

January 13,2020 -TOWN BOARD MEETING

Supervisor Brenda Adams called the meeting to order at 7:00 p.m. The Supervisor introduced Brian Parchesky, CEO of Berkshire Farm. Supervisor gave a brief bio of Brian's background:

Audience: 79

[HANDOUT 1 OF 3 FROM Berkshire Farm: 4 pages]

For Immediate Release September 30,2019

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FACT SHEET

Unaccompanied Alien Children (UAC)

Program

The Unaccompanied Alien Children (UAC) Program is managed by the Office of Refugee Resettlement (ORR) within the Administration for Children and Families (ACF), an operational division of the U.S. Department of Health and Human Services (HHS).

Current Law -

By law, HHS has custody and must provide care for each UAC, defined as a child who has no lawful immigration status in the United States; has not attained 18 years of age; and, with respect to whom, there is no parent or legal guardian in the United States, or no parent or legal guardian in the United States available to provide care and physical custody. See 6 U.S.C. § 279(g)(2).

Program Foundation -

Under the Homeland Security Act of 2002, Congress transferred the care and custody of these minors to ORR from the former Immigration and Naturalization Service (INS) to move away from the adult detention model. In the Trafficking Victims Protection Reauthorization Act of 2008, which expanded and redefined HHS's statutory responsibilities, Congress directed that each child must "be promptly placed in the least restrictive setting that is in the best interest of the child," subject to considerations of whether the child is a danger to self or others. See 8 U.S.C. § 1232(c)(2).

Program Development-

UAC are referred to ORR by another federal agency, usually the Department of Homeland Security (DHS). Most children are placed into ORR care because they were apprehended by immigration authorities while trying to cross the border; others are referred after coming to the attention of immigration authorities at some point after crossing the border. HHS plays no role in the apprehension or initial detention of UAC prior to their referral to HHS custody, and HHS is not a party to the child's immigration proceedings.

ORR has provided care for and found suitable sponsors for almost 407,000 UAC. For the first nine years of the UAC Program at ORR, fewer than 8,000 children were served annually in this program. Since Fiscal Year 2012 (October 1, 2011 - September 30, 2012), this number has jumped dramatically, with a total of 13,625 children referred to ORR by the end of FY 2012. The program received 24,668 UAC referrals from DHS in FY 2013, 57,496 referrals in FY 2014, 33,726 referrals in FY 2015, 59,170 in FY 2016, and 40,810 in FY 2017. In FY 2019 (YTD-August) approximately 67,100 UAC were referred.

Because of the large fluctuations in arrival numbers throughout the year, ORR maintains a mix of "standard" beds that are available year-round, and "temporary" beds that can be added or reduced as needed. This bed management strategy provides the ability to accommodate changing flows in UAC referrals.

In FY 2018, approximately 73% of all children referred were over 14 years of age, and over 71% were boys. In FY 2018, countries of origin of youth in this program were approximately as follows: Guatemala (54%); El Salvador (12%); Honduras (26%); and other (8%).

As soon as children enter ORR care, they are put in contact with their parents, guardians or relatives and the process of finding a suitable sponsor begins. The vast majority of sponsors are a parent or a close family relative living in the United States. While ORR programs are looking for sponsors, children are provided age-appropriate care and wraparound services in one of the approximately 170 facilities and programs in 23 states funded by ORR.

As of September 30, 2019, there are approximately 5,000 UAC in HHS care. At the end of August 2019, the system-wide length of care was 50 days, down from a recent high of 93 days in November 2018. ORR is working to further reduce length of care in ways that do not jeopardize the safety or welfare of the children.

The important work happening in each of the facilities and programs in the ORR network around the country - work ORR has done successfully since 2003 - takes an experienced team of competent, hardworking men and women dedicated to the welfare of the children.

To comply with Congress' directive to ensure the safety and suitability of all potential sponsors for UAC, sponsors are required to undergo background checks and complete a sponsor assessment process that identifies risk factors and other potential safety concerns. As a part of the unification process, all potential sponsors must undergo a criminal public records check and a sex offender registry check. ORR also conducts background checks on adult household **members and** individuals identified in a potential sponsor's care plan. In addition, all proposed UAC sponsors who are not related to the UAC, or proposed sponsors who are non-immediate family members (i.e. not parents, siblings (including half-siblings), or grandparents) and who have never previously served as the UAC's primary caregiver, must be fingerprinted as a safety check. In addition, parents, step-parents, close relatives, and non-sponsor adult household

members and adult caregivers identified in a sponsor care plan, could be subjected to fingerprinting under certain circumstances, such as when specific risks to the UAC have been identified, the UAC is particularly vulnerable, or a home study has been ordered. The fingerprints are cross-checked with the Federal Bureau of Investigation's (FBI) National Criminal History Check, state repository records, and also includes a search of DHS arrest records. ORR will continue to perform public records checks on all potential sponsors, and non-sponsor adult household members and adult caregivers identified in sponsor care plans, to ensure child safety. In some instances ORR also requires a home study before unifying a child with a sponsor. Home studies are mandatory for certain cases identified in law, including for a child who is a victim of trafficking; a child with a disability; where the child has been a victim of physical or sexual abuse under circumstances that indicate that the child's health or welfare has been significantly harmed or threatened; and where the child's sponsor clearly presents a risk of abuse, maltreatment, exploitation or trafficking, to the child based on all available objective evidence. Additionally, per ORR policy, a home study is required for any child pending unification with a non-relative sponsor who is seeking to sponsor multiple children, or has previously sponsored or sought to sponsor a child and is seeking to sponsor additional children. ORR requires a home study for children who are 12 years and under before unification with a non-relative sponsor. Once unified with a sponsor, minors are expected to appear for any pending immigration proceedings, and since the beginning of the program, ORR has notified Immigration and Customs Enforcement (ICE) 24 hours before and 24 hours after the unification of all UAC with a sponsor. The notification includes the address of the UAC, as well as the name of the sponsor. Program Services -

Consistent with federal law, ORR places children while in our care in the least restrictive setting that is in the best interest of the child, taking into account potential flight risk and danger to self and others. Presently, all ORR-funded facility services includes:

- Classroom education
- Mental and medical health services
- Case management
- Recreation
- Unification services that facilitate safe and timely release to family members or other sponsors who can care for them. We conduct home studies prior to unification with a sponsor if safety is in question, and fund follow-up services for at-risk children after their release.

Program Responsibilities -

- Making and implementing the best shelter placement decisions for the UAC
- Ensuring that the interests of the child are considered in decisions related to the care and custody of UAC
- Providing home assessments for certain categories of children
- Conducting follow-up services for certain categories of children
- Overseeing the infrastructure and personnel of ORR-funded care provider facilities
- Conducting on-site monitoring visits of ORR-funded care provider facilities and ensuring compliance with ORR national care standards
- Collecting, analyzing, and reporting statistical information on UAC
- Providing training to federal, state, and local officials who have substantive contact with UAC
- Developing procedures for age determinations and conducting these determinations
- Cooperating with the Department of Justice's Executive Office for Immigration Review to ensure that sponsors receive legal orientation presentations
- Ensuring, to the greatest extent practicable, that all UAC in custody have access to pro bono legal representation or counsel for immigration proceedings
- Unifying UAC with qualified sponsors and family members who are determined to be capable of providing for the child's physical and mental well-being as quickly and safely as unaccompanied-alien-children

Updated/faq/index.html September 30,2019

[handout 2 of 3 from Berkshire Farm: 2 pages] [https://www.hhs.gov/programs/social: services/unaccompanied-alien-children/faqs/index.html](https://www.hhs.gov/programs/social/services/unaccompanied-alien-children/faqs/index.html)

Unaccompanied Alien Children Frequently Asked Questions | Office of Refugee Resettle

OFFICE OF REFUGEE RESETTLEMENT

An Office of the Administration for Children & Families

Unaccompanied Alien Children Frequently Asked Questions

Published: July 9, 2018

Frequently Asked Questions

The Unaccompanied Alien Children (UAC) Program provides UAC with a safe and appropriate environment and the highest quality of care. Our goal is to help the UAC's succeed both while in care and after discharge from the program, either to sponsors in the U.S. or in returning to their home country.

Q: How do ORR permanent shelters affect our community?

A: The impact on the local community is minimal. Shelters are operated by non-profit organizations. About half of our shelters care for fewer than 50 unaccompanied alien children. These shelters are consistently quiet and good neighbors in the communities where they are located.

ORR pays for and provides all services for the children while they are in care at a shelter. This includes providing food, clothing, education, medical screening, and any needed medical care to the children. Children spend fewer than 45 days on average at the shelters and do not integrate into the local community. They remain under staff supervision at all times.

Q: Do these children pose a health risk?

A: The Centers for Disease Control and Prevention (CDC) believes that the UAC arriving at U.S. borders pose little risk of spreading infectious diseases to the general public.

Countries in Central America, where most of the unaccompanied children are from (Guatemala, El Salvador, and Honduras), have childhood vaccination programs, and most children have received some childhood vaccines. However, they may not have received a few vaccines, such as chickenpox, influenza, and pneumococcal vaccines. As a precaution, ORR is providing vaccinations to all children who do not have documentation of previous valid doses of vaccine.

UAC receive an initial screening for visible and obvious health issues (for example, lice, rashes, diarrhea, and cough) when they first arrive at Customs and Border Protection (CBP) facilities. Onsite medical staff are available at CBP facilities to provide support, and referrals are made to a local emergency room for additional care, if needed. UAC must be considered "fit to travel" before they are moved from the border patrol station to an ORR shelter.

UAC receive additional, more thorough medical screening and vaccinations at ORR shelter facilities. If UAC are found to have certain communicable diseases, they are separated from other children and treated as needed. The cost of medical care for UAC while they are in ORR custody is paid by the federal government.

Q: Are communities safe with these kids in it? There are rumors that some kids are gang members.

A: Many UAC are fleeing violent situations in their home country and choose to leave rather than join a gang. They endure a long and dangerous journey to reach the border. When they are placed in a standard shelter, they are, as a rule, relieved to be in a safe and caring environment where they can wait for a sponsor to arrive to take custody.

UAC in ORR custody do not integrate into the local community. They are not permitted to visit the local town or area attractions unless supervised by approved staff. Each staff member is required to maintain visibility on UAC at all times and know the exact location of each child.

Q: How can individuals or communities help?

A: The Federal agencies supporting these facilities are unable to accept donations or volunteers to assist the UAC program. However, there are several voluntary, community, faith-based, or international organizations assisting UAC.

Several refugee resettlement non-governmental organizations (NGOs) in the U.S. are accepting monetary donations and, in some cases, experienced volunteers to assist incoming refugee families, although not specifically unaccompanied alien children, in support of the effort of the U.S. Refugee Admissions Program at the State Department. Information, by state, for refugee resettlement NGOs can be found at the **State Department's Refugee Processing Center (RPC) webpage**

<http://7/www.dhs.gov/fBdirect7urishttp%3A%2F>

Resettlement (ORR) (<https://www.acf.hhs.gov/programs/orr/state-programs-annual-overview>).

<https://www.acf.hhs.gov/orr/resource/unacco>

Q: How much does it cost to take care of the unaccompanied alien children?

A: The FY17 appropriation for this program is \$948 million.

Q: Can I foster or adopt one or more of the unaccompanied alien children?

A: We have grantees in various parts of the United States who care for a small number of UAC in foster home settings, and many providers are looking to expand their number of foster parents, particularly ones who are bilingual. ORR requires that all foster care parents be fully licensed by their state. If you are not already licensed, you could begin by contacting one of the foster care providers who care for UAC, such as **United States Conference of Catholic Bishops (USCCB)** (<http://AA^ww.usccb.org/issues-and-action/marriage-and-family/children/foster-care.cfm>) and **Lutheran Immigration and Refugee Services (LIRS)** (<http://lirs.org/fostercare/>) who have provided foster care to unaccompanied refugee and immigrant children for many years.

Q: Are children who arrived as unaccompanied alien children ever enrolled in local schools?

file While students are in HHS custody at HHS shelters, they will not be enrolled in the local school systems. When students are released to an appropriate sponsor, while awaiting immigration proceedings, they have a right—just like other children living in their community — to enroll in local schools regardless of their or their sponsors' actual or perceived immigration or citizenship status. State laws also require children to attend school up to a certain age. A small number of UAC in HHS custody are placed in long-term foster care instead of being released to a sponsor. These children do enroll in public school in the community where their foster care is located. UAC in all other care settings receive education at an HHS facility. For more information about local educational agencies and unaccompanied alien children, please visit www.ed.gov/unaccompaniedchildren (<http://www.ed.gov/unaccompaniedchildren>)

Last Reviewed: May 15,2019

<https://www.acf.hhs.gov/orr/resource/unaccompanied-aHen-cWldrcn-lrcquently-asked-que>

1/13/2020

TOWN BOARD MEETING – JANUARY 13TH, 2020

DRAFT

Supervisor Brenda Adams opened the Town Board meeting with the Pledge Allegiance to the Flag followed by a moment of silence.

Audience:

Present: Supervisor Brenda Adams
Councilperson Alan Miller
Councilperson Ginny Nightingale
Councilperson Terese Platten
Councilperson David Patzwahl - absent

BILLS: Councilperson Alan Miller made a motion, seconded by Councilperson Ginny Nightingale, to approve the General encumbered bills: in the amount of #344 - #345 in the amount of \$344.93; the General bills #1 - #27 in the amount of \$31,190.25 and the Highway encumbered bills #142-# 147 in the amount of \$17,974.06 and the Highway bills: #1 in the amount of \$287.87.4-ayes

Roll-call showed: Supervisor Brenda Adams - yes;
Councilperson Alan Miller- yes;
Councilperson Ginny Nightingale- abstained; and
Councilperson Terese Platten -yes.

Motion Carried to pay all bills.

MINUTES: Councilperson Alan Miller made a motion to approve December 9th, and December 23rd, 2019 town board minutes. Councilperson Ginny Nightingale abstained. 3-ayes

MOTION: Councilperson Alan Miller made a motion, seconded by Councilperson Terese Platten, to approve December 9th, and December 23rd, town board minutes.

Roll-call showed: Supervisor Brenda Adams - yes;
Councilperson Alan Miller- yes;
Councilperson Ginny Nightingale- abstained; and
Councilperson Terese Platten -yes.

Motion Carried to approve town board minutes.

Supervisor Monthly Financials Report:

Town Clerk Revenues	\$ 297.46
Highway Fund	\$309,956.25
Highway Fund-Capital	\$177,982.43
Lighting Districts	\$ 648.61
Ambulance Districts and Fire Districts	\$ 397.74
Building Inspector	\$
Planning Board	\$
Recreation	\$ 10,315.40
General Fund Balance	\$158,499.43
Court Revenues	\$ 6,819.00 (November)
Zoning Board of Appeals	\$
Tax Collector	\$.43
Revenues for the month of December - 2019	

Organizational Resolutions

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 December 29, 2019:

Supervisor	\$ 5,000.00	per year payable monthly per
Council Members (Each)	\$ 1,800.00	per year payable quarterly

Town Clerk/Tax Collector	\$38,404.00	per year payable biweekly
Deputy Town Clerk I, II	\$ 18.00	per hour payable biweekly*
Justice I	\$12,543.00	per year payable monthly
Justice II	\$12,543.00	per year payable monthly
Court Clerk	\$ 19.00	per hour payable bimonthly
Planning Board/ZBA Clerks (Each)	\$ 16.32	per hour payable biweekly
Superintendent of Highways	\$56,805.00	per year payable biweekly*
Highway Clerk	\$ 18.00	per hour payable biweekly*
Assessor	\$26,052.00	payable biweekly
Assessor Assistant/Clerk	\$ 16.32	payable biweekly*
Town Hall-Stoddard Field Maintenance	\$ 16.31	payable biweekly per hour*
Dog Control Officer	\$ 5,000.00	per hour payable biweekly*
Registrar Vital Statistics	\$ 365.00	per year payable monthly
Assessment Review Board (Each)	\$ 125.00	per year payable annually payable after Grievance period
Code Enforcement Officer	\$ 17,899.00	per year payable biweekly
Code Enforcement Assistant	\$ 16.32	per hour payable biweekly*

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

STANDARD WORKDAY:

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 December 29,2019 shall be as follows:

WAGES:

Street Maintenance Foreperson Senior	\$23.48 per hour/one employee*
Motor Equipment Operator Motor	\$22.80 per hour/one employee*
Equipment Operator II Motor	\$21.06 per hour/two employees*
Equipment Operator I <u>Part Time</u>	\$ 19.31 per hour/one
Laborer (Probationary) Flag	employees*
Person(s)	<u>As needed</u>
Probationary Period: 1 year from date of hire	\$16.31 per hour/two employees*
	\$14.71 per hour/none*
* Currently authorized by Town Board	\$ 12.72 per hour/two as needed*

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. shall be as follows:

WAGES:

Street Maintenance Foreperson	\$23.48 per hour/one employee*
Senior Motor Equipment Operator	\$22.80 per hour/one employee*
Motor Equipment Operator II	\$21.06 per hour/two employees*
Motor Equipment Operator I	\$ 1931 per hour/one employees*
<u>Part Tone</u>	<u>As needed</u>
Laborer	\$ 16.31 per hour/two employees*
(Probationary)	\$14.71 per hour/none*
Flag Person(s)	\$ 12.72 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 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) mat 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	January 1,2020
Martin Luther King Day	January 20,2020
Presidents Day	February 17,2020
Good Friday	April 10,2020
Memorial Day	May 25,2020
Independence Day	July 4,2020
Labor Day	September 7320
Columbus Day	October 12320
Election Day	November 3320
Veteran's Day	November 11320
Thanksgiving Day	November 26320
Day after Thanksgiving	November 27320
Christmas Day	December 25 320

If New Year's Day, Independence Day, Veterans Day or Christmas Day fell 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.

SICKDAYS:

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.

PERSONALDAYS:

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 who work a minimum of twenty hours (20) or more each week.

PENSIONPLAN:

New York State Retirement
Plan **BEREAVEMENT**

LEAVE:

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

BTWEEKLYPAYPERIODS:

The last pay period for fiscal 2019 will end December 28319, 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.

MOTION: Councilperson Alan Miller made a motion, seconded by Councilperson Terese Platten, to approve resolutions number 1 thru number 5. 4 ayes Roll-call showed:

Supervisor Brenda Adams - yes;
Councilperson Alan Miller- yes;
Councilperson Ginny Nightingale - yes; and
Councilperson Terese Platten

- yes. **Motion Carried to approve resolutions #1-
#5.**

RESOLUTION #06: Mileage/Travel Allowances

Be it resolved that **fifty (55.0) 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 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 the Village of Philmont and the Towns of Copake and Hillsdale (Resolution #29).

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 **Columbia Paper** newspaper having a general circulation in the Town of Canaan be designated and appointed as the official newspapers for the Town for the year 2020. 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 **Bank of Greene County** is hereby currently designated as the official depository for all funds of the Town of Canaan.

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.

MOTION: Councilperson Alan Miller made a motion, seconded by Councilperson Ginny Nightingale, to approve resolutions number 6 thru number 10. 4ayes

Roll-call showed: Supervisor Brenda Adams - yes;
Councilperson Alan Miller - yes;
Councilperson Ginny Nightingale - yes; and
Councilperson Terese Platten -yes.

Motion Carried to approve resolutions #6- #10.

RESOLUTION #11: Purchasing Practices

Be it resolved that for the fiscal year 2020 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 mat 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 #13: Sec 30 Fiscal Report-AUD

Be it resolved that pursuant to Sec. 29 subd. IOA of the Town Law the Supervisor is directed to submit to the Town Clerk within sixty (60) 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 (10) 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 30,2020 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, S2%6), 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. **MOTION:** Councilperson Alan Miller made a motion, seconded by Councilperson Terese Platten, to approve resolutions number 11 thru number 15. 4 ayes Roll-call showed:

Supervisor Brenda Adams - yes;
Councilperson Alan Miller- yes;
Councilperson Ginny Nightingale - yes; and
Councilperson Terese Platten -yes.

Motion Carried to approve resolutions #11- #15.

RESOLUTION #16: Appointment Budget Officer

Be it resolved that **Supervisor Brenda Adams** 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 Heather O'Grady is hereby appointed First Deputy Town Clerk/Deputy Tax Collector and Sandy Haakonsen is hereby appointed Second Deputy Town Clerk/Deputy Tax Collector, both to be paid at the rate of pay specified in Resolution #01.

RESOLUTION #18: Appointment of Clerks to Planning and ZBA

Be it resolved that Mary Jahn 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 _____ 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 #19: Appointment Assessor Assistant

Be it resolved that Mary Jahn is hereby appointed as Assistant to the Assessor at a rate of pay as specified in Resolution #01.

RESOLUTION #20: Appointments Zoning Board of Appeals

Be it resolved that Patricia Liddle is hereby appointed to a five-year term beginning January 1,2020 and ending December 31,2024. Be it also resolved that _____ is appointed to a two-year term as ZBA Alternate member beginning January 1,2020 and ending December 31,2021. Be it also resolved that David

Cooper is hereby designated as Chairman of the Town Zoning Board of Appeals.

MOTION: Councilperson Alan Miller made a motion, seconded by Councilperson Ginny Nightingale, to approve resolutions number 16 thru number 20. 4 ayes

Roll-call showed: Supervisor Brenda Adams - yes;
Councilperson Alan Miller- yes;
Councilperson Ginny Nightingale- yes; and
Councilperson Terese Platten -

yes. Motion Carried to approve resolutions #16- #20.

RESOLUTION #21: Appointments Planning Board

Be it resolved that David Birch is reappointed to a seven-year term beginning January 1, 2020 and ending December 31, 2026. Be it also resolved that Pierre Gontier is hereby designated as Chairman of the Planning Board.

RESOLUTION #22: 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 #23: 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 #24: Appointment Traffic Safety and Control Officer

Be it resolved that the Traffic Safety and Control Officer for 2020 shall be Bernhard (Bernie) Meyer.

RESOLUTION #25: Appointment Dog Control Officer

Be it resolved that Wes Powell be and is hereby reappointed as Dog Control Officer for the year 2020 at an annual salary and payment schedule as specified in Resolution #01.

MOTION: Councilperson Alan Miller made a motion, seconded by Councilperson Ginny Nightingale,

to approve resolutions number 20 thru number 25. 4 ayes

Roll-call showed: Supervisor Brenda Adams - yes;
Councilperson Alan Miller- yes;
Councilperson Ginny Nightingale- yes; and
Councilperson Terese Platten -
yes. Motion Carried to approve resolutions #20- #25.

RESOLUTION #26: Appointment of Representative to Columbia County Office of the Aging Committee

Be it resolved that **Sallie LaValle** is hereby appointed as Town representative to the Office of the Aging Committee.

RESOLUTION #27: Appointment Home Delivered Meals Program Administrator

Be it resolved that **Jean Stelling** 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 individual is hereby appointed to administrate the Town's Wednesday 60+ Meal Program: **Stephanie Guelpa**. Be it also resolved that the administrator is eligible for reimbursement for supplies and other expenses associated with the Program.

RESOLUTION #29: Code Enforcement Inter-Municipal Agreement with Copake, Hillsdale and Philmont

Be it resolved that the Towns of Canaan, Copake, Hillsdale and the Village of Philmont have entered into an agreement to share a Code Enforcement Officer (CEO, ZEO, Building Inspector) and all associated contractual costs of such function divided equally between each municipality. Be it also resolved that the Town of Canaan will be the administrator of the agreement and receive monthly payments (\$68 each) from the other three municipalities.

RESOLUTION #30: Inter-Municipal Agreement with Columbia County, Austerlitz, Chatham, New Lebanon, and Ghent

Be it resolved that a Highway agreement shall be continued for the year 2020 subject to the approval of the Highway Superintendents and the Municipal Boards. Be it further resolved that inter-municipal work between the Town of Canaan, Columbia County, 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 municipality.

MOTION: Councilperson Alan Miller made a motion, seconded by Councilperson Terese Platten, to approve resolutions number 26 thru number 30. 4 ayes

Roll-call showed: Supervisor Brenda Adams - yes;
Councilperson Alan Miller - yes;
Councilperson Ginny Nightingale -yes; and
Councilperson Terese Platten -
yes. Motion Carried to approve resolutions #26- #30.

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 \$5,259.00 - 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 \$11,085.00 -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, theft and cyber security in 2020 at a premium of \$18,573.74.

RESOLUTION #34: Appointment Technical Support Services

Be it resolved that Business Automated Services. Inc. (BAS) is hereby appointed to provide the Town's technical support services for computer hardware, software, internet, website, backup, and antivirus and malware software in 2020 at an annual payment of \$3,048 paid in quarterly installments and \$3,138 for two new computers and Microsoft Office software. Be it also resolved that the Town has also entered into an inter-municipal technical support agreement with Columbia County.

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 2020; and be it further resolved mat 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.

MOTION: Councilperson Alan Miller made a motion, seconded by Councilperson Ginny Nightingale, to approve resolutions number 31 thru number 35. 4 ayes Roll-call showed: Supervisor Brenda Adams - yes;

Councilperson Alan Miller- yes;
Councilperson Ginny Nightingale-yes; and
Councilperson Terese Platten -

yes. **Motion** Carried to approve resolutions #31- #35.

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 ambulance service to the Town of Canaan for \$ 173,136.00 for the calendar year 2020.

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 2020.

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 2020.

Highway Department: Alan Miller

Recreation Commission: Terese Platten

Code Enforcement Officer: Brenda Adams

Berkshire Farm: Brenda Adams

Assessor: David Patzwahl

Planning Board/ZBA: Ginny Nightingale

MOTION: Councilperson Alan Miller made a motion, seconded by Councilperson Terese Platten, to

approve resolutions number 36 thru number 40. 4 ayes

Roll-call showed: Supervisor Brenda Adams - yes;

Councilperson Alan Miller- yes;

Councilperson Ginny Nightingale - yes; and

Councilperson Terese Platten -yes.

Motion Carried to approve resolutions #36- #40

RESOLUTION #41 -Appointment of Town Broadband Committee chairperson

Be it resolved mat Terese Platten is appointed as the Chairperson of the Canaan Broadband Committee.

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 prior year costs for the individual cemeteries for annual insurance premiums for property liability and mowing and clean-up maintenance,

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 2020:

Canaan Cemetery	\$ 8,500
Cemetery of the Maples	\$ 6,000
Red Rock Cemetery	\$3,000

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.

RESOLUTION #43 - DEPUTY Highway Superintendent

Be it resolved that Patrick Doyle be appointed as Deputy Highway Superintendent.

MOTION: Councilperson Alan Miller made a motion, seconded by Councilperson Ginny Nightingale, to

approve resolutions number 41 thru number 43. 4 ayes

Roll-call showed: Supervisor Brenda Adams - yes;

Councilperson Alan Miller- yes;

Councilperson Ginny Nightingale - yes; and

Councilperson Terese Platten -yes.

Motion Carried to approve resolutions #41- #43

Report from County Board of Supervisors: Supervisor Brenda Adams indicated she will include at the Canaan Town Board meetings a monthly report from the County Board of Supervisors. She has been appointed to two committees: county governance and insurance. She also noted that after school taxes, the County tax is the highest tax we pay.

Board discussion:

1. NYSERDA Grant update: Councilperson Terese Platten explained that the Town of Canaan was designed a NYSERDA Clean Energy Community through meeting four (4) of ten (10) high impact lean energy actions. Because of this, we were eligible for a \$35,000 grant, which we were awarded and have used/are using for a hybrid SUV for the CEO and installing an electric car charging station at the town park, which will be for both municipal and public use. We have purchased the SUV but have only partially installed the charger. This is because we do not have cell service at the town ark and he charger relies on cell service to broadcast its whereabouts and energy usage information. Per PlugIn Stations Online, our charger contractor, we need to install a WiFi to cell converter. Our contact, Sam Chapin, will be n touch to finish the installation after he gets all the equipment in hand. We are also trying to take advantage rebate for the charging station, which requires a building permit be issued.
2. Supervisor Brenda Adams is concerned about the Chatham Rescue Squad and their management policies.
3. Annual Town Audit -the audit will be held on February 10th, 2020 at 6:30 PM before the regular monthly meeting.
4. The ZBA Clerk Position is open.

CANAAN HIGHWAY

REPORT ACTIVITIES:

Temps in December have been a yo-yo from teens to 50's in the sight of 36 hours. Snow here today and gone tomorrow. Gravel roads were frozen and then rutted to the point where the grader was needed. To date we have used as much sand/salt as we did in all of last year. These icy winters are expensive both in material and labor.

We have experienced numerous mechanical and electrical failures in our fleet: many are due to the excessive salt used to maintain the clear road policy. In one storm I counted a DOT truck passing by 7 times. If I did my math correctly, that equates to 1500 lb. per lane mile. From the highway garage to the flashing light at County 5 is approximately 1 mile which equals 2 lane miles. At 1500 lb. per lane mile that equates to 3000 lb. or 1.5 tons of salt.

We ended up working New Year's Eve and Day dealing with icy roads.

Truck 7- my gray Ford plow truck- has been the problem child. The hydraulics on the sander control valve are dead heading, which means you cant move the control handle. It makes it next to impossible sanding! The truck has been to Zwacks several times to diagnose the problem but as of yet the mission has not been accomplished.

Truck 8- the 2006 International- has developed an antifreeze leak from the water pump. That's our next adventure -sounds costly and a difficult laborious job. We are doing it in house to save on the costs.

Our new Mack truck is being outfitted and we should see it near the end of the month.

We are working on an insurance claim for the damage done to our Barnegat Road sign & post as the result of and post as a result of an accident.

REQUESTS:

I would like to make sure that the seasonal portion of Top of Dean has been designated by the board as Minimal Maintenance from December 1,2019 to April 1320. This should be done annually.

I would like to solicitate quotes for a hydraulic truck conveyor such as what is pictured in the brochure which I have passed around. It would be used for shoulder work throughout town and make our roads safer in case of an inadvertent departure.

Motion: Supervisor Brenda Adams made a motion, seconded by Councilperson Ginny Nightingale, to approved the 284 agreement. 4 ayes

Roll-call showed: Supervisor Brenda Adams - yes;
Councilperson Alan Miller- yes;
Councilperson Ginny Nightingale - yes; and
Councilperson Terese Platten - yes.

Motion Carried.

Motion: Councilperson Alan Miller made a motion, seconded by Councilperson Terese Platten for the Highway Superintendent, Bernhard Meyer, to go out for quotes for a "tail-gate spreader". 4 ayes

Roll-call showed: Supervisor Brenda Adams – ye;
Councilperson Alan Miller- yes;
Councilperson Ginny Nightingale - yes; and
Councilperson Terese Platten - yes.

Motion Carried.

PUBLIC DISCUSSION:

- 1 Jean Bowerman is president of the Adams Point Beach Associate and is asking for a new row boat for a new row boat for the beach that can also be used by the Town of Canaan summer Swim Program instructors. Bernie will check for surplus equipment. Brenda asked about grant opportunities with Berkshire Taconic, but Ginny didn't think we would be able to take advantage of a grant through that organization.
- 2 Wendy Dwyer asked about a sound system for the meeting room. Wendy said that the "Music Go Round" sells used equipment. Ginny suggested panels on the ceiling to help with the sound in the room.

Adjournment:

Councilperson Ginny Nightingale made a motion, seconded by Councilperson Alan Miller, to adjourn the meeting at 8:45 PM

Respectfully submitted,

Charlotte L. Cowan
Canaan Town Clerk