

Town of DeKalb Organizational Board Meeting

At the organizational meeting of the Town Board of the Town of DeKalb, St. Lawrence County, New York held on the 6th day of January 2023, at the Town Hall in DeKalb Junction NY, there were present:

John Frary	Supervisor	Michael Livingston	Board Mem.
Edward Newcombe	Board Mem.	Constance Elen	Board Mem.
Andrew Fenton	Board Mem.	Barbara Creazzo	Town Clerk
Wayne Holland	Highway Superintendent		

Community who attended either in person or via ZOOM: There was no one in attendance from the community.

Supervisor, John Frary opened the Town of DeKalb Organization meeting at 6:30PM.

A motion was made by Michael Livingston and seconded by Constance Elen, to appoint **Charles Nash** as Town Attorney, at the sum of **\$3,500.00**. Mr. Nash will take the Oath at the regular Board Meeting. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Constance Elen and seconded by Andrew Fenton, to appoint **Sheila Gardner** as Court Clerk at the sum of **\$19,500.00**. Oath to be taken. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Ed Newcombe and seconded by Andrew Fenton, to appoint **Daniel Moyer** as Dog Control Officer, at the sum of **\$4,500.00** for the year. A stipend of **\$100.00** per month will also be paid. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Constance Elen and seconded by Andrew Fenton, to accept the Agreement for Dog Pound Services for the Calendar Year 2023 with **Dan Moyer**. The sum of **\$20.00** per day for boarding and keep per dog. The sum of **\$200.00** will be paid for the Lease/service for Dog Pound/shelter Services, shall also include the cost of euthanasian and burial should it be required after any mandated time has expired and provided in Article 7 of the Agriculture & Markets Law. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Andrew Fenton and seconded by Michael Livingston, to appoint **William (Bill) Chambers** as Building and Codes Officer, for the Town, at a sum of **\$18,000.00** for the year. A stipend of **\$100.00** per month will also be paid. Oath will be taken. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Michael Livingston and seconded Ed Newcombe, to appoint **Bryan Thompson** as Town Historian, at a sum of **\$3,000.00** per year. Oath to be taken. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Ed Newcombe and seconded by Constance Elen, to keep the position of Deputy Town Historian, at the sum of **\$750.00** per year. Oath will be taken by Mary Heisey when her appointment has been made by Mr. Thompson. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Constance Elen and seconded by Andrew Fenton, if the position of Deputy Town Historian, has not been filled, then the sum of **\$750.00** will be paid to the Town Historian, **Bryan Thompson**, at the end of the year. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Andrew Fenton and seconded by Michael Livingston, to continue with the appointment of **Barbara Creazzo** as Registrar of Vital Statistics. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Michael Livingston and seconded by Andrew Fenton, to appoint **Barbara Creazzo** as Tax Collector. Oath to be taken. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Andrew Fenton and seconded by Constance Elen, to charge **\$20.00** for each returned check, to the Clerk, due to insufficient funds. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Constance Elen and seconded by Ed Newcombe, to continue with **St. Lawrence County Health Services**, as the Town's Health Officer. A Resolution to Director of Public Health was sent as a means of a contract in 2017 and remains in effect. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Ed Newcombe and seconded by Michael Livingston, to designate the **Watertown Daily Times Newspaper**, as the official newspaper for all legal notices and **North Country Now**, as the secondary designate. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Constance Elen and seconded by Ed Newcombe to designate **Community Bank, N.A.** of Canton, New York, as the depository for the Town Clerk, Town Supervisor and Town Justice. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Andrew Fenton and seconded by Constance Elen, to invest idle funds in any **F.D.I.C.** insured approved bank. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Michael Livingston and seconded by Andrew Fenton, to pay Town Officials the Federal Mileage Rate, which is **0.625** cents per mile, for use of their own vehicles while on Town business. This rate is the new standard mileage rate as set for 2023 by the Federal Government. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Andrew Fenton and seconded by Constance Elen, to authorize the sum of **\$150.00** to be paid to North Country Life Flight, Inc. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Constance Elen and seconded by Ed Newcombe, to authorize the Highway Superintendent to purchase up to **\$5,000.00** without prior approval. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Michael and seconded by Andrew Fenton, to set the income ceiling limit at the following for Senior Citizens exemptions on Real Property Taxes.

Annual Income Amount	Exemption Percentage
\$14,000.00 or less	50%
\$14,001.00 to \$14,999.00	45%
\$15,000.00 to \$15,999.00	40%
\$16,000.00 to \$16,999.00	35%
\$17,000.00 to \$17,899.00	30%
\$17,900.00 to \$18,799.00	25%
\$18,800.00 to \$19,699.00	20%

Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Constance Elen and seconded by Andrew Fenton, to accept the Town Clerk's recommendation of **Wanda Law**, to serve as Deputy Town Clerk, at a rate of pay at **\$17.00** per hour. Oath to be taken. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Michael Livingston and seconded by Andrew Fenton to pay part-time Highway employees at a rate of **\$17.00** per hour with no CDL and to pay **\$22.00** per hour with a CDL license. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Ed Newcombe and seconded by Andrew Fenton, to pay part-time summer-help at a rate of **\$15.50** per hour. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Andrew Fenton and seconded by Constance Elen, to designate the **3rd Wednesday** of the month at 7:00PM for regular Town Board meetings. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Constance Elen and seconded by Andrew Fenton, to authorize Michael Livingston, to co-transfer funds, when needed, from NY Class to appropriate Community Bank N.A. accounts for payment, when the Supervisor is not available to conduct the transfer(s) himself. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Ed Newcombe and seconded by Connie Elen, to approve salaries for the year 2022 as follows:

Town Supervisor	\$ 10,300.00	
Town Board	\$ 2,790.00	per Member
Highway Supt	\$ 55,000.00	
Justice	\$ 18,500.00	
Town Clerk	\$ 32,500.00	
Assessor	\$ 18,540.00	

Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Andrew Fenton and seconded by Michael Livingston, to accept the Board of Assessment Review pay as indicated, Chairman **\$250.00** and each Regular Member **\$200.00**. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Michael Livingston and seconded by Ed Newcombe, to approve the payment of **\$1,850.00** to the DeKalb-Hermon Senior Citizens Club. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Andrew Fenton and seconded by Constance Elen, to approve the payment of **\$3,400.00** for rented office space at the Town of DeKalb Historical Association Building. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Ed Newcombe and seconded by Andrew Fenton, to approve the payment of **\$500.00** for rented archival space at the Town of DeKalb Historical Association Building. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Andrew Fenton and seconded by Michael Livingston, to approve the payment of **\$500.00** to the Village of Richville for Youth Services which are open to youth outside of the Village. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Constance Elen and seconded by Ed Newcombe, to approve the payment of **\$2,000.00** to the Richville Free Library. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Michael Livingston and seconded by Andrew Fenton, to approve paying Highway Superintendent **\$500.00** per year for work done for the Sewer & Water District. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Ed Newcombe and seconded by Michael Livingston, to grant permission to the Highway Department to work with any municipality within St. Lawrence County, any School District, and Not for Profit Organization, in the Town of DeKalb. Any charges of services shall be arranged by the Highway Superintendent. This motion shall stay in effect until rescinded by the Town Board with notification from the Highway Superintendent. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Andrew Fenton and seconded by Ed Newcombe, to appoint John Frary as an authorized contact person for ACH (Automatic Clearing House) purposes at Community

Bank N.A. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Constance Elen and seconded by Michael Livingston, that any bills/vouchers under **\$500.00** do not need individual approval and/or signatures. All vouchers will be available for any Board Member to review at each Board Meeting if they so choose. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Andrew Fenton and seconded by Constance Elen, that the Supervisor authorize and/or pay the following either by autopay or check prior to regular Board Meetings to avoid late charges: Verizon, Justice Court Fund, National Grid, Spectrum Cable, First Bank, and other payments that require payment before board meeting, or may accrue late fees. Whenever possible, telephone or email contact will be made with each board member if in the other category. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

Members of the Board have reviewed the **Town of DeKalb Procurement Policy**. Michael Livingston made the motion and seconded by Constance Elen, for Supervisor Frary to sign and date on behalf of the Board members. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Michael Livingston and seconded by Ed Newcombe, to set the Second Notice Fee for unpaid taxes for the 2023 Tax Year at **\$2.00** per notice. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Andrew Fenton and seconded by Michael Livingston to raise the base rate of water from **\$55.00** to **\$60.00** per quarter. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Michael Livingston and seconded by Andrew Fenton, to raise the water fee to a rate of **\$2.75** to **\$3.00** per 1000 gallon. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Constance Elen and seconded by Ed Newcombe, to increase the sewer fee to rate of **\$105.00** per unit to **\$115.00** per unit per quarter or **\$460.00** per year. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

A motion was made by Andrew Fenton and seconded by Michael Livingston, to pay Gouverneur Vol. Rescue Squad, **\$13,800**, Hermon Vol. Rescue Squad, **\$11,000**, and Rensselaer Falls Vol. Rescue Squad, **\$5,000**. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

Oath of Office to be administered to the following names and titles:

Charles Nash, Attorney
Sheila Gardner, Court Clerk
William Chambers, Buildings & Code
Michael Livingston, Deputy Supervisor
Bryan Thompson, Town Historian

A motion was made by Andrew Fenton and seconded by Michael Livingston to close the Organization Meeting. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton yes, and John Frary yes.

Meeting closed at 7:15PM.

Respectfully submitted by:
Barbara A. Creazzo, Town Clerk