

**TOWN OF CANTON BOARD  
REGULAR MEETING**

December 12, 2018

6:00 PM

Minutes

Present: Supervisor Mary Ann Ashley, Council Members Bob Washo, Jim Smith and Tim Danehy.

Also, in Attendance: Town Clerk/Tax Collector Lisa Hammond, Highway Superintendent Terry Billings, Code Enforcement Officer Jeff Murray, Economic Development Leigh Rodriguez, Attorney Eric Gustafson, Klaus Proemm, John Gray, Dan Soulia, Tom Woodside and Toby Irven

Absent: Council Member Phil LaMarche, Assessor Steve Teele and Historian Linda Casserly

Additions to the agenda: #10 under New Business: Green Living Fair Resolution

**A. Call Meeting to Order:** Supervisor Mary Ann Ashley opened the meeting

6:00 PM Supervisor Mary Ann Ashley opened Public Hearing for the purpose of Real Property Tax Exemption for Cold War Veterans

Supervisor Mary Ann Ashley stated that this Law would allow the Cold War Veteran exemptions for the County and those municipalities to be granted permanently and not expire after a ten-year limit. This has been suggested by St. Lawrence County Real Property.

Tom Woodside of 258 Miner St Rd, Canton NY spoke in favor of this Law as defined in the County Real Property Law.

6:06 PM Council Member Jim Smith made a motion to close the Public Hearing on the Cold War Veterans, seconded by Council Member Bob Washo. All voted in favor. Motion carries.

6:22 PM Supervisor Mary Ann Ashley opened Public Hearing for the purpose of extending the Moratorium on all Solar Development in the Town of Canton.

No Public comment

6:23 PM Council Member Jim Smith made a motion to close the Public Hearing on the extension of the Moratorium on Solar Development.

**B. Public Comment:** None

**C. County Legislature Representative (Updates):** none

**D. Approval of minutes:** November 14, 2018 Regular Meeting

Council Member Bob Washo made a motion to approve minutes of November 14, 2018, second by Council Member Jim Smith. All voted in favor. Motion carries.

**E. Supervisor Report:**

John Gray gave a verbal report on the fund balances. Gray added that the 2017 AUD has been accepted and finalized. Gray stated that this was very time consuming due to prior years numbers and how they tracked into the 2017 numbers. The Gray and Gray firm are still working on the last four years of Health Districts. Mary Ann Ashley stated for the record that 11 bank accounts were closed to help streamline the accounting. The accounts were savings and money market accounts along with one sewer account that had no balance. Ashley added that the approximately \$9,600.00 will be transferred to the appropriate accounts.

See Attached

Discussion was held on the CHIPS and Mortgage tax monies that the Town will be receiving sometime this month.

Council Member Jim Smith made a motion to approve Gray and Grays report as presented, seconded by Council Member Bob Washo. All voted in favor. Motion carries.

**F. Audit Committee:**

1. Approval of Expenditures

The following bills for Abstract #12-2018 were approved for payment:

General "A".....	\$53,247.11
Town Outside "B".....	\$79,931.12
Special Lighting "SL" .....	\$331.56
Joint Activity "SM".....	\$1,307.74
Highway "DA".....	\$21,610.68
Highway "DB".....	\$80,083.97
Trust & Agency.....	\$18,857.10

Council Member Jim Smith made a motion to accept the bills as presented, seconded by Council Member Bob Washo. All voted in favor. Motion carries.

**G. Approval of Department Reports**

Council Member Jim Smith made a motion to approve Department Head reports, seconded by Council Member Tim Danehy. All voted in favor. Motion carries.

## **H. Committee Reports:**

Committee Member Jim Smith reported that the Comprehensive Plan will be meeting on Monday December 17, 2018 with the Consultants and the committee members. Smith will report back to the Town board with an update.

## **I. Old Business**

### **1. Consider Real Property Tax Exemption for Cold War Vets ten-year limitation:**

Council Member Jim Smith made a motion to pass LL#2-2018 to remove the ten-year limitation of Cole War Vets, seconded by Council Member Bob Washo. All voted in favor. Motion carries.

Council Member Tim Danehy stated for the record that eligibility is for your primary residence only and will be handled through the Assessor's Office.

### **2. Consider Solar Moratorium Extension;**

Council Member Bob Washo made a motion to pass LL#3-2018 to extend the moratorium to the end of March 31, 2019. Seconded by Council Member Jim Smith. All voted in favor. Motion carries.

### **3. Vital Statistics Registrar Districts Consolidation – Village of Rensselaer Falls/Town of Canton**

The State requested that the Village of Rensselaer Falls/Town of Canton consolidate Vital records. The Village of Rensselaer Falls Attorney Henry Leader reviewed and approved this transfer upon acceptance of the Town doing so. Draft resolutions were provided by the State. The matter will be placed on the Year end meeting date for approval. Town Attorney Eric Gustafson to also review draft resolutions provided by the State.

### **4. Pyrites Hydro Project and Re-Licensing Input Letter to Enel Green Power**

Webb encouraged the Town of Canton to send a comment letter and or any recommendations into Enel Green Power North America to have a voice in the process by Mid-January 2019. This letter will be drafted after Supervisor Mary Ann Ashley hears back from Waterfront Advisory Committee.

### **5. NYS Retirement Standard Workday Resolution**

Council Member Jim Smith made a motion to accepted resolution as presented, seconded by Council Member Tim Danehy. All voted in favor. Motion carries.

See attached resolution



6. Canton Capital Resource Corporation Board of Directors Appointments Resolution

Discussion was held on the appointments of officers to the CCRC. The following people are willing to serve and to take responsibility of reviewing a yearly audit of the organization. The town's only involvement is to appoint the 5 new members. The CCRC originally formed in 2010 to issue bonds for construction of a \$30 million-dollar dormitory at SUNY Canton. Supervisor Mary Ann Ashley and the Town Board members worked in concert to find and appoint the following members: John Gray of Colton, Lyndon Allen of Potsdam, Benjamin Dixon, William E. Irven and Brian Gardam all of Canton.

Council Member Tim Danehy made a motion to appoint new members to the CCRC board, seconded by Council Member Bob Washo. All voted in favor. Motion carries.

See attached resolution

Council Members Bob Washo and Tim Danehy thanked the new board members for their willingness to serve.

7. Riverside Renaissance Grant Update:

Discussion was held on the current situation of the grant for \$462,548.00 award for acquisition and demolition of a piece of property located on Riverside Drive, to design a white-water park in the Village and a under bridge walkway. Supervisor Mary Ann Ashley reminded the board that this was never budgeted for and the matter was turned over to the Economic Steering Committee. Ashley added that memorandum of agreements were never done. It was recommended by the committee to send the Grant offer back to the State. Council Member Jim Smith stated that the work is being done in the Village and yet the Town of Canton is doing the applying for the grant.

Council Member Tim Danehy authorized Town Supervisor Mary Ann Ashley to return the grant to the Department of State along with working with Economic Developer Leigh Rodriguez to do this in an appropriate manner. Seconded by Council Member Jim Smith. All voted in Favor. Motion carries.

8. Oswegatchie River Plan Update:

Supervisor Mary Ann Ashely reported to the board members that she had met with surrounding Towns and Village officials recently about the grant. Town of Dekalb, Oswegatchie, Village of Rensselaer Falls and Heuvelton were in attendance. Ashley reminded the board members that this also was not budgeted for but yet a contract was signed. Ashley requested permission to

hire a consultant to do an inventory of the River, using the reimbursement money that was received from the Blueway grant reimbursement. Discussion was held at this meeting about contributions from each municipality. Ashley stated that she thought that the Town of Dekalb may contribute and that the Town of Oswegatchie and Village of Heuvelton will not be. Ashley added that she was unsure of the Village of Rensselaer Falls at this time. All these municipalities have the Oswegatchie River running through them. Ashley stated that she has great concerns about the past history of the Town of Canton taking on the lead for projects in other municipalities and paid for it all and this can no longer happen.

#### **J. New Business**

1. CSEA Highway agreement with the Town of Canton:

Council Member Bob Washo made a motion to accept the 1-1-2018 through 12-31-2021 Highway Agreement as presented. Seconded by Council Member Tim Danehy. All voted in favor, motion carries. Copy of agreement filed in Town Clerks Office

2. Town Planning Board Appointment Five Year Term through 12-31-2023

Council Member Bob Washo made a motion to re-appoint Deb Backus to a five-year term of 12-31-2023, seconded by Council Member Tim Danehy. All voted in favor. Motion carries.

3. Shared Service Agreements with the Village of Canton:

Approval was given on shared service agreements between the Town and Village of Canton which include the Historian, Code Enforcement, Economic Development Service, Assessor Town Court and the Municipal Building. Supervisor Mary Ann Ashley stated that the committees are still working on similar agreements for Recreation and IT.

Council Member Bob Washo made a motion to approve presented agreements, seconded by Council Member Tim Danehy. All voted in favor. Motion carries.

4. Gray & Gray Associates, CPA Professional Services 2019 Agreement

Council Member Tim Danehy made a motion to endorse and sign agreement with Gray & Gray at \$4,150.00 a month, \$2,500.00 to prepare the Annual Audit Report and an additional \$2,000 to prepare 2020 budget with a maximum of fifteen hours. Seconded by Council Member Jim Smith, all voted in favor. Motion carries.

See attached agreement

5. Pease & Gustafson Professional Services 2019 Agreement

Council Member Jim Smith made a motion to continue in agreement with Pease & Gustafson for \$150.00 an hour, plus any additional fees. Seconded by Council Member Tim Danehy. All voted in favor, motion carries.

See attached agreement

6. Joint Ethics Committee Appointments:

Council Member Jim Smith made a motion to appoint Tedra Cobb and Marianne DiMarco-Tempkin to the Town/Village of Canton Joint Ethics Committee, seconded by Council Member Bob Washo. All voted in favor, motion carries.

Cobb and DiMarco-Tempkin will work with Katie Murphy and Natasha Komarov of the Village of Canton as a task force committee to look at Canton Code of Ethics.

7. NYS Firefighters Cancer Coverage Insurance

Supervisor Ashley stated that she received notice from the Association of Towns that all municipalities will have to cover fire fighters with Cancer Coverage Insurance by January 1st, 2019, as this is a nonfunded mandate. Discussion was held the fact that Pyrites would be the only Fire Department that the Town would need to look at for coverage. Ashley wants to hold off until Attorney Gustafson looks into the matter and brings a recommendation back to the board for further discussion at the yearend meeting. A quote was received at \$156.00 per interior fire fighter from Hartford Insurance.

8. Health Insurance Contribution Discussion:

Supervisor Mary Ann Ashley stated that the board has been looking at all expenditures and revenues. Ashley said that they noticed that the health insurance contributions have not met the standard that the board is expecting as far as things being recorded properly. Ashley said some retirees were highway employees and contractual language was not administered.

Council Member Bob Washo stated that the Towns premiums have went up, and the costs weren't passed on to the retirees and so therefore their percentages have gone down. Washo added that there are a lot of discrepancies in what employees and retirees are paying and that invoices and tracking of past records is nonexistent.

Council Member Jim Smith stated that the new agreement with the highway has highway employee's contribution at 16.5%, with new hires at 20%. Smith



added that the retirees contribution was set at 50% a long time ago and now it all over the board at 20%.

9. Set year-end meeting date

Council Member Jim Smith made a motion to hold a year end meeting on December 31, 2018 at 11:00 AM, seconded by Council Member Bob Washo. All voted in favor. Motion carries.

10. Green Living Resolution:

Council Member Bob Washo made a motion to approve the Green Living Resolution, seconded by Council Member Jim Smith. All voted in favor. Motion carries.

K. **Public Comment:** none

L. **Executive Session:** Council Member Jim Smith made a motion to enter into executive session for the purpose as identified in Public Officers Law 105 (1)(e)(f) (h). at 7:44 p.m., seconded by Council Member Bob Washo. All voted in favor. Motion carries.

Council Member Jim Smith made a motion to come out of executive session at 8:42 pm. seconded by Council Member Tim Danehy. All voted in favor. Motion carries.

Council Member Bob Washo made a motion to adjourn the meeting at 8:43 pm. Seconded by Council Member Tim Danehy. All voted in favor. The motion carries.

Respectfully Submitted,

Lisa A. Hammond  
Canton Town Clerk



Office of the New York State Comptroller  
New York State and Local Retirement System  
Employees' Retirement System  
Police and Fire Retirement System  
110 State Street, Albany, New York 12244-0001

# Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A  
(Rev. 8/15)

BE IT RESOLVED, that the \_\_\_\_\_ TOWN OF CANTON \_\_\_\_\_ / 30/137 \_\_\_\_\_ hereby establishes the following standard work days for these titles and (Name of Employer) (Location Code)

will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
<b>Elected Officials</b>								
TOWN COUNCIL MEMBER	5	PHIL LAMARCHE	1307	6178566-3	<input type="checkbox"/>	1/1/17-12/31/20		<input type="checkbox"/>
TOWN COUNCIL MEMBER	5	JAMES SMITH	0977	37343126	<input type="checkbox"/>	1/1/18-12/31/21		<input type="checkbox"/>
TOWN JUSTICE	5.6	ROSEMARY PHILIPS	1890	3843716-6	<input type="checkbox"/>	1/1/17-12/31/20		<input type="checkbox"/>
<b>Appointed Officials</b>								
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>

## SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, \_\_\_\_\_ LISA HAMMOND \_\_\_\_\_, secretary/clerk of the governing board of the \_\_\_\_\_ TOWN OF CANTON \_\_\_\_\_, of the State of New York, (Name of secretary or clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the \_\_\_\_\_ 12TH \_\_\_\_\_ day of \_\_\_\_\_

DECEMBER \_\_\_\_\_, 20 18 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the \_\_\_\_\_ TOWN OF CANTON \_\_\_\_\_ on this 12<sup>th</sup> day

of December, 2018. \_\_\_\_\_ (Signature of the secretary or clerk)

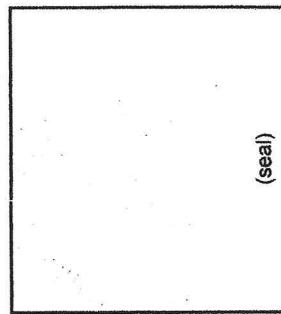
Affidavit of Posting: I, \_\_\_\_\_ LISA HAMMOND \_\_\_\_\_, being duly sworn, deposes and says that the posting of the (Name of secretary or clerk)

Resolution began on 12-12-2018 and continued for at least 30 days. That the Resolution was available to the public on the (Date)

☐ Employer's website at \_\_\_\_\_

☐ Official sign board at \_\_\_\_\_

☒ Main entrance secretary or clerk's office at 60 Main St Canton, N.Y.





**RESOLUTION 10**  
**December 12, 2018**  
**Appointment of Board of Directors**  
**Canton Capital Resource Corporation**

**WHEREAS**, the Town of Board of Canton, New York adopted a resolution on March 20, 2010 authorizing the incorporation of the Canton Capital Resource Corporation and appointed initial members of the Board of Directors; and

**WHEREAS**, on May 5, 2010 a Certificate of Incorporation was filed with the New York Office of Secretary of State; and

**WHEREAS**, effective January 1, 2018 Ed Fay, Sheila Harrington and David Button resigned as Directors and Paul Backus resigned as Director, May 9, 2018; and

**WHEREAS**, on December 12, 2018 the Town Board of Canton is appointing a Board of Directors; and

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Canton Town Board appoints the following individuals to the Canton Capital Resource Corporation Board of Directors:

Lyndon Allen  
15 Grant Street  
Potsdam, NY 13676

Brian Gardam  
19 Maple Street  
Canton, NY 13617

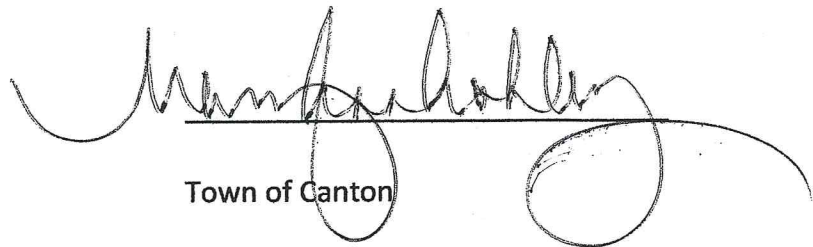
Benjamin Dixon  
40 Woods Drive  
Canton, NY 13617

John Gray  
62 Arbuckle Lane  
Colton, NY 13625

William E. Irvén  
810 Irish Settlement Rd.  
Canton, NY 13617

12/12/18

Date

  
Town of Canton



# GRAY & GRAY

AND ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS, P. C.

To the Town of Canton  
60 Main Street  
Canton, NY 13617

**CLIENT'S COPY**

November 1, 2018

The following is a list of services we hope to provide. We hope to meet your expectations by clearly identifying the particular services to be provided and their frequency. Our services will cover the period January 1, 2019 through December 31, 2019.

1. We will provide the bookkeeping and tax services outlined as follows:

- Abstracting all bills
- Paying all bills upon approval
- Recording all deposits
- Tracking payables/receivables
- Performing monthly bank reconciliations
- Preparing and reviewing monthly income & expense v. budget statements, as well as monthly balance sheet v. previous year
- Capturing time sheet activity and preparing bi-weekly payroll
- Allocating health insurance based on payroll
- Managing retiree insurance program
- Paying payroll liabilities, including Federal and State withholding, insurance, etc.
- Communicating with NYSOSC and other Town partners to answer questions related to Town finances
- Completing financial analysis for Board, and being available to meet with the Town Board
- Gray & Gray and Associates CPAs, P.C. will not assume management responsibilities on behalf of The Town of Canton. However, we will provide advice and recommendations to assist management of The Town of Canton in performing its responsibilities

2. The town of Canton agrees to perform the following responsibilities in connection with Gray & Gray and Associates CPAs, P.C. provision of the bookkeeping and tax services:

- Assume all management responsibilities, including determining account coding and approving all proposed journal entries
- Accept responsibility for the results of the bookkeeping and tax services, including the journal entries, general ledger, trial balance, and tax returns

833.472.9272

info@graycpas.com

www.fb.com/graycpas

www.graycpas.com

## CANTON

One Main Street  
Suite 101  
Canton, NY 13617  
Phone: 315.386.2925  
Fax: 315.379.9859

## MASSENA

280 Main Street  
Massena, NY 13662  
Phone: 315.764.1781  
Fax: 315.764.1782

## BROOKSVILLE, FL.

15588 Aviation Loop Drive  
Brooksville, FL 34604  
Phone: 315.379.8005  
Fax: 315.379.9859

John J. Gray, Jr., CPA\*, CGMA, MBA ♦ Angela M. Gray, CPA, MSIS ♦ Erin M. Mike-Mayer, CPA\*\*

Members of American Institute of CPAs and New York State Society of CPAs

\*Also licensed in Florida \*\*Also licensed in North Carolina and Florida



- Certify the AUD as the Chief Financial Officer of the Town of Canton
- Provide access to the Town's 2018 books, records, supporting documentation as needed

5. We will assist the Town with preparation of the 2020 budget up to a maximum of 15 hours for a fee of \$2,000.00.

All services will be under the direction of John J. Gray, Jr., CPA. We anticipate completing this engagement by the filing due date.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

John J. Gray, Jr. CPA  
*Gray & Gray and Associates CPAs, P.C.*

Acknowledged  
Town of Canton

Mary Ann Ashley, Supervisor

12/12/18  
Date

Acknowledged by

Tim Danehy, Town Council Member

12/12/18  
Date

Phil LaMarche, Town Council Member

                      
Date

Jim Smith, Town Council Member

12/12/18  
Date

Bob Washo, Town Council Member

12/12/18  
Date



**PROFESSIONAL LEGAL SERVICES  
RETAINER AGREEMENT**

**BETWEEN**

**TOWN OF CANTON  
60 MAIN STREET  
CANTON, NY 13617  
TEL. 315-386-2962**

**PEASE AND GUSTAFSON, LLP  
40 MAIN STREET  
MASSENA, NY 13662  
TEL. 315-769-3898**

**1. THE TOWN OF CANTON HEREBY RETAINS PEASE AND GUSTAFSON, LLP TO PROVIDE PROFESSIONAL LEGAL SERVICES AS DESCRIBED HEREIN.**

**2. PEASE AND GUSTAFSON, LLP HEREBY AGREES TO PROVIDE PROFESSIONAL LEGAL SERVICES REQUESTED BY THE TOWN OF CANTON WITHIN THE LIMITS DESIGNATED HEREIN.**

**3. PROFESSIONAL LEGAL SERVICES ARE DESIGNATED AS FOLLOWS:**

**A. PEASE AND GUSTAFSON, LLP SHALL PROVIDE ROUTINE ADVICE AND PROFESSIONAL LEGAL SERVICES TO TOWN OFFICERS AND BOARDS ON TOWN OF CANTON BUSINESS. THE TOWN OF CANTON UNDERSTANDS THAT ANY PROFESSIONAL AT THE FIRM MAY PROVIDE SERVICES TO THE TOWN.**

**B. PEASE AND GUSTAFSON, LLP WILL SERVE ONLY AS A LIAISON WITH BONDING ATTORNEYS ON ALL TOWN FINANCING, UNLESS OTHERWISE RETAINED.**

**C. PEASE AND GUSTAFSON, LLP WILL ATTEND REGULAR TOWN BOARD MEETINGS AS DIRECTED TO DO SO BY THE TOWN SUPERVISOR.**

**D. PEASE AND GUSTAFSON, LLP WILL ATTEND SPECIAL TOWN BOARD MEETINGS AS DIRECTED TO DO SO BY THE TOWN SUPERVISOR.**

**4. FOR ALL PROFESSIONAL LEGAL SERVICES, THE TOWN OF CANTON WILL PAY TO PEASE AND GUSTAFSON, LLP THE SUM OF ONE HUNDRED FIFTY DOLLARS AND NO CENTS (\$150.00), PER HOUR. ALL BILLS WILL BE PAID IN FULL WITHIN THIRTY DAYS OF THE LAST DAY OF THE MONTH IN WHICH THE BILL IS SUBMITTED.**

**IN ADDITION, THE TOWN OF CANTON WILL PAY PEASE AND GUSTAFSON, LLP FOR ALL COSTS AND DISBURSEMENTS IN PROVIDING**

IN WITNESS, THE PARTIES HAVE SUBSCRIBED THEIR NAMES ON THE  
DATE INDICATED BELOW:

DATE: 12/12/18

  
\_\_\_\_\_  
MARY ANN ASHLEY

TOWN SUPERVISOR

  
\_\_\_\_\_  
BOB WASHO

DEPUTY SUPERVISOR

  
\_\_\_\_\_  
TIM DANEHY

COUNCIL MEMBER

\_\_\_\_\_  
PHIL LAMARCHE

COUNCIL MEMBER

  
\_\_\_\_\_  
JIM SMITH

COUNCIL MEMBER

  
\_\_\_\_\_  
BY: ERIC V. GUSTAFSON

PEASE AND GUSTAFSON, LLP