

Town of Canton
Wednesday, March 13, 2024
Regular Board Meeting
In Person and Video conference
Minutes

Present:

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

Also Present: Town Clerk Heidi L. Smith, Code Enforcement Officer Michael McQuade, Highway Superintendent Steven Smith, Recreation Director Meghan Richardson, Economic Developer Leigh Rodriguez, Justice Mike Morgan, Justice Rachelle Foster, Town Attorney Eric Gustafson, Angela Gray, CPA

Public Attendance: Margret Mauch, Leslie Clark, Watertown Daily Times Tom Graser, Toby Irven, North Country This Week Paul Mitchell

Zoom Attendance: Confidential Secretary/Bookkeeper Shelby Bacon, Assessor Cindy Brand

Absent: Historian Linda Casserly

A. Call the Meeting to Order/Welcome

Supervisor Ashley called the regular board meeting to order at 6:00 p.m.

B. Approval of Minutes

A motion was made by Council Member Bob Santamoor and seconded by Council Member Randy Brown to approve the February 14, 2024, Public Hearing/Regular Board Meeting minutes.

All in favor. Motion carried.

C. Correspondence

- #1. Rensselaer Falls Fire Department Annual Meeting Invitation
- #2. Richard Cassera Town of Canton Seal Letter
- #3. North Country Honor Flight-Fun-Draising Event
- #4. Email from John Casserly on Agenda
- #5. Email from Toby Irven on Agenda
- #6. Skyler Cruz Wolsey-Ballston Spa, NY -Regarding current Main Street intersection problems and mistakes.
- #7. Supervisor Association President Sue Bellor: Assembly Scott Gray press conference on Chips Funding-March 29 at 1 pm at the Potsdam County Highway Outpost Rt 11.

#8. Savannah Ledermann at Youth Sommer Attorney’s at Law: Draft Permit Combined Notice Rich Road Solar Energy Center, Inc including Public Comment/Public Hearing at Best Western on Tuesday May 7 at 6 pm.

D. Town Finances Reports

Angela Gray, CPA gave the year end report for 2023 and the February 2024 report. The financial report was given to the board prior to the board meeting for review. Angela added that the annual financial report is almost complete and will be submitted by the end of the month.

Angela also gave the Town Clerk financial report stating everything reconciled.

E. Audit Committee

“A” General	----	\$33,186.72
“B” Town Outside	----	\$6,530.05
“DA” Townwide Highway	----	\$24,032.41
“DB” Town Highway	----	\$6,114.00
“SF” Special Fire	----	\$4,588.83
“SL” Special Lighting	----	\$298.83
“T&A” Trust & Agency	----	\$25,317.34

A motion was made by Council Member Jim Smith and seconded by Council Member John Taillon to approve March expenditures.
All in favor. Motion carried.

F. Acceptance of Department Reports

Town Clerk

Clerk Smith reported that the new website is done. The next step is editing and training. Smith also reported that she has been busy going through records.

Economic Development

Economic Developer Rodriguez reported on the New York Forward process. They met with State representation and the mayor will serve as co-chair of a local planning committee. The other co-chair will be someone from the Regional Council or someone that they appoint. It has been anticipated that the meeting will start in April. There will be approximately monthly meetings that will be open to the public. It is a nine-month process with a lot of opportunity for the public. Rodriguez also reported on the NY Main Street Grant, CDBG Cares Grant, and the LWRP draft work plan and budget.

Recreation

Recreation Director Richardson reported the last day of available ice is March 17th. The DPW and Town Highway crews will team up on March 20th to remove the ice. Summer programming is underway. There are a lot of lifeguards coming back from last year. The

job posting has gone out for new lifeguards. Richardson also added that it is Village budget season, the recreation committee has been meeting actively planning for the budget.

Highway

Highway Superintendent Smith reported that he hired a tree company to come and take down tall cotton trees. The company took down the trees and the highway crew did the cleaning and tree removal. With the nice weather the crew is trying to finish up last years construction projects there were unable to be finished.

Code Enforcement

Code Officer McQuade put in his report a comparison from 2022-2023 building permits, stating the majority of the cost was solar projects. McQuade attended his 24-hr. in-service training in Lake Placid. McQuade has also been taking seminars and online webinars on bio-digesters. McQuade is trying to keep up on the technology and the working of biodigesters knowing that someone has signed a lease agreement in Canton. McQuade gave an update on the E-Code project stating we are currently in Stage 2-codifying all laws and the new zoning code into a template that will then go to the board and attorney for review.

Assessor

Assessor Brand reported that the State released a good cause form for those that want Enhanced Star but are late filing. Brand attended the Assessor's meeting at the County and all Solar projects were given. Brand will report that out at next meeting. Brand also reported that they are close to closing the tax roll, hopefully there will be a tentative roll soon. The level of assessment will be coming in at 72%.

Supervisor Ashley added that she met with Cindy and created a draft ad for a part time clerk in the Assessor's office that they hope to get out soon.

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

G. Committee Reports

Highway Committee

Jim reported that the committee met, and everything discussed is on tonight's agenda.

Communications & Technology Committee

John reported in addition to the website the committee explored purchasing a new OWL. The recommendation from the committee is to purchase an OWL-3 with an expansion mic for \$1,198. By purchasing the bundle, you save \$100. The OWL-3 audio range is 26 feet, that is an additional 6 feet from what we have now, the video range would stay the

same. The OWL-3 would stay downstairs in the courtroom.

A motion was made by Council Member John Taillon and seconded by Bob Santamoor to purchase an OWL-3 with expansion mic for \$1,198 and to split the cost with the Village. The Town portion being \$599.

All in favor. Motion carried.

Justice Committee

John reported the committee met and did the Justice Audit. Justices will speak later on the agenda to discuss their needs.

Building Committee

John reported the committee is meeting Friday at Clarkson with the engineering students to review a preliminary design of a new municipal building and provide them with feedback.

Shared Services Committee

Mary Ann reported the committee met and reviewed all agreements. The municipal building shared agreement had the most discussion because there are still a lot of questions about the municipal building. The court agreement was also discussed and the possibility for more funding.

Sustainability Committee

Mary Ann reported there was a presentation on road salt and sand with a lot of discussion.

H. Old Business

1. Highway Superintendent Authority – Road Use Agreement

A motion was made by Council Member John Taillon and seconded by Council Member Bob Santamoor authorizing the Town Supervisor and/or the Town Highway Superintendent as the only officers of the Town of Canton authorized to sign road use agreements for the Town of Canton after approval of form and content by the Town Board.

All in favor. Motion carried.

See attached resolution.

2. Townwide Property Revaluation Process

Supervisor Ashley stated the board needs to decide if and when they want to do a townwide property revaluation. If so, a resolution needs to be passed in January and the board needs to decide if we want to hire out or have the Assessor do the property revaluation.

I. New Business

1. Court Security Items

Justice Morgan reported that there is a signed agreement with Norwood PD for court security but due to short staffing in Norwood they are unable to help. Morgan would like to get another officer on board. State regulations require that the person be a Certified Police Officer. Morgan also reported that the County is switching radio systems to allow for better communications. The town needs to upgrade the court radio. Morgan got a quote for \$2,300. The good news is the Town does not need to come up with the funds right now. We can do it for the 2025 budget.

Morgan also reported that they applied for J-Cap Grant for \$28,098 and was awarded \$27,124 to scan and shred 60-years' worth of records.

2. Annual Review of Justice Court Records

A motion was made by Council Member Bob Santamoor and seconded by Council Member John Taillon approving the annual review of Justice Court records. All in favor. Motion carried.

See attached resolution.

3. Approve Highway Construction Projects 2024

A motion was made by Council Member Jim Smith and seconded by Council Member John Taillon approving the town road repairs.

Stiles Road-8420' x 20'- Complete Road	\$351,829
Old Dekalb Road-2,050' x 18' Dekalb Town Line-County Route 15	\$73,160
Miner Street Road – 7,200' x 20' Grasse River Bridge-Jingleville Road	\$304,300
Boyden Road – 10,600' x 20' Complete Road	\$259,500
Old State Road – 950' x 18' Dekalb Town Line – County Route 15	\$29,440
Total of 5.54 miles	\$1,018,229
Miner Street Road Walking Path Section	\$42,920

All in favor. Motion carried.

See attached resolution.

4. 2023 Annual Financial Report

Discussed during the financial report. The report will be submitted at the end of the month.

J. Public Comment

Toby Irven-Irish Settlement Road-Canton

Toby requested the financial report be put in the public google drive folder for each meeting.

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 Supervisor Mary Ann Ashley and seconded by Council Member Bob Santamoor to go into executive session for the purposes of [D] discussion regarding litigation and [E] collective negotiations at 7:08 p.m.
All in favor. Motion carried.

Deputy Mayor Anna Sorensen and Solar Attorney Bill Buchan were invited into executive session.

Deputy Mayor Anna Sorensen left executive session at 7:59 p.m.

Solar Attorney Bill Buchan left executive session via phone conference at 7:59 p.m.

A motion was made by Supervisor Mary Ann Ashley and seconded by Council Member Bob Santamoor to come out of executive session at 8:08 p.m.
All in favor. Motion carried.

A motion was made by Council Member Randy Brown and seconded by Council Member Bob Santamoor to adjourn the regular meeting at 8:08 p.m.
All in favor. Motion carried.

Respectfully submitted,



Heidi L. Smith
Town Clerk

RESOLUTION NO. 08

March 13, 2024

**Highway Superintendent Authority to Sign
Road Use Agreements**

WHEREAS, pursuant to Section 140 of the Highway Law of the State of New York the Highway Superintendent is legally required and responsible for the care, superintendence, repair and maintenance (including snow and ice control) of town roads which, in the Town of Canton includes over one hundred miles of town roads; and

WHEREAS, pursuant to Section 64 of the Town Law and Section 140 of the Highway Law of the State of New York, the Town Board is responsible for entering into contracts on behalf of the Town and setting the spending limits of the Town Highway Superintendent; and

WHEREAS, renewable energy projects, including but not limited to both community and state solar projects along with renewable natural gas projects, are being developed in the Town of Canton; and

WHEREAS, these projects typically employ road use agreements to compensate the Town for damages to Town Roads and govern the use of Town Roads to protect the residents of the Town; now therefore, be it hereby

RESOLVED, that the Town of Canton, Town Board hereby authorizes the Town Supervisor and/or the Town Highway Superintendent as the only officers of the Town of Canton authorized to sign road use agreements for the Town of Canton after approval of form and content by the Town Board.



Canton Town Clerk

RESOLUTION NO. 09

TOWN OF CANTON
ANNUAL REVIEW OF CANTON TOWN JUSTICE COURT RECORDS
PURSUANT TO UNIFORM JUSTICE COURT
March 13, 2024

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 March 6, 2024 was sent to Supervisor Mary Ann Ashley by the State of New York Uniformed Court System asking that the same be submitted by April 14, 2024; and

WHEREAS, Town Council Members John Taillon and Randy Brown performed an audit of the Town Court records of the Town of Canton on March 6, 2024; 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 13, 2024.

3/13/2024
Date

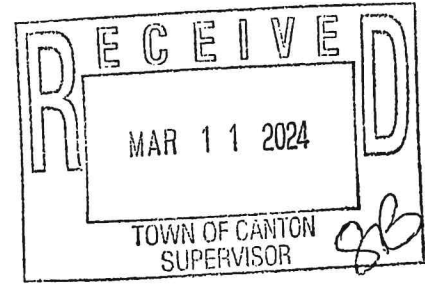
Wendell Smith
Town of Canton



New York State
Unified Court System

Hon. Joseph A. Zayas, J.S.C.
Chief Administrative Judge

March 6, 2024



Supervisor Mary Ann Ashley
Town of Canton
60 Main Street
Canton, New York 13617

Dear Supervisor Ashley:

Section 2019-a of the Uniform Justice Court Act requires that town justices annually provide their court records and dockets to the auditing board of the town, and that such records then be examined, and that fact be entered into the minutes of the board's proceedings.

The Unified Court System's Division of Internal Audit Services is responsible for monitoring town board compliance with Section 2019-a. Accordingly, I am requesting that you provide a copy of the audit of your local court's records for fiscal year ending in 2023 and a copy of your board resolution acknowledging that the required examination was conducted. Please email the report and resolution to tvauditcompliance@nycourts.gov or mail to Daniel Johnson, Director of Internal Audit Services, NYS Unified Court System, 185 Jordan Road, Suite 1, Troy, NY 12180. Please respond by April 15, 2024.

If you have any questions, please contact Joan Casazza at (518) 238-4303 or at the email listed above. Thank you for your cooperation.

Very truly yours,

/smw

c: Daniel Johnson, CPA
Joan Casazza, CIA

RESOLUTION NO. 10

DATED: March 13, 2024

TOWN BOARD APPROVAL OF TOWN ROAD REPAIRS

WHEREAS, the Town of Canton is anticipating receiving the New York State Department of Transportation 2024 funding letter to support the portions of repair, rehabilitation, and modernization of local roads; and

WHEREAS, the Town Board fully supports enhancing the 100 miles of town roads to the maximum extent allowed financially; and

WHEREAS, Town Highway Superintendent requested, and Highway Committee supports, board approval for approximate expenditures and proposed list for the following roads as per the 2024 budgeted amount. Any additional funds needed above the 2024 budget will be further reviewed by the Town Board:

Stiles Road- 8420' x 20'-Complete Road	\$351,829
Old Dekalb Road- 2,050'X 18' Dekalb Town Line-CountyRoute15	\$ 73,160
Miner Street Road- 7,200'X 20'Grasse River Bridge-Jingleville Road	\$304,300
Boyden Road- 10,600'X 20'Complete Road	\$259,500
Old State Road- 950'X 18' Dekalb Town Line-CountyRoute15	\$ 29,440
Total of 5.54 miles	\$ 1,018,229
Miner Street Road Walking Path Section	\$ 42,920

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Town Board of the Town of Canton approves the town road repairs listed above.

3/13/2024
Date

Wendy Smith
Canton Town Clerk

TOWN OF CANTON
HIGHWAY DEPARTMENT

9 Stiles Avenue
Canton, New York 13617

Stiles 8420' X 20' Complete Road

Binder 3,158 Tons	\$173,690
Top 2,105 Tons	\$126,300
Grinder 2 Days	\$14,000
Stone 1,871 Tons	\$16,839
County 3 Days	\$21,000
	\$351,829

Old Dekalb 2,050' X 18' Dekalb Town Line - County Route 15

Binder 700 Tons	\$38,500
Top 461 Tons	\$27,660
County 1 Day	\$7,000
	\$73,160

Miner St. 7,200' X 20' Grasse River Bridge - Jingleville Rd.

Binder 2,700 Tons	\$148,500
Top 1,800 Tons	\$108,000
Stone 1,600 Tons	\$14,400
Grinder 2 Days	\$12,400
County 3 Days	\$21,000
	\$304,300

Boyden Rd. 10,600' X 20' Complete Rd.

Type 6 3,974 Tons	\$238,500
County 3 Days	\$21,000
	\$259,500

Old State Rd. 950' X 18' Dekalb Town Line - County Route 15
Type 6 374 Tons \$29,440
County Share costs with Old Dekalb Rd.

5.54 Miles \$1,018,229

These prices and footages are subject to change once the bid books and CHIPS letters are received. I would like to ask for acceptance from the board to continue on Miner street past Jingleville road if the budget allows.

Miner St. walking path
Binder 452 Tons \$24,860
Type 6 Top 301 Tons \$18,060
\$42,920