

**TOWN OF CANTON BOARD  
REGULAR MEETING**

Wednesday June 14th 2017

4:30 pm

Minutes

Present: Supervisor David T. Button, Council members Paul Backus, James Smith, Bob Washo and Phil LaMarche

Also in Attendance: Attorney Charles Nash, Town Clerk/Tax Collector Lisa Hammond, Code Officer Russell Lawrence, Recreation Director Caitlin Boreyko, Economic Developer Leigh Rodriguez, Historian Linda Casserly, Chelsea Kroeger, Village Trustee Carol Pynchon, Sue Mende, Jim Gibson, Denice Button, Klaus Proem, Toby Irven and Ben Landry

Absent: Assessor Steve Teele, Highway Superintendant Terry Billings

4:30 PM Supervisor Button opened the Town Board Meeting

Deputy Supervisor Paul Backus added to the agenda: Discussion of Highway Superintendent Salary

1. **Approval of minutes of Previous Meeting(s):** The minutes of May 10, 2017 regular board meeting were approved:

Minutes were not reviewed, tabled to July's meeting

2. **Audit Committee:** The following bills for Abstract #6-2017 were approved for payment:

General "A".....	\$10,818.94
Town Outside "B".....	\$3,099.23
Special Lighting "SL" .....	\$285.19
Joint Activity "SM".....	\$1,009.70
Highway "DA".....	\$6,773.35
Highway "DB".....	\$23,097.48

Audit Committee member Bob Washo questioned a mileage bill for Connie McGuire of Parishville. Washo had originally thought it was a payment to Connie Elen a past Town employee. Clerk Hammond explained to the committee that it was a third of the mileage to the Town Clerks Conference in Rochester. Hammond stated that Parishville, Colton and Canton split the mileage.

Washo also questioned Denice Button's insurance buy back and whether she is entitled to it as it has come to Washo's attention that Denice Button has been retired since March of 2015. Washo asked what the salary threshold is for the Insurance buy out. Discussion was held on current policies and what constitutes full or part time. Supervisor Button stated that full time is determined by the amount of work being done. Supervisor Button stated

that the Highway Superintendent buyout was operative, because we continued providing it to Terry Billings after his retirement and we continued it with Denice Button. Supervisor Button explained that there was no Employee Policy Manual when he became Supervisor, and the Board implemented on to define policy. Deputy Supervisor Paul Backus stated that at a meeting held several years ago, in executive session it was discussed that the Book keeper had other obligations and will be out of the office more, so therefore the Supervisor will be take over more of her responsibilities and therefore should lower the Book Keepers Salary and increase the Supervisors. Backus added that the Town gives the Supervisor's Office a certain amount of money to get the job done. After discussion it was determined that no motions were made at the time of discussion in the meeting held years back.

Attorney Charles Nash stated that the discussion should be moved to executive session because it concerns a personnel matter. The discussion was moved to executive session.

#### Committee approval

3. Director of Economic Development/Community Director: Leigh Rodriquez's written report was submitted and approved:

Motion: Bob Washo      Seconded: Jim Smith      Vote: unanimous

Rodriquez introduced Chelsea Kroeger as her part time assistant and noted that she has been a great help to her and her office.

Rodriquez added that she attended the Brownfield Opportunity Conference in Albany and that it was very informational. Rodriquez also stated that she submitted a ten million dollar downtown revitalization initiative grant application.

4. Assessor: Steve Teele's written report was submitted and approved:

Motion: Paul Backus      Seconded: Bob Washo      Vote: unanimous

5. Historian: Linda Casserly's written report was submitted and approved:

Motion: Paul Backus      Seconded: Bob Washo      Vote: unanimous

Casserly reported to the board that she has visited the Poor House Cemetery to watch the procedure of excavating the individuals buried there and being moved to St. Lawrence University for examination by Anthropology Professor Dr. Petri and then returned to the same cemetery but in a different location.

The individuals mentioned are in danger of being swept into the Grasse River.

6. Code Enforcement Officer: Russell Lawrence's written report was submitted and approved:

Motion: Bob Washo      Seconded: Paul Backus      Vote: unanimous

7. Recreation Director: Caitlin Boreyko's written report was submitted and approved:

Motion: Paul Backus                      Seconded: Bob Washo                      Vote: unanimous

Boreyko added that registration for the summer programs was a great success

8. Highway Superintendent: Terry Billing's written report was submitted and approved:

Motion: Jim Smith                      Seconded: Phil LaMarche                      Vote: unanimous

9. Town Supervisor: David Button's written report was submitted and approved:

Motion: Phil LaMarche                      Seconded: Bob Washo                      Vote: unanimous

Supervisor Button reported that with the approval of this month's bills – Public Works (A1400-1490-4 Cont Exp) is over \$1914.77. This amount was for Road Signs. The Highway Superintendent is replacing Town signs to bring the Town into conformity with NYMIR's Risk Management recommendations. Also Tax Collector (A-1300-1330-4 Cont Exp) is over \$989.52. This amount was for the server that hosts all of our data. It was acting erratically and was anticipated to have catastrophic failure. By common consent it was agreed to handle overages at the yearend meeting instead of on a month to month basis.

10. Town Clerk: Lisa Hammond's written report was submitted and approved:

Motion: Jim Smith                      Seconded: Phil LaMarche                      Vote: unanimous

11. Tax Collector: Lisa Hammond's written report was submitted and approved:

Motion: Paul Backus                      Seconded:                      Vote: unanimous

Hammond noted that tax collection is completed and that the percentage collected is slightly up from last year.

12. Legislators: None

13. Justice Court: Justice Court written reports were submitted and approved:

Judge Rosemary Philips \$15,173.00                      Judge James Monroe \$10,621.50

Motion: Paul Backus                      Seconded: Bob Washo                      Vote: unanimous

14. Committee Reports:

Boreyko reported that the Recreation committee met and talked about the reservations and rental rates and policies. Stating they cleaned it up and will be placing the new rates and policies on the website for the public.

Councilman Smith reported that the Comprehensive Plan Committee is waiting on the return of the requests for proposals. Smith stated once those are back the board can move forward.

#### 15. NEW BUSINESS:

##### a. Approval to Participate in County Shared Services:

Supervisor Button gave a brief oversight of the meeting that he attended on May 24<sup>th</sup> 2017. Ruth Doyle (chair) asked all governing boards to give approval to participate in this process. Board members made a motion to continue participation in Shared Services with St. Lawrence County.

Motion: Paul Backus      Seconded: Jim Smith      Vote: unanimous

##### b. Efficiency Study:

Discussion was held on hiring an outside consultant to conduct an efficiency study of the departments in the Town of Canton. Supervisor Button noted that the last study was done in 2004 in which job descriptions were done. Button will give current job descriptions to employees and request them to update and return to him by July 12<sup>th</sup> regular month's Town board meeting. Councilman Bob Washo expressed concerns about technology security in the municipal building and suggested that maybe there should be a master list of passwords to individual computers. Discussion was held on involving the employee committee members. Attorney Nash recommends having a password revision for all computers, like an administrative policy to have access to servers to access passwords.

##### c. Pyrites Boat Launch Repairs:

Discussion was held on repairing Pyrites Boat Launch. Board members reviewed a map and site plan of the launch and Councilman LaMarche went over the problems with the launch and path leading to the launch. Supervisor Button met with Councilman Phil LaMarche, Louis Tremaine and Aaron Jarvis. Button suggested that the board reach out to contractors for prices to get the job done right. Councilman Smith stated that Tisdell's designed it and they should make good by the project. Motion to allow Supervisor Button and Councilman LaMarche to develop a request for proposal and circulate it and solicit responses to be returned to the board members by the July 12<sup>th</sup> regular board meeting.

Motion: Paul Backus      Seconded: Bob Washo      Vote: unanimous

##### d. Fire Hydrants in Morley & Pyrites:

Discussion was held on helping Morley and Pyrites financially, securing a donation to construct a building to house fire hydrants to help the departments have access to their water source in their back yards. After discussion was held it was decided that Supervisor reach out to the departments to be sure that this is high on their departments priority list. The project would include property, pumps and block houses, this all being engineered. All board members are in support of this idea. Motion to investigate costs of projects and allow time to find out what the interest is from the departments.

Motion: Paul Backus    Seconded: Phil LaMarche    Vote: unanimous

dd. Discussion of Highway Superintendant Salary:

Brief discussion was held on Superintendants salary for next year's budget. \$30,750.00 is the current budgeted amount. Matter tabled until July 12<sup>th</sup> regular board meeting to allow Supervisor Button to run figures and come up with an number.

e. Executive Session – Personnel Supervisor

f. Any other business that may come before the board:

Ben Landry was present and asked that a schedule of meetings be clearly posted on the website

Claus Proem reminded the board that the Complete street task force is asking them to keep an eye out for any opportunities to improve biking and walking access. Proem stated that the task force has a Clarkson engineer working with them if anyone has any questions or ideas, they will be happy to answer them.

6:30 p.m. went into executive session

Motion: Bob Washo                      Seconded: Paul Backus                      Vote: unanimous

7:50 p.m. came out of executive session

Motion: Paul Backus                      Seconded: Jim Smith                      Vote: unanimous

7:51 p.m. meeting adjourned

Motion: Phil LaMarche                      Seconded: Paul Backus                      Vote: unanimous

Respectfully Submitted,

Lisa A. Hammond  
Canton Town Clerk