

**TOWN OF CANTON BOARD
ORGANIZATIONAL MEETING
REGULAR MEETING 5:45 PM**

January 15, 2020

Minutes

Present: Supervisor Mary Ann Ashley, Deputy Supervisor Bob Washo, Council members James Smith, Tim Danehy and Karin Blackburn

Also, in Attendance: Town Clerk/Tax Collector Lisa Hammond, Historian Linda Casserly, Assessor Cindy Brand, Attorney Eric Gustafson, Highway Superintendent Terry Billings, Recreation Director Jim Putnam, Village Trustee Carol Pynchon, Toby Irven, Town Justice Michael Morgan, and John Gray

Absent: Economic Development Director Leigh Rodriguez, Code Enforcement Jeff Murray

A. Call Meeting to Order: Supervisor Mary Ann Ashley called the meeting to order

Supervisor Ashley stated for the record that both Council members Bob Washo and Karin Blackburn have been sworn in for a four-year term.

B. Public Hearing-Ethics Law

NOTICE IS HERBY GIVEN that the Town of Canton will hold a Public Hearing on Wednesday January 15, 2020, at 5:5 PM in the Canton Municipal Building, 6 Main Street, Canton NY for the purpose of considering a local law adopting a Code of Ethics pursuant to Article 18 of New York's General Municipal Law.

5:45 PM Supervisor Mary Ann Ashley opened the Public Hearing

Public Comment:

Lynn Soulia asked if anything was changed to the law since the last meeting. Supervisor MaryAnn Ashley responding by saying the Village passed the law as presented and that the Town postponed to check on additional language for the Justice Court. After researching it was determined that no additional language or language change needed to be done.

Linda Casserly asked if John Casserly who serves as a planning board alternate will have to fill out a disclosure form. Council member Tim Danehy replied by saying yes and adding that the form simply asks if the individual has a financial conflict with the Town of Canton, the Town by no means wants to know the individual's personal financial situation.

5:50 PM Supervisor Mary Ann Ashley closed the Public Hearing

Organizational Meeting

B. Supervisor Appointments:

1. Deputy Supervisor:

Supervisor Ashley appointed Bob Washo Deputy Supervisor.

2. Historian:

Supervisor Ashley appointed Linda Casserly Town Historian

3. Fire Warden:

Supervisor Ashley appointed Code Enforcement Officer Jeff Murray Fire Warden for the Town of Canton.

Eric Johnson was appointed Fire Warden for Pyrites

Mike Perkins was appointed Fire Warden for Morley

4. Board Committees:

Supervisor Mary Ann Ashley read over committee appointment list

See complete list of committee members

C. Board Appointments

1. Town Tax Collector/Registrar of Vital Statistics/Marriage Officer:

Supervisor Mary Ann Ashley made a motion to appoint Lisa Hammond as Town Tax Collector/Registrar of Vital Statistics/Marriage Officer, seconded by Council member Tim Danehy. All voted in favor. Motion carries.

D. Rules of Procedure

1. Set dates/times for meetings:

Council member Phil LaMarche made a motion to hold Regular monthly Town Board meetings on the second Wednesday of each month at 6 p.m., seconded by Council Member Jim Smith. All voted in favor. Motion carries.

Council member Tim Danehy added that he would like to hold a monthly meeting in different localities of the Township, possibly the Village of Rensselaer Falls, hamlet of Morley and Pyrites in the warmer months.

2. Designation of Official Newspapers:

Council member Bob Washo made a motion to designate the Watertown Daily Times as the official newspaper, seconded by Council member Jim Smith. All voted in favor. Motion carried.

3. Official Depository:

Council member Jim Smith made a motion to use Community Bank as the official depository for the Town of Canton, seconded by Council member Bob Washo. All voted in favor. Motion carried.

4. Mileage Allowance:

Discussion was held on the new Internal Revenue Service mileage reimbursement rate of 57.5 cents per mile, a decrease from .58 cents a mile in 2019. Supervisor Mary Ann Ashley recommended keeping the mileage at .58 cents. After discussion it was decided to go with the Federal rate of 57.5 cents

Council member Bob Washo made a motion to set the mileage rate at .57.5 cents, seconded by Council member Tim Danehy. All voted in favor. Motion carried.

5:56 p.m. Supervisor Mary Ann Ashley closed the Organizational meeting.

Regular Board Meeting

5:57 p.m. Supervisor Mary Ann Ashley opened the regular meeting

Supervisor Mary Ann Ashley added items to the agenda as follows: Under new business #11 Court Clerk appointment as part time, #12 Complete Street Committee member appointment and #13 February and April meeting dates

C. Public Comment:

Lynn Soulia expressed her concerns on the speed limit on County Route 27. Deputy Supervisor Bob Washo suggested that Soulia contact Don Chambers at the St. Lawrence County Highway.

D. County Legislature Representative(s) None

E. Approval of Minutes

Regular Meeting 12/11/2019

Special Meeting 12/23/2019

Motion made by Council member Bob Washo to accept minutes as presented, seconded by Council member Tim Danehy All voted in favor. Motion carries.

F. Supervisors report:

John Gray reported on the December 31, 2019 year end standings. Gray went over the fund balances with the board members.

Gray reported that the Town is under budget. Questions and answers were exchanged.

A brief discussion was held on doing away with the SM Joint Activity account and having all joint municipal matters run through the A Fund. All in agreement with it.

Council member Tim Danehy asked about the Equipment Revenue account Supervisor Mary Ann Ashley to contact the Comptroller with the question what to do with equipment revenue that comes in.

Motion made by Council member Bob Washo to accept Supervisors report, seconded by Council member Jim Smith. All voted in favor. Motion carries.

G. Correspondence

1. NYS Unified Court System/Town Justice Internal Audit

Supervisor Mary Ann Ashley stated that Council member Jim Smith and Tim Danehy will be auditing the Justice Court pursuant to uniform Justice Court Act 2019-A

2. St. Lawrence County Chargebacks:

Supervisor Mary Ann Ashley sent a list of chargebacks that was received from the County to the board members. Ashley noted that these charges went up over \$16,000.00 from last years. Ashley stated that the Town does not get billed for them. It's the taxpayers that pay these. Ashley to talk with County Treasurer about this matter. Cost for the early voting this year was also passed on to the taxpayers.

Additional Correspondence

3. Worker's Compensation Self-Insurance Plan County Risk Manager will be contacting Supervisor Mary Ann Ashley about setting up a site visit

4. The Village of Rensselaer Falls Fire Department and Village Board sent a letter to Supervisor Mary Ann Ashley inquiring on follow up from the Fire Task Committee in which a copy was provided to all Town Board members and what the next step will be. This matter to be put on the February agenda.

5. Supervisor Mary Ann Ashely stated that a Report of Examination 2018M-159 Town of Canton Compensation and Benefits January 2020 report from the New York State Comptroller's Office was received. Two copies were received by the Town Clerk from the Supervisor. A copy will be filed in the Town Clerk Office for review and one attached to the minutes. This report can also be found on the NYS Comptroller's website.

See attached report

H. Audit Committee

Approval of Expenditures

A. \$31,814.10 B. \$2,157.74 DA \$29,834.44

TA \$332.50

Motion to pay bills as presented by Council member Jim Smith, seconded by Council member Karin Blackburn. All vote in favor. Motion carries.

I. Acceptance of Department Reports

Town Clerk/Tax Collector Lisa Hammond reported that tax collection is at 15% to date. Hammond added that January was a very month in the office due to leave of absence of the Deputy Clerk.

Highway Superintendent Terry Billings talked about how costly the winter is with the Highway Department. Billing's invited Karin Blackburn to stop out to the garage and take a ride in a plow truck as a new board member. Salt and Sand supply with discussed

Historian Linda Casserly discussed the volunteers that work in her office and talked about the wonderful things that happen in the office.

Assessor Cindy Brand talked about the inflation rates, which is talked about in her written report.

Recreation Director Jim Putnam stated that the Christmas Eve open skate was very well attended and thanked everyone involved with it. All proceeds went to the local food bank. Overall revenue for the year 2019 is slightly higher than 2018. Putnam is considering extending ice season this year and will poll people to make that decision. The Recreation Department is considering holding swimming lessons at Taylor Park this summer.

Council member Bob Washo made a motion to accept the department reports, seconded by Council member Karin Blackburn. All voted in favor. Motion carries.

J. Committee Reports:

Committee member Bob Washo reported that the Technology committee launched the google drive and all departments were great to work with. Everyone is on municipal email now. Supervisor Mary Ann Ashley thanked both Council member Bob Washo and Village of Canton Trustee Carol Pynchon for their work on the committee.

K. Old Business:

1. Consider Passage of Ethics Law:

Motion made by Council member Bob Washo to pass the Ethics Code Law as presented, seconded by Supervisor Mary Ann Ashley. All voted in favor.
Motion carries

See Code of Ethics

2. NYS Department of State Grant Award CFA #92203 – Miner Street Trail Connector/Willow Island Park Enhancements:

Supervisor Mary Ann Ashley announced that a letter was received from the Department of State informing the Town that funding has been awarded through the NYS DOS Local Waterfront Revitalization Program under Title 11 of the Environmental Protection Fund to undertake the CFA 92203 in the amount of \$529,739.00.

L. New Business:

1. Authorize purchase of new Highway Department Truck: see #2 below
2. Authorize purchase of new Highway Department Dump Box

Council member Bob Washo and Council member Jim Smith, both on the Highway Committee met previously with Highway Superintendent Terry Billings and went over bids received and it was decided to go with the State Contract with Tracy Road Equipment on both the Truck and Dump Box.

Motion made by Council member Jim Smith to purchase 2021 Western Star 4700 Plow Chassis in the amount of \$118,911.00 and a 15 ft Dump Box Model Dh in the amount of \$20,134.00, seconded by Council member Bob Washo. All voted in favor. Motion carries.

3. Ethics Board Appointment: Tabled

4. Consider Oswegatchie River LWRP Consultant Firm:

Supervisor Mary Ann Ashley gave a brief history of the grant. Ashley stated upon recommendation of committee it was decided that C&S will be awarded. Grant amount is \$24,000.00. This is a six municipal project to do a phase 1 inventory of the targeted Oswegatchie River Area.

Motion made by Council member Bob Washo to hire C&S Consulting Firm, seconded by Council member Karin Blackburn. All voted in favor. Motion carries.

5. Consider increasing 2020 Senior Citizen Exemptions Income Ceiling:

Assessor Cindy Brand made a recommendation to the Town Board members to raise the Income Ceiling from \$11,490.00 to \$22,865 for low income families, seniors only.

6. Consider increasing RP421F tax exemption for Capital Improvement.

Assessor Cindy Brand made a recommendation to the Town Board members to raise the exemption for Capital improvement from \$50,000.00 to \$80,000.00. Discussion was held on inflation rates per year. When residence do improvements to their home that would be entitled to this exemption.

Attorney Eric Gustafson will research the local law process and consult with the Village of Canton on what they will do doing. Gustafson to put together a draft Local Law.

Council member Tim Danehy recommends that the Code Enforcement Officer and the Assessor work closely together with the Building permit process, as to who and where projects are being done in the township.

7. North Country Sustainability Day & Green Living Fair Resolution:

Supervisor Mary Ann Ashley made a motion in support of NC Sustainability Day and Green Living Fair Resolution, seconded by Council member Tim Danehy. All voted in favor. Motion carries.

Council member Bob Washo noted that will be held early April at St. Lawrence University. Paul Smiths College is involved this year, along with the four other colleges, SUNY Canton, SUNY Potsdam, St. Lawrence University and Cornell Cooperative Extension.

8. Dog Kennel Contract 2020: Tabled

9. Part time Deputy Town Clerk Appointment:

Susan Huntley has been appointed retroactively part time Deputy Town Clerk/Deputy Tax Collector on as need basis at \$16.43 an hour. Huntley was sworn in by Town Clerk Lisa Hammond on January 3, 2020. This was due to the need for support because of a leave of absence in the Town Clerks Office.

10. AOT 2020 Resolution: Tabled to February Agenda to allow Town Board members time to review

11. Appointment of Part Time Court Clerk:

Supervisor Mary Ann Ashley stated that the Justice Court has hired Mary Curran for \$12.00 an hour for 300 hours a year starting January 14, 2020. Ashley noted the Court is already seeing an increase in their work load due to the new Bail reform law.

12. Appointment of Complete Street Committee member:

Kara McLuckie will serve on the Complete Street Committee upon motion of Council member Bob Washo, seconded by Council member Karin Blackburn. All voted in favor. Motion carries.

13. Meeting dates/ possible change:

After discussion was held it was decided to move February's regular monthly meeting date from the 12th to the 13th at 6:00 p.m.

Council member Tim Danehy mentioned consideration of moving the summer board meetings to a later time of 7 pm. Danehy asked the board members to think about the possible change.

M. Public Comment: none

Executive Session: Upon a majority vote upon a motion that identifies the subject to be considered, the Council may conduct an executive session to discuss any of the issues identified as proper by Public Officers Law 105 (1) (H) and (F).

7:145 pm Council member Tim Danehy made a motion to go into Executive Session for the purpose of Public Officers Law 105(1) (H) and (F), seconded by Council member Karin Blackburn. All voted in favor. Motion carries.

8:47 pm. Council member Tim Danehy made a motion to come out of Executive Session, seconded by Council member Bob Washo. All voted in favor. Motion carries.

Motion was made by Council member Karin Blackburn to enter into an agreement with Dan Moyer, on a month to month basis as the Town goes through the search process, for 2020 Kenneling Services, seconded by Council member Jim Smith. All voted in favor. Motion carries.

Motion was made to contact Jim Pipher to discuss entering into an agreement, on a month to month basis, as the Town goes through the search process, for Dog Control Services by Council member Bob Washo, seconded by Council member Tim Danehy. All voted in favor. Motion carries.

9:00 pm. Motion to adjourn the meeting by Council member Tim Danehy, seconded by Council member Mary Ann Ashley. All voted in favor. Motion carries.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Lisa A. Hammond". The signature is written in dark ink and is positioned above the printed name and title.

Lisa A. Hammond
Canton Town Clerk