

**Town of Canton Regular Board Meeting**  
**Wednesday, March 9, 2022**  
**ZOOM @ 6:00 PM**  
**Minutes**

**Present:** Supervisor Mary Ann Ashley, Council Members Bob Washo, Jim Smith, John Taillon, and Bob Santamoor

**Also Present:** Town Clerk/Tax Collector Heidi Smith, Deputy Town Clerk Leanna Moquin, Confidential Secretary/Bookkeeper Dylan Barringer, Assessor Cindy Brand, Code Enforcement Officer Michael McQuade, Highway Superintendent Steven Smith, Historian Linda Casserly, Town Justice Michael Morgan, Town Justice Rachelle Foster, Economic Developer Leigh Rodriguez, Recreation Director Meghan Richardson, CPA John Gray, Attorney Eric Gustafson

**Absent:** None

**Public Attendance:** North Country This Week Paul Mitchell, Watertown Daily Times Tom Graser, Toby Irven, Sue Huntley, Peg McBeth, Dan Huntley, John Casserly, Michael Hammond, Kathryn Liscum, Becca Burke

**A. Call Meeting to Order/Welcome**

The regular monthly meeting was called to order at 6:01 pm by Supervisor Ashley. New item was added to the agenda under Town Finances Report, **2021 AUD.**

Moment of silence for all of those in Ukraine.

**B. Public Comment**

None

**C. County Legislator Representative(s) Update(s)**

None

**D. Approval of Minutes**

A motion was made by Council Member Bob Santamoor and seconded by Council Member Jim Smith to approve the Regular Board Meeting Minutes from February 9, 2022.

All in favor. Motion carried.

**E. Correspondence**

1.) St. Lawrence County Self Insurance Plan, they are going to be offering OSHA training for municipalities, Rescue Squads, Fire Departments free of charge. The Town already conducts workplace violence and sexual harassment training internally.

2.) Cheryl Pearson, Auxiliary President of the VFW post 1231 is hoping that the Town will consider helping the auxiliary defray the cost of grave markers and flags

that the auxiliary distributes each year. The Town is supporting the VFW with a \$2,500 allocation for flags and grave markers. The auxiliary also donated a flag to the municipal building.

**F. Town Finances Report**

John Gray, Gray & Gray read over the highlights of the 2022 Town Financial Report. Financial report was sent to the Town Council prior to the monthly meeting.

AUD (Annual Updated Document) – 2021 Submission is contracted with Gray & Gray for \$2,500. The AUD is ready to be submitted to the State.

John Gray, Gray & Gray read over the Town Clerk's financial report for the month of February 2022. Town Clerk's Report was sent to Town Clerk Smith and Town Council prior to the monthly meeting.

**G. Audit Committee**

A General - \$33,147.09  
B Town Outside - \$773.49  
DA Town wide Highway - \$38,216.06  
DB Highway - \$0.00  
"SF" Special Fire - \$62,608.00  
"SL" Special Lighting - \$305.77  
"TA" Trust & Agency - \$24,031.18

A motion was made by Council Member Jim Smith and seconded by Council Member Bob Washo to the approval of the February expenditures.  
All in favor. Motion carried.

**H. Acceptance of Department Reports**

Meghan Richardson, Recreation Director reported that the pavilion hosted a quarterfinal hockey game. Last day of ice is March 19<sup>th</sup>. Getting ready for Spring season.

Linda Casserly, Historian reported she has been busy this last month with projects.

Leigh Rodriguez, Economic Developer reported on the Stiles Ave Grant, RFP (request for proposal) for Willow Island, Housing Task Force, New York Main Street Project, and the Community Forest Management Plan.

Cindy Brand, Assessor reported BAR (Board of Assessment Review) training is May 3<sup>rd</sup> and May 5<sup>th</sup>. Cindy attended a three-hour assessor training that went over PILOTS and briefly went over SOLAR, information from this will be on next month's monthly report. There was also a presentation from Ag district, information from that will also be included in next months monthly report. Cindy is also working on the tentative roll.

Michael McQuade, Code Enforcement Officer continues to meet with Monica Ryan, with River Street Planning to update the Town Zoning Code, trying to meet every Monday. The Town has received two more inquires of SOLAR arrays.

Steven Smith, Highway Superintendent reported February has been a busy month with the weather changes. Helped Rensselaer Falls close off street due to a building fire.

Heidi Smith, Town Clerk/Tax Collector reported that tax collection has slowed down for the month of February, to get into installments or pay in full without any penalties payments were due January 31<sup>st</sup>. Clerks' office is with working with Public Health and EDRS (electronic death record system) on 2021 death records. Upcoming training on March 21<sup>st</sup> so the Town Clerk's Office will be closed.

All department reports are posted on the Town Website.

A motion made by Council Member Bob Santamoor seconded by Council Member Bob Washo to accept department reports.  
All in motion. Motion carried.

## **I. Committee Reports**

Jim Smith, Highway Committee has met with Highway Superintendent, Steven to outline and determine the process for paving for the year, the committee will include Complete Streets with that discussion. Smith also requested that negotiations for highway contract be discussed in executive session.

John Taillon, Broadband Committee has received a draft Broadband study report from MC Fiber, provided in this report is the executive summary, service provider inventory, unserved address, and municipal fiber options. A hard copy of this report is in the Town Clerk's Office. The next meeting with MC Fiber will be March 22<sup>nd</sup>, to ask questions regarding this report.

Mary Ann, Economic Development Consortium had a good meeting, principals that invest in our economic development program.

## **J. Old Business**

### **1. Deputy Town Clerk Waiver of Residency Local Law**

Council Member Bob Santamoor read out loud suggested new language to the previous Local Law that was presented to waive residency requirements for the deputy town clerk position. The new language would create a Sunset Law. Discussion was held amongst the board members, and they would like to see changes in the wording of the new law. This item has been tabled until seeing changes in writing of new law and discussion with legal counsel.

2. Approve Amended Lease Agreement with Michels Power Inc.

Michaels Power Inc is requesting for a one-year extension on lease agreement.

A motion was made by Council Member Bob Washo and seconded by Council Member John Taillon to extend the lease agreement including statement of right away and authorizes the Supervisor to get in touch with Michaels and execute that extension.

All in favor. Motion carried.

Supervisor Ashley stated for the record that the Town has been getting \$3,000 a month for lease agreement, it will go down to \$2,600 for the extended agreement.

3. American Rescue Plan Funds (ARPA)

The Town has already received \$217,000 and is expected to receive another \$217,000 this summer. With final ruling the restrictions on how to spend the money has been widened. The Town has already committed \$4,000 of the ARPA funds to the broadband study that has been done, the Village will pay 50% of that study. Suggestions were made to spend the APRA funds on a new Ice Resurfacer for the Recreation Department, the old McDonalds building and a new municipal building.

4. Joint Recreation Ice Resurfacer

Recreation committee has recommended to purchase a new Olympia Ice Resurfacer of a total cost of \$116,925 once the ice resurfacer is ordered a down payment of 20% is due of \$23,385, the Village of Canton would pay half of the 20% and the Town would have to pay the other half of \$11,692.50 this year.

A motion was made by Council Member Jim Smith and seconded by Council Member Bob Santamoor to move forward with purchasing a new Olympia Ice Resurfacer. Funding will come from transferring money from the ARPA funds into the B account of \$11,692.50 this year and budget for the remainder in next year's budget.

All in favor. Motion carried.

5. 2021 Board Audits of Supervisor/Town Clerk/Tax Collector

Discussion was had on the word "audit"; this is a review of records not a true audit. It is believed that the word audit is being used to freely. Discussion was also had on having an outside agency come in and do the audits. The recommendation is that the board complete the audits of the 2021 books this year, then have an outside firm come in, in 2023 and audit the records for 2022. The board would like to use the term 'financial records review' instead of the term 'audit'.

The Town Clerk/Tax Collector and Supervisors office still need to be done. Council Members Bob Washo and John Taillon will audit the Town Clerk/Tax Collector and Council Members Bob Santamoor and Jim Smith will audit the Supervisor Office.

6. Canton Comprehensive Plan

A committee is working on the Mandated State follow up and reviewing the zoning and code to support the plan, this was the highest priority post comprehensive plan adoption in code review.

7. Canton Senior Citizens Contract

The Canton Senior Citizen contract is a contract between the joint recreation program in the Village and Town of Canton. Every year the Village pays the bill and the Town funds \$1,885 for the Canton Senior Citizen Program.

A motion was made by Bob Santamoor and seconded by Jim Smith for the supervisor to sign contract.

All in favor. Motion carried.

**K. New Business**

1. Set Second Notice Tax Collection Fee

The Town set a \$2.00 second notice tax collection fee for those who have not made any payments towards their taxes.

A motion was made by Council Member John Taillon and seconded by Council Member Bob Washo to set the second notice tax collection fee of \$2.00.

All in favor. Motion carried.

2. Board of Assessment Review Resignation

An email was sent to the Supervisor on February 22<sup>nd</sup> of the resignation from Colin Mackey on the Board of Assessment Review. Assessor Cindy Brand and the board thanked Colin for his service.

3. Planning Board Alternate Appointment

A motion was made by Council Member Bob Washo and seconded by Council Member Bob Santamoor to appoint Eric Barr as an alternate on the planning board.

All in favor. Motion carried.

4. Part-Time Court Clerk Resignation

The Town Clerk received a resignation letter from part-time court clerk Mary Curran on February 29, 2022.

Justice Judge Morgan and Foster and the board thanked Mary for her service.

5. Part-Time Court Clerk Appointment

Erin Armstrong has been appointed part-time deputy court clerk at \$20.00 an hour up to 19 hours a week, start date February 22, 2022.

6. Discussion of Addition of Full Time Court Clerk Position

The court committee has recommended to have a full time court clerk. The Town budgeted for two part-time court clerks in the 2022 budget, the recommendation is to have one-full time position opposed to two part time court clerks. This item has been tabled for further discussion.

7. Highway Time Accrual Payouts

A resolution was passed at the end of last year regarding payouts of time for elected officials.

Memorandum of Understanding (MOU) with Calvin Rose time accrual payout of \$14,562.38 the money will be allocated against Health Insurance until monies are exhausted.

A motion was made by Council Member Bob Washo and seconded by Council Member Bob Santamoor for the Supervisor to sign MOU with Calvin Rose. All in favor. Motion carried.

Memorandum of Understanding (MOU) with Steven Smith, payout for accrual sick time at a total of \$9,392.40 at the time of his retirement. To qualify for retirement Steven needs to serve 20-years as a full-time employee with the Town, be at least 55-years, retire directly from the Town and been granted a retirement benefit from the New York State employees retirement system.

A motion was made by Council Member Bob Washo and seconded by John Taillon for the Supervisor to sign the MOU with Steven Smith.

Ayes - Bob Washo, John Taillon, Bob Santamoor, Mary Ann Ashley.

Nays – none.

Abstained – Jim Smith

Motion carried.

8. SEQRA Review Miner Street Road Project

This item has been tabled.

9. Appointment of Records Access Officer/Records Appeal Officer

Resolution was read out loud by the Supervisor.

*See attached Resolution*

A motion was made by Council Member Bob Santamoor and seconded by Council Member John Taillon to pass resolution to appoint the Town Clerk as Records Assess Officer and appoint the Supervisor as Records Appeal Officer. All in favor. Motion carried.

**L. 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)

A motion was made by Council Member Bob Washo seconded by Council Member Jim Smith to go into executive session for [H] the proposed acquisition of real property and [F] matters pertaining to employment history of a particular person. Town Justice Michael R. Morgan and Town Justice Rachelle Foster were invited into executive session.

All in favor. Motion carried.

Council Member Bob Santamoor left the executive session due to an emergency.

A motion was made by Council Member Jim Smith and seconded by Council Member Bob Washo to adjourn executive session at 9:41 pm.

All in favor. Motion carried.

A motion was made by Council Member John Taillon and seconded by Council Member Jim Smith to adjourn meeting at 9:42 pm.

All in favor. Motion carried.

Respectfully Submitted,



Heidi L. Smith, Town Clerk

**TOWN OF CANTON**  
**RESOLUTION NO. 4**  
**March 9, 2022**

**APPOINTMENT OF TOWN RECORDS ACCESS OFFICER (RAO)  
AND TOWN RECORDS ACCESS APPEAL OFFICER**

**WHEREAS**, the Freedom of Information Law ("FOIL"), set forth in Article 6 of the Public Officers Law (84-90), is designed to ensure public access to government records; and

**WHEREAS**, the Records Access Officer is responsible for ensuring appropriate agency response to public request for access to records; and

**WHEREAS**, the Town Clerk is the Records Management Officer and custodian of town records and should be designated as the Records Access Officer and the Town Supervisor designated as the Town Records Access Appeal Officer; and

**NOW, THEREFORE, BE IT RESOLVED**, the Town Board of the Town of Canton hereby appoints the Town Clerk as Records Access Officer (RAO) and the Town Supervisor as the Records Access Appeal Officer.

3/9/2022  
Date

Heidi G. Smith  
Canton Town Clerk