

JANUARY 4, 2011

The 2011 Organizational Meeting and the Regular Monthly Meeting of the Town Board of the Town of Greenwich, Washington County, New York was held at the Town Office Building, 2 Academy Street, Greenwich, New York on Tuesday, January 4, 2011 at 7:00 p.m.

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|----------|-----------------|------------------------------|
| PRESENT: | Steven Patrick | Deputy Supervisor/Councilman |
| | Bob Jeffords | Councilman |
| | George Perkins | Councilman |
| | Eric Whitehouse | Councilman |
| ABSENT: | Sara Idleman | Supervisor |

Also Present: Town Clerk Elaine Kelly, Clerk to the Supervisor Kellie Blake, Attorney Alan Wrigley, Highway Superintendent Rick Sullivan, Code Enforcement Officer Dan O'Connor, Working Foreman Stanley Mattison.

Members of the public who signed the attendance sheet: Tim Tefft/Sally Tefft - The Journal Press and Ryan Farrell - The Eagle.

Deputy Supervisor Steve Patrick led the Pledge of Allegiance to the Flag and the Clerk called the roll.

TOWN OF GREENWICH 2011 ORGANIZATIONAL MEETING

RESOLUTION NO. 1-11
Organizational Mtg. 2011

Motion by Councilman Whitehouse
Seconded by Councilman Jeffords

WHEREAS, it is the desire of the Town Board of the Town of Greenwich to act in the best interest of its citizens, now therefore be it,

RESOLVED, that the following actions be taken for the year 2011;

- The Regular Monthly Town Board Meeting of the Town of Greenwich be held the second Tuesday of each month at 7:00 p.m. unless otherwise noted;
- All persons desiring to be placed on the agenda for Town Board meetings be required to notify the Town Clerk by 4:00 p.m. on the Thursday prior to the scheduled meeting;
- The salaries of Elected Officials for the year beginning January 1, 2011 is set at the amounts respectfully stated in the 2011 budget.

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TOWN BOARD APPOINTMENTS and SALARY SCHEDULE:

| POSITION | NAME | PAY |
|-----------------------------------|--|---------------------|
| Animal Control Officer | Ed Holland / Nancy Quell | \$15.00 per call |
| Assessor Clerk | Amanda Willetts | \$11.74/hr. |
| Board of Assessment Review | 5 Members | \$18.00/hr. |
| Budget Officer | See Supervisor Appts. | \$4,326.00/yr |
| Budget Officer Deputy | See Supervisor Appts. | ----- |
| Casual Labor (Clearing Sidewalks) | Kiernan Spigner | \$8.00 per occasion |
| Cleaning Service | Tim Loftin Cleaning | \$3,600.00/yr |
| Code Enforcement Officer | Daniel O'Connor | \$5,150.00/yr. |
| Dog Control Officer | Ed Holland / Nancy Quell | \$2,600/yr. |
| Ethics Board | James McClay, Donald Brooks, Amanda Willetts, Bob Wright, Sandra Spaulding | N/A |
| Health Officer | Arunas Budnikas | \$1,000.00/yr. |
| Highway | Clerk - Kellie Blake | \$9,289.00/yr. |
| Highway | Motor Equipment Operator | \$ 16.56/hr |
| | MEO-Mechanic | \$ 17.06/hr |
| | MEO-Trainee | \$ 15.23/hr |
| | MEO-Foreman | \$ 17.16/hr |
| | Laborer | \$ 13.90/hr |
| Deputy Highway Superintendent | To be determined upon necessity | |
| Historian | Tisha Dolton | \$ 3,013.00/yr. |
| Justice Clerk | Verna Ashton | \$ 11.40/hr |
| Planning Board Attorney | Tony Izzo | \$ 75.00/hr |
| Planning Board Clerk | Kellie Blake | \$ 11.82hr |
| Process Server | Wayne Perkins | \$ 15.00/summons |
| Registrar | Elaine Kelly | Fees Only |
| Registrar (Deputy) | See Town Clerk Appts. | N/A |
| Supervisor's Clerk | See Supervisor Appts. | \$18,798.00/yr. |
| Supervisor's Clerk Assistant | See Supervisor Appts. | ----- |

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| Supervisor (Deputy) | See Supervisor Appts. | \$ 400.00/yr. |
| Town Clerk Deputy (.102) | See Town Clerk Appts. | \$ 11.74/hr |
| Town Clerk Deputy (.103) | See Town Clerk Appts. | \$ 11.40/hr |
| Town Engineer | To be determined upon necessity | |
| Zoning Bd. of Appeals Clerk | Amanda Willetts | \$ 11.74/hr |
| Zoning Bd. of Appeals Chairman | John Farndell | N/A |
| Zoning Bd. Attorney | Anthony Izzo | \$ 75.00/hr |

MISCELLANEOUS

| | |
|--|---|
| Bank Depositories | Glens Falls National Bank, TD Bank and NBT Bank |
| Gravel, Sand & Fill | Not to exceed \$2.75 per yard |
| Mileage Allowance | Applicable IRS Rate |
| Official Newspaper(s) | Journal Press |
| Petty Cash Fund (Town Clerk) | \$200.00 |
| Petty Cash Fund (Youth Program) | \$200.00 |
| Purchase of oil, stone, culvert pipe, salt, tarpaulin and asphalt concrete | Not to exceed Washington County Bids |

and be it further

RESOLVED, that

- The Town Board authorizes the payment of claims for public utility services, (such as electric, gas, telephone) and postage prior to audit. All such claims must be presented for audit at the next regular board meeting. Officers or employees approving these claims may be personally liable if they are subsequently rejected.
- The Town Board reaffirms the Town Purchasing Policy as it pertains to all purchasing for the Town of Greenwich;
- The Supervisor is empowered to invest Town funds in whatever legal manner she determines to be most advantageous to the Town, and the Board reaffirms the current investment policy;

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- The Supervisor will submit within 60 days, her Annual Report to the Town Clerk and State Comptroller, and the Town Clerk shall publish in the official paper that the report is available for inspection in her office;
- The Supervisor and Deputy Supervisor are named as Authorized Signers on all Town accounts with the exception of Town Justice accounts and Town Clerk/Tax Collector accounts.
- All Town officers are authorized to attend the Association of Towns Annual Meeting and all other schools and workshops during the year and that all necessary expenses are a proper town charge with approval of the Town Board and as appropriated in the budget;
- Town Officers, if attending the Association of Towns Annual Meeting, be permitted to draw an advance of \$1000.00 to be accounted for upon return from the meeting and any overdraw be returned to the Town;

ROLL CALL: Councilman Whitehouse Aye
 Councilman Perkins Aye
 Councilman Jeffords Aye
 Deputy Supervisor Patrick Aye

Carried.

SUPERVISOR APPOINTMENTS:

Supervisor Sara S. Idleman made the following appointments for 2011:

- Deputy Supervisor: Steven Patrick
- Budget Officer: Kellie Blake
- Deputy Budget Officer: Sara Idleman
- Supervisor's Clerk: Kellie Blake
- Ass't Supervisor's Clerk: Not filled at this time.

2011 COMMITTEES

| | |
|---|-----------------------|
| Code Enforcement | Jeffords & Whitehouse |
| Codification (Laws & Rules) | Jeffords & Perkins |
| Employee Benefits & Personnel | Perkins & Jeffords |
| Highway (Includes Signs Bridges & Roads) | Patrick & Whitehouse |
| Planning & Zoning Enforcement Conservation | Patrick & Whitehouse |

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|---|--------------------|
| Public Safety (Fire, Police, Buildings) | Patrick & Jeffords |
| Youth & Senior Citizens | Patrick & Perkins |

- Highway Superintendent Rick Sullivan made the following appointment for 2011:
Highway MEO/Foreman: Stanley Mattison
- Town Clerk/Tax Collector Elaine Kelly made the following appointments for 2011:
Deputy Town Clerk/Tax Collector: Amanda Willetts
Deputy Town Clerk/Tax Collector: Verna Ashton
Deputy Registrar: Kellie Blake

Motion by Councilman Jeffords
Seconded by Councilman Whitehouse

and passed unanimously by said Board,

that the 2011 Organizational meeting be adjourned.

Dated: January 4, 2011.

Deputy Supervisor Patrick declared the Regular January meeting open.

RESOLUTION NO. 2-11
App. of Minutes 1/4/11

Resolution by Councilman Perkins
Seconded by Councilman Whitehouse

and passed unanimously by said Board,

RESOLVED, that the minutes of December 14 & 28, 2010 be approved and accepted as submitted.

CORRESPONDENCE: None.

REPORTS:

- 1) Planning Board Report: Board members received the minutes of the Planning Board meeting that was held on December 9, 2010.
- 2) ZBA Report: Board members received the minutes of the ZBA meeting that was held on December 2, 2010.

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3) Assessor Report: Assessor Colleen Adamec submitted the following report: This is a recap of my office. We are still waiting on the trends from the state. I am currently doing field review and analyzing the roll. I am assisting and training the village with the RPS program. We are working on getting their roll completed. I will be wrapping up the new construction for them this week. Notices will be out shortly thereafter. If you have any questions or problems, please feel free to contact me.

4) Code Enforcement Report: No building permits for the month of December.

5) Dog Control & Animal Control Report: DCO & ACO Ed Holland & Nancy Quell's report stated that one call was documented for the month of December. A full copy of the report is available at the Town Clerk's Office.

6) Highway Report: Highway Superintendent Rick Sullivan's report:

- 1,344.2 gallons of fuel used
- Vehicle maintenance
- Three storms, December 14, 23 & 27th all roads are bare
- Worked on the following roads adding gravel and ditching: Ray, Mahaffy, Langley Hill, Rabbit, Riddle and Kilburn Roads

More highway department discussion follows New Business.

7) Supervisor Report: Deputy Supervisor Patrick read Supervisor Idleman's report in her absence:

Town:

So much of my first year was spent learning the intricacies of the job. It has been enormously rewarding. It is my hope that 2011 will afford me the time and opportunity to move forward on some of my ideas.

Primary Goals for 2011:

- The Business Roundtable and Ag-Business Roundtable will continue to meet throughout the year. By the end of 2011 we hope to see some of our initiatives realized. More to follow.....
- I will continue to examine ways the village and town can work together, pursue green initiatives, ie. yard waste composting, and study the feasibility of additional housing for our seniors. I have mentioned each of these at different times during 2010 and would like to actively pursue the ideas.

County:

1. I am serving on a county sub-committee with Seth Pitts, Salem and Alan Brown, Jackson the purpose of which is to examine the current process that is used to evaluate the department heads. With their help and the approval of the Board of Supervisors we hope to develop a new process that is more reflective of the effectiveness of their work.

2. I will serve as chairperson for the Agricultural, Planning, Tourism and Community Development Committee for 2011.

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- Budget Officer Kellie Blake submitted the December financial report for the Board's review.

COMMENTS FROM THE PUBLIC: None.

UNFINISHED BUSINESS:

1) Highway Call-in/Travel Pay. Councilman Jeffords stated that the Personnel Committee requests that this item be tabled until the next meeting to give the committee time to address the issues.

RESOLUTION NO. 3-11
Highway - Call-in/Travel Pay

Resolution by Councilman Perkins
Seconded by Councilman Jeffords

and passed unanimously by said Board,

RESOLVED, that discussion on the Highway Call-in/Travel Pay policy be tabled until the next meeting to give the committee time to address the issues.

2) The Clerk reported that there has been no response to the Planning Board vacancy that has been advertised for four weeks. The Board felt that it would not serve any purpose to re-advertise at this time. The Board members will attempt to garner interest from the community.

NEW BUSINESS:

1) Highway Superintendent Rick Sullivan stated that the grader is back in service and the new 2011 Tandem truck should be delivered this week. Rick told the Board that he was not completely satisfied with the "weld" that was done on the grader. He has been assured that the company will stand behind their work. Discussion followed and it was decided that Clerk to the Highway Superintendent Kellie Blake will request a warranty in writing.

2) The prospective purchase of a used crew cab truck for the highway department was discussed. Rick stated that it has been extremely difficult to find a good, used truck for the designated amount of \$13,700 (monies from the sale of used equipment). It was decided to pursue a new truck.

RESOLUTION NO. 4-11
Highway Crew Cab Truck Bid

Resolution by Councilman Perkins
Seconded by Councilman Jeffords

and passed unanimously by said Board,

RESOLVED, that the Town of Greenwich advertise for sealed bids for a 2010 or newer, 1 ton crew cab truck with diesel motor, 8 foot bed and tow package, and be it further

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RESOLVED, that such sealed bids shall be received until 4:00 PM on Tuesday, February 8, 2011 and will be opened that evening at 7:15 PM.

3) Working Foreman Stanley Mattison expressed his concern for the need of better radio reception for the town trucks. He stated that the Board needs to do something before someone gets hurt and cannot call for help. He attended a meeting with Highway Superintendent Rick Sullivan where it was discussed that towns should not wait for the FCC's mandated compliance date of 2013 for updating radios and service as repeater availability will be gone by then. Highway Superintendent Rick Sullivan will contact Adirondack 2-way Radio as well as Mark Denis and request their presence at the February 8th meeting to discuss this. The Board talked about the possibility of buying our own repeater. Clerk to the Supervisor Kellie Blake stated the last estimate was approximately \$80,000. Councilman Perkins will contact the Village as well as GCS to see if they are interested in possibly joining in through an Intermunicipal Agreement.

4) Radio for the new 2011 tandem truck.

RESOLUTION NO. 5-11
Highway 2011 Truck Radio

Resolution by Councilman Whitehouse
Seconded by Councilman Jeffords

and passed unanimously by said Board,

RESOLVED, that a new 2-way radio be purchased for the new 2011 tandem truck.

TRANSFERS:

RESOLUTION NO. 6-11
Transfers 1/4/11

Resolution by Councilman Jeffords
Seconded by Councilman Whitehouse

and passed unanimously by said Board,

RESOLVED, that the following transfer be approved:

General Fund: Transfer \$396.21 from A1990.4 Contingent Account to A1910.1 Unallocated Insurance.

AUDIT BILLS & AUTHORIZE PAYMENT.

RESOLUTION NO. 7-11
Payt. of Bills 1/4/11

Resolution by Councilman Whitehouse
Seconded by Councilman Perkins

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and passed unanimously by said Board

RESOLVED, that the following bills on Abstract #1014 of 2010 & 1101 of 2011 be approved and audited and the Supervisor be authorized to pay said bills from their respective funds:

| <u>FUND</u> | <u>BILL #</u> | <u>AMOUNT</u> |
|---------------------------------|----------------|---------------|
| General Town-wide (A): | 2010-458-466 | \$ 887.63 |
| Special District Lighting (SL): | 2010-467 | \$ 1,108.62 |
| Highway Town-wide (DA): | 2010-5185 | \$ 3,093.45 |
| Highway Outside Village (DB): | 2010-5186-5190 | \$ 6,254.67 |
| General Town-wide (A): | 2011-1-13 | \$45,261.23 |
| General Outside Village (B): | 2011-14 | \$ 175.00 |
| Highway Town-wide (DA): | 2011-1 | \$ 7,329.00 |
| Highway Outside Village (DB): | 2011-2 | \$13,611.00 |

Motion by Councilman Perkins

Seconded by Councilman Whitehouse

and passed unanimously by said Board,

that the meeting be adjourned at 8:15 P.M.

Respectfully submitted,

Elaine A. Kelly, RMC, CMC
Town Clerk