

**MINUTES OF THE ORGANIZATIONAL TOWN BOARD MEETING OF THE TOWN OF FORT ANN HELD ON TUESDAY, JANUARY 3, 2017 AT 7:00 P.M. AT THE FORT ANN FIRE HOUSE**

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

**ABSENT:** Councilman Floyd Varney

**OTHERS PRESENT:** Helen Denno, Confidential Secretary to the Supervisor/Bookkeeper, Barbara Winchell, Town Clerk, Paul Winchell, Highway Superintendent

Meeting was called to order at 7:00 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.

**RESOLUTION #1-17**

**SETTING 2017 TOWN BOARD MEETING SCHEDULE**

On motion of Councilman Fletcher, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Setting 2017 Town Board Meeting Schedule." (2<sup>nd</sup> Monday of every month or, if a holiday, the 2<sup>nd</sup> Tuesday of that month)

ADOPTED      AYES 4              Stark, Fletcher, Witherell, Moore  
                    ABSENT 1             Varney

**RESOLVED**, that the regular meeting of the Town Board of the Town of Fort Ann shall be held on the second Monday of each month at 7:00 p.m.

**RESOLUTION #2-17**

**ESTABLISHING RULES OF PROCEDURE**

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

ADOPTED      AYES 4              Witherell, Stark, Fletcher, Moore  
                    ABSENT 1             Varney

**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 #3-17**

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

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

ADOPTED      AYES 4      Stark, Witherell, Fletcher, Moore  
                  ABSENT 1      Varney

**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, 2017.

**RESOLUTION #4-17**  
**APPOINTING BUDGET OFFICER**

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to accept resolution entitled “Resolution Appointing Budget Officer.” (Helen Denno)

ADOPTED      AYES 5      Fletcher, Stark, Witherell, Moore  
                  ABSENT 1      Varney

**RESOLVED**, that the Fort Ann Town Board hereby appoints Helen Denno as the 2017 Budget Officer.

**RESOLUTION #5-17**  
**AUTHORIZING THE TOWN SUPERVISOR TO DESIGNATE A CONFIDENTIAL 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 Confidential Clerk to the Supervisor.” (Helen Denno)

ADOPTED      AYES 4      Witherell, Fletcher, Stark, Moore  
                  ABSENT 1      Varney

**RESOLVED**, that 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 2017 Town Budget without further authorization from the board.

**RESOLUTION #6-17**  
**APPOINTING EVA MATTISON AS PART-TIME CLERK TO THE JUSTICE**

On motion of Councilman Fletcher, 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, Moore  
                  ABSENT 1      Varney

**RESOLVED**, that 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 #7-17**  
**APPOINTING DAM MONITORS**

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

ADOPTED      AYES 4      Witherell, Stark, Fletcher, Moore

ABSENT 1      Varney

**RESOLVED**, that the Fort Ann Town Board hereby appoints Paul Winchell and Duane Burch, Jr. as the 2017 monitors of the dam.

**RESOLUTION #8-17**

**APPOINTING FORT ANN PLANNING BOARD CHAIRMAN**

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

ADOPTED      AYES 4      Witherell, Stark, Fletcher, Moore  
                  ABSENT 1      Varney

**RESOLVED**, that the Fort Ann Town Board hereby appoints Donald Bedeaux as Chairman of the Town's Planning Board.

**RESOLUTION #9-17**

**APPOINTING TOWN PLANNING BOARD SECRETARY**

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to accept resolution entitled "Resolution Appointing Town Planning Board Secretary." (Deborah Fifield)

ADOPTED      AYES 4      Witherell, Stark, Fletcher, Moore  
                  ABSENT 1      Varney

**RESOLVED**, that the Fort Ann Town Board hereby appoints Deborah Fifield as Planning Board Secretary through December 31, 2017.

**RESOLUTION #10-17**

**APPOINTING FORT ANN PLANNING BOARD MEMBER**

On motion of Councilwoman Witherell, seconded by Supervisor Moore to accept resolution entitled "Resolution Appointing Fort Ann Planning Board Member." (William Hohmann)

ADOPTED      AYES 4      Witherell, Stark, Fletcher, Moore  
                  ABSENT 1      Varney

**RESOLVED**, that the Fort Ann Town Board hereby appoints William Hohmann to serve as a member of the Fort Ann Planning Board through December 31, 2023.

**RESOLUTION #11-17**

**PROVISIONALLY APPOINTING 2017 PROJECT MANAGER FOR LAKE HADLOCK**

On motion of Councilwoman Witherell, seconded by Supervisor Moore to accept resolution entitled "Resolution Provisionally appointing 2017 Project Manager for Lake Hadlock."

On motion of Councilman Fletcher, seconded by Councilwoman Stark to table this resolution.

TABLED      AYES 4      Stark, Witherell, Fletcher, Moore  
                  ABSENT 1      Varney

**RESOLUTION #12-17**

**AUTHORIZING CONTRACT AND PAYMENT WITH PENFLEX FOR PURPOSE OF LOSAP PROGRAM FOR WEST FORT ANN AND PILOT KNOB FIRE DISTRICTS**

On motion of Councilwoman Witherell, seconded by Councilwoman Stark to accept resolution entitled "Resolution Authorizing Contract and Payment with Penflex for Purpose of LOSAP Program for West Fort Ann and Pilot Knob Fire Districts."

ADOPTED        AYES 4            Witherell, Stark, Fletcher, Moore  
                  ABSENT 1         Varney

**RESOLVED**, that the Fort Ann Town Board does authorize the Town Supervisor to sign contracts on behalf of the Town, and approves disbursing the 2017 budgeted funds for said contracts.

**RESOLUTION #13-17**

**AUTHORIZING FIRE PROTECTION AND RESCUE SQUAD CONTRACTS FOR THE PILOT KNOB VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.: WEST FORT ANN VOLUNTEER FIRE COMPANY, INC.; FORT ANN VOLUNTEER FIRE COMPANY, INC.; AND FORT ANN RESCUE SQUAD, INC.**

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

ADOPTED        AYES 4            Fletcher, Stark, Witherell, Moore  
                  ABSENT 1         Varney

**RESOLVED**, that the Fort Ann Town Board approves said contracts, authorizes the Town Supervisor to sign said contracts on behalf of the Town, and approves disbursing the 2017 budgeted funds for said contracts.

**RESOLUTION #14-17**

**APPOINTING TOWN HEALTH OFFICER**

On motion of Councilman Fletcher, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Appointing Town Health Officer." (David L. Foote, MD)

ADOPTED        AYES 4            Witherell, Stark, Fletcher, Moore  
                  ABSENT 1         Varney

**RESOLVED**, that the Fort Ann Town Board hereby appoints Dr. David L. Foote, MD, as Town Health Officer for a period of one year ending December 31, 2017.

**RESOLUTION #15-17**

**APPOINTING TOWN ENGINEER**

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to accept resolution entitled "Resolution Appointing Town Engineer." (Jarrett Engineers, PLLC, 12 E. Washington St., Glens Falls, NY 12801)

ADOPTED        AYES 4            Fletcher, Stark, Witherell, Moore  
                  ABSENT 1         Varney

**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 2017.

**\*RESOLUTION #16-17**

**APPOINTING TOWN COUNSEL**

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

ADOPTED      AYES 4              Witherell, Stark, Fletcher, Moore  
                    ABSENT 1          Varney

**RESOLVED**, that the Fort Ann Town Board does appoint the law firm of Meyer & Fuller, PLLC, 161 Ottawa Street, Lake George, New York 12845 as legal counsel and as Planning Board counsel.

**RESOLUTION #17-17**

**APPOINTING MEMBERS TO THE FORT ANN BOARD OF ETHICS**

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

ADOPTED      AYES 3              Fletcher, Witherell, Moore  
                    ABSTAIN 1        Stark  
                    ABSENT 1        Varney

**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, 2017.

**RESOLUTION #18-17**

**APPOINTING PART-TIME ENFORCEMENT OFFICER**

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

ADOPTED      AYES 4              Witherell, Stark, Fletcher, Moore  
                    ABSENT 1          Varney

**RESOLVED**, that the Fort Ann Town Board hereby appoints Mark A. Miller as part-time Enforcement Officer as of January 1, 2017 at an annual salary of \$9,000.00 and to be paid on a biweekly basis.

**\*PLEASE SEE 1.9.17 MINUTES AND THE COMMENTS OF SUPERVISOR MOORE  
RESOLUTION #19-17**

**SETTING 2017 SALARIES OF ELECTED OFFICIALS AND HIGHWAY EMPLOYEES**

On motion of Councilman Fletcher, seconded by Councilwoman Stark to accept resolution entitled “Resolution Setting 2017 Salaries of Elected Officials and Highway Employees.”

Town Supervisor	\$13,492.00
Deputy Town Supervisor	\$ 2,000.00
Town Council Member (4)	\$ 3,000.00
Town Clerk	\$32,500.00
Clerk to the Supervisor	\$16,440.00
Confidential Secretary	\$ 3,000.00
Planning Board Secretary (part-time)	\$ 4,570.00
Town Sole Assessor (part-time)	\$ 6,000.00
Town Tax Collector	\$ 9,500.00
Town Budget Officer	\$ 1,500.00
Town Justice	\$20,800.00
Clerk to the Justice	\$16,300.00
Court Attendant	\$ 12.25 HR
Town Highway Superintendent	\$56,000.00
Deputy Highway Superintendent	\$ 2,000.00
Hadlock Dam Inspector (2)	\$ 3,000.00
Dog Control Officer	\$ 6,200.00
Enforcement Officer (part-time)	\$ 9,000.00
Historian	\$ 800.00
Registrar of Vital Statistics and Records	\$ 250.00
Deputy Town Clerk (part-time)	\$ 11.50 HR
Clerks (part-time)	\$ 11.50 HR
Machine Equipment Operator	\$ 17.70 HRr
MEO-New Hire	\$ 16.70 HR
Laborer	\$ 12.50 HR
Hadlock Park Manager	\$20,000.00
Cleaner (part-time)	\$ 11.25 HR
Lifeguards (part-time/seasonal)	\$ 12.50 HR
Summer Recreation Director	\$ 3,000.00
Summer Recreation Bus Driver	\$ 1,500.00
Summer Recreation Aides	\$ 9.70 HR
Consolidated Health Officer	\$ 1,200.00
Consolidated Health Members (2)	\$ 80.00
Chief Mechanical Harvester	\$ 20.00 HR
Chief Mechanical Harvester – Trainee	\$ 17.70 HR

ADOPTED      AYES 4              Fletcher, Stark, Witherell, Moore  
                     ABSENT 1              Varney

**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 #20-17  
 AUTHORIZING OFFICIAL UNDERTAKING**

On motion of Councilman Witherell, seconded by Councilman Fletcher to accept resolution entitled "Resolution Authorizing Official Undertaking."

ADOPTED      AYES 4            Witherell, Stark, Fletcher, Moore  
                  ABSENT 1         Varney

**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 2017 budgeted funds for said policy.

**RESOLUTION #21-17  
ESTABLISHING MILEAGE ALLOWANCE**

On motion of Councilwoman Witherell, seconded by Supervisor Moore to accept resolution entitled "Resolution Establishing Mileage Allowance." (\$.535 per mile)

ADOPTED      AYES 4            Stark, Witherell, Fletcher, Moore  
                  ABSENT 1         Varney

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

**RESOLUTION #22-17  
AUTHORIZING BANKING TRANSACTIONS**

On motion of Councilman Fletcher, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Authorizing Banking Transactions."

ADOPTED      AYES 4            Stark, Witherell, Fletcher, Moore  
                  ABSENT 1         Varney

**RESOLVED**, that the Fort Ann Town Board authorizes and directs the Town Supervisor, Deputy Town Supervisor and/or Town Budget Officer to take any and all action necessary to effectuate all terms of this resolution.

**RESOLUTION #23-17  
APPOINTING TODD HUMISTON AS DOG CONTROL OFFICER FOR DOG CONTROL PURPOSES WITHIN THE TOWN OF FORT ANN**

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

ADOPTED      AYES 4            Witherell, Stark, Fletcher, Moore  
                  ABSENT 1         Varney

**RESOLVED**, that the Fort Ann Town Board hereby appoints Todd Humiston as Dog Control Officer as of January 1, 2017 at an annual salary of \$6,200.00 per year to be paid on a biweekly basis.

**RESOLUTION #24-17**

**DESIGNATING OFFICIAL NEWSPAPER**

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to accept resolution entitled "Resolution Designating Official Newspaper." (The Post Star)

ADOPTED      AYES 4              Fletcher, Stark, Witherell, Moore  
                    ABSENT 1             Varney

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

**RESOLUTION #25-17**

**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 2017**

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 2017."

ADOPTED      AYES 4              Fletcher, Stark, Witherell, Moore  
                    ABSENT 1             Varney

**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.

7:13 p.m. Motion was introduced by Councilwoman Witherell, seconded by Councilwoman Stark to adjourn.

Motion was carried.

Respectfully submitted,

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

Dated: January 6, 2017