

MINUTES OF THE ORGANIZATION TOWN BOARD MEETING OF THE TOWN OF FORT ANN HELD ON WEDNESDAY, JANUARY 2, 2019 AT 6:00 P.M. AT THE FORT ANN TOWN HALL

PRESENT: Supervisor Richard Moore
Councilman Dennis Fletcher
Councilwoman Gretchen Stark
Councilwoman Deborah Witherell
Councilman Samuel Hall

OTHERS PRESENT: Barbara Winchell, Town Clerk, Helen Denno, Confidential Secretary to the Supervisor/Bookkeeper, Gwen Craig, The Post Star, Hannah Barber

Meeting was called to order at 6:00 p.m. with the Pledge of Allegiance to the Flag.

On motion of Councilman Hall, seconded by Councilwoman Stark to approve tonight's agenda.

Motion was carried.

**RESOLUTION #1-19
SETTING 2019 TOWN BOARD MEETING SCHEDULE**

On motion of Councilwoman Witherell, seconded by Councilwoman Stark to accept resolution entitled "Resolution Setting 2019 Town Board Meeting Schedule." (2nd Monday of every month or, if a holiday, the 2nd Tuesday of that month)

ADOPTED AYES 5 Hall, Stark, Fletcher, Witherell, Moore

RESOLVED, that the regular meeting of the Town Board of the Town of Fort Ann shall be held on the second Monday, if the holiday, Tuesday of each month at 6:00 p.m.

**RESOLUTION #2-19
ESTABLISHING RULES OF PROCEDURE**

On motion of Councilman Hall, seconded by Councilman Fletcher to accept resolution entitled "Resolution Establishing Rules of Procedure."

ADOPTED AYES 5 Hall, Witherell, Stark, Fletcher, Moore

RESOLVED, that unless procedures established in Town Code provide otherwise, either the Supervisor or a resolution of the Town Board can refer a matter to the Highway Superintendent or to the Planning Board or to another committee for review and recommendation back to the Town Board.

**RESOLUTION #3-19
DELEGATING DUTIES TO THE TOWN SUPERVISOR**

On motion of Councilman Fletcher, seconded by Councilwoman Stark to accept resolution entitled "Resolution Delegating Duties to the Town Supervisor."

ADOPTED AYES 5 Hall, Stark, Witherell, Fletcher, Moore

RESOLVED, that the Fort Ann Town Board does delegate to the Town Supervisor the power and duties of administration and supervision of the Town and any Districts contained within it, providing that the Town Board may not and does not abdicate to the Supervisor and Surrender to him the Board's basic statutory responsibilities.

**RESOLUTION #4-19
ESTABLISHING THE OFFICE OF THE DEPUTY TOWN SUPERVISOR**

On motion of Councilman Fletcher, seconded by Councilwoman Stark to accept resolution entitled "Resolution Establishing the Office of the Deputy Town Supervisor." (Deborah Witherell)

ADOPTED AYES 5 Hall, Witherell, Fletcher, Stark, Moore

RESOLVED, that the Fort Ann Town Board does establish the Office of the Deputy Town Supervisor.

**RESOLUTION #5-19
AUTHORIZING THE TOWN SUPERVISOR TO DESIGNATE A CONFIDENTIAL SECRETARY/CLERK TO THE SUPERVISOR**

On motion of Councilwoman Witherell, seconded by Councilman Hall to accept resolution entitled "Resolution Authorizing the Town Supervisor to Designate a Confidential Secretary to the Supervisor/Clerk to the Supervisor." (Helen Denno)

ADOPTED AYES 5 Hall, Stark, Witherell, Fletcher, Moore

RESOLVED, the Fort Ann Town Board does hereby authorize the Town Supervisor to make said appointments, provided that the total expenditures for Town employees may not exceed the total amount budgeted for Town employees in the 2019 Town Budget without further authorization from the Board.

**RESOLUTION #6-19
APPOINTING TOWN OF FORT ANN BUDGET OFFICER**

On motion of Councilman Hall, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Appointing Town of Fort Ann Budget Officer." (Helen Denno)

ADOPTED AYES 5 Hall, Witherell, Stark, Fletcher, Moore

RESOLVED, that the Fort Ann Town Board hereby appoints Helen Denno as the 2019 Budget Officer.

**RESOLUTION #7-19
AUTHORIZING ADVANCE APPROVAL OF CLAIMS**

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to accept resolution entitled "Resolution Authorizing Advance Approval of Claims."

ADOPTED AYES 5 Hall, Witherell, Stark, Fletcher, Moore

RESOLVED, that the Fort Ann Town Board hereby authorizes the payment in advance of audit of claims for such premiums for policies that would otherwise lapse before audit, incur late charges, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit.

RESOLUTION #8-19

AUTHORIZING TOWN SUPERVISOR TO FILE ANNUAL FINANCIAL REPORT IN TOWN CLERK'S OFFICE

On motion of Councilman Hall, seconded by Councilwoman Stark to accept resolution entitled "Resolution Authorizing Town Supervisor to File Annual Financial Report in Town Clerk's Office."

ADOPTED AYES 5 Hall, Fletcher, Stark, Witherell, Moore

RESOLVED, in accordance with New York State General Municipal Law section 30, the Fort Ann Town Board hereby authorizes and directs the Town Supervisor to file a copy of the annual Financial Report to the State Comptroller with the Town Clerk's Office on or before April 1, 2019.

RESOLUTION #9-19

DESIGNATING OFFICIAL NEWSPAPER

On motion of Councilwoman Stark, seconded by Councilman Fletcher to accept resolution entitled "Resolution Authorizing Designating official Newspaper."

ADOPTED AYES 5 Hall, Witherell, Stark, Fletcher, Moore

RESOLVED, that the Fort Ann Town Board hereby designates *The Post Star* as the Town of Fort Ann's official newspaper.

RESOLUTION #10-19

APPOINTING A FORT ANN PLANNING BOARD CHAIRMAN

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to accept resolution entitled "Resolution Appointing a Fort Ann Planning Board Chairman." (Donald Bedeaux)

ADOPTED AYES 5 Hall, Witherell, Stark, Fletcher, Moore

RESOLVED, that the Fort Ann Town Board hereby appoints Donald Bedeaux as Chairman of the Town's Planning Board through December 31, 2019.

RESOLUTION #11-19

APPOINTING A TOWN PLANNING BOARD SECRETARY

On motion of Councilman Hall, seconded by Councilwoman Stark to accept resolution entitled "Resolution Appointing a Town Planning Board Secretary." (Tiffany Ball)

ADOPTED AYES 5 Hall, Stark, Witherell, Fletcher, Moore

RESOLVED, the Fort Ann Town Board hereby appoints Tiffany Ball as Planning Board Secretary through December 31, 2019.

RESOLUTION #12-19

AUTHORIZING FIRE PROTECTION CONTRACTS FOR THE PILOT KNOB VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.; WEST FORT ANN VOLUNTEER FIRE COMPANY, INC.; FORT ANN VOLUNTEER FIRE COMPANY, INC.;

On motion of Councilman Fletcher, seconded by Councilwoman Stark to accept resolution entitled "Resolution Authorizing Fire Protection Contracts for the Pilot Knob Volunteer Firefighters Association, Inc.; West Fort Ann Volunteer Fire Company, Inc.; Fort Ann Volunteer Fire Company, Inc."

ADOPTED AYES 5 Hall, Witherell, Stark, Fletcher, Moore

RESOLVED, that the Fort Ann Town Board hereby approves said contracts, authorizes the Town Supervisor to sign said contracts on behalf of the Town, and approves disbursing the 2019 budgeted funds for said contracts.

RESOLUTION #13-19

AUTHORIZING RESCUE SQUAD CONTRACT FOR FORT ANN RESCUE SQUAD, INC.

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to accept resolution entitled "Resolution Authorizing Rescue Squad Contract for Fort Ann Rescue Squad, Inc."

ADOPTED AYES 5 Hall, Fletcher, Stark, Witherell, Moore

RESOLVED, that the Fort Ann Town Board approves said contract, authorizes the Town Supervisor to sign said contract on behalf of the Town, and approves disbursing the 2019 budgeted funds for said contract.

RESOLUTION #14-19

APPOINTING TOWN ENGINEER

On motion of Councilman Fletcher, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Appointing Town Engineer."

ADOPTED AYES 5 Hall, Stark, Witherell, Fletcher, Moore

RESOLVED, that the Fort Ann Town Board hereby does appoint Jarrett Engineers, PLLC, 12 E. Washington Street, Glens Falls, New York 12801 as the Engineer for the Town for the calendar year 2019.

RESOLUTION #15-19

APPOINTING TOWN COUNSEL FOR THE TOWN OF FORT ANN

On motion of Councilman Hall, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Appointing Town Counsel."

ADOPTED AYES 5 Hall, Witherell, Stark, Fletcher, Moore

RESOLVED, that the Fort Ann Town Board does appoint the law firm of Meyer & Fuller, PLLC, 1557 State Route 9, Lake George, New York 12845 as legal counsel for the Town of Fort Ann.

RESOLUTION #16-19

APPOINTING TOWN OF FORT ANN PLANNING BOARD COUNSEL

On motion of Councilman Fletcher, seconded by Councilwoman Stark to accept resolution entitled "Resolution Appointing Town of Fort Ann Planning Board Counsel."

ADOPTED AYES 5 Hall, Witherell, Stark, Fletcher, Moore

RESOLVED, that the Fort Ann Town Board does appoint the law firm of Meyer & Fuller, PLLC, 1557 State Route 9, Lake George, New York 12845 as Town of Fort Ann Planning Board counsel.

RESOLUTION #17-19

APPOINTING MEMBERS TO THE FORT ANN BOARD OF ETHICS

On motion of Councilman Hall, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Appointing Members to the Fort Ann Board of Ethics."

ADOPTED AYES 4 Hall, Fletcher, Witherell, Moore
 ABSTAIN 1 Stark

RESOLVED, that the Fort Ann Town Board hereby appoints Mary Davis, Paul Milligan, Tom Jarrett, Terry Barber and Gretchen Stark to the Fort Ann Board of Ethics for a period of one year ending December 31, 2019.

RESOLUTION #18-19

SETTING 2019 SALARIES OF ELECTED OFFICIALS AND HIGHWAY EMPLOYEES

On motion of Councilman Fletcher, seconded by Councilman Hall to accept resolution entitled "Resolution Setting 2019 Salaries of Elected Officials and Highway Employees."

Town Supervisor	\$13,492.00	
Deputy Town Supervisor	\$ 2,000.00	
Town Council Member (4)	\$ 3,090.00	
Town Clerk	\$34,145.00	
Clerk to the Supervisor	\$17,230.00	
Clerk to the Supervisor – Trainee	\$ 15.00 HR	
Confidential Secretary	\$ 3,000.00	
Planning Board Secretary (part-time)	\$ 4,803.00	
Town Sole Assessor (part-time)	\$ 6,180.00	
Town Assessor Clerk (part-time)	\$ 4,120.00	
Town Tax Collector	\$ 9,981.00	
Town Budget Officer	\$ 1,500.00	
Town Justice	\$21,852.00	
Clerk to the Justice	\$17,126.00	
Court Attendant	\$ 12.75 HR	
Town Highway Superintendent	\$59,320.00	
Deputy Highway Superintendent	\$ 2,000.00	
Hadlock Dam Inspector (2)	\$ 3,000.00	
Dog Control Officer	\$ 7,638.00	
Enforcement Officer (part-time)	\$11,000.00	
Historian	\$ 824.00	
Registrar of Vital Statistics and Records	\$ 500.00	
Deputy Town Clerk (part-time)	\$ 12.00 HR	
Clerks (part-time)	\$ 12.00 HR	JUSTICE
Machine Equipment Operator	\$ 18.30 HR	
MEO-New Hire	\$ 17.30 HR	
Laborer	\$ 13.10 HR	CEMETERY MOWERS

Hadlock Park Manager	\$	T.B.D.
Cleaner (part-time)	\$	11.75 HR
Lifeguards (part-time/seasonal)	\$	13.00 HR
Summer Recreation Director	\$	3,000.00
Summer Recreation Bus Driver	\$	1,500.00
Summer Recreation Aides	\$	11.10 HR
Consolidated Health Officer	\$	1,200.00
Consolidated Health Members (2)	\$	
Chief Mechanical Harvester	\$	20.00 HR
Chief Mechanical Harvester – Trainee	\$	18.00 HR

ADOPTED AYES 5 Hall, Fletcher, Stark, Witherell, Moore

RESOLVED, that the Town Board further authorizes and directs the Town Supervisor and/or Town Budget Officer to take all necessary to effectuate the terms of this Resolution.

**RESOLUTION #19-19
AUTHORIZING OFFICIAL UNDERTAKING**

On motion of Councilwoman Stark, seconded by Councilman Fletcher to accept resolution entitled “Resolution Official Undertaking.”

ADOPTED AYES 5 Hall, Witherell, Stark, Fletcher, Moore

RESOLVED, that the Fort Ann Town Board hereby authorizes the continuation of the blanket undertaking policy for officers, clerks and employees of the Town as provided through Travelers, and approves disbursing the 2019 budgeted funds for said policy.

**RESOLUTION #20-19
ESTABLISHING MILEAGE ALLOWANCE**

On motion of Councilwoman Witherell, seconded by Councilwoman Stark to accept resolution entitled “Resolution Establishing Mileage Allowance.” (\$.545 per mile)

ADOPTED AYES 5 Hall, Stark, Witherell, Fletcher, Moore

RESOLVED, that the Fort Ann Town Board hereby established the amount of mileage reimbursement to be in accordance with the Federal government rate.

**RESOLUTION #21-19
APPOINTING TODD HUMISTON AS DOG CONTROL OFFICER FOR DOG CONTROL PURPOSES WITHIN THE TOWN OF FORT ANN**

On motion of Councilwoman Stark, seconded by Councilwoman Witherell to accept resolution entitled “Resolution Appointing Todd Humiston as Dog Control Officer for Dog Control Purposes within the Town of Fort Ann.”

ADOPTED AYES 5 Hall, Witherell, Stark, Fletcher, Moore

RESOLVED, that the Fort Ann Town Board hereby appoints Todd Humiston as Dog Control Officer as of January 1, 2019 at an annual salary of \$7,638.00 per year to be paid on a biweekly basis.

RESOLUTION #22-19

AUTHORIZING TOWN OF FORT ANN TOWN SUPERVISOR TO ENTER IN TO AGREEMENT WITH COUNTRYSIDE VETERINARIAN PRACTICE, P.C. FOR TOWN DOG CONTROL SHELTER SERVICES PURSUANT TO NEW YORK STATE AGRICULTURAL AND MARKETS LAW ARTICLE 7 FOR THE YEAR 2019

On motion of Councilman Fletcher, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Authorizing Town of Fort Ann Town Supervisor to enter in to agreement with Countryside Veterinarian Practice, P.C. for Town Dog Control Shelter Services pursuant to New York State Agricultural and Markets Law Article 7 for the year 2019."

ADOPTED AYES 5 Hall, Fletcher, Stark, Witherell, Moore

RESOLVED, that the Fort Ann Town Board hereby authorizes and directs the Town Supervisor to sign and take all necessary steps to enter in to the agreement with Countryside, upon final attorney approval.

RESOLUTION #23-19

APPOINTING PART TIME ENFORCEMENT OFFICER

On motion of Councilman Hall, seconded by Councilwoman Stark to accept resolution entitled "Resolution Appointing part-time Enforcement Officer."

ADOPTED AYES 5 Hall, Fletcher, Stark, Witherell, Moore

RESOLVED, that the Fort Ann Town Board hereby appoints Mark A. Miller, 57 Wright Rd., Granville, New York 12832 as part-time Enforcement Officer as of January 1, 2019 at an annual rate of \$11,000.00 and to be paid on a biweekly basis.

RESOLUTION #24-19

APPOINTING EVA MATTISON AS PART-TIME CLERK TO THE TOWN OF FORT ANN JUSTICE

On motion of Councilwoman Stark, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Appointing Eva Mattison as part-time Clerk to the Justice."

ADOPTED AYES 5 Hall, Witherell, Stark, Fletcher, Moore

RESOLVED, the Fort Ann Town Board hereby affirms the appointment of Eva Mattison as the part-time Clerk to the Town of Fort Ann Justice through December 31, 2019.

RESOLUTION #25-19

APPOINTING MONITORS OF HADLOCK DAM

On motion of Councilwoman Stark, seconded by Councilman Fletcher to accept resolution entitled "Resolution Appointing Monitors of Hadlock Dam." (Paul Winchell and Duane Burch, Jr.)

ADOPTED AYES 5 Hall, Fletcher, Stark, Witherell, Moore

RESOLVED, that the Fort Ann Town Board hereby appoints Paul Winchell and Duane Burch, Jr. as the 2019 monitors of the Hadlock Dam.

Supervisor Moore announced that executive session would be necessary for ongoing litigation and to discuss medical, financial, credit or employment history of a particular person/corp, or matters leading

to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension. Motion was introduced by Councilman Fletcher, seconded by Councilman Hall to go into executive session at 6:16 p.m.

Motion was carried.

7:07 p.m. Motion was introduced by Councilwoman Witherell, seconded by Councilman Fletcher to return to public session

Motion was introduced by Councilwoman Witherell, seconded by Councilman Hall; all members voting in favor to adjourn at 7:08 p.m., with no action having been taken in the executive session or in open session on matters before the Town Board.

Motion was carried.

Respectfully submitted,

Barbara J. Winchell, Town Clerk
Town of Fort Ann, New York

Dated: January 3, 2019