

Town of Canton
December 9, 2021
Regular Board Meeting 6:00pm
Minutes
Virtual Meeting Via Zoom

Present

Supervisor Mary Ann Ashley, Council Members Bob Washo, James Smith, Dave Nelson, and Martha Foley Smith

Also in Attendance

Town Clerk/Tax Collector Karin Blackburn, Assessor Cindy Brand, Code Enforcement Officer Michael McQuade, Historian Linda Casserly, Economic Development Director Leigh Rodriguez, Recreation Director Meghan Richardson, Highway Superintendent Calvin Rose, John Gray, CPA, Attorney Eric Gustafson

Members of the Public: Andy Gardner, Toby Irven, Mark McKenna, Paul Mitchell, Heidi Smith, Steve Smith, John Taillon

Regular Board Meeting

A. Call to Order

- Supervisor Mary Ann Ashley opened the Board meeting at 6:01 p.m.
- Agenda modifications:
 - After the Boat Launch Update
COVID Update
Employee Recognition
 - Under New Business:
#10: Easement and Right of Way for Ingress and Egress for Judson Street

B. ADK Kayak Boat Launch Update

- Clerk Blackburn shared images on the screen as Mark McKenna spoke.
- Mark spoke about the images that were shared on the screen: The fence, where the launch/platform will be, and the actual launch/platform.
- Karin also shared the video that Mark shared with the Board members – this video shows how the boat launch works.
- There is nothing like this in Northern New York. He'd like to see this in before the

Canoe Races so everyone can use it – in May. Half the funds have been raised. He wants the support of the community, and the Town and the Village. If he falls short in the spring, there is contingency money between the Town and Village.

Mary Ann went out and took a little look at it today. She has a few questions. Is this something that gets pulled out for the winter? Mark confirmed, yes. Mary Ann asked if it needs to be covered. Mark said it needs to be clarified.

Total cost: \$46,000. Raised as of last Tuesday \$23,600. Donations go to the Village, in the check memo, please put ADA Boat Launch.

He'd like to name this Boat Launch the Rushton Boat Launch.

He'd like to thank everyone that contributed.

Mark has three kayaks he'd like to donate to the Village that has the three stabilizers on the back.

- Mary Ann reminded everyone on the call that anyone not needing to use the Boat Launch, that there is the Kayak Rental Program. Mary Ann suggests that anyone who is disabled and needs a kayak, they should be able to use those kayaks for free.

She thanked Mark and others for their efforts on this project.

Mark said it was a team effort and suggested that any money left over go to the bath houses, to make them ADA accessible.

- COVID Update, Mary Ann Ashley
Cases have increased, deaths have increased. Condolences to those families. We now have three counties who are in a state of emergency. She encourages everyone to stay safe. When this first started, she declared three states of emergency. She wants to go on record that she is thinking about this.
- Employee Recognition, Mary Ann Ashley
There are five people that are leaving the Town.
 - Karin Blackburn, Town Clerk
The Town thanks you for your service. It has been a pleasure; you have made a difference. Thank you, we appreciate it.
 - Jeni Reed, Deputy Town Clerk
She, as well, did a phenomenal job. The Town thanks her for her service. It has been a pleasure.
 - Calvin Rose, Highway Superintendent
On behalf of the Town of Canton, 23 years is a long time in the Highway

Department. The Town thanks you for your service. In October 2020, he stepped up as Superintendent. In both capacities, he has done a phenomenal job. Being the leader for the last year and a few months, he has done a great job. A lot has been done. Under his leadership, he really made a difference. The Town wishes you well in your retirement.

- Martha Foley Smith and Dave Nelson, thank you for your service. Martha joined in January 2021 and Dave joined a few months ago. Thank you very much. Both have added value to the Board. Their tenacity, vision, and common-sense feedback were very refreshing.

C. Public Comment

None.

D. County Legislature Representative(s) Update(s)

None.

E. Approval of Minutes

Regular Board Meeting 11/18/21

Motion to approve these minutes made by Bob Washo, 2nd by Martha Foley Smith. All in favor. Motion carried.

F. Supervisor Report

- John Gray read over the highlights of the November 2021 monthly report which was sent to the Town Council prior to the monthly meeting.
- Mary Ann reiterated, as she does almost every month, \$457,361 - that is not the Town of Canton's money. This money consists of American Rescue Plan funds, solar cash, RBEG funds, Revolving Loan funds, and Library Trust.
- Bob stated that we are still waiting on documentation on our entire Recreation allotment. Hopefully the documentation will be ready by the year end meeting. Approximately \$125,000.

G. Town Clerk Report

- John Gray read over highlights of the November 2021 monthly reports that were sent to the Town Clerk and the Town Council prior to the monthly meeting.

H. Correspondence

- None.

I. Audit Committee

- Approval of Expenditures
 - A Fund: \$22,834.78
 - B Fund: \$1,074.02
 - DA Fund: \$8,542.52
 - DB Fund: \$12,653.52
 - SF Fund: \$3,750.00
 - SL Fund: \$ 275.77
 - TA Fund: \$13,632.95

Motion to approve these expenditures made by Bob Washo, 2nd by Jim Smith. All in favor.
Motion carried.

J. Acceptance of Department Reports

- **Michael McQuade, Code Enforcement**
 - Still updating the office to his liking.
 - Cleaning out old files and filing old permits.
 - Issued five building permits (last half of the month).
 - Discussed enforcement actions.
 - Held a Zoom meeting on the Fair Housing Act. Through that meeting it was found that there's no more money available.
 - Town Planning Board meeting was supposed to happen on 12/14, but from information from the attorney and Barton and Loguidice, there is no point in having the meeting.
 - Bob Washo thanked Mike for his immediate impact to Solar.
- **Cindy Brand, Assessor**
 - Got her two new file cabinets. Files have been transferred. Thankful for the guys at the Highway Department for building those cabinets.
 - She has been working with Mike on the building permits. She can go out and value them. Now they're both on the same page.
 - The Annual Holiday Party for the SLC Assessor's Association took place yesterday. They gave out awards and recognized retirees.
 - At the last minute, the Town received information about foreclosure properties. If anyone is interested, she can forward the link to the webinar.
 - Printed out the low-income senior aged exemptions application renewals. Sent out the letters and the applications this week.
 - Mary Ann noted Cindy's diligence for submitting her reimbursement to the state for her training expenses.
 - Cindy noted that she is up to date for this year and next year with her training. 12

hours per year.

- **Linda Casserly, Historian**

- Her report showed every business from 1945 during Thanksgiving.
- She is happy for all of the Veterans and Seniors that can now go kayaking with the new ADA Boat Launch.
- Charlie Alexander – he was one of Linda's first mentors. It was sad to lose him, but he was 96. He was the most humble man she ever met.
- She has to do an end of the year report for the state, and she will forward that on to the Board.
- Linda thanked Martha, Dave, and Karin for their service.

- **Leigh Rodriguez**

- Still waiting to hear about the \$10 million grant. They have announced six regions out of ten.
- Main Street grant is rolling along.
- Closed out the Dairy Queen grant and had a monitoring meeting.
- In the process of closing out the Brownfield Opportunity Grant.
- In the process of closing out the Housing Authority Grant.
- Submitted another grant to the EPA. Continuing to get funding to allow more testing for the Brownfield Opportunity.
- Submitted a reimbursement request for the Miner Street project.
- Having a Willow Island Park meeting to discuss proposal for consultants to finalize or do a design for that project.
- Waiting to hear back about the CFA grant applications.
- Mary Ann asked about the Housing Task Force regarding the funding the Town has, she is hoping to get some RFPs out to utilize that funding. Leigh said they are hoping to have that plan done in early Spring.

- **Karin Blackburn, Town Clerk**

- Just preparing the office for the new Town Clerk starting January 1.

- **Meghan Richardson, Recreation**

- High School hockey is in full swing.
- A local artist reached out about a dead birch tree. All the salvageable pieces have been cut up for him.
- The boards for the outdoor sports court arrived this past Monday. Because of weather, the volunteers decided the construction will start up in the Spring.
- She was contacted to do a Recreation column for the return of the Plaindealer. She has a background in Sports Information, so she has experience with that.
- She thanked Martha and Dave for their time on the Recreation Committee.
- Mary Ann asked about the COVID Safety Plan and if it is being followed at the Arena. The Committee decided to follow the Section 10 and Canton High School Covid Plans.

- **Calvin Rose, Highway**

- Got some help from County Highway to pick up dead trees from the side of the road.
- Grating roads when weather permits, but that's shut down a bit.
- Received a check for the 2004 pickup truck for \$4,075.
- Hauling crusher run. For the shop or future emergencies.
- First time out to plow or sand was the day after Thanksgiving, which was close to what was done last year.
- Mary Ann welcomed Steven Smith, the new Highway Superintendent, and congratulated him on his new position starting in January 2022.

Motion to accept Department Reports made by Mary Ann Ashley, 2nd by Jim Smith. All in favor. Motion carried.

K. Committee Report

- **Bob Washo, Highway Committee & Complete Streets**
 - Taking a road trip on Monday to look at the new sand/salt storage building in Russell to get a glimpse of that and maybe some ideas for something in Canton.
 - Received an email from Brooks Washburn and Tisdale. They are ready to start talking about design plans for Miner Street for the water issues before they get into anything else. He will follow up with them and then that will be distributed to the rest of the Committee.
- **Bob Washo, Solar Committee**
 - Three projects continue to take up a fair bit of time.
 - The Committee is starting to meet and drill down on some things.
 - IDA will be handling all of the solar pilot projects.
 - He suspects that after the first of the year, they will be bringing things to the Board.
- **Bob Washo, Broadband Committee**
 - He just stepped into this Committee as of late.
 - Kind of a flurry of activity in the past week.
 - Met with Jason Pfotenhauer and Heidi Ames at the County. Reviewed the DANC survey. Reached out to other communities that are similar to Canton and have 100% coverage.
 - The Committee learned enough this week that there is some information that they lack.
 - They are close to thinking about solutions and 100% coverage in the Town.
 - The Committee will be drafting an RFP in order to develop a strategy and plan. This will not cost any money.
 - Both Boards will be in favor of this RFP, and it will go out after the first of the year.
- **Jim Smith, Negotiations Committee**
 - Committee met. The Union was going back to the Membership and having a

meeting. Mary Ann reached out to Brenda. Haven't heard back from Brenda.

- **Mary Ann Ashley, Policy Committee**

- She and Martha met to review the Equal Opportunity/Affirmative Action Policy. They sent the Board their thoughts for consideration, as far as language it does need to be revised.
- Martha confirmed that there was some outdated language and concepts in the Policy.
- This now needs Board input, and then will go to Eric for a final draft.

- **Bob Washo, Shared Services**

- The Committee did meet this week and worked through all of the agreements with the Village of Canton. 90% of them are done.
- Recreation agreement still needs to be done. It will be circulated for more suggestions.
- He suspects that all the agreements, including Recreation, will be done by the January Organizational meeting.

L. Old Business

- **American Rescue Plan Funds**

- We have four years to spend these funds.
- Mary Ann sent the Board a breakdown of the lost revenue for 2020.
- Received \$217,337. The Town will receive the other half in the Summer of 2022.
- The Town needed to identify COVID related losses for 2020. Total loss: \$156,290. Met with Angela Gray on this as well.
- The 2022 budget needs to be amended first. Then the Town needs to decide what to do with that money. Right now, the ARPA money is in the bank account. It has to be COVID related. Other municipalities are doing different things, but the Town will move forward with the original rules of infrastructure.

- **Charter Communications Agreement**

- As a result of the Public Hearing, this was tabled until the additional questions were answered.
- Alice Kim is on leave right now, but Mary Ann met with Kevin Eagen via Zoom and discussed a few things. There is no option to add internet or phone access, it is strictly a cable agreement. They talked quite a bit about moving it from a 10-year agreement to a five-year agreement. She was shocked when he said that maybe it can be moved to an 8-year agreement. He will get back to her about that. Also discussed broadband in rural areas. They are working with other counties to put together a 20-million-dollar grant for that region through the National Telecommunications and Information Administration. They'd be willing to look at the data for our town and do a cost analysis to see where the gaps are. That's where things are at with Charter Communications.
- Bob Washo: the reconnect money they applied for through the 1100 page

agreement, they didn't write it for a municipality with one Economic Developer.

M. New Business

- **Equal Opportunity/Affirmative Action**
 - Just talked about that under the Committee reports. Board members send your thoughts via email.
- **Association of Town Annual Business Session Certificate Designation**
 - The Annual Meeting is in February in New York City. Need to have Board designation for the delegate to vote on the resolutions put forward.
 - Motion to have Mary Ann Ashley be the delegate for the Association of Towns Business Session made by Bob Washo, 2nd by Martha Foley Smith. All in favor. Motion carried.
- **2022 Tax Collector and Registrar of Vital Statistics Appointment**
 - For several years the Town Clerk has been designated the Registrar of Vital Statistics and Tax Collector. This is for an additional salary of \$8,500 for Tax Collector and an additional salary of \$2,334 for Registrar.
Motion to appoint Heidi Smith as the 2022 Registrar of Vital Statistics and Tax Collector made by Mary Ann Ashley, 2nd by Bob Washo. All in favor. Motion carried.
- **2021 Budget Amendment Sales Tax Transfer to Revenue B-1002-1120-0 (see attached)**
 - Clerk Blackburn shared the resolution on the screen for meeting participants.
 - Budgeted \$869,410 and received \$1,025,558.69.
 - Motion to approve this resolution made by Martha Foley Smith, 2nd by Dave Nelson. All in favor. Motion carried.
- **2021 Budget Amendment Highway Transfer \$50,000 from DA-5110-5130-4.2 Contingency Funds to DA-5110-5130-2 Equipment (see attached)**
 - Clerk Blackburn shared this resolution on the screen for meeting participants.
 - Motion to approve this resolution made by Bob Washo, 2nd by Jim Smith. All in favor. Motion carried.
- **2021 Budget Amendment Highway Transfer \$25,000 from DB-1900-1990-4 Contingency to DB-5105-5112-4 Contractual (see attached)**
 - Clerk Blackburn shared this resolution on the screen for meeting participants.
 - Motion to approve this resolution made by Bob Washo, 2nd by Jim Smith. All in favor. Motion carried.
- **Highway Superintendent Calvin Rose Resignation Due to Retirement; and Compensation Settlement**
 - Acknowledging Calvin's retirement.
 - Taking the Compensation Settlement into Executive Session.

- **2022 Agreements with Roemer, Wallens, Gold & Mineaux, LLP; Pease & Gustafson; Gray & Gray, CPA; Dog Control; and Dog Pound Services**
 - Motion to approve these agreements made by Jim Smith, 2nd by Bob Washo. All in favor. Motion carried.

Mary Ann thanked for everyone who the Town has an agreement with.

- **Set Year End Meeting Date**
 - December 30, 2021, at 4:30 pm
 - Bob asked if the Village is aware that the Town wants to pay the Recreation bill and asked if the paperwork would be ready. Mary Ann did say that not only the Recreation bill, but also the Tree Grant and the Handicap Accessible installation.
- **Easement and Right of Way for Ingress and Egress for Judson Street**
 - Eric Gustafson: the Easement is a pretty standard document. Allows one party to access another party's right of way or property for whatever purpose, for this it is for water.
Mary Ann Ashley: for the record, we were notified in mid-November about a property on Judson Street Road to 310 and there's been a request for Village water hook up. Town had to get legal counsel on that. Right of Way for Ingress and Egress is necessary to protect all parties. The Board has received copies of this paperwork.
Bob Washo: this ended up being a well problem that went to the Department of Health that came back to the Town.
Motion to authorize the Supervisor to sign the Ingress and Egress between the Town and Village of Canton made by Martha Foley Smith, 2nd by Jim Smith. All in favor. Motion carried.

N. Public Comment

- None.

O. Executive Session

Upon majority vote upon a motion that identifies the subject to be considered, the Council will conduct an executive session to discuss any of the issues identified as proper by Public Officers Law 105 (1) (F) matters pertaining to the employment history of a particular person and (H) the proposed acquisition of property.

1. Motion to go into Executive Session at 7:31 pm made by Bob Washo, 2nd by Dave Nelson. All in favor. Motion carried.
2. Motion to come out of Executive Session at 8:47 pm made by Dave Nelson, 2nd by Mary Ann Ashley. All in favor. Motion carried.

3. Motion to adjourn at 8:48 pm made by Dave Nelson, 2nd by Martha Foley Smith. All in favor. Motion carried.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Karin Blackburn".

Karin Blackburn
Town Clerk

DRAFT

**TOWN OF CANTON
RESOLUTION NO. ____
December 8, 2021**

**2021 Budget Amendment
Additional Sales Tax Revenue Transfer**

WHEREAS, the Town of Canton 2021 budget projected a total of \$869,410 in sales tax revenue in the B and DB accounts; and

WHEREAS, the Town of Canton received a total of \$1,025,558.69 sales tax revenue garnering \$156,148.69 above the projected amount; and

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Canton amend the 2021 budget as follows:

TRANSFER: \$156,148.69 from the Revenue bank account into B-1002-1120-0 County Sales Tax Distribution revenue line.

Date

Canton Town Clerk

**TOWN OF CANTON
RESOLUTION NO. ____
December 8, 2021**

**2021 Budget Amendment
HIGHWAY DA AND DB CONTINGENCY ACCOUNTS**

WHEREAS, the Town of Canton 2021 budget highway accounts contain contingency line items in case of departmental needs; and

WHEREAS, it has been determined by the Highway Superintendent, Highway Committee and Town Board that there is an established need to transfer the funds for road materials and equipment transactions; and

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Canton amend the 2021 budget as follows:

TRANSFER: \$50,000 from DA-5110-5130-4.2 Contingency Funds to DA-5110-5130-2 Equipment

TRANSFER: \$25,000 from DB-1900-1990-4 Contingency to DB-5105-5112-4 Contractual

Date

Canton Town Clerk