

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 12th day of January 2022, 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

Oath of Office for John Frary, Supervisor, Michael Livingston, and Ed Newcombe was taken.

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

Supervisor, John Frary opened the Town of DeKalb Organization meeting at 7:01 PM.

A motion was made by Michael Livingston and seconded by Andrew Fenton to appoint **Charles Nash** as Town Attorney, at the sum of **\$3,300.00**. Mr. Nash will take the Oath at the regular Board Meeting. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

A motion was made by Ed Newcombe and seconded by Connie Elen to appoint **Sheila Gardner** as Court Clerk at the sum of **\$18,350.00**. Oath to be taken. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

A motion was made by Andrew Fenton and seconded by Michael Livingston to appoint **Daniel Moyer** as Dog Control Officer and Town Constable, at the sum of **\$4,325.00** for the year. A stipend of **\$1,500.00** will also be paid. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

A motion was made by Ed Newcombe and seconded by Connie Elen to accept the Agreement for Dog Pound Services for the Calendar Year 2022 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 and John Frary yes.

A motion was made by Michael Livingston and seconded by Andrew Fenton to appoint **William (Bill) Chamber** as Building and Codes Officer, for the Town, at sum of **\$13,000.00** for the year. Oath will be taken. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

Wayne Holland, Highway Superintendent has appointed **Scott Eggleston**, to be his Highway Superintendent Deputy, for the Town, at sum of \$1.00 per hour above regular pay.

A motion was made by Connie Elen and seconded by Andrew Fenton to appoint **Michael Livingston** as Deputy Town Supervisor as per recommendation of the Town Supervisor. Vote: Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

A motion was made by Andrew Fenton and seconded Ed Newcombe to appoint **Bryan Thompson** as Town Historian, at a sum of **\$2,800.00** per year. Oath to be taken. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

A motion was made by Ed Newcombe and seconded by Andrew Fenton to keep the position of Deputy Town Historian, at the sum of **\$700.00** per year. Oath will be taken when an appointment has been made. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

A motion was made by Andrew Fenton and seconded by Michael Livingston if the position of Deputy Town Historian, has not been filled, then the sum of **\$700.00** 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 and John Frary yes.

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

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

A motion was made by Michael Livingston and seconded by Andrew Fenton 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 and John Frary yes.

A motion was made by Connie 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 and John Frary yes.

A motion was made by Ed Newcombe and seconded by Andrew Fenton 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 and John Frary yes.

A motion was made by Andrew Fenton and seconded by Michael Livingston 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 and John Frary yes.

A motion was made by Ed Newcombe and seconded by Michael Livingston 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 and John Frary yes.

A motion was made by Andrew Fenton and seconded by Connie Elen to pay Town Officials the Federal Mileage Rate which is **0.58.5** cents per mile, for use of their own vehicles while on Town business. This rate is the new standard mileage rate as set for 2022 by the Federal Government. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

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

A motion was made by Connie Elen and seconded by Ed Newcombe to authorize the Highway Superintendent to purchase up to **\$2,500.00** without prior approval. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

A motion was made by Ed Newcombe and seconded by Michael Livingston 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 and John Frary yes.

A motion was made by Connie Elen and seconded by Andrew Fenton to accept the Town Clerk's recommendation of **Wanda Law**, to serve as Deputy Town Clerk, and to be paid at a rate of **\$15.50** per hour. Oath to be taken. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

A motion was made by Michael Livingston and seconded by Ed Newcombe to accept the Town Clerk's recommendation of **Wanda Law**, to serve as Deputy Registrar of Vital Statistics. Oath

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

A motion was made by Andrew Fenton and seconded by Ed Newcombe to accept the Town Clerk's recommendation of **Wanda Law**, to serve as Deputy Tax Collector. Oath to be taken. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

A motion was made by Michael Livingston and seconded by Connie Elen to pay part-time Highway employees at a rate of **\$15.50** per hour with no CDL and to pay **\$20.00** per hour with a CDL license. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

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

A motion was made by Andrew Fenton and seconded by Ed Newcombe to appoint **Hoffman Eells, CPAs, PC**, as the accounting firm to the Town of DeKalb. A three-year contract was signed. The third year is **\$21,000.00**. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

A motion was made by Michel Livingston and seconded by Constance Elen to authorize Hoffman & Eels CPAs PC, to transfer funds 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 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	\$ 9,800.00	
Town Board	\$ 2,657.00	per Member
Highway Supt	\$ 52,000.00	
Justice	\$ 17,750.00	
Town Clerk	\$ 30,550.00	
Assessor	\$ 18,540.00	

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

A motion was made by Ed Newcombe and seconded by Connie Elen 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 and John Frary yes.

A motion was made by Michael Livingston and seconded by Andrew Fenton 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 and John Frary yes.

A motion was made by Andrew Fenton and seconded by Ed Newcombe to approve the payment of **\$3,300.00** for rented office space at the Town of DeKalb Historical Association Building. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

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

A motion was made by Michael Livingston and seconded by Andrew Fenton 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 and John Frary yes.

A motion was made by Andrew Fenton 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 and John Frary yes.

A motion was made by Connie Elen and seconded by Michael Livingston 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 and John Frary yes.

A motion was made by Michael Livingston and seconded by Andrew Fenton 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 and John Frary yes.

A motion was made by Ed Newcombe and seconded by Andrew Fenton 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 and John Frary yes.

A motion was made by Andrew Fenton and seconded by Ed Newcombe 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 and John Frary yes.

A motion was made by Connie Elen and seconded by Ed Newcombe 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, Time Warner Cable, First Bank, and other payments that require payment before board meeting. 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 and John Frary yes.

Members of the Board have reviewed the **Town of DeKalb Procurement Policy**. Andrew Fenton made the motion and seconded by Connie 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 and John Frary yes.

A motion was made by Connie Elen and seconded by Ed Newcombe to set the Second Notice Fee for unpaid taxes for the 2022 Tax Year at **\$2.00** per notice. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

A motion was made by Andrew Fenton and seconded by Ed Newcombe to appoint David Hart, Thomas Jasikoff, and John Frary, as marriage officiants for five (5) years. Oath from each will be taken. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

A motion was made by Andrew Fenton and seconded by Michael Livingston to raise the base rate of water from \$44.00 to **\$50.00** per quarter. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

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

A motion was made by Andrew Fenton and seconded by Michael Livingston to increase the sewer fee at the rate of **\$105.00** per unit per quarter or **\$420.00** per year. Vote: Michael Livingston yes, Ed Newcombe yes, Connie Elen yes, Andrew Fenton and John Frary yes.

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

John Frary, Supervisor Completed

Michael Livingston, Board Member Completed

Ed Newcombe, Board Member Completed

Charles Nash, Attorney Completed

Sheila Gardner, Court Clerk Completed

Wayne Holland, Highway Superintendent Completed

Scott Eggleston, Deputy Highway Superintendent Completed
William Chambers, Buildings & Code Completed
Michael Livingston, Deputy Supervisor Completed
Bryan Thompson, Town Historian Completed
Wanda Law, Deputy Clerk, Deputy Tax Collector and Deputy Registrar of Vital Statistics Completed
David Hart, Officiant Completed
John Frary, Officiant Completed
Tom Jasikoff, Officiant (Appointed)

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

Meeting closed at 7:46 PM.

Respectfully submitted by:

Barbara A. Creazzo
Town Clerk