

MINUTES OF THE ORGANIZATION TOWN BOARD MEETING OF THE TOWN OF FORT ANN HELD ON THURSDAY, JANUARY 2, 2020 AT 6:00 P.M. AT THE FORT ANN FIREHOUSE

PRESENT: Supervisor Samuel J. Hall
Councilman Dennis Fletcher
Councilwoman Gretchen Stark
Councilwoman Deborah Witherell

OTHERS PRESENT: Barbara Winchell, Town Clerk, Helen Denno, Clerk to the Supervisor, Mark A. Miller, part-time Enforcement Officer

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

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

Motion was carried unanimously.

**RESOLUTION #1-20
SETTING 2020 TOWN BOARD MEETING SCHEDULE**

On motion of Councilman Fletcher, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Setting 2020 Town Board Meeting Schedule." (2nd Monday of every month or, if a holiday, the 2nd Tuesday of that month)

ADOPTED AYES 4 Stark, Fletcher, Witherell, Hall

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 #2-20
ESTABLISHING RULES OF PROCEDURE**

On motion of Councilwoman Witherell, seconded by Councilwoman Stark to accept resolution entitled "Resolution Establishing Rules of Procedure."

ADOPTED AYES 4 Witherell, Stark, Fletcher, Hall

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 #3-20
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 4 Stark, Witherell, Fletcher, Hall

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 #4-20

ESTABLISHING THE OFFICE OF THE DEPUTY TOWN SUPERVISOR

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

ADOPTED AYES 3 Witherell, Stark, Hall
 ABSTAIN 1 Fletcher

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

RESOLUTION #5-20

AUTHORIZING THE TOWN SUPERVISOR TO DESIGNATE A CLERK TO THE SUPERVISOR

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

ADOPTED AYES 4 Stark, Witherell, Fletcher, Hall

RESOLVED, the Fort Ann Town Board does hereby authorize the Town Supervisor to make said appointment, provided that the total expenditures for the Town employee not exceed the total amount budgeted for Town employee in the 2020 Town Budget without further authorization from the Board.

RESOLUTION #6-20

APPOINTING TOWN OF FORT ANN BUDGET OFFICER

On motion of Councilman Fletcher, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Appointing Town of Fort Ann Budget Officer."

ADOPTED AYES 4 Witherell, Stark, Fletcher, Hall

RESOLVED, that the Fort Ann Town Board hereby appoints Helen Denno as the 2020 Budget Officer.

RESOLUTION #7-20

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 4 Witherell, Stark, Fletcher, Hall

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 #8-20

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

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

ADOPTED AYES 4 Fletcher, Stark, Witherell, Hall

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, 2020.

**RESOLUTION #9-20
DESIGNATING OFFICIAL NEWSPAPER**

On motion of Councilwoman Stark, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Authorizing Designating Official Newspaper."

ADOPTED AYES 4 Witherell, Stark, Fletcher, Hall

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

**RESOLUTION #10-20
APPOINTING A FORT ANN PLANNING BOARD CHAIRMAN**

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

ADOPTED AYES 4 Witherell, Stark, Fletcher, Hall

RESOLVED, that the Fort Ann Town Board hereby appoints Donald Bedeaux as Chairman of the Town's Planning Board through December 31, 2020.

**RESOLUTION #11-20
APPOINTING A TOWN PLANNING BOARD SECRETARY**

On motion of Councilwoman Stark, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Appointing a Town Planning Board Secretary."

ADOPTED AYES 4 Stark, Witherell, Fletcher, Hall

RESOLVED, the Fort Ann Town Board hereby appoints Tiffany Ball as Planning Board Secretary through December 31, 2020.

**RESOLUTION #12-20
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 4 Witherell, Stark, Fletcher, Hall

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 2020 budgeted funds for said contracts.

RESOLUTION #13-20

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 4 Fletcher, Stark, Witherell, Hall

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 2020 budgeted funds for said contract.

RESOLUTION #14-20

ESTABLISHING THE OFFICE OF THE DEPUTY TOWN TAX COLLECTOR

On motion of Councilman Fletcher, seconded by Councilwoman Stark to accept resolution entitled "Resolution Establishing the Office of the Deputy Town Tax Collector."

ADOPTED AYES 4 Stark, Witherell, Fletcher, Hall

RESOLVED, that the Fort Ann Town Board does establish the Office of the Deputy Town Tax Collector and appoints Tina Eberst, P.O. Box 931, Bolton Landing, New York 12814.

RESOLUTION #15-20

APPOINTING TOWN COUNSEL FOR THE TOWN OF FORT ANN AND TOWN OF FORT ANN PLANNING BOARD

On motion of Councilwoman Witherell, seconded by Councilwoman Stark to accept resolution entitled "Resolution Appointing Town Counsel for the Town of Fort Ann and Town of Fort Ann Planning Board."

ADOPTED AYES 4 Witherell, Stark, Fletcher, Hall

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

RESOLUTION #16-20

APPOINTING TOWN ENGINEER

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

ADOPTED AYES 4 Witherell, Stark, Fletcher, Hall

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 2020.

RESOLUTION #17-20

APPOINTING MEMBERS TO THE FORT ANN BOARD OF ETHICS

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

ADOPTED AYES 3 Fletcher, Witherell, Hall
 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, 2020.

RESOLUTION #18-20

SETTING 2020 SALARIES OF ELECTED OFFICIALS AND HIGHWAY EMPLOYEES

On motion of Councilwoman Stark, seconded by Councilwoman Witherell to accept resolution entitled “Resolution Setting 2020 Salaries of Elected Officials and Highway Employees.”

Town Supervisor	\$15,000.00
Deputy Town Supervisor	\$ 1,000.00
Town Council Member (4)	\$ 3,150.00
Town Clerk	\$34,828.00
Clerk to the Supervisor	\$17,575.00
Clerk to the Supervisor – Trainee	\$ 15.50 HR
Planning Board Secretary (part-time)	\$ 4,900.00
Town Tax Collector	\$ 10,181.00
Deputy Tax Collector	\$ 12.25 HR
Town Budget Officer	\$ 1,500.00
Town Justice	\$22,289.00
Clerk to the Justice	\$17,469.00
Court Attendant	\$ 13.00 HR
Town Highway Superintendent	\$63,320.00
Deputy Highway Superintendent	\$ 2,000.00
Hadlock Dam Inspector (2)	\$ 3,000.00
Dog Control Officer	\$ 7,791.00
Enforcement Officer (part-time)	\$11,500.00
Historian	\$ 840.00
Registrar of Vital Statistics and Records	\$ 1,000.00
Deputy Town Clerk (part-time)	\$ 12.25 HR
Clerks (part-time)	\$ 12.25 HR
Machine Equipment Operator	\$ 18.60 HR
MEO-New Hire	\$ 17.60 HR
Laborer	\$ 13.35 HR
Hadlock Park Manager	\$ 20.00 HR
Cleaner (part-time)	\$ 12.00 HR
Lifeguards (part-time/seasonal)	\$ 13.25 HR
Summer Recreation Director	\$ 3,500.00
Summer Recreation Bus Driver	\$ 1,500.00
Summer Recreation Aides	\$ 11.80 HR

Chief Mechanical Harvester \$ 20.00 HR
Chief Mechanical Harvester – Trainee \$ 18.00 HR

ADOPTED AYES 4 Hall, Fletcher, Stark, Witherell

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 #19-20
AUTHORIZING OFFICIAL UNDERTAKING**

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

ADOPTED AYES 4 Hall, Witherell, Stark, Fletcher

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 2020 budgeted funds for said policy.

**RESOLUTION #20-20
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 4 Stark, Witherell, Fletcher, Hall

RESOLVED, that the Fort Ann Town Board hereby established the amount of mileage reimbursement to be \$.545 per mile.

**RESOLUTION #21-20
APPOINTING HALEY KIRBY AS DOG CONTROL OFFICER FOR DOG CONTROL PURPOSES WITHIN THE TOWN OF FORT ANN**

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

ADOPTED AYES 4 Witherell, Stark, Fletcher, Hall

RESOLVED, that the Fort Ann Town Board hereby appoints Haley Kirby as Dog Control Officer as of January 1, 2020 at an annual salary of \$7,791.00 per year to be paid on a biweekly basis.

**RESOLUTION #22-20
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 2020**

On motion of Councilwoman Witherell, seconded by Councilwoman Stark 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 2020.”

ADOPTED AYES 4 Fletcher, Stark, Witherell, Hall

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 #23-20

APPOINTING TOWN OF FORT ANN PART-TIME ENFORCEMENT OFFICER

On motion of Councilwoman Stark, seconded by Councilman Fletcher to accept resolution entitled “Resolution Appointing Town of Fort Ann part-time Enforcement Officer.”

ADOPTED AYES 4 Fletcher, Stark, Witherell, Hall

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, 2020 at an annual rate of \$11,500.00 and to be paid on a biweekly basis.

RESOLUTION #24-20

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

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

ADOPTED AYES 4 Witherell, Stark, Fletcher, Hall

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.

RESOLUTION #25-20

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 4 Fletcher, Stark, Witherell, Hall

RESOLVED, that the Fort Ann Town Board hereby appoints Paul Winchell and Duane Burch, Jr. as the 2020 monitors of the Hadlock Pond Dam.

RESOLUTION #26-20

RESOLUTION APPOINTING TOWN HISTORIAN

On motion of Councilwoman Stark, seconded by Councilwoman Witherell to accept resolution entitled “Resolution Appointing Town Historian.”

ADOPTED AYES 4 Fletcher, Stark, Witherell, Hall

RESOLVED, that the Fort Ann Town Board hereby appoints Christine Milligan as Town Historian through December 31, 2020.

RESOLUTION #27-20

RESOLUTION APPOINTING FULL TIME MEO

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to accept resolution entitled "Resolution Appointing Full Time MEO."

ADOPTED AYES 4 Fletcher, Stark, Witherell, Hall

RESOLVED, that the Town Board of the Town of Fort Ann hereby ratifies the hiring of Christopher Winchell, 10668 State Rte 149, Fort Ann, New York 12827 to full-time MEO new hire as of December 30, 2019 at an hourly rate of \$17.60 to be paid on a weekly basis.

Supervisor Hall mentioned that the Town of Fort Ann annual audit will be at the Town Hall January 16, 2020 at 10:00 a.m.

Supervisor Hall announced that he will be the Chairman of the Board for Washington County.

6:30 p.m. Motion was introduced by Councilwoman Witherell, seconded by Councilman Fletcher to adjourn.

Motion was carried unanimously.

Respectfully submitted,

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

Dated: January 8, 2020