

**Town of Canton
Regular Board Meeting
Wednesday, March 8, 2023
In Person & Video Conference
Minutes**

PRESENT:

Mary Ann Ashley (zoom)	----	Supervisor
Jim Smith	----	Council Member
John Taillon	----	Council Member
Bob Santamoor	----	Council Member
Randy Brown	----	Council Member

Also Present: Town Clerk Heidi L. Smith, Deputy Town Clerk Leanna Moquin, Assessor Cindy Brand, Code Enforcement Officer Michael McQuade, Highway Superintendent Steven Smith, Angela Gray, Gray & Gray, Attorney Eric Gustafson, Solar Attorney Bill Buchan, Justice Michael Morgan, Justice Rachelle Foster, Economic Director Leigh Rodriguez

Absent: Recreation Director Meghan Richardson

Public Attendance: Toby Irven (zoom), North Country This Week Paul Mitchell, Watertown Daily Times Tom Graser (zoom), John Casserly (zoom)

A. Call Meeting to Order/Welcome

Supervisor Ashley called the regular board meeting to order at 6:30 p.m. and welcomed Randy Brown to the board.

Ashley added two new items to the agenda under **New Business #4 \$2.00 Second Notice for Taxes and #5 Proposed Joint Town/Village Meeting for March 23, 2023.**

B. Town Court Presentation

Justice Michael Morgan and Justice Rachelle Foster gave a presentation, which included a PowerPoint and handouts to the board members. The presentation was on the Town Court Separation of Power and Court Funds.

Justice Morgan went over tickets and where the revenue comes from for the Town. Justice Morgan pointed out that there are certain fines where the Town only receives \$15.00 flat rate no matter the amount of the fine and there are some tickets where the Town receives 100% of the fines. The fines where the Town would receive 100% of the fine are approximately less than 5% of the tickets that come through the court.

Justice Morgan also pointed out that there is just over \$200,000 in judgements that are owed to the Town. It is up to the Town to go after those funds. The Justices are unable to help in this matter as they need to stay neutral.

Justice Morgan encouraged the Town if they would like bigger piece of the pie, they should start by reaching out the Associations of Towns and State Representatives. These numbers have not increased in a long time. Justice Morgan also encouraged the Town to go after the judgments. The judgements are filed at the County.

C. Public Comment

Sean O'Brien, current undersheriff and a candidate for the St. Lawrence County Sheriff, introduced himself to the board.

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

County Legislator Ben Hull submitted a three-page county legislator update to the board prior to the meeting.

E. Approval of Minutes

A motion was made by Council Member Bob Santamoor and seconded by Supervisor Mary Ann Ashley to approve the minutes from the regular meeting 2/8/2023.
All in favor. Motion carried.

F. Correspondence

1. Supervisor Ashley received a letter from the St. Lawrence County Treasurer on the Workers' Compensation Claims Liability, as of December 31, 2022. This was sent to the board prior to the meeting.

2. Supervisor Ashley received two reports from Ag & Markets. One report was for the Municipal Shelter Inspection and the other was for the Dog Control Officer Inspection. Both reports are satisfactory. The reports were sent to the board prior to the meeting.

3. Supervisor Ashley stated that she met with Senator Dan Stec as per his request. Stec wanted to learn about what the Town of Canton is working on, what the needs are for the Town, and to know if there is anything they can offer the Town.

G. Town Financial Reports

Angela Gray reported on the 2023 February Town Finances. The report was given to the board prior to the meeting.

Angela Gray reported on the Town Clerk's finances for the month of February and everything is in order. Clerk Smith and the board received the report prior to the meeting.

H. Audit Committee

"A" General Fund	----	\$50,719.63
"B" Town Outside	----	\$51,786.83
"DA" Town Wide Highway	----	\$156,024.40

"DB" Highway	----	\$0.00
"SF" Special Fire	----	\$63,238.83
"SL" Special Lighting	----	\$333.10
"TA" Trust & Agency	----	\$22,549.17

A motion was made by Council Member John Taillon and seconded by Council Member Bob Santamoor for the approval of the monthly expenditures.
All in favor. Motion carried.

I. Acceptance of Department Reports

Town Clerk

Clerk Smith reported that February was a busy month. Smith met with Mary Ann, Mike, Jeni, and Sharon to go over everyone's roles for solar and planning. Smith asked the board to consider approving a \$2.00 second notice fee for those who have not made any payments on their taxes. Second notice letters are mailed out to taxpayers in April.

Economic Developer

ED Director Rodriguez reported on the Willow Island Project, CBDG Grant, Restore NY Project, Round 7 Plaza Project, NY Main Street Grant and Housing Plan. Leigh added to her report that she got the formal designation for the Brownfield Opportunity Grant.

Supervisor Ashley added there was a team meeting with Leigh, Sharon, and Jeni to discuss the projects that the ED office is working on for the Town. We have three RBEG loans and two active grants.

Recreation

The Recreation Director was absent from the meeting, their monthly report was submitted to the board prior to the meeting.

Historian

Historian Casserly welcomed Randy Brown to the board. Casserly stated she uses a lot of pictures in her report so that the board can see who she works with daily. The office has been very busy and there has been a lot of foot traffic. Casserly thanked the board for the move.

Supervisor Ashley added there is still a lot to be done. There needs to be an appraisal done on all of the inventory for insurance.

Highway Superintendent

Highway Superintendent Smith thanked the St. Lawrence County Highway for bringing the tree truck over. Brush cutting has been done. Smith reported excellent results with the new snowplow. Smith thanked his crew for all their work.

Assessor

Assessor Brand welcomed Randy Brown to the board. Brand reported she attended the assessor monthly meeting. Brand was given a deadline of April 9th to submit everything for the tentative tax roll. Brand requested to give a PowerPoint presentation at next month's board meeting to show to the board and community how to use SDG Image Online. With SDG Image Online you can see assessment role, inventory on property and more. This will be a great tool for the public. Brand thanked the Clerk's office for all of their help with assisting the public with exemption paperwork.

Code Enforcement Officer

Code Officer McQuade reported that he issued one building permit and two occupancy permits for the month of February. McQuade attended a webinar with NYSERDA which reviewed the New York State Solar Project and incentives that are being given out.

Clerk Smith added starting in April she will supply the board with a building permit report of fees that are collected in the clerk's office.

Dog Control

The dog control report was submitted to the board prior to the monthly meeting.

A motion was made by Council Member Bob Santamoor to accept department reports.

Council Member Taillon reminded everyone that department reports are due the Friday before the board meeting. Three department reports were submitted late. Supervisor Ashley added a court report was not submitted.

Council Member Bob Santamoor amended his motion.

A motion was made by Council Member Bob Santamoor and seconded by Council Member John Taillon to accept the department reports that were presented. All in favor. Motion carried.

J. Committee Reports

Highway Committee

Jim Smith reported the committee met on the Miner Street Project and discussed the RFPs that are going out to find contractors for the drainage work on Miner Street. The committee also talked about the efficiency grant that deals with the salt and sand storage facility that is joint with the Village.

Recreation Committee

John Taillon reported that the committee met and is working on a Joint Recreation Agreement.

Supervisor Ashley stated for the record that Mayor Dalton stepped down from the Recreation Committee and appointed Village Trustee Barbara Beekman. The Village reps on the committee are Barb Beekman and Beth Larrabee.

Communication & Technology Committee

Randy Brown reported that the committee has put a hold on the social media policy. The committee believes the website needs attention. The committee has had two presentations from other website companies (Revize & CivicPlus) to see what is out there to make our website better for the public. The committee is hoping to set up another presentation before making any recommendations.

K. Old Business

1. Public Presentation of Proposed Zoning Update Law

Supervisor Ashley stated that Monica Ryan wants to do a presentation for the public on the zoning updates. The presentation is set for Tuesday, March 28th at 6:00 p.m. The meeting will be done via zoom. The proposed law will be available in the Clerk's Office as well.

Council Member Smith added that the updates were sent to the County for review. The County wants to meet with the Town on the 20th to going over the updates.

2. Set Public Hearing on Proposed Zoning Update Law

This will be put on the April agenda.

3. Non-Contract Policy

A motion was made by Council Member Bob Santamoor and seconded by Council Member Randy Brown to pass the non-contract policy.
All in favor. Motion carried.

4. Canton Community Fund Grant

The Town was approved for a Canton Community Fund Grant for \$1,495.00 for the Historian Sign. Supervisor Ashley thanked Council Member John Taillon for all the leg work on that grant.

5. 2023 Budget Amendment DA-5110-5130-2 Equipment Increase by \$84,928.16 from Appropriated Highway fund balance DA-599-800-1

A motion was made by Council Member Jim Smith and seconded by Council Member Bob Santamoor to approve budget amendment DA-5110-5130-2 Equipment Increase by \$84,928.16 from Appropriated Highway fund balance DA-599-800-1.
All in favor. Motion carried.

See attached resolution.

6. 2023 Budget Amendment Ice Re-surfacer-Add \$48,676 to Increase B-7100-4.2 by \$48,676 from B fund balance. Increase B-5000-599N

A motion was made by Council Member John Taillon and seconded by Council Member Randy Brown to approve budget amendment Ice Re-surfacer-Add \$48,676 to Increase B-7100-4.2 by \$48,676 from B fund balance. Increase B-5000-599N
All in favor. Motion carried.

See attached resolution

7. Revised Board Committee Assignment
See updated board committee assignments below.

COMMITTEES	COUNCIL MEMBER
AUDIT	Santamoore/Smith-Odd Months Taillon/Brown-Even Months
BROADBAND	Taillon
MUNICIPAL BUILDING COMMITTEE	Ashley/Taillon
CODE/PLANNING/SOLAR	Smith/Santamoore
ECONOMIC DEVELOPMENT/BOA	Santamoore/Brown (T/V)
HIGHWAY	Smith/Taillon
INSURANCE	Ashley/Santamoore
JUSTICE	Ashley/Taillon
NEGOTIATIONS	As needed
POLICY	Ashley/Santamoore
RECREATION	Brown/Taillon (T/V)
SHARED SERVICES	Ashley/ Brown(T/V)
SUSTAINABILITY (Liaison)	Santamoore(T/V)
TECHNOLOGY/COMMUNICATIONS	Brown/Taillon(T/V)
TRAILS/COMPLETE STREETS (Liaison)	Brown(T/V)
WATERFRONT ADVISORY (Liaison)	Santamoore(T/V)

T/V-Joint-Town and Village of Canton

L. New Business

1. Board Meeting Time Change

Supervisor Ashley reported that Court will be moving from Wednesday nights to Monday nights. Due to the move the board is in an agreement to change the time of the regular monthly board meetings from 6:30 p.m. to 6:00 p.m.

Justice Morgan commented the reason for moving the court dates was due to a conflict

with Potsdam Court.

2. Justice Court Annual Records Review

March 1st Supervisor Ashley and Council Member Taillon (Justice Committee) preformed an audit on the courts records. Ashley stated everything was in order. The town needs to pass a formal resolution stating the audit has been approved and entered into the minutes.

A motion was made by Council Member John Taillon and seconded by Council Member Bob Santamoor to approve the Annual Review of Canton Town Justice Court Records Resolution.

All in favor. Motion carried.

See attached resolution.

3. Authorization to Execute Host Community Benefit Agreements with Community Solar Developers
Tabled

4. \$2.00 Second Notice Fee for Taxes

A motion was made by Council Member Bob Santamoor and seconded by Supervisor Mary Ann Ashley to approve the \$2.00 second notice fee for taxes.

All in favor. Motion carried.

5. Proposed Joint Town/Village Meeting for March 23, 2023

The Joint Town/Village meeting is set for March 23, 2023 at 6:00 p.m. Supervisor Ashley noted there will be at least two items on the agenda.

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)

A motion was made by Council Member Bob Santamoor and seconded by Council Member Randy Brown to go into executive session at 7:56 p.m. for the purpose of [F] the employment history of a particular employee and [H] acquisition of property.
All in favor. Motion carried.

Solar Attorney Bill Buchan was invited into executive session and left at 9:05 p.m..

A motion was made by Council Member Jim Smith and seconded by Council Member Bob Santamoor to come out of executive session at 9:28 p.m.

A motion was made by Council Member John Taillon and seconded by Council Member Bob Santamoor to adjourn the meeting at 9:28 p.m.
All in favor. Motion carried.

Respectfully submitted,



Heidi L. Smith
Town Clerk

RESOLUTION 03

**Budget Amendment
Front End Loader Final Payment
March 8, 2023**

WHEREAS, the Town Highway Department purchased a new front end loader for \$192,477 and;

WHEREAS, the Town put a down payment on the loader in December 2021 and financed \$142,477 through Kansas State Bank, an affiliate of Milton Cat; and

WHEREAS, the Town made one payment of \$31,051.80 at closing and budgeted \$31,000 for 2023; and

WHEREAS, there is funding in the highway fund balance to payoff the loader which was approved by the Town Board; and

WHEREAS, a budget amendment is necessary by full approval of the Town Board to increase Equipment line DA-5110-5130-2 by \$84, 928.16 from the highway fund balance to be increased DA-599-800-1; and

NOW, THEREFORE, BE IT RESOLVED THAT, the Canton Town Board approves the budget amendment indicated above.

3/8/2023

Date

Wendy L. Smith

Town of Canton

RESOLUTION 04

Budget Amendment Joint Recreation Ice Re-Surfacer Final Payment March 8, 2023

WHEREAS, the Town and Village of Canton participate in the Joint Recreation program in Canton, including joint representation on the Joint Recreation Committee and;

WHEREAS, the Town provides funding for the Canton Recreation Program; and

WHEREAS, the Village administers & maintains Canton Recreation as a Village Department; and

WHEREAS, the Joint Recreation Committee recommended the purchase of a new ice re-surfacer for the Canton Recreation Pavilion at the cost of \$121,690; and

WHEREAS, the Village of Canton Board of Trustees and the Town of Canton Council Members both approved the purchase of a new ice re-surfacer at their respective March 2022 board meetings and signed a Memorandum of Agreement that each pay half the cost; and

WHEREAS, a budget amendment with approval of the Town Board is necessary to increase Budget line B-7100-7110-4.2 by \$48,676 from the B Account fund balance and increase budget line B-5000-599N, to cover the Town's share of the ice re-surfacer;

NOW, THEREFORE, BE IT RESOLVED THAT, Budget line B-7100-7110-4.2 is hereby increased by \$48,676 from the B Account fund balance and the budget line B-5000-599N is hereby increased to cover the Town's share of the ice re-surfacer.

3/8/2023

Date

Wendell Smith

Town of Canton

RESOLUTION NO. 05

TOWN OF CANTON
ANNUAL REVIEW OF CANTON TOWN JUSTICE COURT RECORDS
PURSUANT TO UNIFORM JUSTICE COURT
March 8, 2023

WHEREAS, Uniform Justice Court Act 2019-a requires the annual audit by the Town Board of the Court records and dockets of the Town Court; and

WHEREAS, a letter dated February 23, 2023 was sent to Supervisor Mary Ann Ashley by the State of New York Uniformed Court System asking that the same be submitted by March 31, 2023; and

WHEREAS, Town Council Member John Taillon and Town Supervisor Mary Ann Ashley performed an audit of the Town Court records of the Town of Canton on March 1, 2023; and

WHEREAS, attached hereto and made a part hereof is the Annual Checklist for Review of Justice Court Records;

NOW THEREFORE BE IT RESOLVED, said audit is approved and entered into the minutes of the Town of Canton on March 8, 2023.

3/8/2023
Date

Wendy G. Smith
Town of Canton

