Proceedings of a regular meeting of the Town Board of the Town of Pamelia held on Monday, January 09, 2023 at the Municipal Building, Route 37; Supervisor Scott Allen called the meeting to order at 7:00 p.m. Council members present were Lisa Brenon, Kenneth Hart, Rusty VanTassel, and Ricky VanTassel. Highway Superintendent Bruce Call, Engineer John Condino, Legislator Cory Grant, and Supervisors Clerk Annie Snyder were also present. Attorney Bill Buchan entered the meeting at 7:06 p.m.

Minutes approved

Minutes of the December 12, 2022 regular meeting and the December 20, 2022 special meeting were approved on a motion made by Rusty VanTassel and seconded by Ken Hart. All voted aye; carried.

2022 Budget Appropriations

Lisa Brenon made a motion and Rusty VanTassel seconded to approve the following 2022 Budget Appropriations. All voted aye; carried.

Sewer District		
From: SS8110.4	-	$ 212
To: SS1380.4	+	212
From: SS8130.4	-	6,000
From: SS8120.4	-	30,000
To: SS1440.4	+	36,000
From: SS8110.4	-	1
To: SS8110.1	+	1
Water District		
From: SW8310.4	-	1
To: SW8310.1	+	1
SW8310.4	-	2
SW9030.8	+	2
From: Fund Balance	-	147.031
To: SW8320.4	+	147,031
From: SS8130.4	-	6,650
To: SS1420.4	+	6,650

Lisa Brenon made a motion and Rusty VanTassel seconded to approve the following 2022 Budget Appropriations. All voted aye; carried.

General Fund

From: GF1440.4	-	2,146
To: GF1420.4	+	2,146

From: GF1440.4	-	25
To: GF8160.4	+	25

Ricky VanTassel made a motion and Lisa Brenon seconded to approve the following 2022 Budget Appropriations. All voted aye; carried.

From: DA5142.1	-	10,728
To: DA9060.8	+	10,728

From: DB9040.8	-	2,465
To: DB9060.8	+	2,465

From: Fund Balance	-	13,459
To: DB5112.2	+	13,459

Funds Amended

A motion was made by Lisa Brenon and seconded by Rusty VanTassel to amend the December 12, 2022 Special Districts Fund bills from $97,667.26 to $365,525.74 to pay out $225,000 for Water and $42,861.48 for Sewer that was put in account; to amend the Trust & Agency Bills from $9,840.63 to $23,980.99 to pay $14,140.36 for return of Escrow money to Shaner Development, payment of invoices and engineering for Overhead Door and a credit on the Health Insurance; and to amend the Capital Fund bills from $615,420.15 to $622,558.67 to pay back money borrowed from the General Fund. All voted aye; carried.

Resolution #1

Ken Hart offered Resolution #1, seconded by Rusty VanTassel to approve the following:

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

The Town Board to adopt Town Investment and Procurement Policies.
All voted aye; carried.

Ken Hart made a motion and Rusty VanTassel seconded to set the Mileage Rate at the 2023 IRS rate of 65.5 cents per mile for use of personal vehicle for Town purposes; All voted aye; carried.

Resolution #2 – Attached

Lisa Brenon offered Resolution #2 seconded by Rusty VanTassel to approve Salaries for Elected Officials and Full-Time Employees. All voted aye; carried.

Resolution #3 – Attached

Lisa Brenon offered Resolution #3 seconded by Scott Allen to make Contractual Appointments for 2023.

Ricky VanTassel suggested replacing Jefferson County for Building and Codes with Andrew Converse. A discussion followed.

Andrew Converse introduced himself to the Board. He stated he has a contracting business and has built many homes and buildings in the area.

When asked by Supervisor Scott Allen if he has had all of the necessary training for the Building and Codes position, Andrew replied that he does not have the credentials at this time. Ricky VanTassel stated Mr. Converse should have a year to get the training after appointment.

Resident David Hart stated that he feels that the Town should stay with the County for Building and Codes. It is their sole job. He has talked with them on projects. He stated that they are very good and very professional.

Scott Allen stated that the cost to the Town for the County is $0, and if the Town replaces the County, we would be adding a salary that is not in the budget.

Attorney Bill Buchan stated that it would not be wise to hire someone for the Town without credentials. He stated the Town could be at risk, as it would take some time to get the training.

Supervisor Allen stated that he feels the best thing for the Town is to remain with the County because they are a trained source.

There was a discussion about whether Mr. Converse could be appointed before he had his credentials, which there was not a definite answer for.

Roll call vote as follows: Scott Allen, aye; Lisa Brenon, aye; Kenneth Hart, aye; Rusty VanTassel, aye; Ricky VanTassel, nay; carried.

Resolution #4 – Attached

Rusty VanTassel offered Resolution #4 seconded by Ken Hart Establishing a Standard Work Day for the Retirement System. All voted aye; carried.

Resolution #5 – Attached

Scott Allen suggested raising the Court Bailiffs salary to $20 per hour. All agreed.

Ken Hart offered Resolution #5 seconded by Rusty VanTassel for Appointments and Compensation. All voted aye; carried.

Resolution #6

Lisa Brenon offered Resolution #6 seconded by Scott Allen for the Prior Term Appointment of Walter VanTassel as Code Enforcement Officer, Zoning Enforcement Officer and Planning Board member terminate with the expiration of his appointments on December 31, 2022.

Ricky VanTassel questioned why Walt VanTassel was not appointed as Zoning Enforcement Officer, which Attorney Buchan stated that Walt's appointments were terminated effective at the beginning of the year, and the Resolution just affirms that.

Roll call vote as follows: Scott Allen, aye; Lisa Brenon, aye; Kenneth Hart, nay; Rusty VanTassel, abstained; Ricky VanTassel, abstained; carried.

Resolution #7

Scott Allen offered Resolution #7 seconded by Lisa Brenon Approving an Intermunicipal Agreement for Code Enforcement with Jefferson County for an additional one year period. All voted aye; carried.

Resolution #8

Lisa Brenon offered Resolution #8 seconded by Rusty VanTassel Approving a 20-year Sewer Service Agreement with DANC for Sewer Districts No. 3, 4, 5, & 9 providing for conveyance of sewage generated by Town Sewer Districts No. 3, 4, 5, & 9 to the City of Watertown treatment facilities. All voted aye; carried.

Barton & Loguidice

Contractors are finishing up some smaller stuff with the Water Project.
CSX has reported that they have an inspector available and are making arrangements to do the bore under the railroad by Plank Road at the end of this month.

Public Comments

Resident Joe Primmer inquired where the Town stands with the Hotis Motel since the deadline of January 5th has expired.

Attorney Bill Buchan reported that he had dispatched a letter to the owner.

Six days before the scheduled hearing the owner asked for a continuance of 30 days, which was granted. He stated he was getting counsel, and a permit from the County and was going to proceed with rehabilitation of the building.

Bill Buchan stated that there has been no follow-up, no engineer and no permit.

He stated that the Town Board can schedule a hearing for within 30 days to determine what should be done with the building, or schedule it after the date which the property goes back to the County for back taxes. He stated that having a hearing would have a cost to the Town, and to move ahead with demolition of the building which would have a cost for the Town. If the Town does nothing, there would be no cost to the Town.

Ken Hart stated he would like to let the property go to back taxes.

Ricky VanTassel asked if the Town has filed to re coop money already incurred by the Town. Supervisor Allen stated he can submit current bills, but are still incurring some costs.

Lisa Brenon suggests waiting until the County has possession of the property.

Resident David Hart asked if the Town can force a new owner to clean up the property. Attorney Bill Buchan stated he feels it is unlikely that if an owner pays value for the property, they would just leave it to rot.

The Town Board decided to leave the building as is and let it play out with the County.

Highway Department

Bruce Call stated that with the two major snow storms that we had, everything went pretty well.

Rusty VanTassel asked why a Town plow was on private property.

Scott Allen explained that Jim Lawrence, Jefferson County Highway Superintendent called the Town Highway Superintendent and requested application of sand for an excavator which had slid on the ice and had fallen in a 30 ft. hole at the Love's Travel Stop location on Rt. 12.

Scott stated that it was an emergency situation. Attorney Bill Buchan stated it was mutual aid for an emergency situation.

Rusty VanTassel also stated that Town Highway Department is moving snow in the parking lot of the State Police next door which is also private property.

Bruce Call stated he was asked by the State Police to move back some banks after the snow storm.

Resident Carl Herman asked about the snow and ice contract with the County.
There was a discussion of the costs of maintenance on trucks and what could be made in revenue for the Town by entering into the snow and ice contract with the County.

Scott Allen stated he will get more information for the Town Board.

Payment of the Bills

Rusty VanTassel made a motion and Ricky VanTassel seconded to pay the General Fund bills totaling $55,739.39 No. 1 – 20, Special Districts Fund bills totaling $14,485.41 No. 1 – 7, Highway Fund bills totaling $13,207.16 No. 1 – 16, Capital Fund bills totaling $117,210.74 No. 1 – 3, and Trust and Agency bills totaling $9,840.63 No. 1. All voted aye; carried.

Scott Allen reported on the Sewer issues that are going on in the Town. A discussion followed.

Adjournment

The meeting adjourned at 9:09 p.m. on a motion made by Rusty VanTassel and seconded by Ken Hart. All voted aye; carried.

Gwen Call

Gwen Call
Town Clerk
January 9, 2023

TOWN OF PAMELIA

Resolution # ___2____ SALARIES FOR ELECTED OFFICIALS AND FULL TIME EMPLOYEES

Resolution made by _____Lisa Brenon_____and seconded by _____Rusty VanTassel_____.

BE IT RESOLVED that the following salaries shall be paid to the following positions for the year January 1, 2023 through December 31, 2023

Town Supervisor $891.80, paid **biweekly**

Town Clerk / Tax Collector $1,073.46 paid **biweekly**

Town Board Members $641.69, paid **quarterly**

Highway Superintendent $2,169.73, paid **biweekly**

Town Justice one $768.92 paid **biweekly**
Town Justice two $713.19 paid **biweekly**

Highway Employees:

(One) $16.80, paid weekly
(Second) $23.50, paid weekly
(Third) $23.50, paid weekly
(FOURTH) $23.50, paid weekly

Scott J. Allen, Supervisor	Aye	Abstain	Nay
Lisa Brenon, Councilmember	Aye	Abstain	Nay
Kenneth Hart, Councilmember	Aye	Abstain	Nay
Rusty VanTassel, Councilmember	Aye	Abstain	Nay
Ricky VanTassel, Councilmember	Aye	Abstain	Nay

I, Gwen Call, Town Clerk of the Town of Pamelia hereby certifies that the above Resolution was adopted by the Town of Pamelia, January 9, 2023.

Gwen Call

Gwen Call, Town Clerk
Town of Pamelia, New York

TOWN OF PAMELIA

Resolution # __3_____ CONTRACTUAL APPOINTMENTS

Resolution made by _____Lisa Brenon_____and seconded by _____Scott Allen_____.

BE IT RESOLVED that the following appointments and authorizations be made for the year January 1, 2023 through December 31, 2023

Official News Paper	Watertown Daily Times
Official Bank	Community Bank, and hereby authorizes that the Town may have over $250,000 on deposit with Community Bank
Town Assessor	Pursuant to Contract with Jefferson County
Code Enforcement Officer	Pursuant to Contract with Jefferson County
Town Engineers	Barton & Loguidice
Town Attorney	Buchan & Sutter, P.C.

Town of Pamelia Supervisor shall be named investing and budgeting officer for the Town of Pamelia. The Town Supervisor is authorized to view online documents and transfer money for banking purposes for the Town of Pamelia. The Town Supervisor is authorized to deposit funds, sign checks and documents related to Town or Special District accounts with Community Bank. with 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 until the next Town board meeting. Such advance Payments will appear on the next monthly abstract.

Town of Pamelia Supervisor shall be named the route 3 sewer board member.

Scott J. Allen, Supervisor	Aye	Abstain	Nay
Lisa Brenon, Councilmember	Aye	Abstain	Nay
Kenneth Hart, Councilmember	Aye	Abstain	Nay
Rusty VanTassel, Councilmember	Aye	Abstain	Nay
Ricky VanTassel, Councilmember	Aye	Abstain	Nay

I, Gwen Call, Town Clerk of the Town of Pamelia hereby certifies that the above Resolution was adopted by the Town of Pamelia, January 9, 2023.

Gwen Call

Gwen Call, Town Clerk
Town of Pamelia, New York

TOWN OF PAMELIA

Resolution # __4_____ Standard Work Day for Retirement System

Resolution made by ____Rusty VanTassel _____ and seconded by _____Ken Hart_____.

BE IT RESOLVED that the following be and hereby the Town Board establishes the following as standard work day for elected and appointed officials for the purpose of determining days worked reportable to New York State and Employees' Retirement System are hereby made for the term of January 1, 2023 through December 31, 2023

All Elected Officials
Supervisor, Councilpersons, Town Clerk, Town Justices,
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.

Scott J. Allen, Supervisor	Aye	Abstain	Nay
Lisa Brenon, Councilmember	Aye	Abstain	Nay
Kenneth Hart, Councilmember	Aye	Abstain	Nay
Rusty VanTassel, Councilmember	Aye	Abstain	Nay
Ricky VanTassel, Councilmember	Aye	Abstain	Nay

I, Gwen Call, Town Clerk of the Town of Pamelia hereby certifies that the above Resolution was adopted by the Town of Pamelia, January 9, 2023.

Gwen Call

Gwen Call, Town Clerk
Town of Pamelia, New York

TOWN OF PAMELIA

Resolution # ___5____ APPOINTMENTS/COMPENSATION

Resolution made by _____Ken Hart_____and seconded by _____Rusty VanTassel_____.

BE IT RESOLVED that the following appointments are hereby made for the term of January 1, 2023 through December 31, 2023

Sheri Fields, is hereby appointed **Court Clerk** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $34,250.58, to be paid $1,317.33 biweekly for services rendered during this term.

Grace Pruitt, is hereby appointed **Clerk** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $20.00, per hour to be paid monthly for services rendered during this term.

Hunter Murphy, is hereby appointed **Clerk** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $20.00 per hour, to be paid monthly for services rendered during this term.

Annie Snyder, is hereby appointed **Supervisor's Clerk** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $18,917.86, to be paid biweekly, $727.61 for services rendered during this term.

Gwen Call, is hereby appointed **Town Clerk/Tax Collector** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $27,909.96, to be paid biweekly, $1,073.46 for services rendered during this term.

Vacancy , is hereby appointed/or shall continue an existing appointment as **Planning Board Chairperson** and for the term of January 1, 2023 through December 31, 2023 s/he shall be compensated at a salary of $1,218.42, to be paid quarterly, for services rendered during this term.

Kim Casero, is hereby appointed/or shall continue an existing appointment as **Planning Board Member Secretary** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $772.30, to be paid quarterly, for services rendered during this term.

Mary Lou Tesmer, is hereby appointed/or shall continue an existing appointment as **Planning Board Member** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $442.66, to be paid quarterly, for services rendered during this term.

Robert Dorr, is hereby appointed/or shall continue an existing appointment as **Planning Board Member** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $442.66 to be paid quarterly, for services rendered during this term.

Brian Kampnich, is hereby appointed/or shall continue an existing appointment as **Planning Board Member** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $442.66 to be paid quarterly, for services rendered during this term.

Steve Brenon, is hereby appointed/or shall continue an existing appointment as **Planning Board Member Alternate** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $54.63 to be paid per meeting in attendance, for services rendered during this term.

Vacancy , is hereby appointed **Zoning Enforcement Officer** for the term of January 1, 2023 through December 31, 2023 and s/he shall be compensated at a salary of $409.73, to be paid biweekly, for services rendered during this term.

Paul Trimper Jr., is hereby appointed/or shall continue an existing appointment as **Zoning Board of Appeals Chairperson** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $128.89, to be paid quarterly, for services rendered during this term .

Kim Casero, is hereby appointed/or shall continue an existing appointment as **Zoning Board of Appeals Secretary** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $54.63 per meeting, to be paid for quarterly for services rendered during this term .

Stan Tibbles, is hereby appointed/or shall continue an existing appointment as **Zoning Board of Appeals** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $64.59, be paid quarterly, for services rendered during this term.

Mark Cote, is hereby appointed/or shall continue an existing appointment as **Zoning Board of Appeals** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $64.59, to be paid quarterly, for services rendered during this term.

Scott Paris, is hereby appointed/or shall continue an existing appointment as **Zoning Board of Appeals** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $64.59 to be paid quarterly, for services rendered during this term .

Michael Booth, is hereby appointed/or shall continue an existing appointment as **Zoning Board of Appeals** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $64.59 to be paid quarterly, for services rendered during this term .

David Hart is hereby appointed/or shall continue an existing appointment as **Board of Assessment Review** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $110.00, to be paid per day, paid yearly for services rendered during this term.

Stanley Hajdasz, is hereby appointed/or shall continue an existing appointment as **Board of Assessment Review** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $110.00, to be paid per day, paid yearly for services rendered during this term.

Susan Greenwood, is hereby appointed/or shall continue an existing appointment as **Board of Assessment Review** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $110.00, to be paid per day, paid yearly for services rendered during this term.

Gary Mack, is hereby appointed/or shall continue an existing appointment as **Board of Assessment Review** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $110.00, to be paid per day, paid yearly for services rendered during this term.

Gwen Call, is hereby appointed **Special Districts Clerk** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $5,678.40, to be paid biweekly, $218.40 for services rendered during this term.

Bruce Call, is hereby appointed **Special Districts Superintendent** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $3,840.20, to be paid biweekly, $147.70 for services rendered during this term.

Annie Snyder, is hereby appointed **Special Districts Accountant** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $2,871.70, to be paid biweekly, $110.45 for services rendered during this term.

Scott Allen, is hereby appointed **Special District Administrator** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $3,090.00, to be paid biweekly, $118.84 for services rendered during this term. ***Further***, the **Special Districts Administrator** shall oversee Special Districts, with authorizing and signatory duties; to authorize payments in advance: bills for utilities, insurance, postage, phone, and internet, when it appears that these bills would not be paid on a timely basis if held until the next Town board meeting. Such advance Payments will appear on the next monthly abstract.

Gwen Call, is hereby appointed **Records Management Officer, Registrar of Vital Statics** for the term of January 1, 2023 through December 31, 2023 and shall be compensated at a salary of $0.00, to be paid for these services rendered during this term.

Bruce Call, is hereby appointed **Deputy Registrar of Vital Statistics** for the term of January 1, 2023 through December 31, 2023 and shall be compensated at a salary of $0.00, to be paid for these services rendered during this term.

Dori Klaproth, is hereby appointed **Town Historian** for the term of January 1, 2023 through December 31, 2023 and shall be compensated at a salary of $0.00, to be paid for these services rendered during this term.

The Town Supervisor and The Town Board Members, are hereby appointed **Health Officer** for the term of January 1, 2023 through December 31, 2023 and shall be compensated at a salary of $0.00, to be paid for these services rendered during this term.

Scott J. Allen, Supervisor	Aye	Abstain	Nay
Lisa Brenon, Councilmember	Aye	Abstain	Nay
Kenneth Hart, Councilmember	Aye	Abstain	Nay
Rusty VanTassel, Councilmember	Aye	Abstain	Nay
Ricky VanTassel, Councilmember	Aye	Abstain	Nay

I, Gwen Call, Town Clerk of the Town of Pamelia hereby certifies that the above Resolution was adopted by the Town of Pamelia, January 9, 2023.

Gwen Call

Gwen Call, Town Clerk
Town of Pamelia, New York