Proceedings of a regular meeting of the Town Board of the Town of Pamelia held on Monday, January 13, 2020 at the Municipal Building, Route 37; Supervisor Scott Allen called the meeting to order at 7:01 p.m. Council members present were Grace Pruitt, Kenneth Hart, Lisa Brenon and Rusty VanTassel. Highway Superintendent Bruce Call, Zoning and Code Enforcement Officer Walt VanTassel, and Supervisors Clerk Annie Snyder were also present.

Minutes approved

Minutes of the December 9, 2019 regular meeting were approved as submitted on a motion made by Ken Hart and seconded by Lisa Brenon. All voted aye; carried.

Budget Appropriations

Lisa Brenon made a motion and Grace Pruitt seconded to approve the following 2019 budget appropriations. All voted aye; carried.

| General Fund | |
|---|---|
| From: A1220.4 | - $ 1 |
| To: A1220.12 | + 1 |
| From: A1420.4 | - 554 |
| To: A1410.4 | + 554 |
| From: A4540.4 | - 60 |
| To: A4020.4 | + 60 |
| From: A1420.4 | - 26,000 |
| To: A9901.9 | + 26,000 |

Ken Hart made a motion and Rusty VanTassel seconded to approve the following 2019 budget appropriations. All voted aye; carried.

| Highway Fund | |
|---|---|
| From: DA5140.1 | + $ 313 |
| To: DA5130.4 - | - 313 |

Grace Pruitt made a motion and Rusty VanTassel seconded to approve the following 2019 budget appropriations. All voted aye; carried.

| Sewer District | |
|---|---|
| To: SS8110.4 | + $ 940 |
| To: SS8130.4 | + 4,597 |
| Added Code: SS9030.8 | |
| To: SS9030.8 | + 336 |
| From: Fund Balance | |

Rusty VanTassel made a motion and Ken Hart seconded to approve the following 2019 budget appropriations. All voted aye; carried.

| Water Districts | | |
|---|---|---|
| From: SW8340.4 | - | $ 26,349 |
| To: SW8320.4 | + | 26,349 |
| From: SW8340.4 | - | 518 |
| To: SW9030.4 | + | 518 |
| From: SW8340.4 | - | 35 |
| To: SW1380.4 | + | 35 |
| From: SW8330.4 | - | 10,000 |
| To: SW9730.6 | + | 10,000 |
| From: SW8330.4 | - | 10,000 |
| To: SW9730.7 | + | 10,000 |
| To: SW 9730.7 | + | 17,000 |
| From: Fund Balance | - | 17,000 |

Funds Amended

A motion was made by Ken Hart and seconded by Rusty VanTassel to amend the December 9, 2019 General Fund total from $45,089.46 to $38,846 to include No. 236 and to subtract $19,148 for Insurance bill not yet received, and to amend the Highway Fund total from $60,155.23 to $60,152.23 to subtract $3.00 from #178. All voted aye; carried.

Justice Court

Scott Allen stated he has received notice from the Unified Justice Court requesting an audit of the Court records. Scott will have it completed by February meeting.

DANC Agreement

Scott Allen reviewed a new 5-year Agreement for Operating and Maintenance between the Town of Pamelia and the Development Authority of the North Country for Sewer District #9.

Scott stated that there is a 2% increase per year which includes general snowplowing to the pump house. Scott reviewed the contract.

Resolution #1

Grace Pruitt offered Resolution #1, seconded by Lisa Brenon to allow Supervisor Scott Allen to sign the O&M Agreement with the Development Authority of the North Country. All voted aye; carried.

Correspondence

Supervisor Scott Allen received notice from New York State stating that Assessor Alex Marchenkoff is certified and up to date with training.

He also stated that Alex has reached out to ten residents who may be eligible for senior exemptions.

Barton & Loguidice

John Condino and Taylor Jennings updated the Town Board on the Water Project funding package, reporting that the Town has been approved for the $3,000,000 WIIA Grant and also 0% financing up to $10,990,000 for 30 years.

Resolution #2

Scott Allen offered Resolution #2 and Ken Hart seconded designating the Town Supervisor to execute the NYS Environmental Facilities Corporation NYS Water Infrastructure Improvement Act (WIIA) Grant and Interest-Free Financing Agreement for the "Water System Improvements and Expansion Project"

The Resolution was adopted by roll call vote as follows: Scott Allen aye, Rusty VanTassel aye, Lisa Brenon aye, Grace Pruitt aye, Ken Hart aye; adopted.

Ken Hart offered Resolution #3 seconded by Lisa Brenon to approve the following wages for 2020:

| | | |
|---|---|---|
| Councilmen: G. Pruitt, K. Hart L. Brenon, R. VanTassel | $ 2,349 | Quarterly |
| Town Justices: A. Casselman | 19,029 | Bi-weekly |
| S. Kampnich | 17,650 | Bi-weekly |
| Court Clerk | 31,348 | Bi-weekly |
| Supervisor | 21,221 | Bi-weekly |
| Supervisor's Clerk | 17,314 | Bi-weekly |
| Town Clerk/Tax Collector | 25,544 | Bi-weekly |
| Highway Superintendent | 47,256 | Bi-weekly |
| Highway Employees (one) | 17.50 | Per hr-weekly |
| (second) | 17.50 | Per hr-weekly |
| (third) | 15.00 | Per hr-weekly |

| | | |
|---|---|---|
| Planning Board: Chairman | 4,461 | Quarterly |
| Secretary | 2,827 | Quarterly |
| Others members (three) | 1,621 | Quarterly |
| Alternate | 50 | Per meeting Quarterly |
| Code Enforcement Officer, Assistant Health Officer | 9,750 | Bi-weekly |
| and Zoning Enforcement Officer | 9,750 | Bi-weekly |
| Zoning Board of Appeals: Chairman | 473 | Quarterly |
| Secretary | 50 | As needed |
| Others | 237 | Quarterly |
| Board of Assessment Review | 55 | Per day-yearly |
| Special Districts Clerk | 5,197 | Bi-weekly |
| Special Districts Accountant | 2,629 | Bi-weekly |
| Special Districts Superintendent | 3,515 | Bi-weekly |
| Special Districts Administrator | 0 | |

All voted aye; carried.

Resolution #4

Rusty VanTassel offered Resolution #4 and Lisa Brenon seconded to establish a standard work week for members of the NYS Retirement System. All voted aye; carried. The Resolution follows:

**Town of Pamelia**

BE IT RESOLVED, that the Town Board be and hereby establishes the following as a standard workday for elected and appointed officials for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System:

**All Elected Officials**

Supervisor
Councilpersons
Town Clerk
Assessor

Town Justice

Five day work week, six hour day.

Superintendent of Highways

Five day work week, eight hour day.

**Appointed Officials**

Court Clerk

Four day work week, eight hour day.

Highway Employees

Five day work week, eight hour day.

Other appointed officials

Five day work week, six hour day.

Dated: January 13, 2020

I, Gwen Call, clerk of the Town of Pamelia of the State of New York, certify that the full Board consists of four members, and that four of such members were present at such meeting and that four such members voted in favor of the above resolution.

Resolution #5

Lisa Brenon offered Resolution #5, seconded by Rusty VanTassel, to approve the following appointments, authorizations:

Watertown Daily Times as the official newspaper.

Official Bank as Community Bank, may have over $250,000 deposited.

Regulatory meeting of the Town Board will be held on the second Monday of the month unless otherwise designated to be held at 25859 NYS Rte 37 Watertown, NY at 7:00 pm.

The Town Board to adopt the Town investment policies and procurement policies.

Gwen Call as Record Management Officer, Registrar of Vital Statistics.

Bruce Call as Deputy Registrar of Vital Statistics

Dori Klaproth as Town Historian.

Sheri Fields as Court Clerk.

Annie Snyder as Supervisor's Clerk.

Barton & Loguidice as Town Engineers.

Supervisor Scott Allen as Rt 3 Sewer Board member

Walter VanTassel as Zoning Enforcement Officer.

Walter VanTassel as Code Enforcement Officer.

Bruce Call as Special Districts Superintendent.

Gwen Call as Special Districts Clerk.

Annie Snyder as Special Districts Accountant.

Town of Pamelia Supervisor shall be named investing and budgeting officer for the Town of Pamelia.

Scott Allen is authorized to deposit, sign checks and documents for Community Bank.

Scott Allen is authorized to view online documents and transfer money for banking purposes for the Town of Pamelia.

Council member Grace Pruitt is authorized to sign checks in the event the Supervisor is not available or is disabled.

Alex Marchenkoff as Assessor contracted from Jefferson County

The Health Officer is the Town Board members and Supervisor and Walt VanTassel is the deputy assistant Health Officer.

Supervisor Scott Allen as Special Districts Administrator to oversee the Special Districts, authorizing and signatory duties; to authorize payments in advance: bills for utilities, insurance, postage, phone, internet, and Justice Dept. when it appears that these bills would not be paid on a timely basis if held till the next Town Board meeting. Such advance payments will appear on the next monthly abstract.

Mileage rate - $.40 per mile for use of personal vehicle for Town purposes.
All voted aye; carried.

Resolution #6

Rusty VanTassel offered Resolution #6 and Ken Hart seconded to increase the hourly wage for the Court Attendant, Grace Pruitt, from $11.10 to $11.80 to be paid monthly. Scott Allen and Lisa Brenon voted aye. Grace Pruitt abstained; carried.

Resolution #7

Lisa Brenon offered Resolution #7 and Grace Pruitt seconded authorizing petty cash of $50 for the Town Clerk, $50 for Special Districts, $100 for the Tax Collector and $100 for the Justice Court. All voted aye; carried.

Town Attorney

Supervisor Scott Allen stated that since David Renzi is no longer the Town Attorney, Scott has spoke with Attorney Bill Buchan who agreed to assist the Town on an interim basis as needed until a permanent Attorney can be hired.

Rusty VanTassel made a motion and Lisa Brenon seconded to approve Attorney Bill Buchan assist the Town on an as needed basis. All voted aye; carried.

Code Enforcement

There were no comments.

Highway Superintendent

Bruce Call presented the Agreement for the Expenditure of Highway Moneys pursuant to the provisions of Section 284 of the Highway Law.

After Scott Allen reviewed the Agreement with the Town Board, Rusty VanTassel made a motion and Ken Hart seconded to sign the agreement. All voted aye; carried.

Public Comments

Michael Booth, Military resident who is requesting a speed reduction at Rt. 12 and Military Rd. stated there has been a fourth accident there in two years. He would like to table presenting the public petitions for two months to get more signatures.

Scott Allen stated he is still working with the engineers on figuring out what is causing the air in the water system at Ricky VanTassel's.

Michael Booth asked what the Water Project included. Scott Allen explained the Project to him.

Ken Hart welcomed Rusty VanTassel to the Town Board.

Ken also stated he would like to see money taken off everyone's County tax bill instead of purchasing a plow truck.

Supervisor Scott Allen explained that it is not a preferred method after meetings with the State Comptroller's office.

Also, some members of the Town Board would like to have the Autocar put up for auction. Scott Allen stated he would like to wait until the Highway Superintendent was present.

Bruce Call had left the meeting because of bad weather.

Payment of the Bills

Rusty VanTassel made a motion and Lisa Brenon seconded to pay the General Fund bills totaling $21,347.15 No. 1 – 24, Special Districts Fund bills totaling $66,452.27 No. 1 – 10, Highway Fund bills totaling $1,493.78 No. 1 – 16, and Capital Fund bills totaling $8,501.92 No. 1. All voted aye; carried.

Adjournment

The meeting adjourned at 8:06 p.m. on a motion made by Ken Hart, seconded by Rusty VanTassel. All voted aye; carried.

Gwen Call

Gwen Call
Town Clerk
January 13, 2020