

Town of Canton
December 30, 2021
Special Year End Board Meeting 4:30pm
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

Deputy Town Clerk/Tax Collector Jeni Reed, Confidential Secretary/Bookkeeper Dylan Barringer

Members of the Public: Mike Gagliardi, John Taillon, Lyne Soulia, Heidi Smith, Steven Smith, Gayle Smith, Toby Irven, Carol Pynchon

Special Board Meeting

A. Call to Order

- Supervisor Mary Ann Ashley opened the Board meeting at 4:34pm.
- Agenda Modifications:
 - Old Business –
 - #2 - Equal Opportunity Employment Policy
 - New Business –
 - #7 - Continuation of River Street Planning Contract
 - #8- Acknowledge Resignation of Steven Smith as mechanic for Highway Department

B. Audit Committee – Approval of Year End Expenditures

- Approval of Expenditures:
 - A Fund: \$55,708.91
 - B Fund: \$1,165.79
 - DA Fund: \$87,829.03
 - DB Fund: \$16,435.03
 - TA Fund: \$17,905.96
- NOTE: there is one pending expense for the balance of the recreation obligation to the Village, as we are waiting on final documentation – once this is received the obligation will be paid.

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

C. Old Business

- December 31, 2020 Resolution for Town Sponsored Health Insurance for Eligible Elected Officials
 - This is a resolution for town sponsored sick time, vacation time, and health insurance for eligible elected officials – the majority was passed last December but it has been modified to include additional language for sick and vacation time.

- The resolution and was read out loud for meeting participants. A copy of the resolution can be found on the cantonny.gov website in the public meeting information packets on the Town Agenda page or can be reviewed in the Town Clerk's office.

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

- Equal Opportunity Employment Policy
 - This has been reviewed by the Labor Attorney and is being proposed by the policy committee.
 - Mary Ann is recommending the addition of the Town Board as the recipient of any and all complaints regarding the policy.
 - The new policy is intended to increase the value of recruitment and retention of employees and bring the policy up to date.
 - Team-based interviewing has already been implemented.

Motion to accept the draft made by Mary Ann Ashley, 2nd by Martha Foley Smith. All in favor. Motion carried.

D. New Business

- Highway Mechanic/HEO Appointment Effective 1/1/2022
 - Mike Shaw (current employee of the Highway department) has been appointed as the new highway mechanic at the rate of \$25.49/hour.
- Acknowledge Council Member Jim Smith End of Term Resignation for purposes of NYS Retirement Conditions
 - For employees that wish to draw on NYS retirement, they must have a minimum one-day break in service.
 - Jim Smith submitted a letter to this end, and will have a one-day break in service effective 12/30/2021.
- Highway Vehicle Diagnostic Code Reader Purchase
 - Request from Calvin Rose, Highway Superintendent, to purchase a diagnostic code reader for the Highway Department.
 - This will prevent the expense of having trucks sent to a dealer to diagnose issues, and will be particularly helpful for plow trucks in storm situations.
 - Procurement policy was followed and three quotes were obtained:
 - AC Auto Parts - \$8,399
 - GNR Auto Parts - \$8,500
 - Gillee's Auto - \$8,349
 - Lowest bid was accepted for Gillee's Auto at \$8,349.00.

Motion to approve the purchase from Gillee's Auto for \$8,349 made by Bob Washo, 2nd by Jim Smith.

It was noted that the diagnostic code reader will save money in the long run and will work for most of the Town's on-road and off-road vehicles. Additionally thanks was offered to Michel's corporation who has assisted us with diagnosing vehicles in the recent past.

All in favor. Motion carried.

- Set Organizational Meeting Date
 - Meeting was set for January 13, 2022 at 5:30pm prior to the regular board meeting.
 - Committee assignments will be worked through next week, and formal appointments will be done at the organizational meeting.
- Consider Broadband Proposal
 - Broadband Committee is requesting approval to work with a local firm in the amount of \$4,000 to work through the DANC survey and help to determine:
 - Pricing expectations for full broadband coverage.
 - Options for full broadband coverage.
 - Goal is 100% universal broadband coverage of Canton for all residents.
 - Verbal commitment has been secured from the Village to provide ½ (\$2,000) of the contract which would be internally invoiced.
 - The Town would act as primary on the contract with MC Fiber, which is a local Canton firm.
 - Rensselaer Falls has also been kept up to date on the discussions.
 - This would be a potential use for the ARPA funding that has been provided to the Town.

Motion to approve entering into the contract for professional services made by Bob Washo, 2nd by Dave Nelson. All in favor. Motion carried.

- Family Medical Leave Request
 - Will be discussed during Executive Session.
- River Street Planning Contract
 - Extension of a contract and funding for Planning & Zoning that was in effect for 2020-2021.
 - Postponed due to COVID, change in Code Officer, change in Planning Board chair.
 - Contract is for a fixed fee of \$17,000.
 - Committee will be reassembling after the 1st of the year.

Motion to approve the contract made by Martha Foley Smith, 2nd by Jim Smith. All in favor. Motion carried.

- Acknowledge Resignation of Steven Smith as Mechanic/HEO for Highway Department
 - Effective 12/30/21 at 11:59pm.
 - Current highway superintendent ending his service effective 12/30/21 at 11:59pm.

- Resignation is acknowledged.
- Highway Superintendent needed for 1 day's service.

Motion to appoint Steven Smith as Highway Superintendent through the end of 2021 at his current pay level made by Jim Smith, 2nd by Bob Washo. All in favor. Motion carried.

E. 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) (E) collective negotiations pursuant to article fourteen of the civil service law, (F) matters pertaining to the appointment of a particular person, and (H) the proposed acquisition of real property.

1. Motion to go into Executive Session at 5:04pm made by Mary Ann Ashley, 2nd by Martha Foley Smith. All in favor, motion carried.
2. Motion to come out of Executive Session at 5:35pm made by Mary Ann Ashley, 2nd by Jim Smith. All in favor, motion carried.
3. Motion to adjourn at 5:35pm made by Martha Foley Smith, 2nd by Dave Nelson. All in favor, motion carried.