus, those positions being: Town Clerk/Tax Collector, Deputy Town Clerk/Deputy Tax Collector, Court Clerk, Highway Superintendent, Highway Clerk and Highway employees.

RESOLUTION #04: 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 Year's Day Martin	January 1,2017
Luther King Day	January 16,2017
Presidents Day Good	February 20,2017
Friday Memorial Day	April 14,2017 May
Independence Day Labor	39,2017 July 4,
Day Columbus Day	2017 September
Election Day Veteran's	4,2017 October
Day Thanksgiving Day	9,2017 November
Day after Thanksgiving	7,2017 November
Christmas Day	11,2017 November
	23,2017 November
	24,2017 December
	25,2017

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:

MVP, 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 2016 will end December 31,2016, 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 #05: 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 #06: Mileage/Travel Allowances

Be it resolved that **fifty (50.0) 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 Alan Miller, to adopt

Resolutions: #1- #6. 5-eyes

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

RESOLUTION #07: 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 #08: Official Newspaper Designation

Be it resolved that the **Register Star and Chatham Courier** newspapers having a general circulation in the Town of Canaan 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 #09: Official Bank Designation

Be it resolved that the **Key Bank** is hereby designated as the official depository for all funds of the Town of Canaan for the fiscal year 2017.

RESOLUTION #10: 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 #11: Purchasing Practices

Be it resolved that for the fiscal year 2017 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.

RESOLUTION #12: 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.

MOTION: Councilperson Terese Platten a motion, seconded by Councilperson David Patzwahl, to adopt

Resolutions: #7 through #12. 5-ayes

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

RESOLUTION #13: 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 #14: 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 30,2016 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 #15: 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 #16: Appointment Budget Officer

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

RESOLUTION #17: 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, **Heather O'Grady** is hereby appointed Second Deputy Town Clerk/Deputy Tax Collector and **Julie Alexander** is hereby appointed as Third Deputy Town Clerk/Tax Collector, all to be paid at the rate of pay specified in Resolution #01.

RESOLUTION #18: 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 **Heather O'Grady** 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.

MOTION: Councilperson Brenda Adams made a motion, seconded by Councilperson Alan Miller, to adopt Resolutions #13 through #18. 5-ayes

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

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 **Sandy Haakonsen** be appointed to a two-year term ending 12/31/18.

RESOLUTION #20: Appointments Planning Board

Be it resolved that **Pierre Gontier** is hereby designated as Chairman of the Planning Board. Be it also resolved that **Jeff Sotek** be appointed to a seven-year term ending 12/31/23.

RESOLUTION #21: 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.

RESOLUTION #22: 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 #23: Appointment of Assessor Assistant/Clerk

Be it resolved that the Town Board appoints **Lisa Henry** 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 #24: Appointment Traffic Safety and Control Officer

Be it resolved that the Traffic Safety and Control Officer for 2016 shall be **Bernhard (Bernie) Meyer**.

MOTION: Councilperson David Patzwahl made a motion, seconded by Councilperson Terese Platten, to adopt Resolutions: #19 through #24. 5-ayes Roll-call showed: Supervisor Richard Keaveney - yes;
Councilperson Alan Miller - yes;
Councilperson Brenda Adams - yes;
Councilperson Terese Platten - yes;
Councilperson David Patzwahl - yes. Motion Carried.

RESOLUTION #25: Appointment Dog Control Officer

Be it resolved that **Robert Alexander** be and is hereby reappointed as Dog Control Officer for the year 2016 at an annual salary and payment schedule as specified in Resolution #01.

RESOLUTION #26: 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.

RESOLUTION #27: Appointment Home Delivered Meals Program Administrator

Be it resolved that **Tammy Flaherty** is hereby reappointed to administrate the Town's Home Delivered Meals Program and receive mileage and other reimbursements for expenses she may incur in the performance of her 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 #28: 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 Tammy Flaherty**. Be it also resolved that the administrators are eligible for reimbursement for supplies and other expenses associated with the Program.

RESOLUTION #29: 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 contractual 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 2016 is \$920.00.

RESOLUTION #30: 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 Superintendent and that estimated costs shall be recorded for the received inter-municipal services to insure an equal share of remuneration to each town.

MOTION: Councilperson Alan Miller made a motion, seconded by Councilperson Brenda Adams, to adopt Resolutions: #25 through #30. 5-ayes

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

RESOLUTION #31: 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 \$4,952.00 - paid in quarterly installments - and the said duties be described by the Supervisor and Town Clerk.

RESOLUTION #32: Appointment Accountant

Be it resolved that **Nelson Furlano** is hereby appointed as Town Accountant at an annual payment of \$10,317.00 -paid in monthly installments.

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 \$16,980.88.

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 2016 at an annual payment of \$2,537.00 for the basic Technical Assurance Plan (TAP), \$800.00 for Remote Backup Services, \$155.00 for Website Services, \$340.00 for Word Press website updating, \$140.00 for AVG Antivirus Software (six computers) and \$359.00 for Malware Bytes Software (six 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 2017; and be it further resolved that payment for such counsel shall be outlined in a contract at \$ 175 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.

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.

MOTION: Councilperson David Patzwahl made a motion, seconded by Councilperson Terese Platten, to adopt Resolutions: #31 through #36. 5-ayes

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

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 \$195,695.00 for the calendar year 2017.

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 **Doris Gearing** is appointed to the position of Town Historian for the year 2017.

RESOLUTION #40: Appointment of Representative to the County Environmental Management Council Be it resolved that Robert Conners is appointed to the Columbia County Environmental Management Council for a two-year term.

RESOLUTION #41: Appointment of Board Liaisons to Functions and Organizations

Be it resolved that the Town Board accepts the following liaison assignments for the fiscal year 2017.

- Highway Department:** Alan Miller
- Recreation Commission:** Terese Platten
- Code Enforcement Officer:** Rick Keaveney
- Berkshire Farm:** Brenda Adams
- Assessor: David Patzwahl

RESOLUTION #42 - 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 2016 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 2017:

Canaan Cemetery	\$ 8,500
Cemetery of the Maples	\$ 4,700
Red Rock Cemetery	\$ 4,000

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 David Patzwahl made a motion, seconded by Councilperson Brenda Adams, to adopt Resolutions: #37 through #42. 5-ayes

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

ADJOURNMENT: Councilperson David Patzwahl made a motion, seconded by Councilperson Alan Miller, to adjourn the special meeting at 6:59 p.m. 5-ayes

- Roll-call showed: Supervisor Richard Keaveney - yes;

Councilperson Alan Miller - yes;
Councilperson Brenda Adams - yes;
Councilperson Terese Platten - yes;
Councilperson David Patzwahl - yes.
Motion Carried

Respectfully submitted,

JuGeite(ander, 3"(Deputy Town Cter^*