

JANUARY 8, 2015

ORGANIZATIONAL MEETING

PRESENT: Supervisor Matthew Hicks; Town Council Members: Kenneth Quick, Mary Emery, Matthew Rathbun and Thomas Cosey; Highway Superintendent Eric Towne; Town Clerk Jenny Martelle; Town Attorney Mike Catalfimo; Town Accountant Joel Carpenter; Local Ordinance Officer Russ Bronson

ABSENT: Sole Assessor Dan Boone; Dog/Animal Control Officer Nancy Quell

Supervisor Matthew Hicks called the meeting to order at 7:00 pm. Salute to the flag was led by Highway Superintendent Eric Towne.

Councilman Tom Cosey moved and Councilwoman Mar Emery second to accept the Minutes of the December 11 and the Special Meeting December 30, 2014. Passed 5 – 0.

SUPERVISOR’S REPORT: Supervisor Hicks informed the Board that the Winter Ice Skating Program will open this weekend.

BUDGET OFFICER REPORT: Town Accountant Joel Carpenter prepared and submitted the financial report for December 2014. Copy is on file in the office of the Town Clerk.

Councilman Ken Quick moved and Councilman Matt Rathbun second to adopt Resolution No. 34

RESOLUTION TO TRANSFER FUNDS TO COVER OVER EXPENDED APPROPRIATIONS FOR THE 2014 BUDGET

WHEREAS, due to expenses incurred in the General Townwide, Highway Townwide, Middle Granville Lighting and North Granville Lighting Funds, certain accounts have over expended balances, and

WHEREAS, there are funds available in other accounts to cover the over expended appropriations, now, therefore, be it

RESOLVED, that transfers be made as follows:

INCREASE DECREASE

		INCREASE	DECREASE
A1110.4	TOWN JUSTICE CONTRACTUAL	\$340.00	
A1110.6	WAGES COURT CLERK		\$340.00
A1430.1	CLERK		\$2,700.00
A1620.4	OPERATION OF BUILDINGS CONTRACTUAL	\$3,960.00	
A1650.4	CENTRAL COMMUNICATONS	\$1,200.00	
A1680.4	DATA PROCESSING EQUIPMENT CONTRACTUAL		\$1,000.00
A1990.4	CONTINGENT CONTRACTUAL		\$961.00
A5010.1	HIGHWAY SUPERINTENDENT PERSONAL SVCS	\$1,000.00	
A5010.5	DEPUTY HWY SUP PERSONAL SERVICES		\$500.00
A5182.4	STREET LIGHTING CONTRACTUAL	\$500.00	
A8810.4	CEMETERIES CONTRACTUAL		\$1,499.00
D5130.2	HIGHWAY MACHINERY EQUIPMENT		\$15,200.00

D5142. 4	HIGHWAY SNOW REMOVAL CONTRACTUAL	\$15,200.00	
S5182	MID GRANVILLE LIGHTING CONTRACTUAL	\$420.00	
S1000	MID GRANVILLE LIGHTING RE-APPROPRIATION		\$420.00
R5182	NO GRANVILLE LIGHTING CONTRACTUAL	\$50.00	
R1000	NO GRANVILLE LIGHTING RE-APPROPRIATION		\$50.00
	TOTAL	\$22,670.00	\$22,670.00

Carried: 5 - 0

SOLE ASSESSOR REPORT: The Assessor's Office is in operation Monday through Wednesday from 9 am to noon.

LOCAL ORDINANCE OFFICER REPORT: No activity to report.

ANIMAL CONTROL/DOG CONTROL OFFICER REPORT: Dog Control Officer Nancy Quell emailed Supervisor Hicks informing him that she was on a call on Aiken Road and was going to drop off her monthly report but had to return home for the State inspection of the facility.

HIGHWAY SUPERINTENDENT REPORT: Highway Superintendent Eric Towne reported that the brake work on the grader was completed and it is ready for spring work. The DPW has been cleaning up trees and brush from the last storm. The salt deliveries have been timely. The 2004 Ford truck water pump has been repaired.

NORTH GRANVILLE WATER DISTRICT REPORT: The average usage per day was 50,967 per day or 1,580,000 for the month of December. A major leak was found by the NY Detection Company near the Orchard Nursing and Rehab Centre. The water ran along the 10" pipe underground. It has been repaired. Another leak occurred at Brookside Acres which will be repaired.

OLD BUSINESS: Supervisor Hicks reported that the Town Historian position remains open at this time.

The public hearing for the Right to Farm Law was opened at 7:30 pm. Councilman Ken Quick moved and Councilwoman Mary Emery second close the public hearing. Councilman Ken Quick moved and Councilman Matt Rathbun second to adopt Resolution for Enactment of Local Law Number 2 of 2015 for the Town of Granville. Carried: 5 - 0

The public hearing for the Dog Law was opened at 7:45pm. Councilman Tom Cosey moved and Councilwoman Mary Emery second to close the public hearing. Councilman Matt Rathbun moved and Councilman Tom Cosey second to adopt Resolution for Enactment of Local Law Number 1 of 2014 for the Town of Granville. Carried: 5 - 0

Councilman Tom Cosey moved and Councilwoman Mary Emery second to schedule a public hearing on February 12, 2014 at 7:30 pm regarding the adoption of a new Ethics Policy. Carried 5 – 0

NEW BUSINESS:

ALL RESOLUTIONS ARE FOR THE FISCAL AND CALENDAR YEAR 2015

Councilman Tom Cosey moved and Councilwoman Mary Emery second to adopt Resolution No 1 through No. 33.

Resolution No. 1 TD Banknorth and Glens Falls National Bank be Designated the Official Depositories for the Town Funds

Resolution No. 2 The Granville Sentinel be Designated the Official Town newspaper

Resolution No. 3 Eric Towne, Highway Superintendent be authorized to Purchase Materials through the Washington County Official Bid prices

Resolution No. 4 Michael Catalfimo be Retained as Town Attorney & William DeCaire Deputy Town Attorney

Resolution No. 5 Joan Beecher Appointment to the Ethics Committee for a three-year term commencing on January 1, 2015 and expiring on December 31, 2017

Resolution No. 6 Town Committee assignments are to be as follows:

Councilman Rathbun:

Deputy Supervisor (bank signatory)

Dept. of Public Works – Highway Garage and Water District

Joint Recreation Program

Councilman Cosey:

IT

Fire Depts.

Summer Youth Program

Code/Ordinance Enforcement

Lighting Dist.

Councilman Quick:

Planning Board

Assessor

Town Court

Councilwoman Emery:

Town Clerk

Animal Control

Insurance

Resolution No. 7 Joel Carpenter Appointment as Town Accountant and Town Budget Officer

Resolution No. 8 Russel Bronson Appointment as Local Ordinance and Code Officer

Resolution No. 9 Todd Smith, Ken Quick, Dan Wilson, Peter Beyer, Roger Ellis Appointment to Right-to-Farm Law DRC Committee with Matthew Rathbun and Lee Comar as alternates

Resolution No. 10 Dr. Gordon Thomas Appointment as Town Health Officer

Resolution No. 11 Raymond Boyea Appointment as Town Constable, Todd Balcom as Deputy Town Constable

Resolution No. 12 Organizational Meeting in Combination with the Regular Monthly Meeting for the Month of January 2015 will be held on January 8, 2015. Commencing February 2015 the Official Town Business will be conducted on the Second Thursday of each Month, meetings will start at 7 P.M.

Resolution No. 13 Town Board Minutes will be posted in the Town Hall and Each Board Member Will Receive a Copy Prior to the Next Meeting

Resolution No. 14 A Petty Cash Fund will be Maintained in the Amount of \$100.00 for Use by the Town and a Petty Cash Fund will be Maintained in the Amount of \$50.00 for Use by the Town Court.

Resolution No. 15 A Cash Drawer will be Maintained in the Amount of \$50.00 for Use by the Town Clerk, A Cash Drawer will be Maintained in the Amount of \$100.00 for Use by the North Granville Water District User Fees Collector and A Cash Drawer will be Maintained in the Amount of \$100.00 for Use by the Tax Collector

Resolution No. 16 The Rate for Mileage Reimbursement to Town Officials and Employees for Using Privately Owned Vehicles to Conduct Town Business Shall Be Set at \$0.45 Per Mile. In the Interest of Uniformity, a Distance of Forty Miles will be allowed for Travel To and From the County Municipal Center in Fort Edward

Resolution No. 17 Nancy Quell Appointment as Dog and Animal Control Officer

Resolution No. 18 Jenny Martelle Appointment as the Registrar of Vital Statistics

Resolution No. 19 The Rate of Pay and Payment Schedule for Town Officials and Employees Shall be Established as Follows:

TITLE	ANNUAL SALARY	PMT SCHED
SUPERVISOR	\$7,451.00	MONTHLY
COUNCILPERSONS	\$2,898.50	MONTHLY
TOWN ACCOUNTANT & BUDGET OFFICER	\$26,791.00	WEEKLY
TOWN JUSTICE	\$5,931.00	MONTHLY
TOWN CLERK	\$33,794.00	WEEKLY
DEPUTY TOWN CLERK	\$26,896.00	WEEKLY
REGISTRAR OF VITAL STATISTICS	\$702.00	WEEKLY
HIGHWAY SUPERINTENDENT	\$47,000.00	WEEKLY
SOLE ASSESSOR	\$18,496.00	MONTHLY
ASSESSOR'S CLERK	\$17,204.00	MONTHLY
DOG/ANIMAL CONTROL OFFICER	\$3,238.00	MONTHLY
DEPUTY DOG/ANIMAL CONTROL OFF	\$3,238.00	MONTHLY
ORDINANCE OFFICER	\$2,500.00	MONTHLY
HEALTH OFFICER	\$551.00	MONTHLY
CONSTABLE	\$562.00	MONTHLY
DEPUTY CONSTABLE	\$260.00	MONTHLY
TOWN HISTORIAN	\$562.00	MONTHLY
TOWN ATTORNEY	\$8,500.00	MONTHLY
DEPUTY HIGHWAY SUPERINTENDENT	\$0.00	WEEKLY

HOURLY WAGES

HEAVY EQUIPMENT OPERATOR	\$17.94	WEEKLY
MOTOR EQUIPMENT OPERATOR	\$17.42	WEEKLY
SHOP FOREMAN	\$20.00	WEEKLY
MECHANIC	\$20.00	WEEKLY
PART TIME LABORER	\$10.60	WEEKLY
PART TIME EQUIP OPERATOR	\$15.00	WEEKLY
TOWN COURT CLERK	\$10.74	MONTHLY
PLANNING BOARD CLERK	\$10.00	MONTHLY
ASSISTANT COURT CLERK	\$10.74	MONTHLY
DEPUTY TOWN CLERK	\$14.66	WEEKLY

PER DIEM

PLANNING BOARD SECRETARY/CLERK	60.00/PER MEETING	MONTHLY
BOARD OF ASSESSMENT REVIEW	50.00/PER GRIEVANCE DAY	MONTHLY

Resolution No. 21 Jenny Martelle Appointment to Records Management Officer/Access Clerk

Resolution No. 22 Dorothy Roberts Appointment to Assessor’s Clerk. An Appointment Made by Sole Assessor Daniel Boone

Resolution No. 23 Julia Goff Appointment to Deputy Town Clerk, Deputy Tax Collector, and Deputy Registrar of Vital Statistics An Appointment Made by Town Clerk Jenny Martelle

Resolution No. 24 Nick Loomis, Scott Palmer, Marc Kretzer, John Mattison, Scott Knowles and Martin Harney are the Full-Time Highway Employees

Resolution No. 25 Town Contracts Exist With the Granville Engine and Hose Company, North Granville Hose Company, Penrhyn Engine and Hose Company

Resolution No. 26 Vacation time is determined to mean the Following Regardless of the Number of Hours/Days Worked per Week: One Week Vacation Time Equals Five Working Days after One Year; Two Weeks Vacation Time Equals Ten Working Days after Three Years; Three Weeks Vacation Time Equals Fifteen Working Days after Ten Years

Resolution No. 27 Personal Time Shall Equal Three Days per Year

Resolution No. 28 Employees will accrue one day of sick leave per calendar month. Unused sick leave will not accumulate beyond 60 days

Resolution No. 29 Established Hiring Policy for New Employees: A Newly Hired Employee Will be Considered on “Probation” for Two Months. During This Period He/She Will Earn One Dollar Less than the Base Rate of Pay for the Position He/She is filling. At the End of the Probationary Period, the Employee, if Retained, Will, Upon the Highway Superintendent’s Recommendation, Earn the Full Hourly Wage for the Position. If the Base Rate Changes During the Probationary Period, the New Employee’s Wages Will Change Also, Maintaining the One-Dollar Difference. A New Full Time employee Will Not be Paid for Holidays, Person Days or Sick Days During the Probationary Period. Vacation Time Will be Credited from the First Day of Hire. To Be Covered by the Town of Granville Health Insurance Program, an Employee Must Have Been a Full time Employee for Two Months. During the Two Month Probationary Period, a Full Time Employee May Opt to Enroll in the Town’s Health Insurance Program at His/Her Own Expense.

Resolution No. 30 The Town Board authorizes the payment of Claims for public utility services, insurance premiums and postage prior to audit. All such claims must be presented for audit at the next regular Town Board meeting.

Resolution No. 31 Matthew Rathbun Appointment to Deputy Town Supervisor. The Appointment Made by Town Supervisor Matthew Hicks.

Resolution No. 32 Edward Holland Appointment to Deputy Dog and Animal Control Officer. The appointment made by Supervisor Hicks.

Resolution No. 33 Town of Granville – North Granville Water District Rates

INSIDE RESIDENTIAL	\$ 3.25 PER 1,000 GALS UP TO 20,000 GALS PER QUARTER
	\$ 4.40 PER 1,000 GALS 20,001 TO 25,000 GALS PER QUARTER
	\$ 5.55 PER 1,000 GALS OVER 25,001 PER QUARTER
OUTSIDE RESIDENTIAL	\$ 8.50 PER 1,000 GALS UP TO 20,000 GALS PER QUARTER
	\$10.08 PER 1,000 GALS 20,001 GALS TO 25,000 GALS PER QUARTER
	\$11.65 PER 1,000 GALS OVER 25,001 PER QUARTER
INSIDE COMMERCIAL	\$ 2.86 PER 1,000 GALS PER QUARTER
OUTSIDE COMMERCIAL	\$ 5.50 PER 1,000 GALS PER QUARTER
MINIMUM CHARGE	\$24.00 INSIDE DISTRICT PER QUARTER
	\$50.00 OUTSIDE DISTRICT PER QUARTER
MISC FEES:	\$350.00 HOOK-UP
	\$200.00 BORING UNDER ROAD
	\$50.00 FROZEN METER CHARGE
	\$250.00 METER INSTALLATION *
	*(WAIVED IF DUE TO REPAIR ISSUE)

Carried: 5 - 0

Councilwoman Mary Emery moved and Councilman Matt Rathbun second to adopt Resolution No. 35 Resolution Continuing Town Attorney and Deputy Town Attorney Positions and Fixing Salaries for 2015. Carried: 5 – 0

Councilman Ken Quick moved and Councilman Matt Rathbun second to adopt Resolution No. 36 Resolution Adopting Amended Table A to the Fees, Costs and Expenses Local Law of the Town of Granville (LL2-2011). Carried: 5 – 0

Supervisor Hicks advised the Board that NYSDOT had contacted the Town regarding the speed limits on Hatch Hill and Upper Turnpike Roads. The Town of Whitehall had requested that the speed limits be established as 45 mile per hour on the Whitehall side. The NYSDOT questioned if the Town of Granville would care to piggy back the request of the speed limit change. Hicks mentioned that Hatch Hill is 45 miles per hour so this change would only affect Upper Turnpike.

Supervisor Hicks scheduled the Annual Audit of the Town Officials records for January 22, 2014 at 7:00 pm.

PUBLIC PARTICIPATION: None

AUDIT OF` BILLS: Abstract 13 December 2014 as follows:

ABSTRACT 13 DECEMBER 2014				
FUND	VOUCHER	AMOUNT	MOVED BY	SECOND BY
	NUMBERS			
DA HWY TW	196 - 204	\$14,379.78	COUNCILMAN RATHBUN	COUNCILMAN QUICK
DB HWY OS	43	\$45.33		
SW N. GRAN WATER	96 - 103	\$2,206.07	COUNCILWOMAN EMERY	COUNCILMAN COSEY
A GENERAL	209 - 221	\$2,732.97	COUNCILMAN QUICK	COUNCILMAN RATHBUN
ABSTRACT 1 JANUARY 2015				
FUND	VOUCHER	AMOUNT	MOVED BY	SECOND BY
	NUMBERS			
DA HWY TW	1 - 5	\$4,583.91	COUNCILMAN RATHBUN	COUNCILMAN QUICK
SW N. GRAN WATER	1	\$181.35	COUNCILWOMAN EMERY	COUNCILMAN COSEY
A GENERAL	1 - 12	\$3,633.87	COUNCILMAN QUICK	COUNCILMAN RATHBUN

Carried 5 – 0

CLOSED SESSION: Councilman Quick moved and Councilwoman Emery second to enter a closed session with Town Attorney Mike Catalfimo. Carried 5 – 0. Councilman Rathbun moved and Councilman Quick second to return to the regular meeting. Carried 5 – 0.

ADJOURNMENT: Councilman Cosey moved and Councilwoman Emery second to adjourn until January 22, 2015 Audit Meeting at 7:00 pm.

Attested To:

Jenny Martelle
Granville Town Clerk